

Have the right number on file? Test new portal security measure ^[1]

July 25, 2014 by [\(not verified\)](#) ^[2]

Employees may now update their direct deposit, W-2 and other personal data within the employee portal using CU's newest security measure, multi-factor authentication.

But before we integrate this security measure into the HRMS, we want you to log in to the portal and test this feature to ensure you have the right phone number on file. By testing multi-factor authentication now, you can avoid having problems entering the HRMS later this fall, when we will require a phone number to validate your identity and access to that system.

The portal now prompts employees to confirm their identities by choosing to receive a university-issued phone call or passcode via text message when they attempt to complete one of the following tasks:

- change direct deposit allocations
- update information on W-2 or W-4 forms
- update phone numbers

Employees who choose to receive a phone call will receive an auto-generated call from CU on the primary phone number listed in their personal profiles. They can confirm their identities by answering the call and pressing any button on their phone's keypad.

Employees who select the "passcode" option will receive a passcode via text message to the primary number listed in their personal profiles. They can confirm their identities by entering the passcode into the dialog box within the portal.

Watch this video ^[3] to get a better understanding of how the process works.

security ^[4], portal ^[5], multi-factor authentication ^[6]

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