



Multi-Factor Authentication setup on Payment Center

1. Log in to the Hofstra Payment Center: **my.hofstra.edu > online payment center** with your username and password
2. From the My Profile menu, choose **Security Settings** to access Multi-Factor Authentication setup page.
3. Choose your Authenticator Type for your Primary Method and follow the prompts.
4. After setting up your Primary Authenticator, add a Backup Method by clicking the **Setup Method** button within the Backup Method box.
5. When adding a Backup Method, you will be sent a verification code to your Backup Method. Follow the prompts to enter the passcode and hit the green Verify button.
6. Under the **Security Settings** tab you can see your MFA Primary and Backup settings. You may change your settings from this page by clicking the Edit button.

Helpful Tips

- Accounts will automatically lock after **five** incorrect attempts.
- Account will remain locked for **20 minutes**. Please **wait 20 minutes** and then select “**Forget Password**” link to reset your password.
- Temporary passwords are **only valid for 24 hours**. You will need to request a new password using the Forget Password link after 24 hours.
- You can copy and past the temporary password.