

# Portal MultiFactor Setup: Personal E-Mail

**Video Guide:** <https://youtu.be/6Hvzmy3kAFU>

1. Login to the CCCC Portal <HTTPS://PORTAL.CCCC.EDU>
2. For 'Two-Factor Enrollment Options' ensure the Email radial button is selected and click Continue

## TWO-FACTOR ENROLLMENT OPTIONS

**You must enroll 1 of the 2 methods shown below. These will be used to prove your identity in a more secure fashion. Please choose an option to enroll then click Continue.**

**Username**

cccdemo@cougarmail.cccc.edu

- Email  
 Mobile Authenticator

**Continue**

**Cancel**

3. Enter your non-CCCC personal Email address into the Email Address box and click Continue

## EMAIL ENROLLMENT

**You must login using One Time Passcodes (OTP) sent to your email.**

**Please enter your current password and email address to enroll. A test OTP will be sent immediately for confirmation.**

**Username**

cccdemo@cougarmail.cccc.edu

**Password**

.....

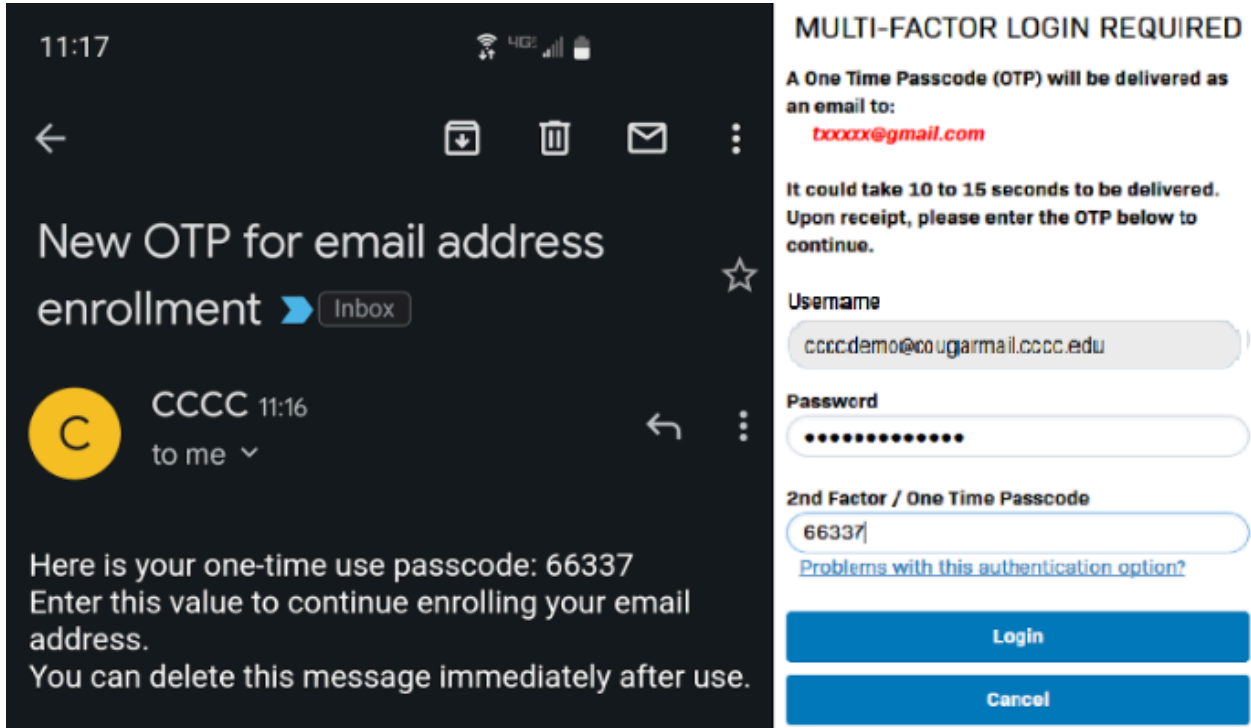
**Email Address**

|

**Continue**

**Cancel**

4. Check your personal email account for a message from CCCC <[donotreply@cccc.edu](mailto:donotreply@cccc.edu)> Enter the unique code from this message in the 2nd Factor / One Time Passcode box in Portal and click Login:



5. All future logins will require a new one time code, delivered to your non-CCCC Email address

