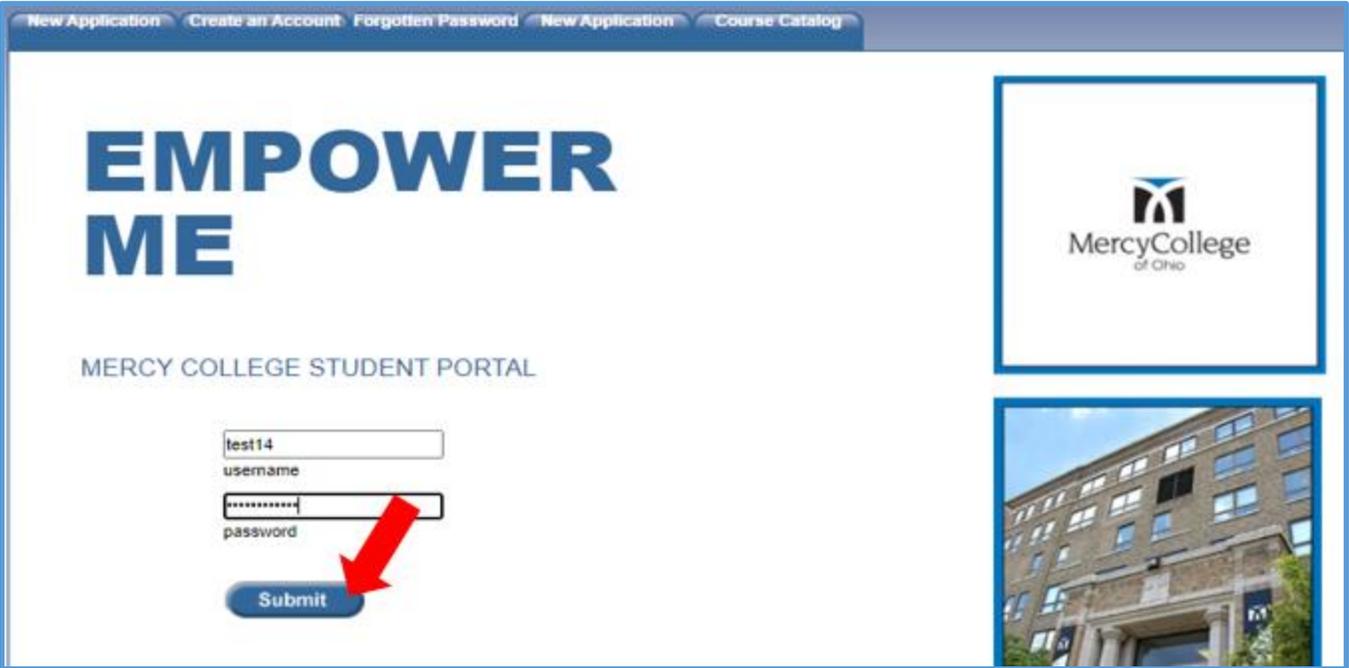


Empower Me Two-Factor Authentication

Purpose: The two-factor authentication security validation code is an additional layer of protection used to ensure the security of Empower beyond just a username and password.

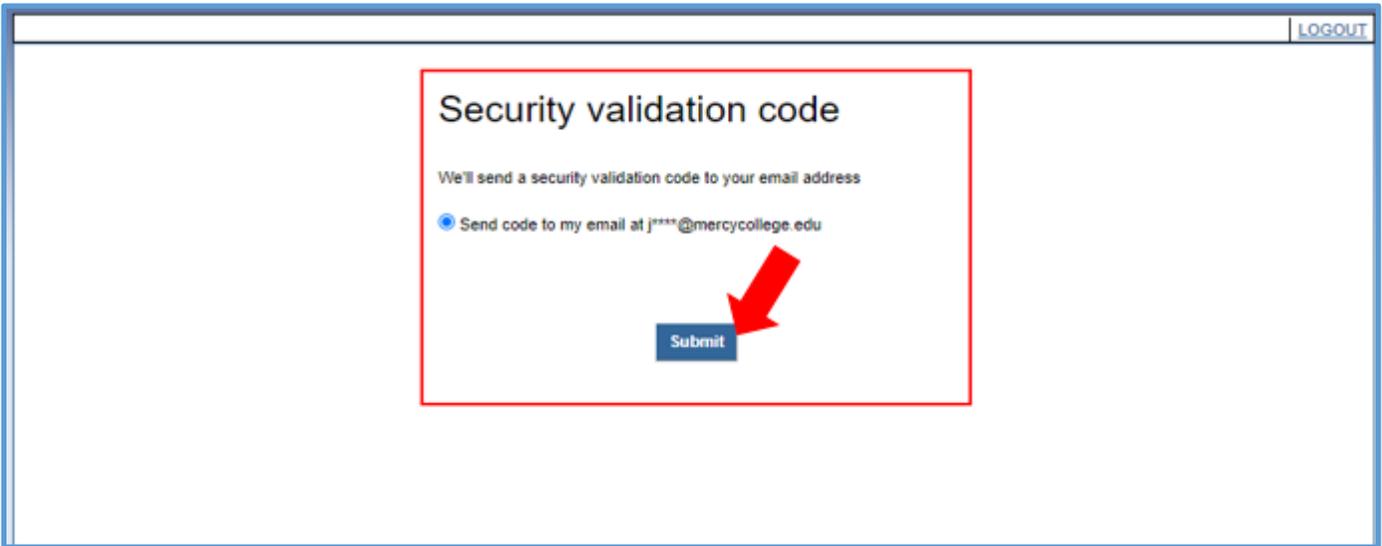
Process:

- 1) Log in to Empower Me with your username and password.
- 2) Click Submit.



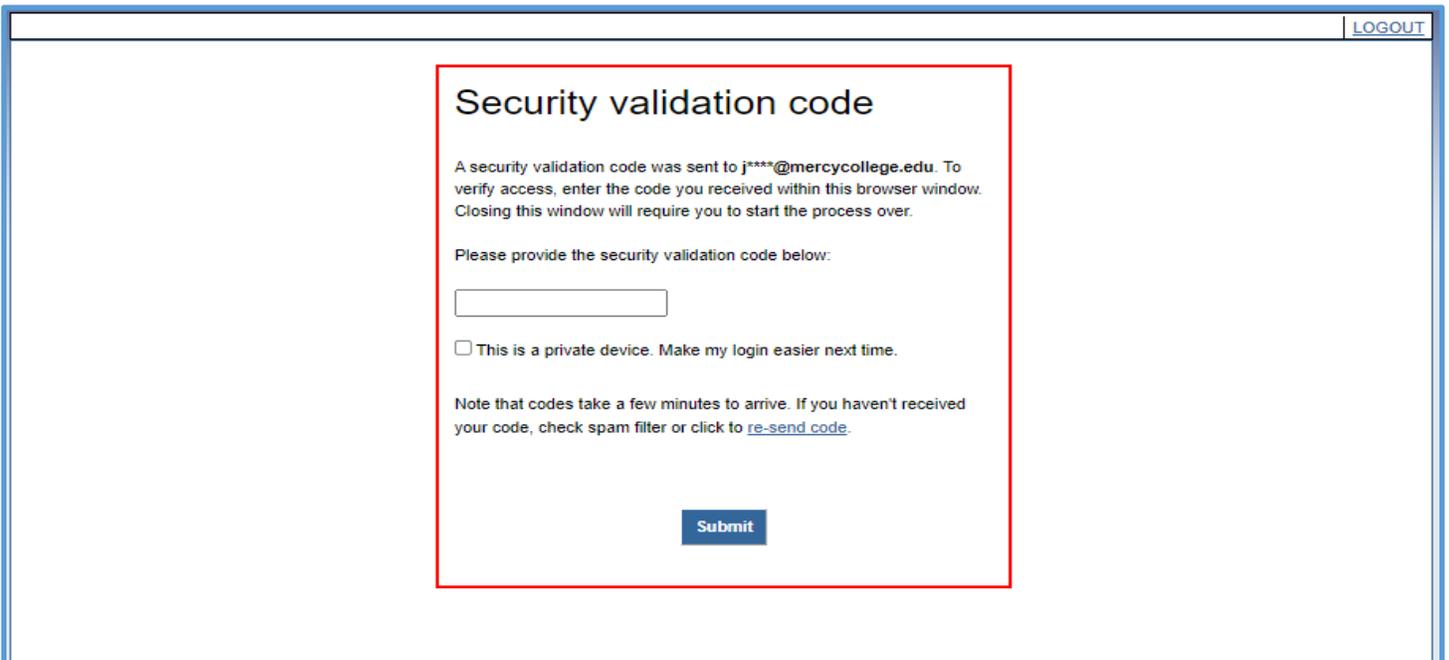
The screenshot shows the Empower Me login interface. At the top, there are navigation links: "New Application", "Create an Account", "Forgotten Password", "New Application", and "Course Catalog". The main heading is "EMPOWER ME" in large blue letters, with "MERCY COLLEGE STUDENT PORTAL" below it. On the right side, there is a Mercy College of Ohio logo and a photograph of a brick building. The login form consists of two input fields: "username" with the text "test14" and "password" with masked characters. A red arrow points to the "Submit" button below the password field.

3) Click Submit.



A screenshot of a web browser window showing a "Security validation code" screen. The page has a "LOGOUT" link in the top right corner. The main content is enclosed in a red rectangular box. At the top of this box is the heading "Security validation code". Below it is the text "We'll send a security validation code to your email address". There is a radio button selected next to the text "Send code to my email at j****@mercycollege.edu". Below this is a blue "Submit" button, which is pointed to by a red arrow.

4) A six-character security validation code will be sent to your **personal email address**.



A screenshot of a web browser window showing a "Security validation code" screen. The page has a "LOGOUT" link in the top right corner. The main content is enclosed in a red rectangular box. At the top of this box is the heading "Security validation code". Below it is the text "A security validation code was sent to j****@mercycollege.edu. To verify access, enter the code you received within this browser window. Closing this window will require you to start the process over." Below this is the text "Please provide the security validation code below:" followed by a text input field. There is a checkbox labeled "This is a private device. Make my login easier next time." Below this is the text "Note that codes take a few minutes to arrive. If you haven't received your code, check spam filter or click to [re-send code](#)." At the bottom of the box is a blue "Submit" button.

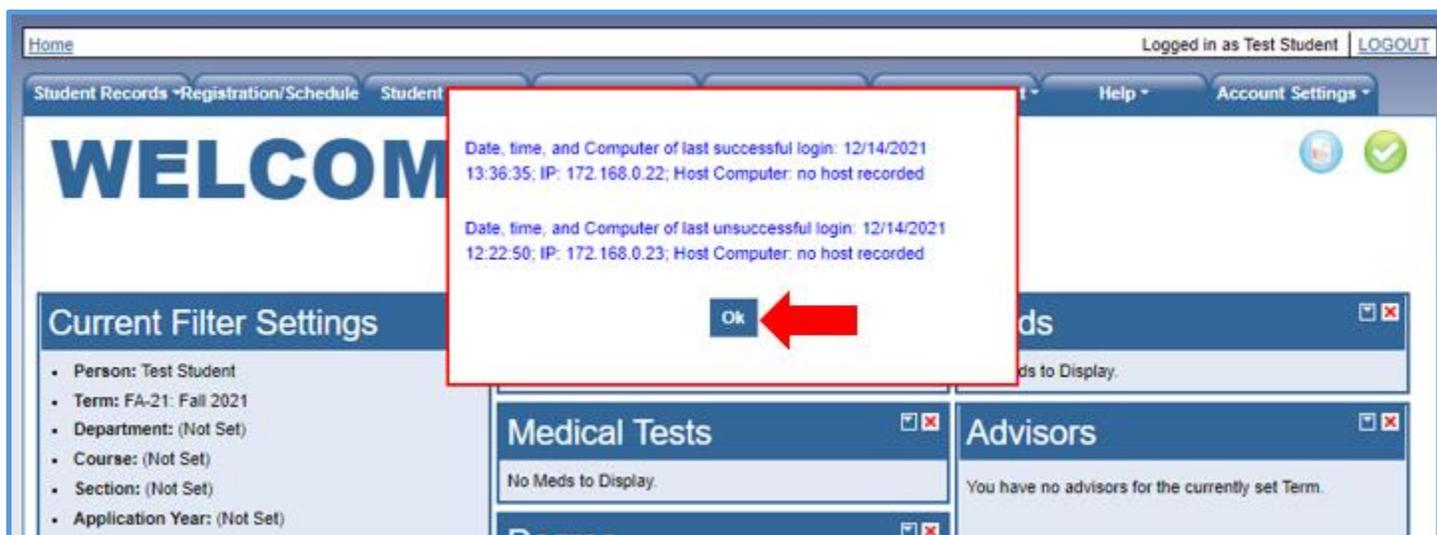
- 5) Log in to your personal email to get your security validation code.
Note – This is the email address you have set in Empower as your personal email address.



- 6) Enter the security validation code from your email.
- 7) If your PC or laptop is a **private device** and you prefer not to see this validation moving forward, select **“This is a private device. Make my login easier next time.”**
- 8) Click Submit.



9) Click OK. This will complete the login process and take you to the Empower menu.



If you encounter any issues, please contact Mercy College IT at 419-251-9898.