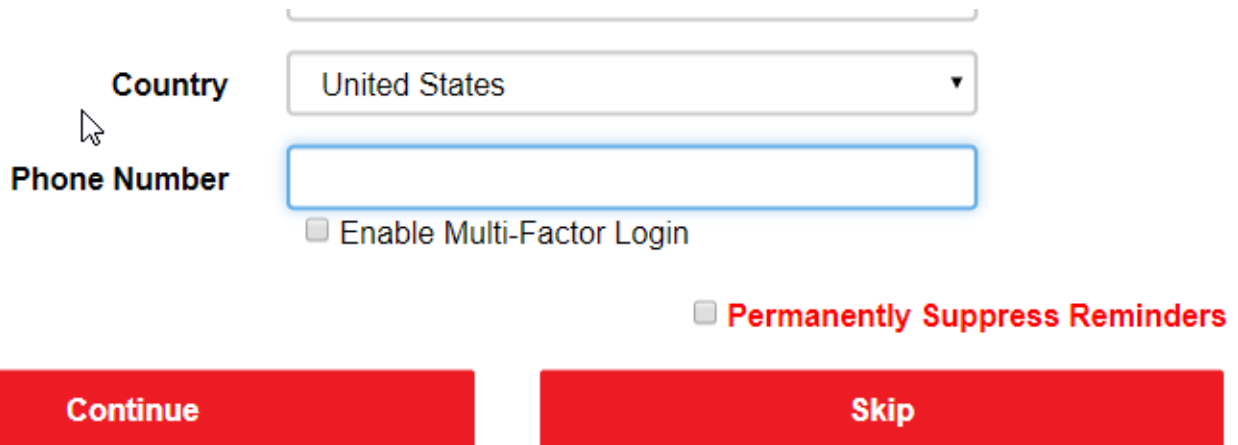


In certain cases, while completing your First Login Steps for PortalGuard, you may have accidentally checked the "Enable Multi-Factor Login" checkbox shown below that was on the page:



The screenshot shows a login form with the following elements:

- A dropdown menu for "Country" set to "United States".
- An empty text input field for "Phone Number".
- A checked checkbox labeled "Enable Multi-Factor Login".
- An unchecked checkbox labeled "Permanently Suppress Reminders".
- Two red buttons: "Continue" and "Skip".

If you did this accidentally, it then ends up causing you to receive One Time Passcode prompts every time you login for accessing Canvas and other services.


If this is happening to you and you would like to turn it off, here's how you can do so.

First, login over at <https://sso.imperial.edu>.

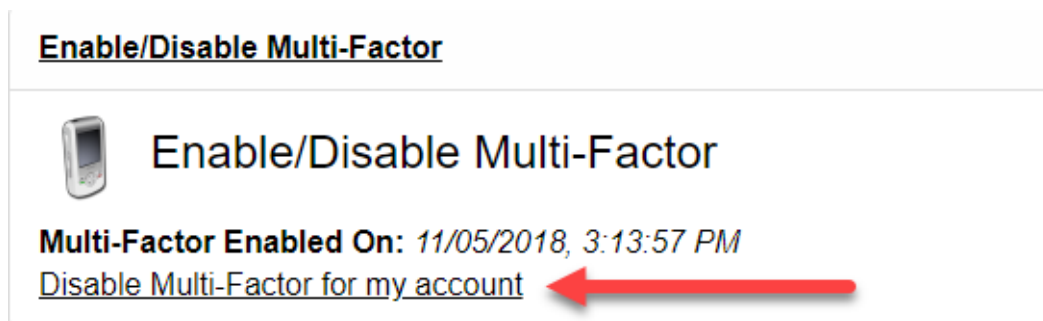
Since multi-factor will still be turned on, you will have to provide at least one more One Time Passcode to complete the login process.

Once logged in, go to the "Manage Your Account Settings" area in the top right of the page:



Logged in as: [jstudent1@imperial.edu](#) | [Log Out](#)

 [Manage Your Account Settings](#)

Then, expand the "Enable/Disable Multi-Factor" accordion to see the option to disable multi-factor and click on it:



The screenshot shows an accordion menu with the following content:

- Enable/Disable Multi-Factor**
-  **Enable/Disable Multi-Factor**
- Multi-Factor Enabled On:** 11/05/2018, 3:13:57 PM
- [Disable Multi-Factor for my account](#) 

Go ahead and confirm that is what you want to do and it should save the changes and you won't be prompted to enter in a One Time Passcode on your next login.