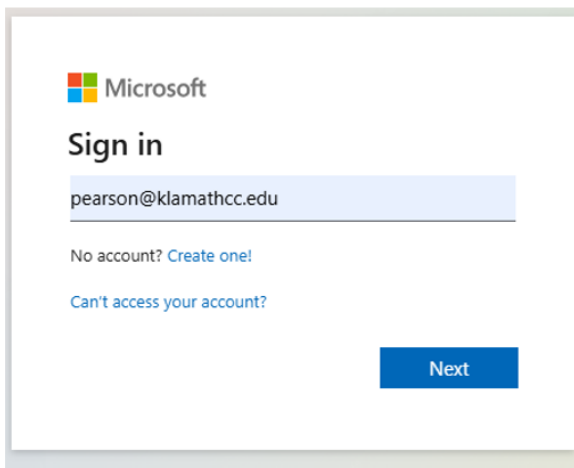


Single Sign-On (SSO) and Multi-Factor Authentication (MFA)

Single Sign-On Process (Initial Setup)

1. Navigate to: <https://klamathcc.instructure.com>
2. On the first logon screen
 1. User name:
 1. **Full-time Faculty:** Lastname@klamathcc.edu (use the username that Information Services gave you. The Lastname option is the default).
 2. **Adjunct Faculty, Dual Credit Instructors:** First.Lastname@klamathcc.edu (use the username that Information Services gave you. The First.Lastname option is the default)
3. On the second screen, enter your temporary password (first time access)
 1. Password: You should have received a temporary password from Klamath Community College.
 1. You can use the MyKCC Forgot Password on the sign-in page to reset your password, or KCC's Technology HelpDesk:
 1. Phone: 541-880-2226
 2. Email: is.helpdesk@klamathcc.edu
 3. Location: Health Sciences Building (Bldg. 6) Room 134



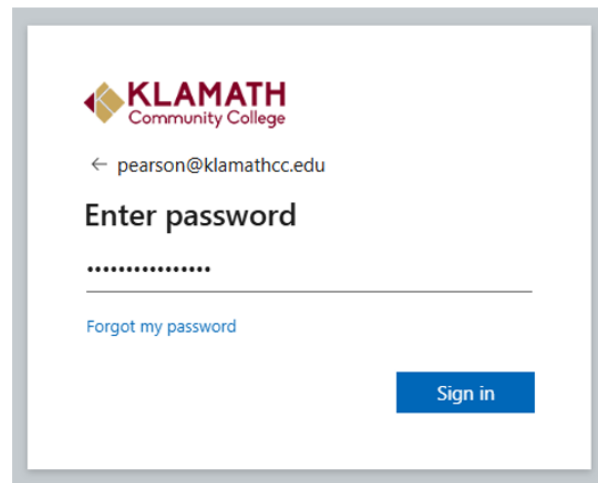
Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Next](#)



 KLAMATH
Community College

← pearson@klamathcc.edu

Enter password

.....

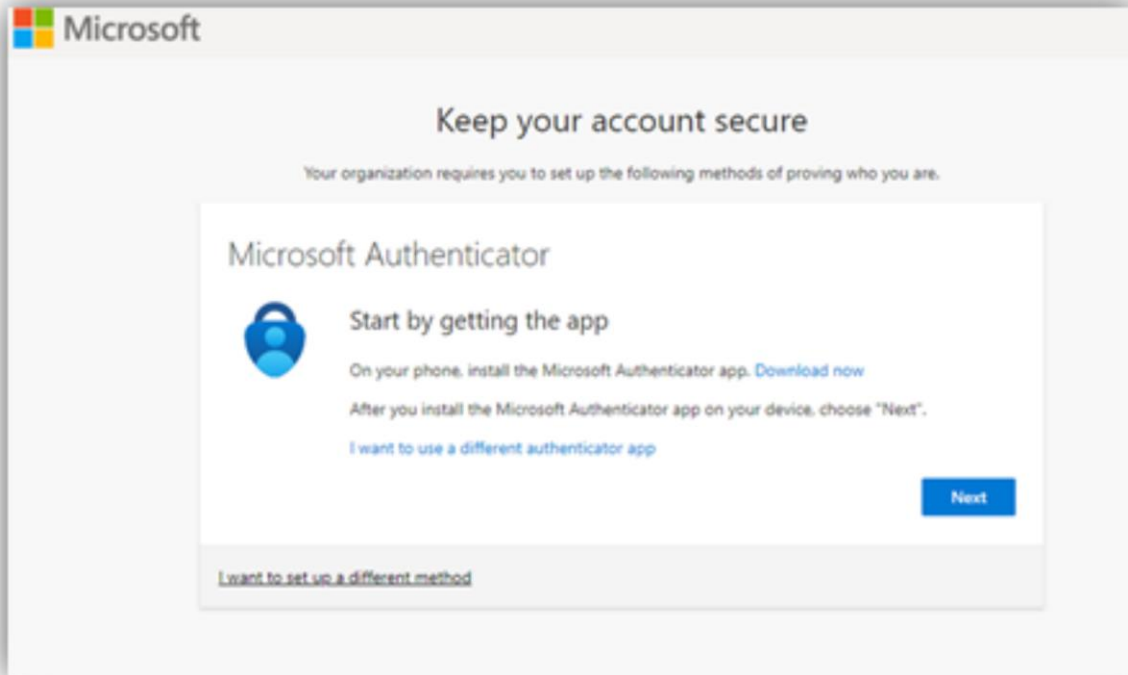
[Forgot my password](#)

[Sign in](#)

Multifactor Authentication Methods (One time setup)

In order to create a secure environment, Klamath Community College is implementing Single Sign-On. One benefit of Single Sign-On is that you only need to sign into one of Klamath Community College programs (MyKCC, Canvas, and Office 365) the one time.

1. Getting Multifactor Authentication set up
 1. The following screen will appear



[Microsoft Authenticator App in Google Play](#)

[Microsoft Authenticator App in Apple Store](#)

You are not required to use the above authentication app, you can use alternative methods such as **text message** or **phone call**.

To select an alternative method, select "I want to use a different method" and a drop-down box will appear with available choices. (Recommendation: Use the authentication app for ease of use)

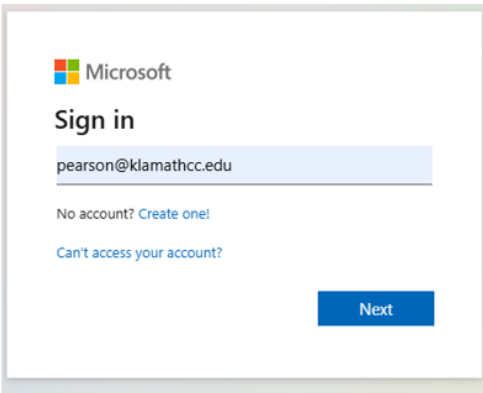
1. Enter the code that is in your Authenticator App, text, or phone.

Once you have successfully signed in, you will be prompted to update your password. Please [create a secure password](#).

Single Sign-On Process (After Initial Setup)

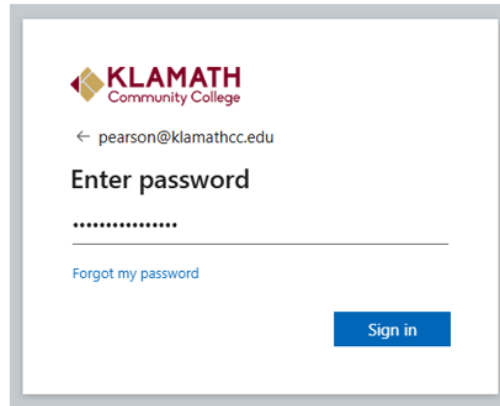
1. User name. (Use the username that Information Services gave you)
 1. Full-time Faculty: Lastname@klamathcc.edu (The Lastname option is the default).
 2. Adjunct and **Dual Credit Faculty**: First.Lastname@klamathcc.edu (The First.Lastname option is the default)
2. On the second screen, enter secure password
 1. If you forgot your password, you can use the MyKCC Forgot Password on the sign-in page to reset your password, or contact KCC's Technology Help Desk:
 1. Phone: 541-880-2226
 2. Email: is.helpdesk@klamathcc.edu
 3. Location: Health Sciences Building (Bldg. 6) Room 134
3. On the third screen, enter the code you received via text, phone or from the authenticator app.

Screen 1



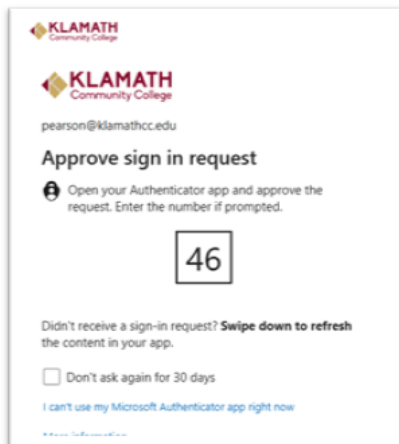
Microsoft
Sign in
pearson@klamathcc.edu
No account? [Create one!](#)
Can't access your account?
[Next](#)

Screen 2



KLAMATH
Community College
← pearson@klamathcc.edu
Enter password
.....
[Forgot my password](#)
[Sign in](#)

Screen 3 Authenticator App

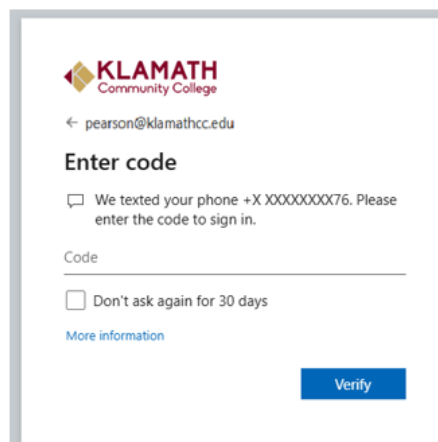


KLAMATH
Community College
pearson@klamathcc.edu
Approve sign in request
Open your Authenticator app and approve the request. Enter the number if prompted.

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Didn't receive a sign-in request? [Swipe down to refresh](#) the content in your app.
☐ Don't ask again for 30 days
[I can't use my Microsoft Authenticator app right now](#)

SMS or Authenticator App Code



KLAMATH
Community College
← pearson@klamathcc.edu
Enter code
☐ We texted your phone +X XXXXXXXX76. Please enter the code to sign in.
Code
☐ Don't ask again for 30 days
[More information](#)
[Verify](#)