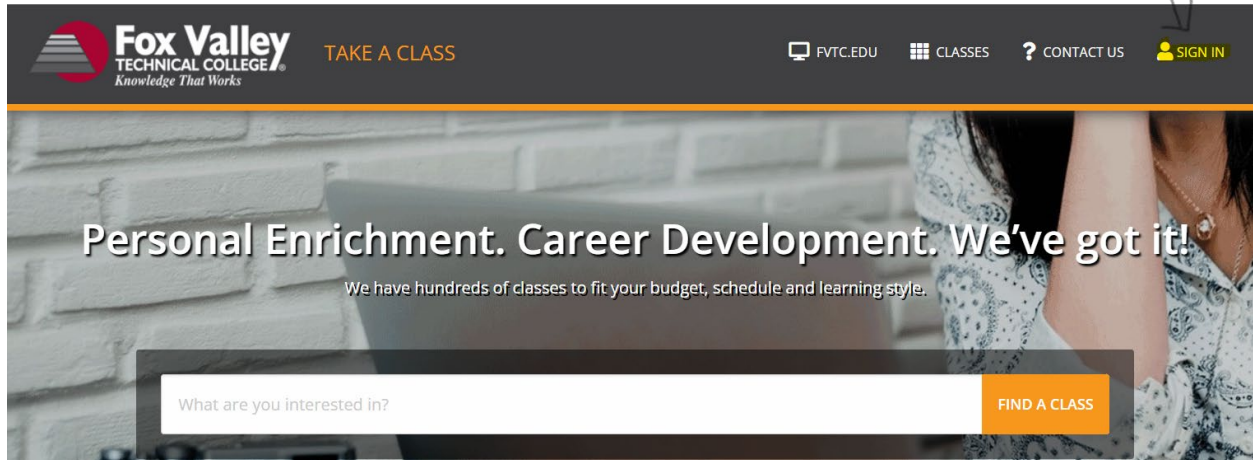## High School Scholarship Application

High School students need an FVTC ID# to access the scholarship application. If they do not have an ID #, they should enroll in a program with FVTC staff. If they don't want to or don't have time, they can get one by requesting through Take A Class https://www.fvtc.edu/find-a-class/taking-a-class.

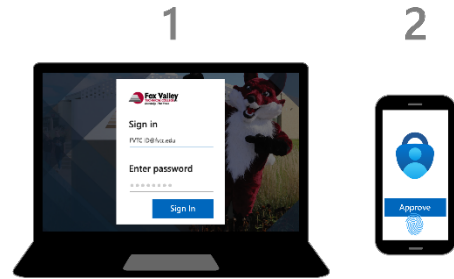**Click on "Sign In" in the upper right corner.**

Click on "Request An Account" and follow the steps to get an account/id#

* Remember the password you used to create your account. This will be used to log in to the scholarship application.

1 2

Microsoft
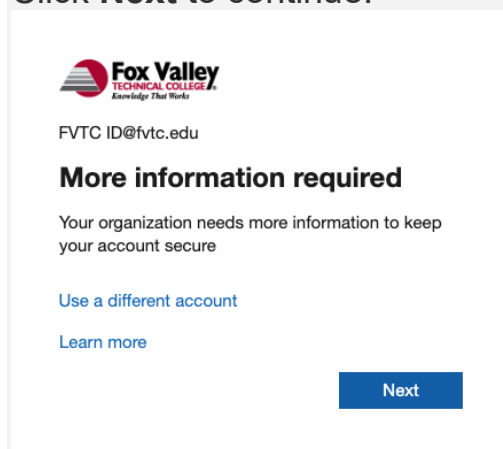# Multi-Factor Authentication
(Microsoft MFA)

2
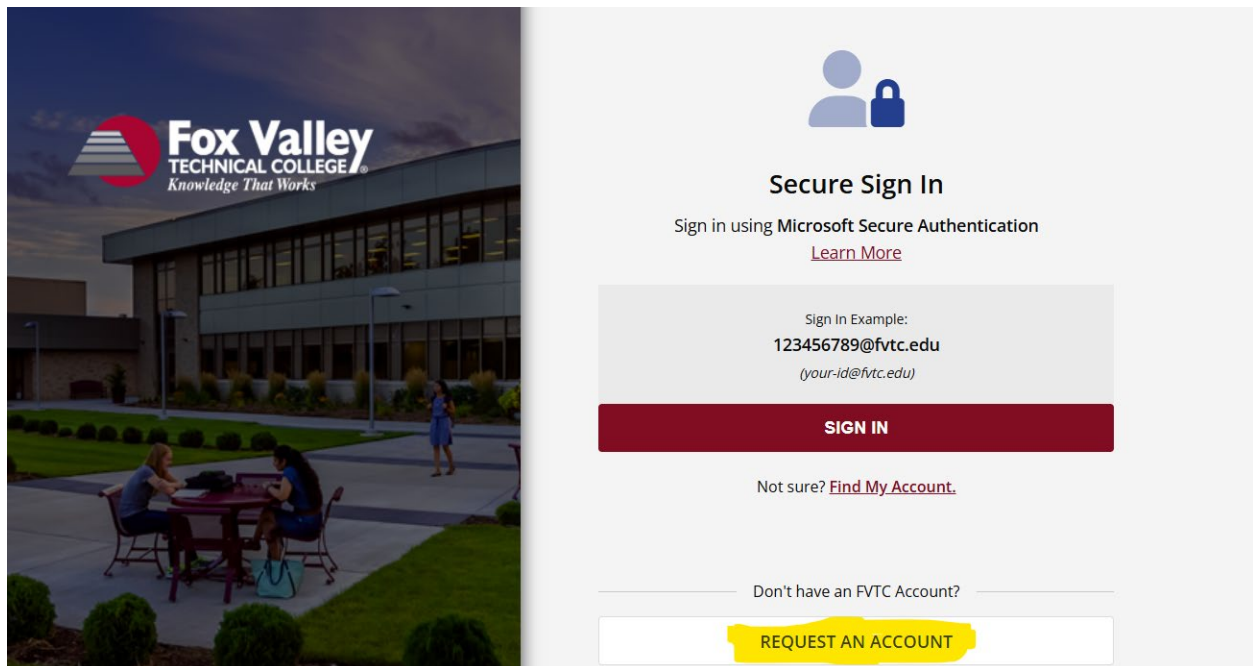
Fox Valley Technical College utilizes a security feature called Microsoft Multi-Factor Authentication (**Microsoft MFA**) which adds a safe and secure **two-step verification method** to enhance the protection of your personal information and online accounts.

After signing in with your username and password, you will need to complete an additional **two-step verification method** to access Fox Valley Technical College online systems that may contain your secure personal, educational, or financial information. These **two-step verification methods** can be your choice of a range of authentication methods such as mobile app notification, text message, phone call, or one-time password (OTP).

The first time you attempt to sign in to a Fox Valley Technical College system, you may be prompted to **Keep your account secure** by enrolling in Multi-Factor Authentication. The default and recommended method for enrolling in Multi-Factor Authentication is to download and install the free [Microsoft Authenticator](#) app on your smartphone. If you cannot or do not wish to enroll in Multi-Factor Authentication using this method, you may instead select the option to *set up a different method*.

The first time you sign in to your account, you will be prompted and required to enroll in Microsoft Multi-Factor Authentication (Microsoft MFA).
Click **Next** to continue.

Fox Valley
TECHNICAL COLLEGE
Knowledge That Works

FVTC ID@fvtc.edu

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

You will be required to **Keep your account secure** by setting up one or more MFA methods. The recommended default method is to install the Microsoft Authenticator app. The Microsoft Authenticator app is available for free download for most major smartphones with the **[Download now](#)** link. Once downloaded onto your smartphone, click **Next**.

If you cannot or do not wish to use the Microsoft Authenticator app, you may select the link at the bottom: **I want to set up a different method** (skip to the bottom of this guide to continue with [instructions to setup a different method](#)).

On your phone, open the Microsoft Authenticator app and add an account, selecting "Work or school". Click **Next**.

Keep your account secure

Your organization requires you to set up one or more of the following methods to prove your identity.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".
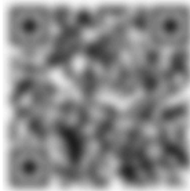
Back   Next

I want to set up a different method

On your phone, select the option to **Scan QR code**. Point your phone's camera at the QR code generated on your screen.

Microsoft will provide you with a 2 digit number and prompt you for it in the Microsoft Authenticator app on your smartphone. Enter it and click **Yes** in

the **Are you trying to sign in?** prompt.

Once the Notification is approved, click **Next**.

You will receive confirmation that are successfully enrolled and have the Microsoft Authenticator app set up as your **Default sign-in method**.

It is encouraged that you set up a backup security method in the event you lose access to your Microsoft Authenticator app. Microsoft MFA | How to manage your Microsoft MFA authentication methods (fvtc.edu)

This is the sign in screen for the scholarship application.

https://kb.fvtc.edu/mfaenroll