

START GUIDE

This Quick Start guide walks you through **creating an account, setting up two-factor authentication (2FA), and logging in** to the NAFTC Learning Center. Most users can complete setup in **5–10 minutes** using a computer and a smartphone.

Create Your Account

Step 1: Go to the Learning Center

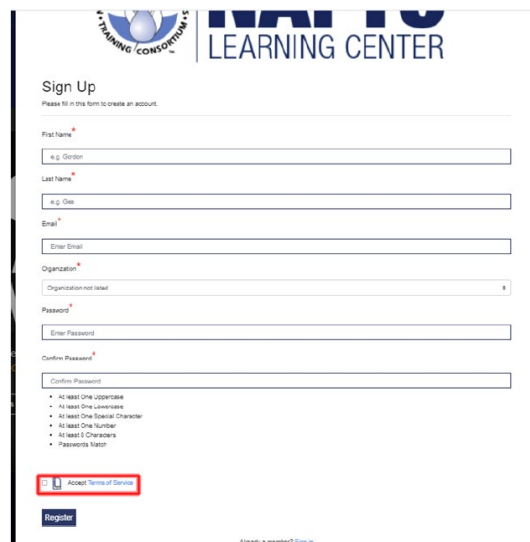
1. Open a web browser and go to: <https://naftc.wvu.edu/learning-center/home>
2. Click **Sign Up** in the top-right corner.



Learning Center home page with Sign Up highlighted

Step 2: Register

1. Complete the sign-up form.
2. Agree to the **Terms and Conditions**.
3. Click **Register**.



Sign Up
Please fill in this form to create an account.

First Name*
[e.g. Gordon]

Last Name*
[e.g. Day]

Email*
[Enter Email]

Organization*
[Organization not listed]

Password*
[Enter Password]

Confirm Password*
[Confirm Password]

- At least One uppercase
- At least One lowercase
- At least One Special Character
- At least One Number
- At least 8 Characters
- Passwords Match

Accept Terms of Service

Register

[Already a member? Sign In](#)

Sign-up form pop-up showing required fields and Register button

You are initially registered as a guest user.

Step 3: Verify Your Email

1. Check your email inbox for a message from **NAFTC** with the subject line **“Please verify account.”**
2. Click **Verify My Email** in the message.



Verification email with **Verify My Email** button

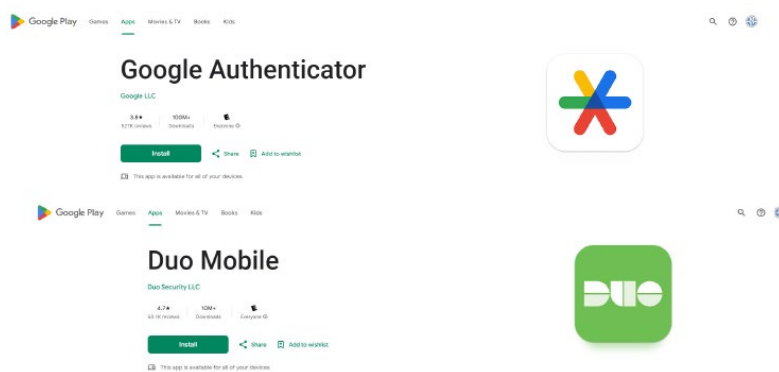
Once verified, you will be prompted to set up **two-factor authentication (2FA)**.

Set Up 2FA and Log In

Step 4: Prepare Your Phone (Required)

Two-factor authentication requires an authenticator app on your phone.

1. On your phone, install **one** of the following apps:
 - **Google Authenticator**, or
 - **Duo Mobile**

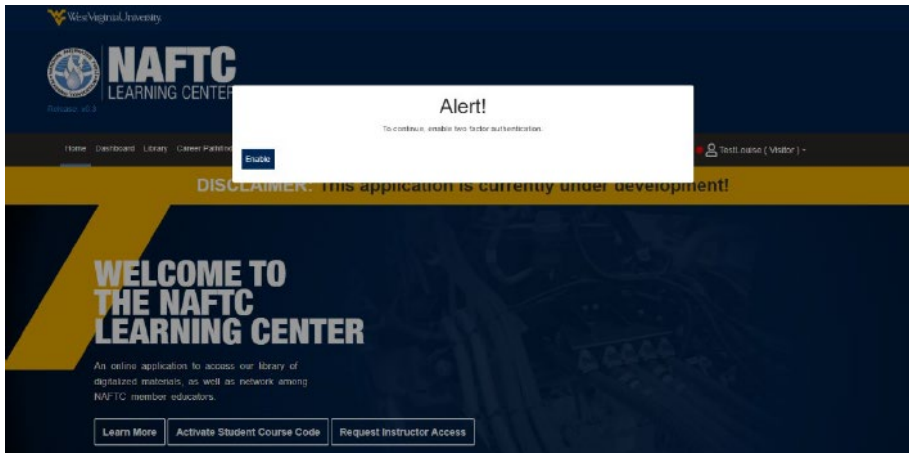


Search results for authenticator apps

Step 5: Set Up 2FA (Recommended Method – Computer + Phone)

This is the most common and easiest setup method.

1. On your computer, go to: <https://naftc.wvu.edu/learning-center>
2. Log in using your newly created email and password.
3. When prompted, begin the **two-factor authentication setup**.



NAFTC Learning Center – enable 2-factor authentication

iPhone or Android

1. A QR code will appear on your computer screen.
2. Open your authenticator app on your phone.
3. Scan the QR code.

Secure Your Account with Two-Factor Authentication

To protect your account, we use two-factor authentication (2FA). You can scan the QR code with your Authenticator or Duo mobile app to set it up.

*using a mobile device, scanning isn't possible.

No worries! Here's an easy alternative:

1. Open your authenticator app (such as Google Authenticator, Duo, or any other TOTP app)
2. Instead of scanning a QR code, look for an option to "Enter a setup key manually."
3. Copy the code below and paste it into the app.

Your 2FA Key: `SERP100HWTVZT622`

If you encounter any issues, feel free to contact support. Stay secure!

Please securely store the following backup codes:

```

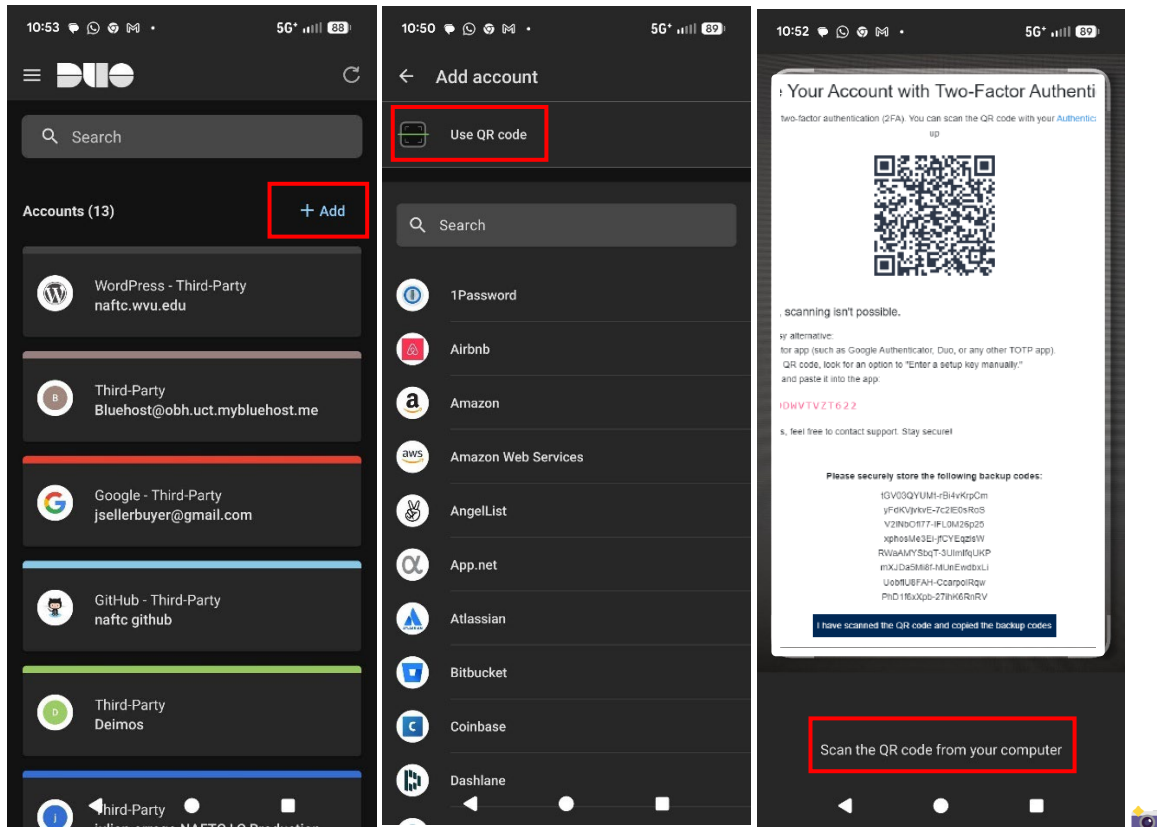
1GV0GQYUMH-Bi4vKpCm
yFdkVjkrvE-7c2EDsRoS
VZInb0H77-FLm2Sp2S
xghoM4SEJ-FCN Cqps1W
RkXjDa5M8f-MUEEndbxLJ
UobRUFaH-CcarpoRqW
PnD116xXpB-27Hk6RnRV
    
```

I have scanned the QR code and copied the backup codes

QR code displayed on screen during 2FA setup

If using Duo Mobile:

1. Allow permissions when prompted.
2. Name the account “**NAFTC Learning Center.**”
3. Save the account.

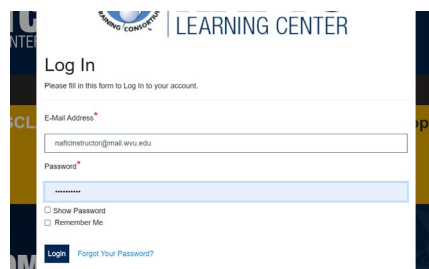


Duo Mobile account setup and verification screen

2FA setup is now complete.

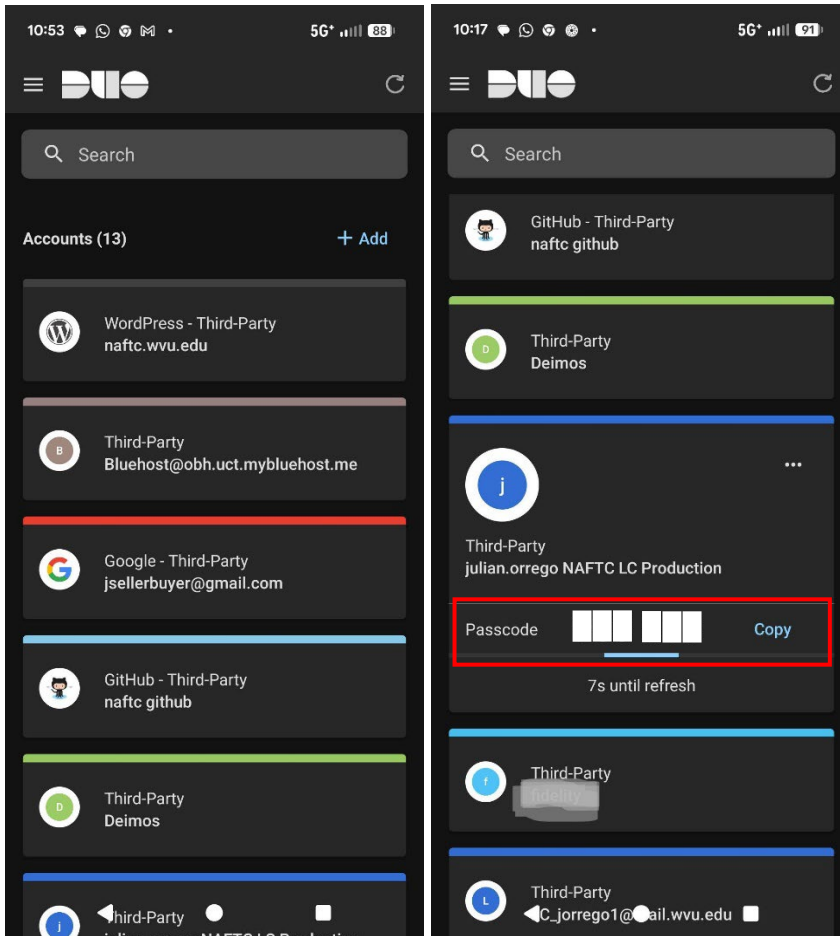
Step 6: Log In to the Learning Center

1. Return to: <https://naftc.wvu.edu/learning-center/home>
2. Click **Log In**.
3. Enter your email address and password.
4. Click **Log In**.



Learning Center login form

1. Check your phone for a verification code from your authenticator app.
2. Enter the verification code when prompted.



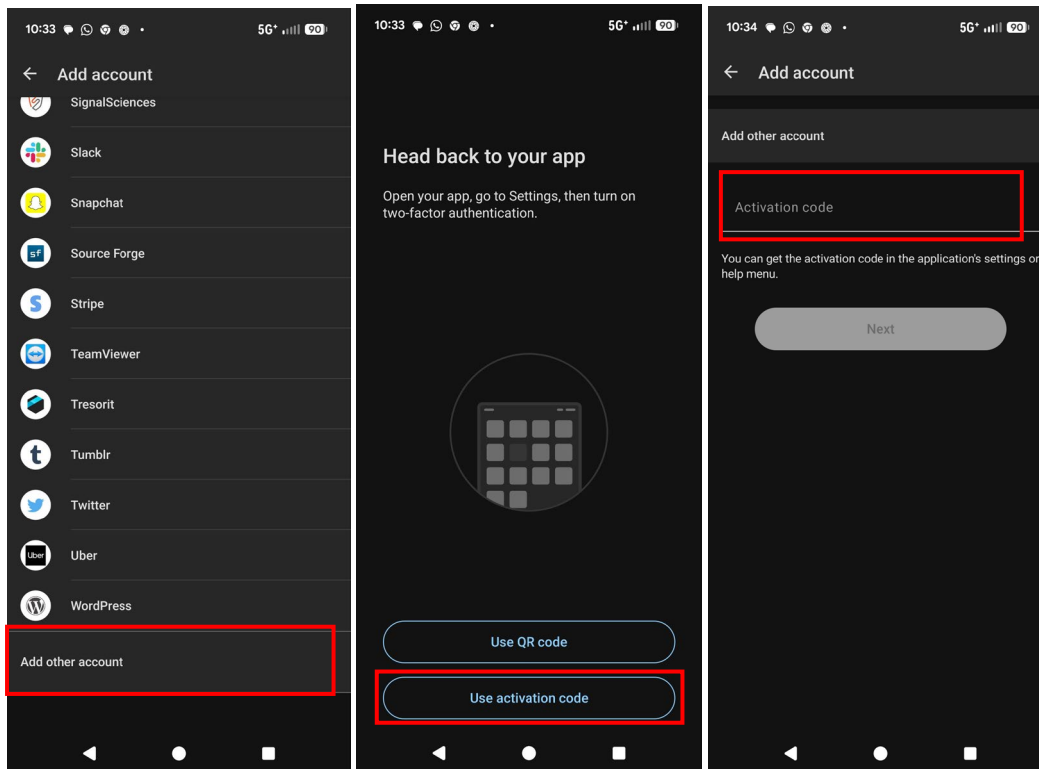
Enter authenticator app verification code

 **You are now fully signed in to the NAFTC Learning Center.**

Alternate Setup (If You Cannot Scan a QR Code)

If you are using only one device or cannot scan the QR code:

- In your authenticator app, choose **Enter a setup key manually** (Google Authenticator) or **Use activation code** (Duo Mobile).
- Copy the **2FA key or activation code** displayed on your screen into the app.
- Name the account **“NAFTC Learning Center”** and save.



Manual entry of setup key / activation code in authenticator app
Official Duo guide: <https://guide.duo.com/third-party-accounts>

Need Help?

If you experience any issues during setup, contact support:

Julian Orrego – julian.orrego@mail.wvu.edu

Instructions accurate as of March 8th, 2025.