

Important setup info **BEFORE** you turn on Multifactor Authentication (MFA)

Make sure you have an alternate email address setup that is different from your vccs email.

Get into your vccs portal and Launch SIS

https://sw.my.vccs.edu/u/applications

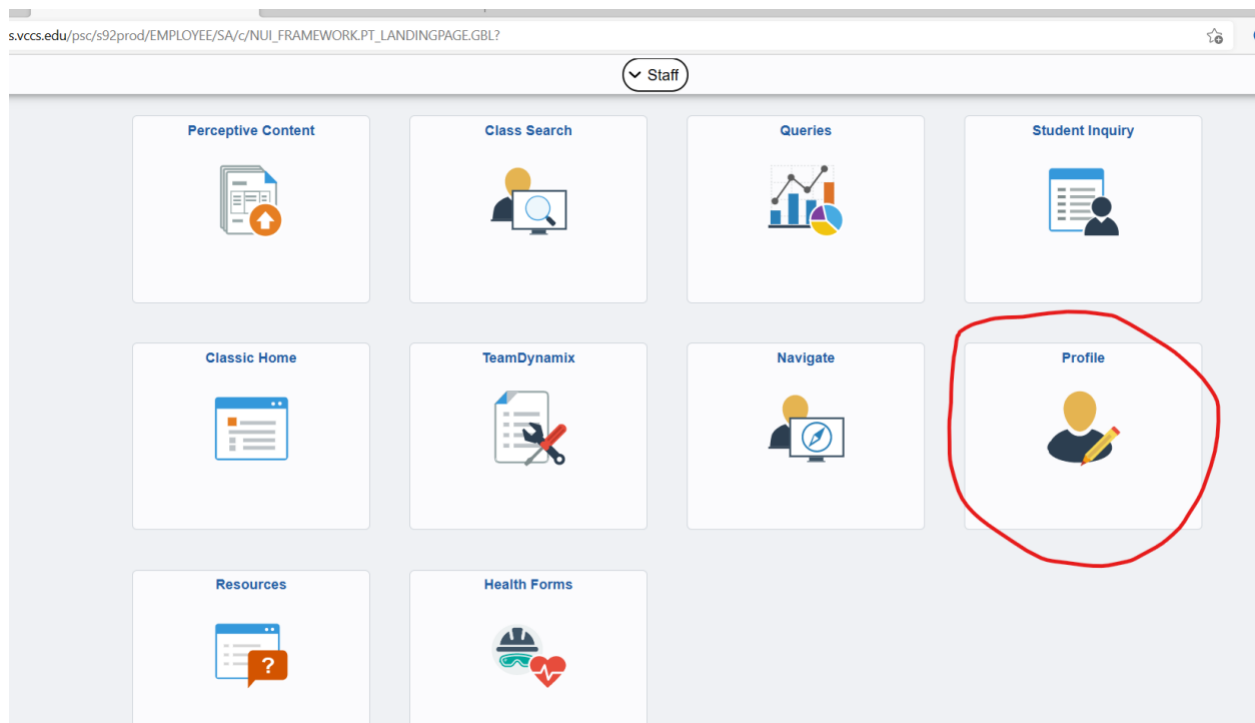
Applications

My Applications

69 Results

	NAME	CATEGORY	OWNER
<input type="checkbox"/>	Blue Ridge	Blue Ridge	rapidid_svc
<input type="checkbox"/>	Central Virginia	Central Virginia	rapidid_svc
<input type="checkbox"/>	Dabney Lancaster	Dabney Lancaster	rapidid_svc
<input type="checkbox"/>	Southwest Virginia	Southwest	rapidid_svc
<input type="checkbox"/>	Thomas Nelson	Thomas Nelson	rapidid_svc
<input type="checkbox"/>	SIS SIS	Faculty and Staff, Students	rapidid_svc
<input type="checkbox"/>	Canvas	Faculty and Staff, Students	rapidid_svc
<input type="checkbox"/>	Gmail	Faculty and Staff, Students	rapidid_svc
<input type="checkbox"/>	Google Drive	Faculty and Staff, Students	rapidid_svc
<input type="checkbox"/>	Transcript Services - DSI CC	Dabney Lancaster	rapidid_svc

Get into your Profile info by clicking profile icon



Select Email Addresses. Make certain you have an e-mail address that is marked as Other. This will be used by MFA to send you a code. **IMPORTANT STEP MAKE CERTAIN YOUR EMAIL IS A PERSONAL EMAIL ACCOUNT NOT VCCS!** Note that my **Other** is set to a VCCS email which would lock me out as I will lose access to the VCCS e-mail account when I turn on E-Mail MFA. (Ever lock your keys in your car?)

Profile

Charles Bundy

Personal Information | Security | Participation

Addresses | Names | Phone Numbers | **Email Addresses** | Emergency Contacts | Demographic Information | Additional Fields

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred	
Business	charles.bundy@sw.edu	<input type="checkbox"/>	
Other	Charles.Bundy@sw.edu	<input type="checkbox"/>	
VCCS Employee Email		<input type="checkbox"/>	
VCCS Student Email		<input checked="" type="checkbox"/>	

[Add an Email Address](#)

[Save](#)

* Required Field

[Go to top](#)

Here I typed in a dummy example for outlook.com. You need to use a real email and click the Save button! If you don't have an **Other** already setup click Add an Email Address.

Profile

Charles Bundy

Personal Information | Security | Participation

Addresses | Names | Phone Numbers | **Email Addresses** | Emergency Contacts | Demographic Information | Additional Fields

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred	
Business	charles.bundy@sw.edu	<input type="checkbox"/>	
Other	abc123@outlook.com	<input type="checkbox"/>	
VCCS Employee Email		<input type="checkbox"/>	
VCCS Student Email		<input checked="" type="checkbox"/>	

[Add an Email Address](#)

[Save](#)

* Required Field