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**MEMORANDUM**

**TO:** myApps Users  
**FROM:** Kent Hartsog  
**DATE:** April 25, 2022  
**RE:** myApps - Multifactor Authentication Feature

As one of many steps we are taking to continue to strengthen our wvOasis Security environment, it has become necessary to require all users to enable the multifactor authentication (MFA) feature of myApps.

This can easily be accomplished by logging in to your myApps account. When you are logged in, click on the “**Tell me more**” link in the banner that appears at the top of the page. (**Note: you will only see the banner if you do not have multifactor authentication MFA turned on.**) The second option is, while logged in you can click the “**Profile**” link in the upper right-hand corner of the screen and then click the link “**Advanced Security**” link on the next page it will be located on the left-hand side of the screen.

You will be presented with three options to setup your MFA:

1. **Mobile Authenticator App** – Which could be the Microsoft or Google authenticator application - you can either download for free or already have one of the installed. (This is the preferred method)
2. **SMS** – Setup MFA to receive a text message to your cell phone \ device. (Note: carrier charges could apply if you do not have an unlimited text messaging \ data plan)
3. **Email** – you can also receive an email with the one-time code. (Note: the email will be delivered to the email account that is associated with your myApps account)

Please accomplish no later than Tuesday May 31. Beginning Wednesday, June 1, signing up for MFA in MyApps will be required the next time you log on.

If you should have any questions or concerns, please reach out the WWSAO helpdesk for assistance at 304-340-4850 or ext 2600.