

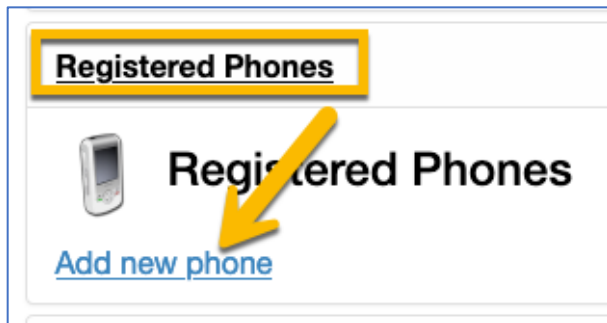
MFA – Setting up Phone/SMS based OTP

To Start Configuring MFA (Multi-Factor Authentication) click the following link and a new tab will open for the Portal Guard Management Page (<https://idmpg.palomar.edu>)

Once you are logged in, click on your username in the top right, then click “Edit Profile”



You will be provided with a menu of options, click on the option “Registered Phones” and then choose “Add new phone.”



Enter your cell phone number and click Continue. A text/SMS will be sent to your phone to confirm that you have the phone and consent to text messages.

Please enter your phone number below to enroll. A test OTP will be sent immediately for confirmation.

Country	United States
Phone Number	760-123-4567

Continue

Cancel

Once you receive the text/SMS to your phone, it will contain a One Time Passcode (OTP) that you will need to enter into the next screen and click continue.

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

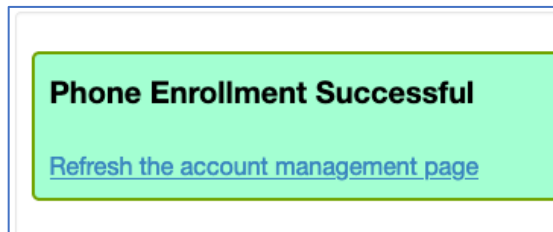
One Time Passcode	
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Continue

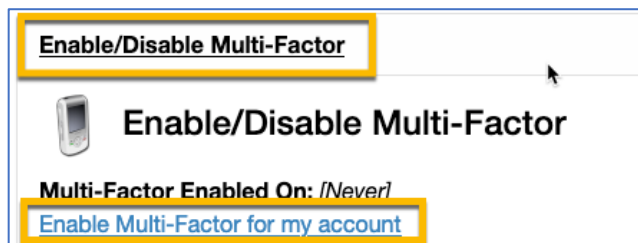
Cancel

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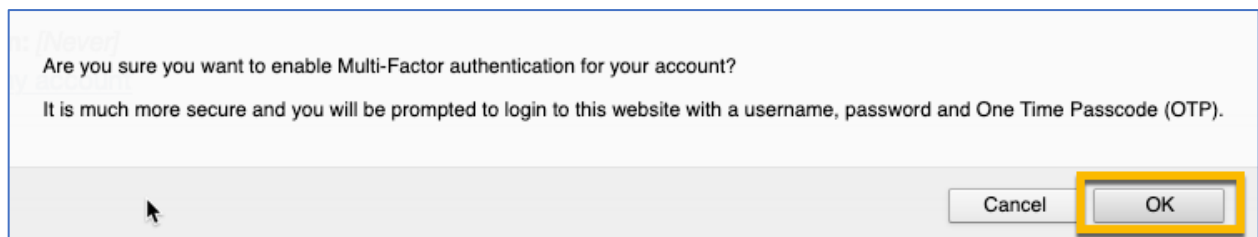
Once it goes through, you will be prompted with a message that Phone Enrollment is Successful, click on the link below it to refresh your management page.



Click on "Enable/Disable Multi-Factor" to expand the section and choose "Enable Multi-Factor for my account."



You will be prompted to confirm your choice. Click on OK



Now you can proceed with configuring your OTP (One Time Passcode) Delivery Methods

Now that your phone has been added, you will need to change your OTP (One Time Passcode) delivery method to Phone if not already set to Phone. If set to Phone, please disregard. Click on the link which says, "OTP Delivery Methods" and click the change button to switch your method to phone.

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OTP Delivery Methods

 **OTP Delivery Methods**

Default OTP Methods

Action	Method	Modify
Website Login	Email	<button>Change</button>
VPN/RADIUS	YubiKey	<button>Change</button>

Toggle the drop-down menu of the OTP method and change the option to Phone and click continue.

Please choose the default One Time Passcode (OTP) method for **website login**.

OTP Method

Continue Cancel

You will receive a text/SMS on your cell phone, type that into the “One Type Passcode” field and click Login and your OTP Delivery Method will be changed.

ONE TIME PASSCODE REQUIRED

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

Username

Password

One Time Passcode

[Problems with the OTP?](#)

Login Cancel

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