

Instructions for adding Transact MFA – Apple

Download the Transact eAccounts Mobile App  and Microsoft

Authenticator app  in Apple App Store.

1. **Open eAccounts**, swipe through startup screens and tap **Get Started**.
2. Refine the search by typing ‘Joseph’ and select **‘St Josephs University New York’** and follow the prompts.
3. Under sjny Portal and SJNY EACCOUNTS, tap login
4. Login with your **SJNY credentials** (username and password).
5. The “Set Up Two-Factor Authentication” screen will display.
6. Click on “Copy Secret Key to Clipboard” to copy the key that you will need to enter in Microsoft Authenticator
7. Go to the Microsoft Authenticator app section to add Transact as an account.
8. **Open Microsoft Authenticator app.**
 1. Tap **‘Add account’**
 2. Select **“Other** (Google, Facebook, etc)
 3. Select **“Or enter code manually.”**
 4. Under “Other Account”, enter Account name **“SJNY Transact ID” and** under Secret key “Paste the secret key”
 5. Click **“Finish”** to complete the account setup
9. Tap on the six-digit code under the **SJNY Transact ID** to copy the code.
10. Go back to the Transact eAccounts App (you may need to login again with your SJCNY credentials).
11. Click “Continue” on the Two-Factor Authentication screen.
12. Enter the **“Code”** by pasting the code copied from the Microsoft Authenticator App.
13. Next, your eAccount information will be displayed, tap **‘Add to Wallet’** and follow the prompts.
 - eAccounts has to be added to your Wallet in order to use Mobile ID