Trebas
Institut-Institute

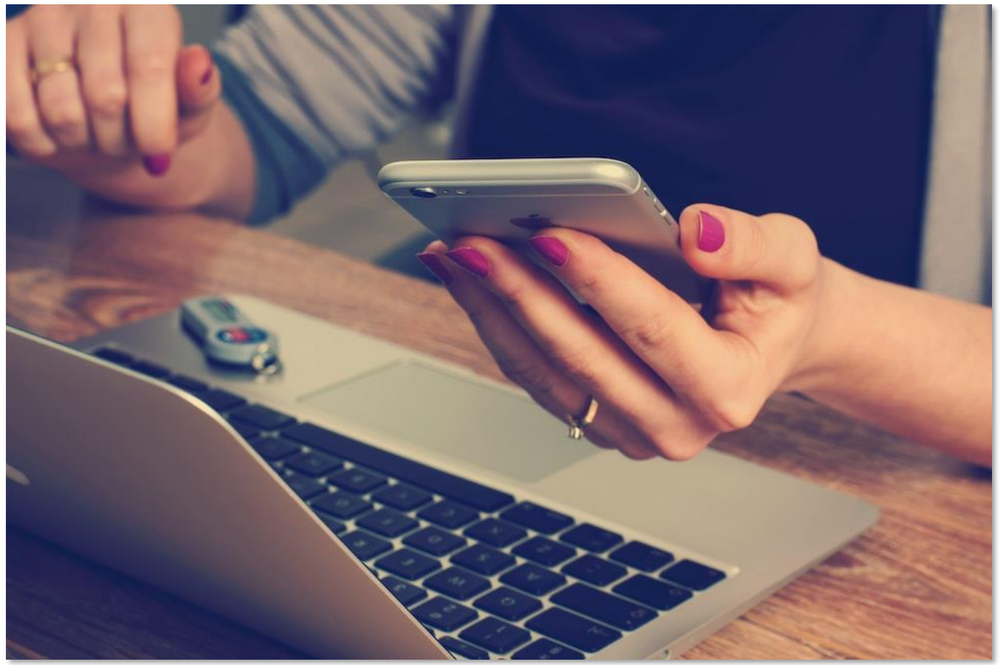
TREBAS STUDENT PORTAL

Multi-Factor Authentication Set-up Guide

WHAT IS MFA?

Multi-Factor Authentication (MFA) is a powerful shield that adds an extra layer of protection to your Trebas accounts while remaining user-friendly. It seamlessly combines your password with secondary authentication on your mobile device, such as your smartphone or tablet. By responding to an application (app) message, SMS text message, or email, you confirm the legitimacy of any login request to your account. With MFA in place, even if someone gains access to your password, they won't be able to enter your account without the MFA component, ensuring your data remains secure.

Getting Started



This guide provides step-by-step instructions on how to set up MFA using the Google Authenticator application (app) and SMS text message, how to login to the Trebas Student Portal after MFA has been set up, and how to change MFA methods.

If you are setting up MFA outside of Canada with a phone number that is not connected to a Canadian SIM card, you will not be able to authenticate your Trebas Student Portal login account via SMS text message from within Canada.

Instead, set up the Google Authenticator app as your primary MFA method. You will be able to change your method of authentication to SMS text messaging once you have a Canadian SIM card.

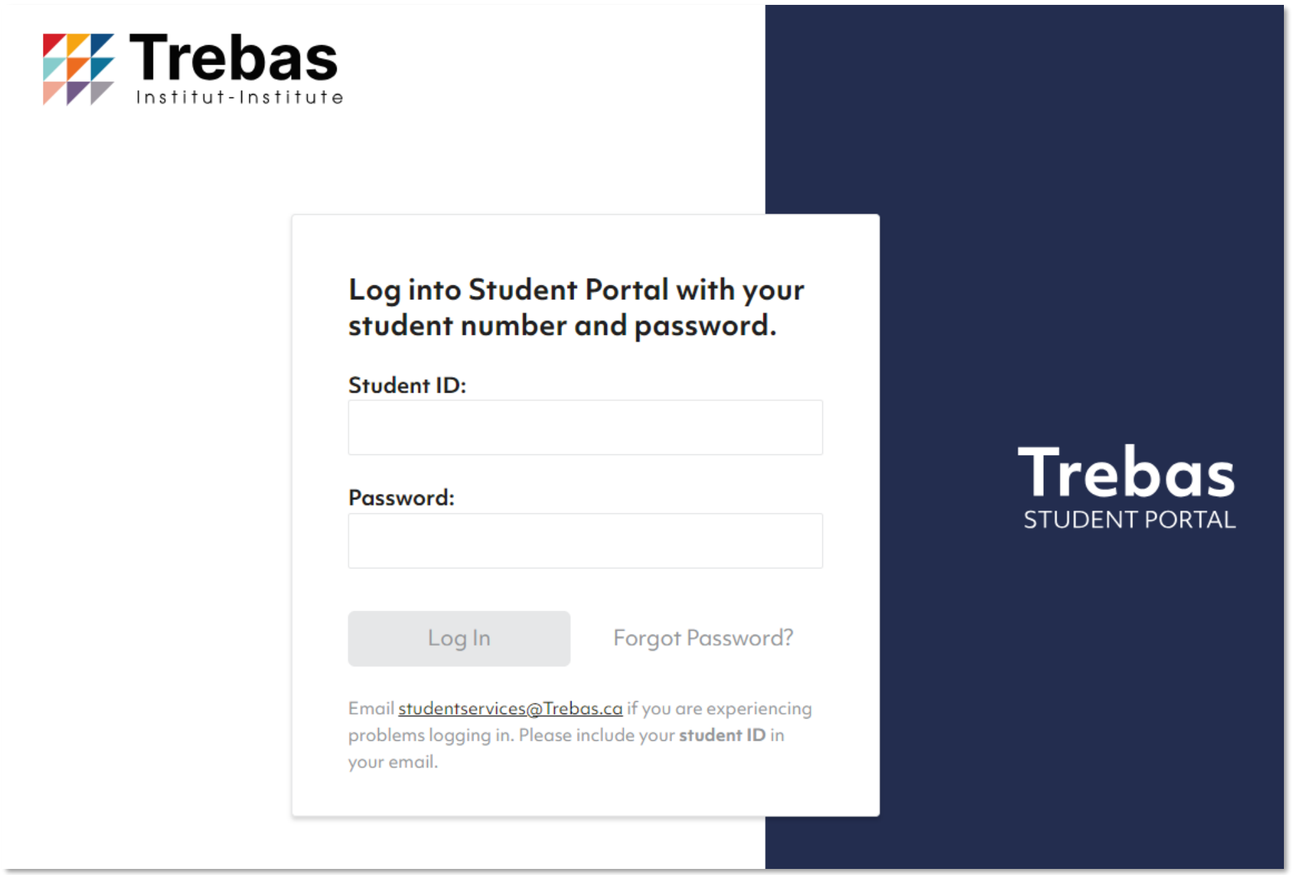
After setting up MFA, you will receive a prompt via the Google Authenticator app on your device to approve any sign-in attempt to your Trebas Student Portal account. By responding to the Google Authenticator verification request or an SMS text message, you confirm that the login attempt to your account is authorized.

Setting Up Your Authentication Methods

Logging in

Log in to the Trebas Student Portal using your student identification (ID) and password.

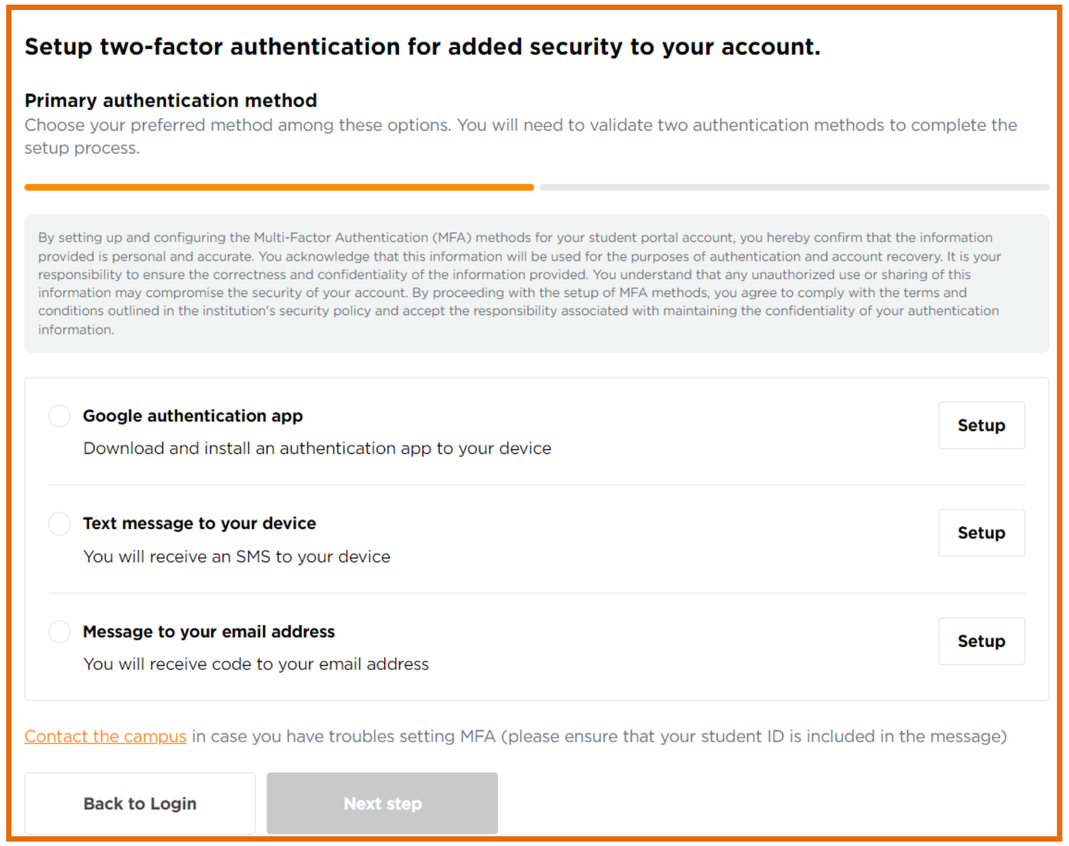
You will then be directed to the MFA authentication setup page.



Setting Up Your Authentication Methods

Selecting method

Select your preferred method of authentication.

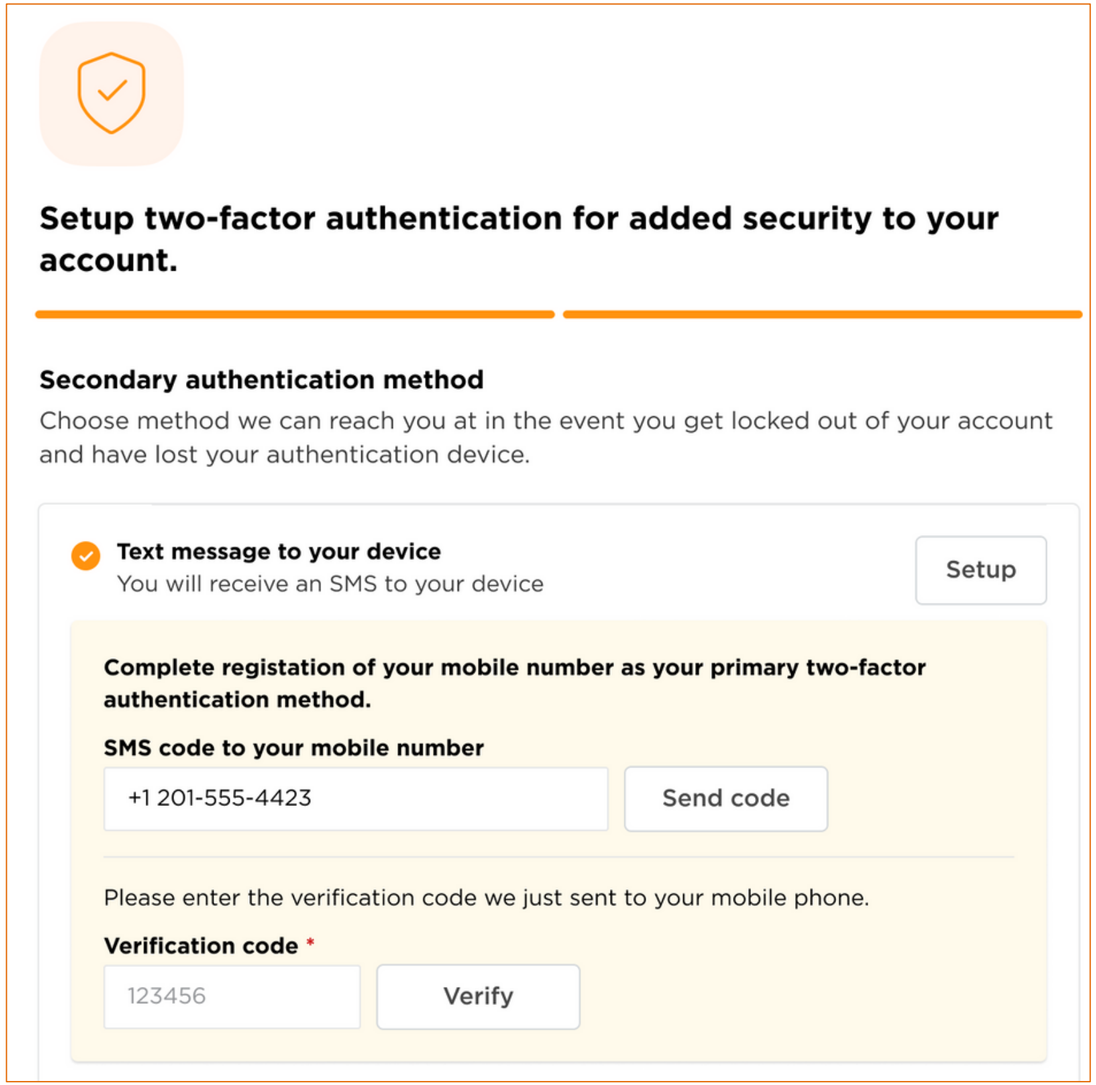


Setting Up Your Authentication Methods

Text method

If you selected text message authentication:

- Follow the instructions to complete the registration.
- Click “Verify”.

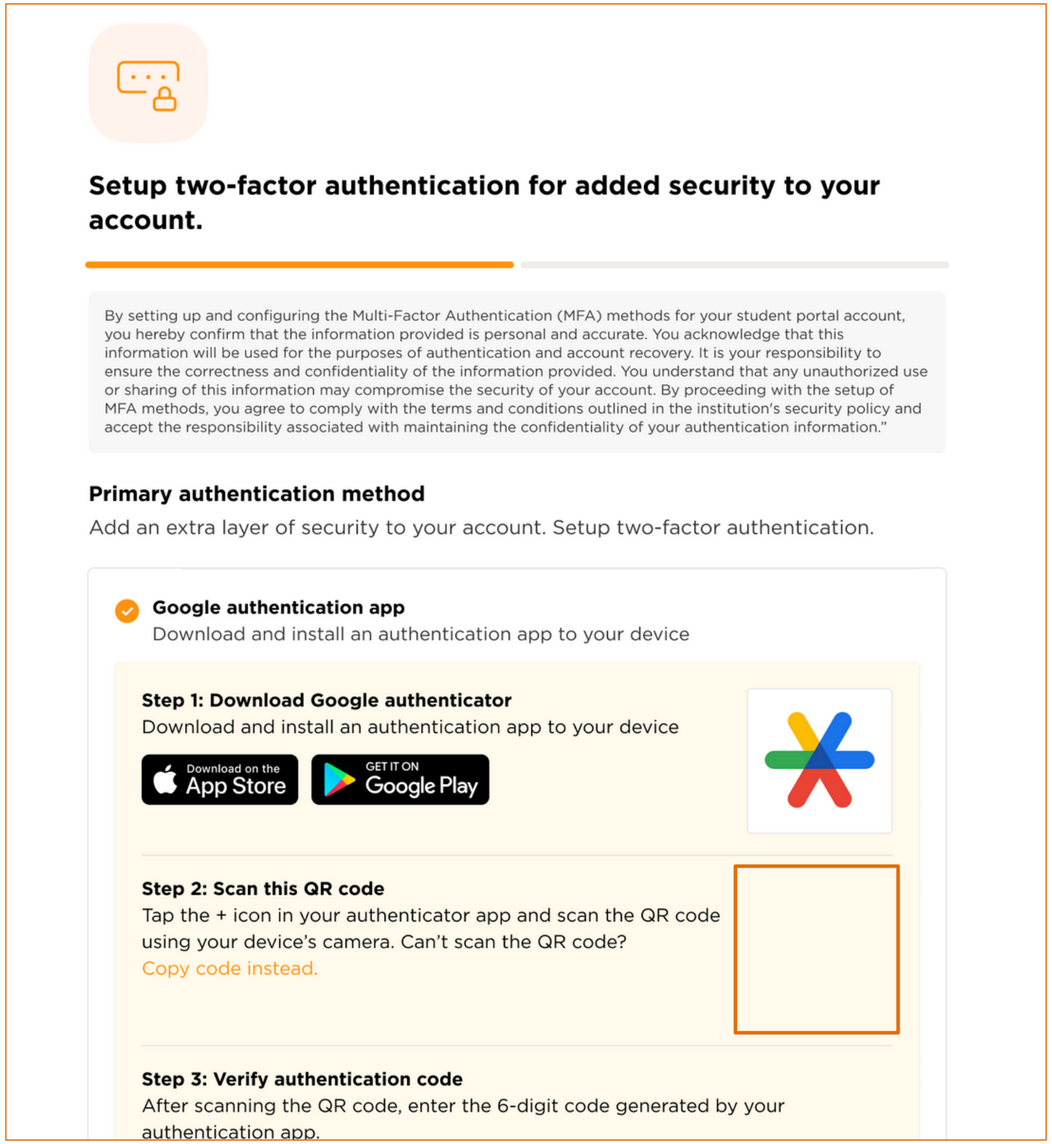


Setting Up Your Authentication Methods

Google App Method

If you selected the Google Authentication app:

- Follow the instructions to download the app.
- Connect the app to your Trebas Student Portal account via QR code.
- Click “Verify”.

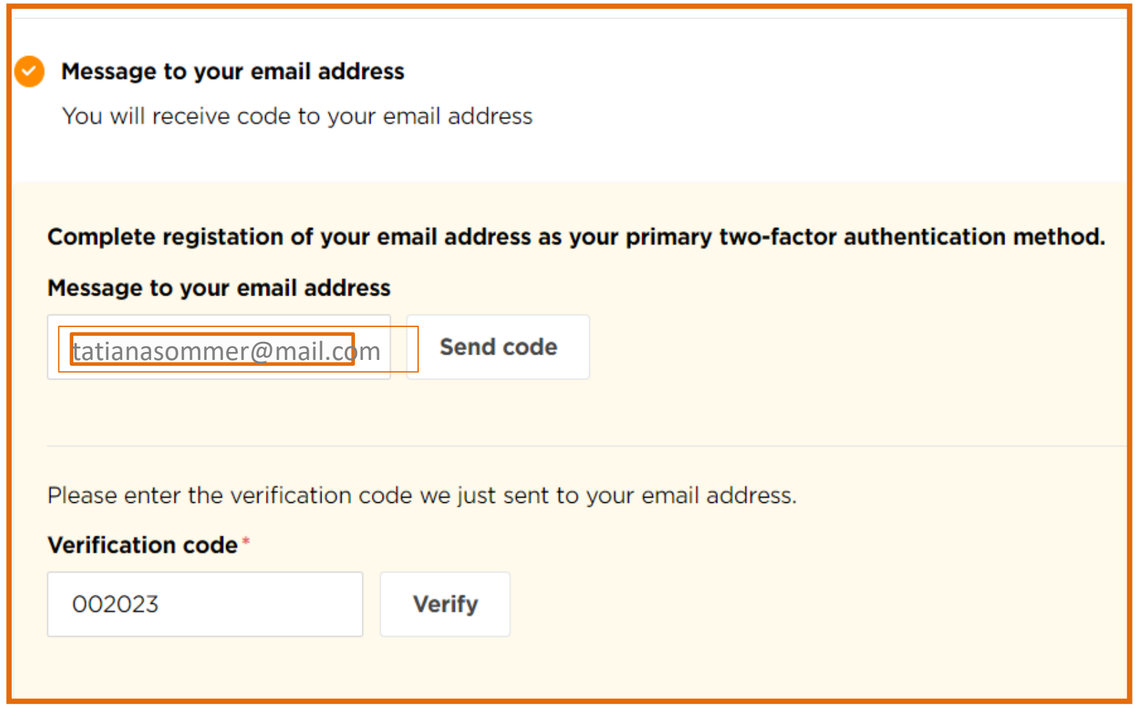


Setting Up Your Authentication Methods

E-mail method

If you selected email authentication:

- Follow the instructions to complete the registration.
- Click “Verify”.

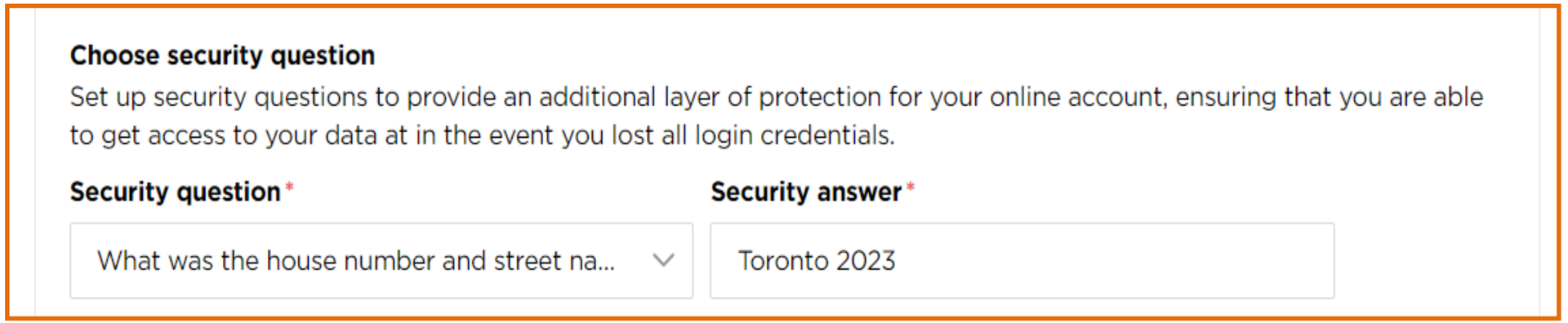


Setting Up Your Account Recovery Methods

Trebas Institut-Institute

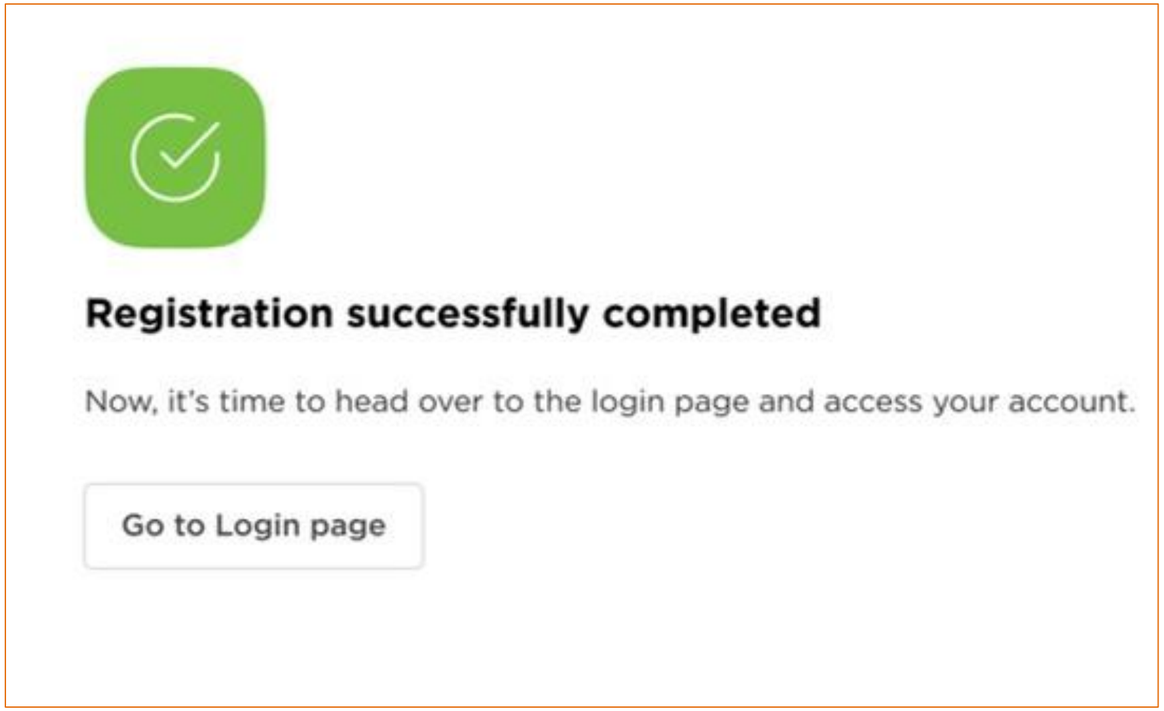
Security Question

Choose a security question and provide an answer in order to recover your account in the event you lose all login credentials. Press “Finish Setup.”



Your MFA setup is now complete!

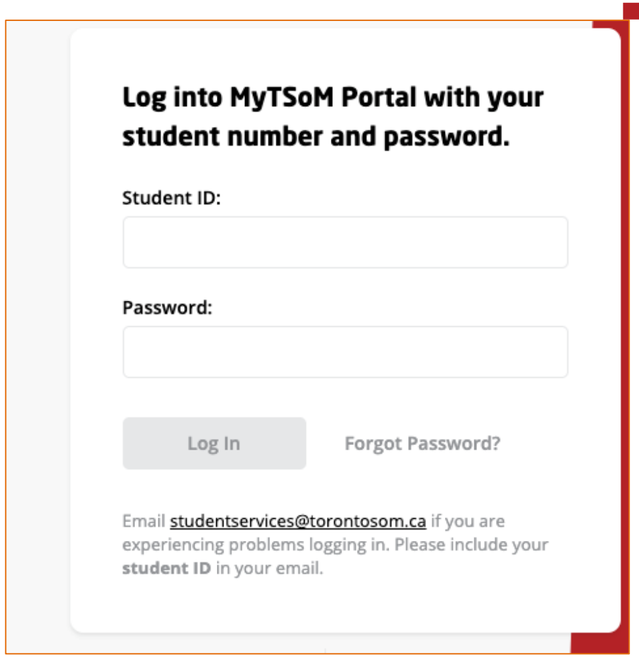
You may now return to the Trebas Student Portal login page.



Logging in to your Trebas Student Portal

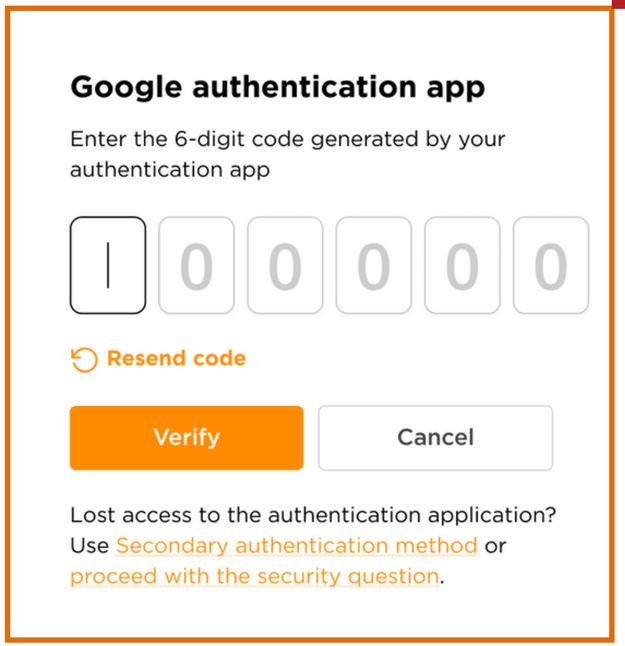
Simple and effective

1



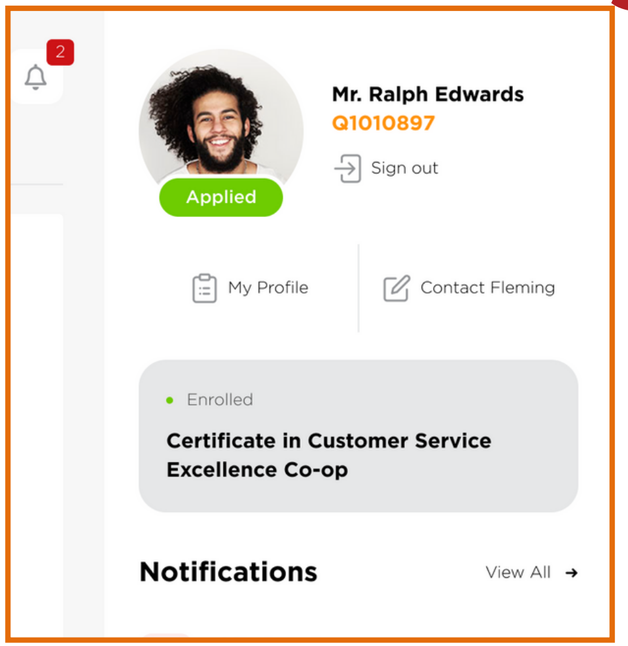
Log in to the Trebas Student Portal using your student identification (ID) and password.

2



Enter the 6-digit code sent to your primary authentication method. You will have the option to access the Trebas Student Portal with your secondary method, if needed.

3

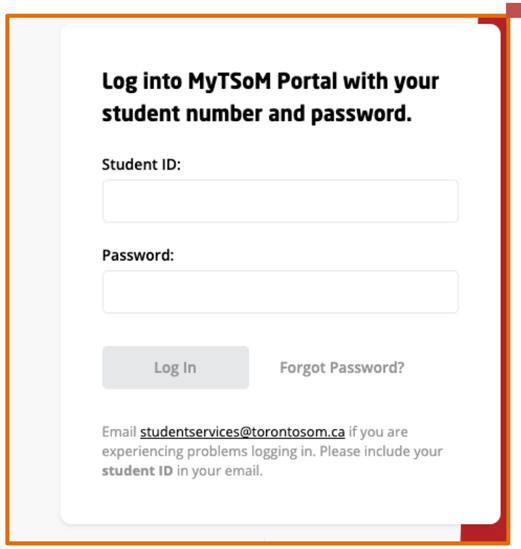


Once your code has been verified, you will be directed to the home page of your Trebas Student Portal account.

Managing your authentication methods

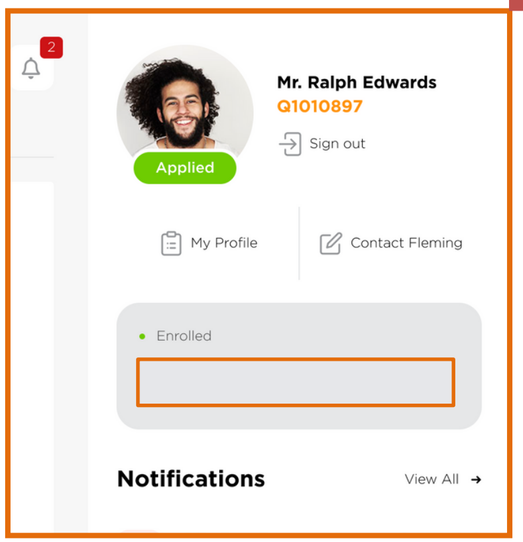
Simple and effective

1



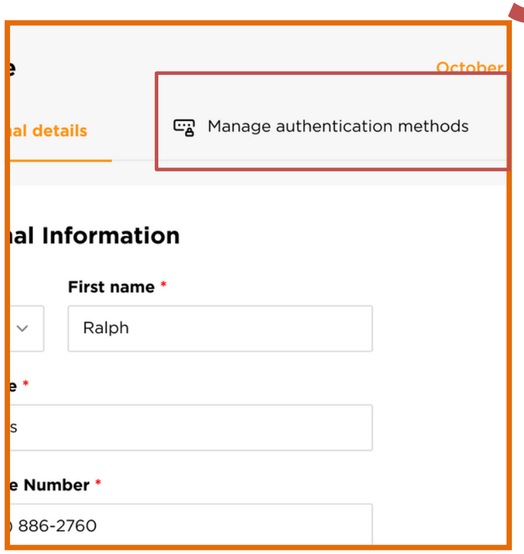
Log in to the Trebas Student Portal using your student identification (ID) and password.

2



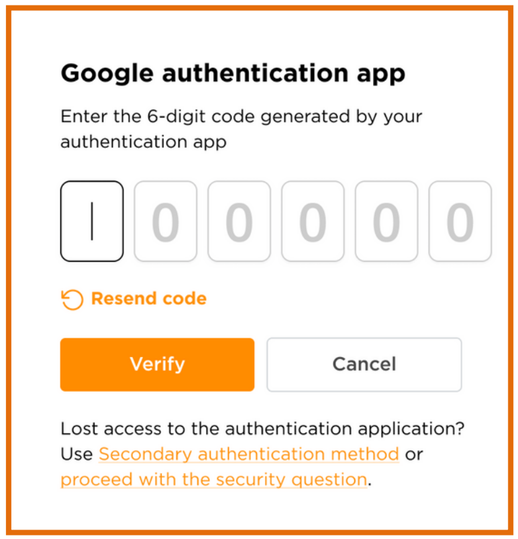
Click on “My Profile” in the top-right corner of the page.

3



Click on the “Manage authentication methods” tab at the top of the page.

4



Enter the verification code sent to your current authentication method, then press “Verify.”
On this page, you will be able to change your primary and secondary authentication methods and update your phone number, if needed.

Still need help?

Your success is our priority, and we are here to support you every step of the way. If you have any questions or require technical assistance during the MFA setup process, please don't hesitate to contact our dedicated IT Helpdesk at studentservices@trebas.ca. Our team is here to ensure your MFA set up is smooth and hassle-free.

Trebas
Institut-Institute

Stay safe and stay connected.