UNIVERSIDAD COMPLUTENSE MADRID

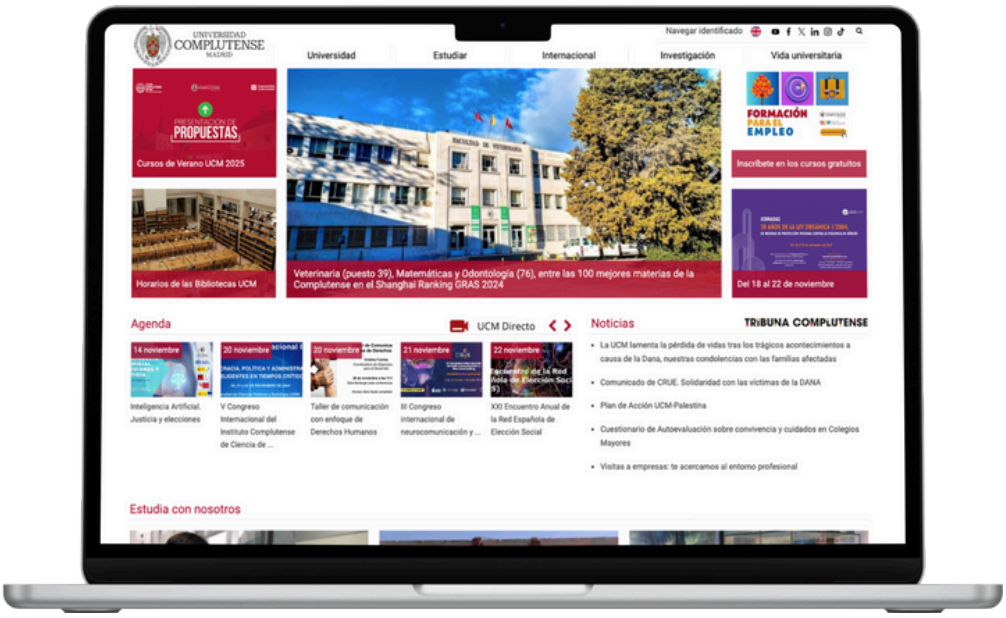
OFICINA DE RELACIONES INTERNACIONALES
UNIVERSIDAD COMPLUTENSE DE MADRID

Cofinanciado por la Unión Europea

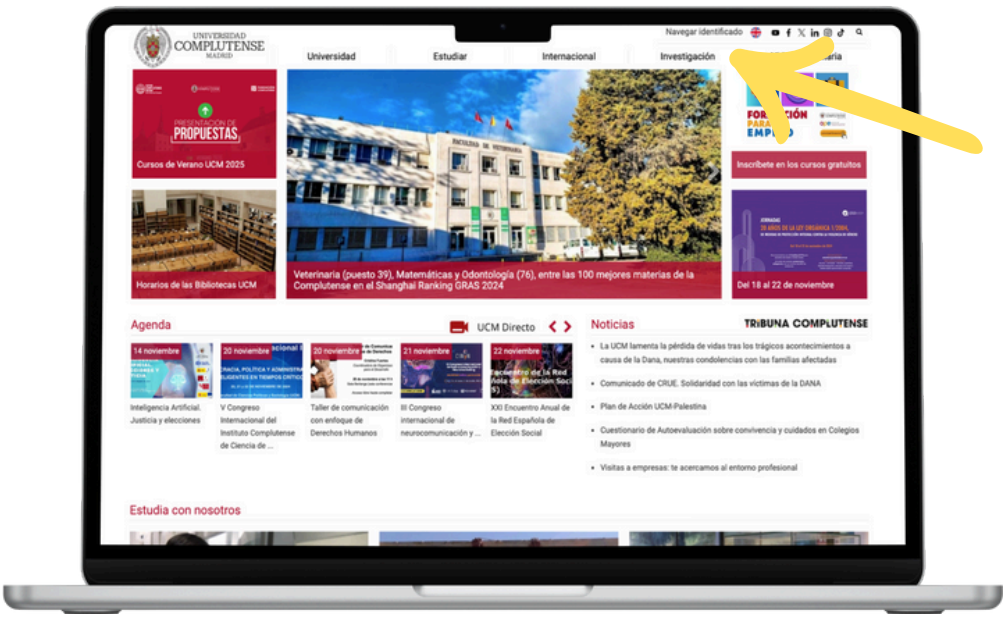
HOW TO ACTIVATE THE SEGUNDO FACTOR DE AUTENTIFICACIÓN (2FA)

Two-factor authentication adds an **extra layer of security** to your UCM account. Even if someone gets your password, they won't be able to log in without also having access to your mobile phone. This makes your account much more secure.

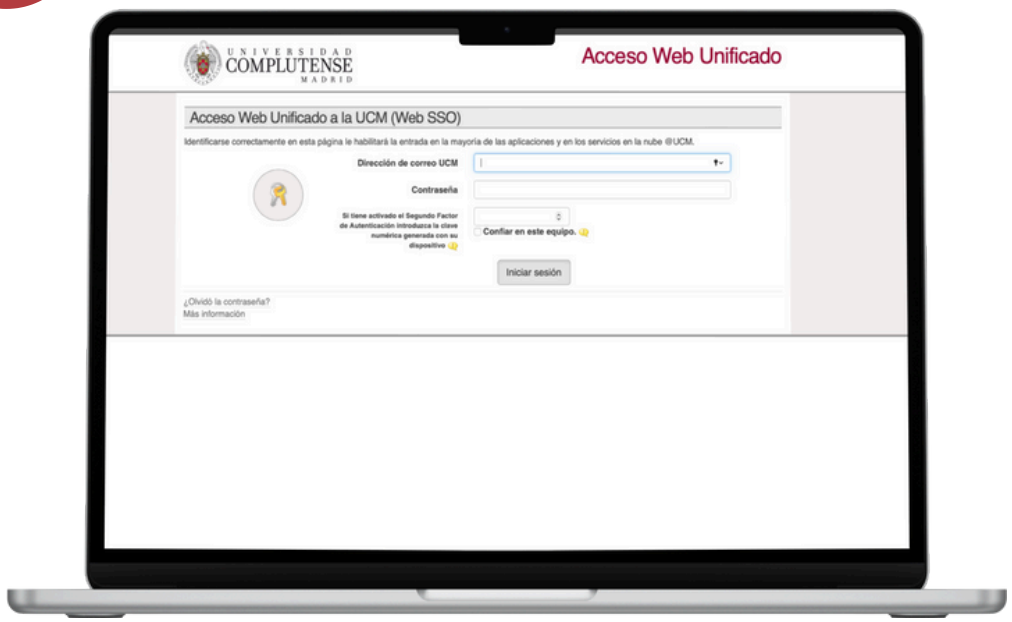
1 Go to www.ucm.es



2 Click on ‘Navegar Identificado’.

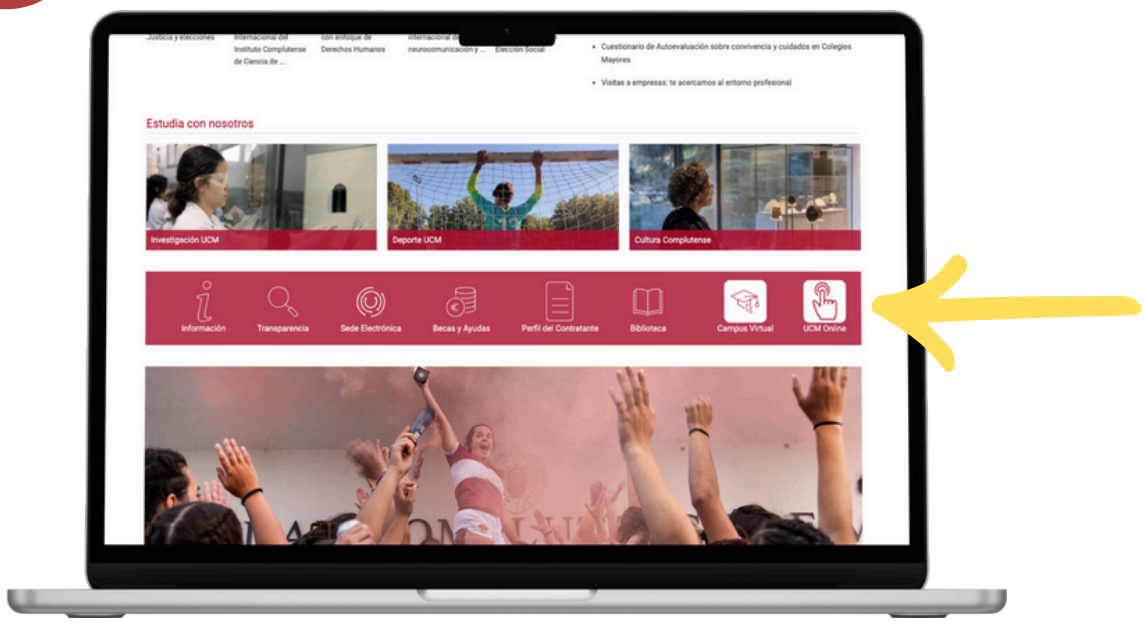


3 Log in with your UCM account

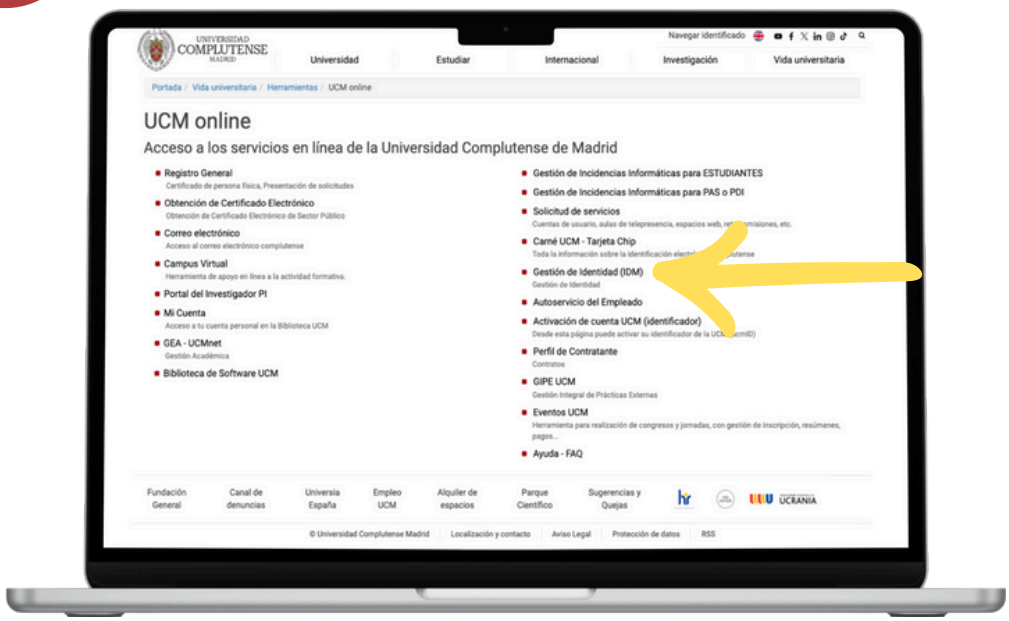


Your chosen **username plus "@ucm.es**" is your full email address (e.g., if you chose "danram12," your email is "danram12@ucm.es").
The **password** is the same as the one you chose when you set up your account.

4 UCM ONLINE



5 Gestión de Identidad (IDM)



6 Segundo Factor de Autentificación

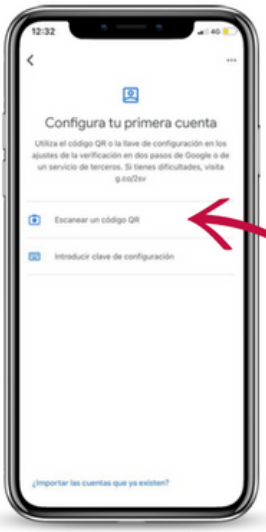
PLEASE MAKE SURE YOU HAVE YOUR PHONE HANDY AS YOU WILL NEED TO USE IT FOR NEXT STEP

7 Click on ‘Mostrar QR’ button

8

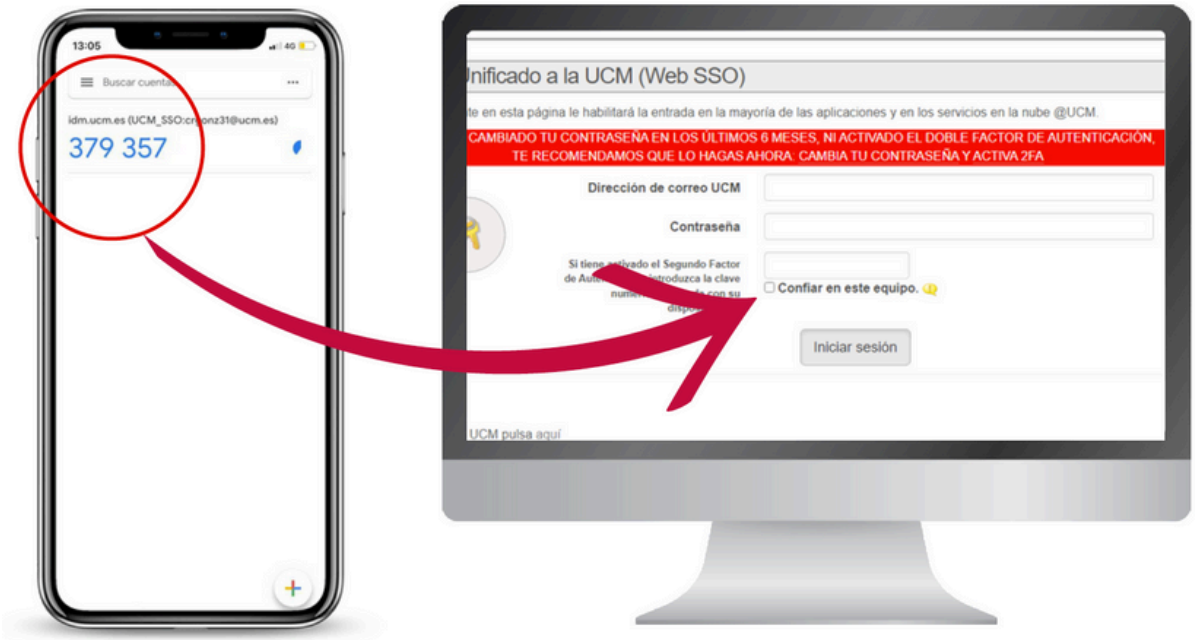
With your phone, download the ‘GoogleAuthenticator’ app from Google Play or AppStore.

9



Open the app and click on ‘Scan QR code’.

From now on, whenever we want to access our account, we will have to open the 'Google Authenticator' application on our phone and a number will be generated that will last a few seconds. We will type it in the 'Second authentication factor' field. If we tick the 'Trust this computer' box, we will not need to enter the second authentication factor for 14 days.



Please remember the procedure...

- **Install an app:** Download a time-based one-time password (TOTP) app on your mobile phone. We recommend FreeOTP Authenticator or Google Authenticator.
- **Scan the QR code**: Go to the Identity Management service (https://idm.ucm.es) and click on "Two-factor authentication". Scan the QR code on the page using your mobile app.
- **Generate a code**: Your app will now generate a unique code every 30 seconds.
- **Enter the code**: Type the code from your app into the web page.

That's it! You've now activated two-factor authentication. Whenever you log in to a UCM service, you'll be asked for your password and a temporary code from your app.

Before you activate it, we recommend adding an alternative email address to your user information in Identity Management (https://idm.ucm.es). This will make it easier to recover your account if you lose your phone or delete the app.

How to deactivate it:

1. Log in to https://idm.ucm.es.
2. Click on "Two-factor authentication".
3. Click "Deactivate".

What if I lose my phone or delete the app?

If you lose your phone or delete the app, you can recover your account using your alternative email address. If you don't have an alternative email address, you'll need to visit a university department (like a student services office or library) to reset your password.

Why use two-factor authentication?

By using two-factor authentication, you're protecting your personal information and ensuring the security of your UCM account. It's a simple step that can make a big difference.

Remember: Your security is important to us. By activating two-factor authentication, you're taking an active role in protecting your account.

Benefits of Your UCM Email:

Your UCM email address is your official university email account. It unlocks access to various university resources and services, including:

- Library services
- Student ID card request
- Virtual Campus access
- Wi-Fi network access
- University announcements and updates

Remember:

- Always use your complete UCM email address ([email address removed]) to access university services.
- Don't share your login credentials with anyone to maintain account security.
- You will need to wait 24 hours to access your UCM email once you have requested it.

Congratulations! By following these steps, you'll be well on your way to using your activate the “Segundo Factor de Autentificación” and enjoying all the benefits it offers.

If you have any questions, let us know by email: **erasmus1@ucm.es**

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