

## Setting Up Two Factor Verification

1. Go to [go.umkc.edu/Pathway](http://go.umkc.edu/Pathway).
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click "Sign In."

*Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, "Self-Service".*

3. Click on Self Service, then Student Center. Scroll down to the "Finances" section of the Student Center page. Click on the [Log Into TouchNet](#) link in the middle of the Finances section.

*Note: Pop-up Blockers must be disabled at this step.*

The screenshot shows the UMKC Pathway website interface. The top navigation bar includes 'Academics' and 'Finances'. Under 'Academics', there are links for Grades, Search, Plan, Enroll, My Academics, Request Degree Audit, Transcript Audit Trail, Cert Letter Audit Trail, and Enroll: MU, S&T, UMSL. A dropdown menu is open for 'other academic...'. A message box states 'You are not enrolled in classes.' and there is a link for 'Enrollment Shopping Cart'. Under 'Finances', there are links for My Account (Manage Direct Deposit, Paid Fees Letter, Bookstore Receipts, Parking Tickets, Billing Statement History) and Financial Aid (View Financial Aid). A message box states 'You have no outstanding charges at this time.' and there is a yellow 'Log Into TouchNet' button. A paragraph of text explains TouchNet as a virtual one-stop shop for student financials.

4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate in to the TouchNet system.
5. Once authenticated, the TouchNet site will appear. Click on Security Settings on the right menu.

The screenshot shows the TouchNet website interface. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into three sections: 'Announcement' (Welcome to Touchnet, UMKC's One Stop Shop for all Financial Transactions), 'View Account: Roo Roo' (Balance: \$1,897.76, View Activity button), and 'Statements' (Your latest eBill Statement (6/6/19) June 10 2019 : \$1,768.43, View Statements button). The right sidebar contains 'My Profile Setup' with links for Authorized Users, Personal Profile, Payment Profile, Security Settings (highlighted in yellow), and Consents and Agreements.

6. TouchNet will walk you through setting up your verification method. Click on your preference for the Verification Enrollment and enter the necessary information. Please note that this method will need to be available any time that you update your direct deposit information and select your verification method accordingly.

# Setting Up Two Factor Verification

## My Profile

Personal Profile

Payment Profile

Security Settings

### Two-Step Verification Enrollment

#### Primary Method

Please select how you would like to receive a passcode.

Text message to existing or new mobile number

New mobile number

AT&T



Send Code

Email message to existing or new email address

Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

#### Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

7. A passcode will be immediately texted or emailed to you if you selected one of the first two options. Enter that passcode into TouchNet and click Verify.

Verify passcode

Cancel

Resend Code

Verify

A message with your passcode has been sent, please verify.