SLCCPay+

SECURITY SETTINGS SETUP

1. Sign in at: https://my.slcc.edu/
2. Select the **Tuition & Financial Aid** tab on the top bar.
3. Click **SLCCPay+** under the **MyAccount** field. This will take you to your SLCCPay+ portal.

SETUP
CHANGE SETTINGS
**NO BACKUP METHOD

SETUP

4. On the Right of the SLCCPay+ Home Page, select **Security Settings** from the My Profile Setup column.
   a. This will take you to the Two-Step Verification Enrollment screen (located in your My Profile under the Security Settings tab).

5. Choose your Primary Verification Method. Select from the options listed:
   a. Text message
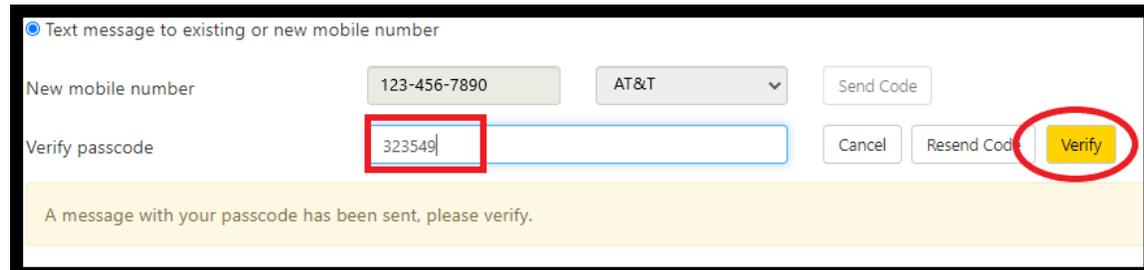   b. Email
   c. Google Authenticator
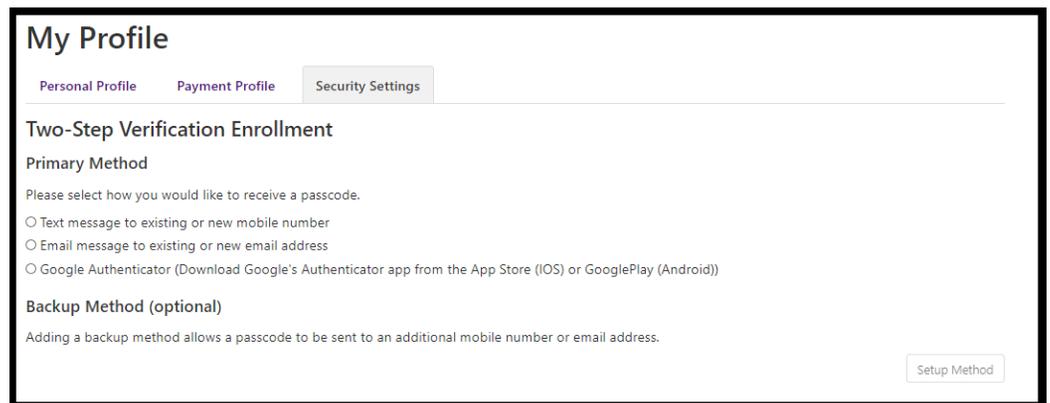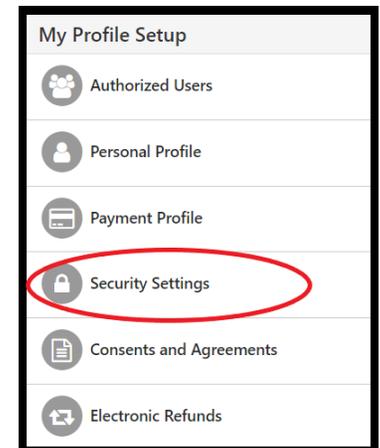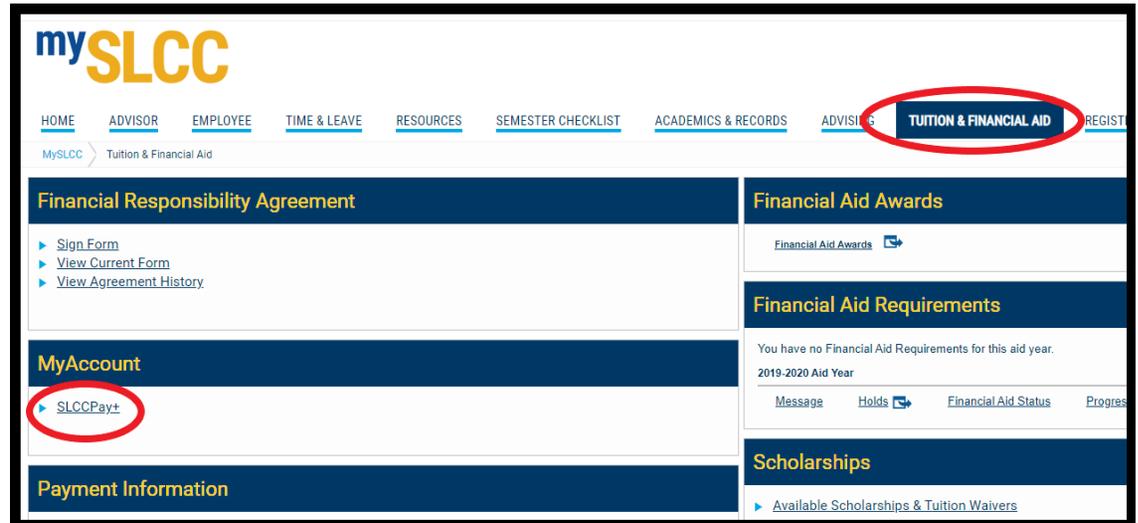
6. Follow the prompts given by the chosen method, including entering the verification code once you've received it, and clicking the **Verify** button.

   a. For Text, make sure to enter the correct phone # and select the correct provider in order to receive the verification code.

   b. For Email you have the option to choose between your SLCC issued Bruinmail account (in which case you would click the **Select** button) or a home email account. For the latter, ensure the account info is entered correctly before clicking the **Send Code** button.
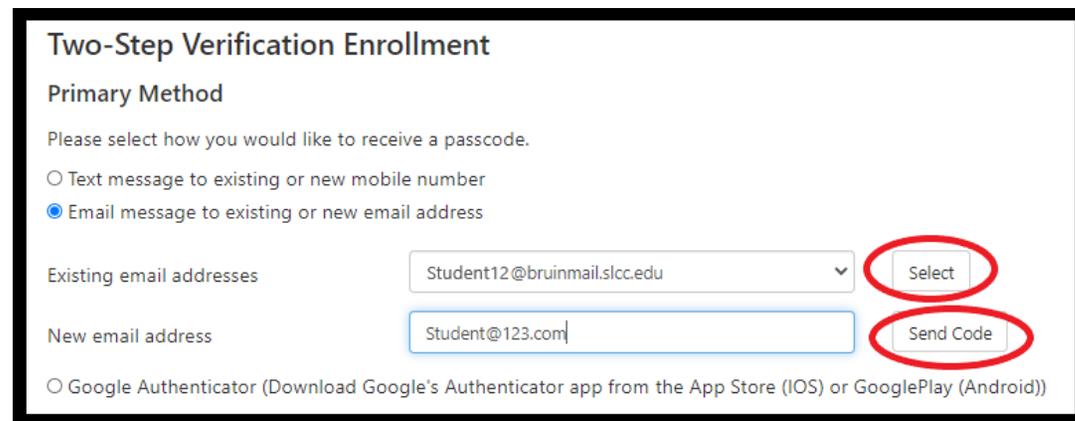
   c. For Google Authenticator, see STEP 8.

It is HIGHLY recommended that you set up a Backup Verification Method in case of lost access to the Primary method

If you do not have a Backup Method, and have lost access to your Primary Verification Method, please contact **Cashiering Services** or **Accounts Receivable** so that a specialist can reset your Security Settings.

7. Set up a Backup Method by clicking the **Setup Method** button next to the Backup Method (optional) section.

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

8. Select a different method and follow its prompts.

   a. For Google Authenticator you can scan the barcode it gives you from your app, or just enter the given Key, which is below the barcode, into the app.

   b. Once you have it set up in the app, enter the code from the app and click the **Verify** button.

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.
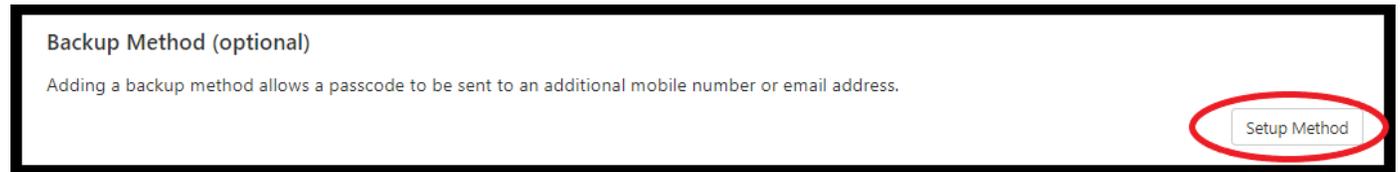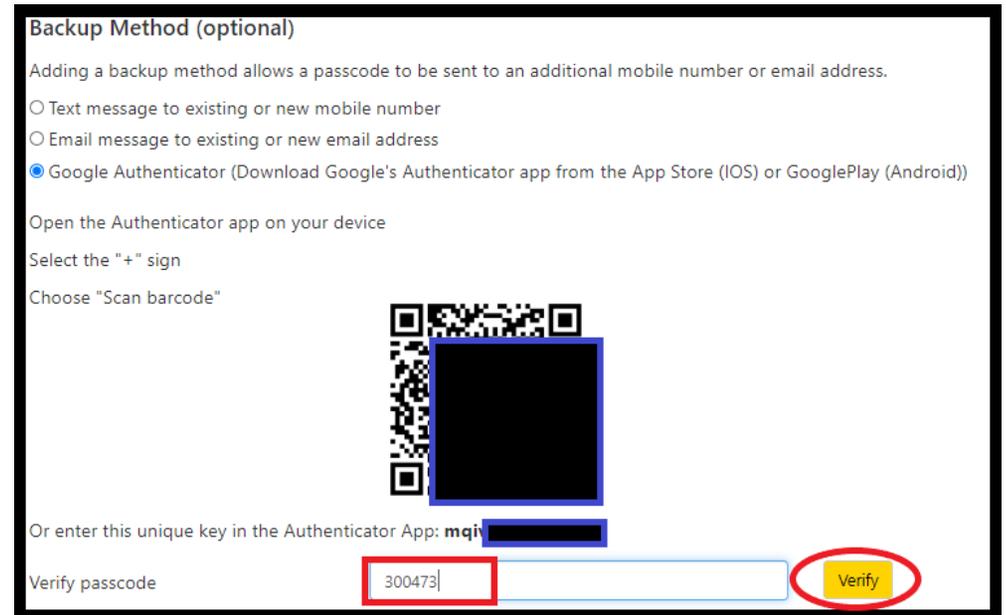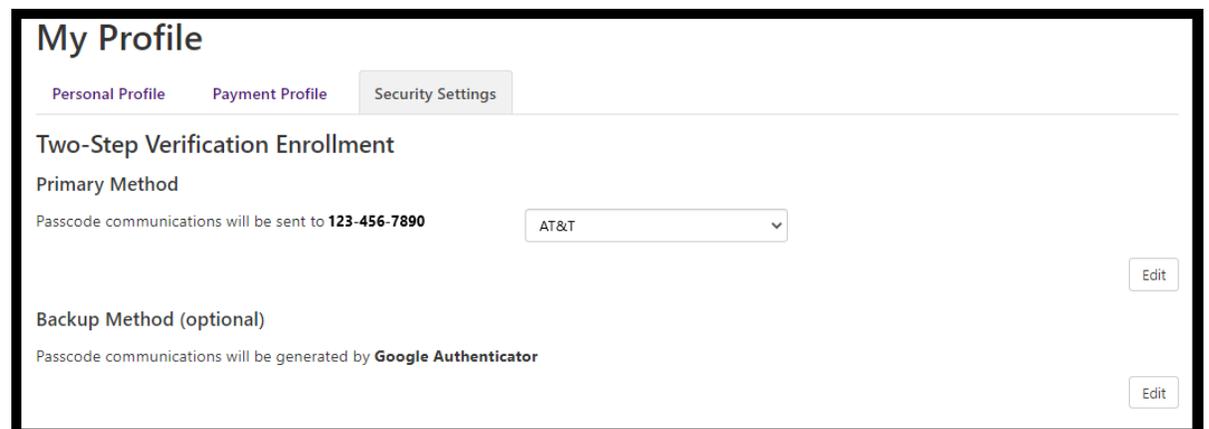
○ Text message to existing or new mobile number

○ Email message to existing or new email address

● Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Open the Authenticator app on your device

Select the "+" sign

Choose "Scan barcode"

Or enter this unique key in the Authenticator App: **mqiv**

Verify passcode   300473   Verify

9. Once you have set up both methods, you will be able to view them from the Security Settings tab.

My Profile

Personal Profile   Payment Profile   Security Settings

Two-Step Verification Enrollment

Primary Method

Passcode communications will be sent to **123-456-7890**   AT&T

Edit

Backup Method (optional)

Passcode communications will be generated by **Google Authenticator**

Edit

CHANGE SETTINGS

SAME PHONE # DIFFERENT PROVIDER:

- Select the new provider from the drop-down and click the **Send Code** button that appears.
- Verify the code from the Text Message you receive.

CHANGE/UPDATE METHOD:

- To completely change/update a method, Select the **Edit** button next to the verification method you would like to change.

- Get the verification code from either the other method you have set up, or the one you are changing if you still have access to it (If you don't and don't have a backup, SEE No Backup Method).

- Enter the code and select **Verify**.

- Edit the method or choose a different one and follow the same instructions as the Setup.