DARTMOUTH **D-PAY**

Electronic Billing and Payment System

Security Settings

for Students and Parents/Other Payers

Last updated: June 2, 2023

To protect your account information, D-Pay uses a **two-step verification** process to ensure that changes to your account are being made by you. When profile changes (such as the user name, mobile phone number, and refund method) are made, D-Pay will send you a 6-digit code that you will have to enter for your changes to be saved. In this two-step process, the **first step** is that you enter D-Pay through single-sign-on via DartHub (students) or enter your username (E-mail address) and password (parents/authorized users). The **second step** is this temporary code that is sent through a different method (text, a different E-mail address, or Google Authenticator) and that expires in a very short time. The D-Pay system knows which passcode it sent you. D-Pay compares what it sends to what you enter. This is the verification step. This two-step method makes it harder for your account to be compromised.

Click on "Security Settings" to enter the mobile number or E-mail address at which you would like to receive the security code. You may enter this information at any time. If you never make any changes to your D-Pay profile information, you may never have to enter a code. If you have not configured your security settings and make a profile change, you will be prompted to first configure your security settings.

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My Profile

Personal Profile   Payment Profile   Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

○ Text message to existing or new mobile number
○ Email message to existing or new email address
○ Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

[Setup Method]

Select a Primary Method

Click on either the "Text," "Email," or Google Authenticator radio buttons to select the method by which you will receive the code.

If students choose to use E-mail as the primary method of contact, they must use a separate E-mail address (Gmail, Yahoo, etc.). The reason for this is that the passcode needs to be sent through a method that has a different password credential than the method used to log into D-Pay.

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My Profile

Personal Profile   **Payment Profile**   Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

🔘 Text message to existing or new mobile number

New mobile number   🇺🇸⌄ | +1 | **Send Code**

⚪ Email message to existing or new email address
⚪ Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Text Method:

1. Enter your mobile number in the box next to "New mobile number."
   The default telephone country code is 1 (for most of North America). You may change this by using the drop-down menu denoted by a flag. For example, the country code of the United Kingdom is 44.
2. Click on the "Send Code" button.
3. After a few seconds, check your mobile phone for a new text.
4. Enter the code into the "Verify Passcode" code box and click on the "Verify" button [not shown here].
   a. The codes expire in a short period of time. You may click on the "Resend Code" to have a new code sent to you.

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My Profile

Personal Profile   Payment Profile   **Security Settings**

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

○ Text message to existing or new mobile number
◉ Email message to existing or new email address

New email address   [   ]   Send Code

○ Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

==E-mail Method:==

1. ==Enter your E-mail address in the box next "New email address."==
   a. ==Students: If you choose this method, you **must** enter a non-Dartmouth E-mail address (Gmail, Yahoo, etc.).==
2. ==Click on the "Send Code" button.==
3. ==After a few seconds, check your E-mail account for a new message with the code.==
4. ==Enter the code into the "Verify Passcode" code box and click on the "Verify" button [not shown here].==
   a. ==The codes expire in a short period of time. You may click on the "Resend Code" to have a new code sent to you.==

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My Profile

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Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

○ Text message to existing or new mobile number
○ Email message to existing or new email address
◉ Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Open the Authenticator app on your device
Select the "+" sign
Choose "Scan barcode"

Or enter this unique key in the Authenticator App:

Verify passcode   [   ]   [Verify]

Google Authenticator:

1. Download and install the application (app) on your IOS or Android device.
    a.   The app generates 6-digit codes (just like the ones texted or E-mailed by D-Pay).
2. One-time only: Using the camera on your device, scan the barcode or enter the unique key [not shown here] in the app.
    a.   This step makes the connection between D-Pay and Google Authenticator.
3. When a code displays on your app, enter it in the box and click on the "Verify" button.
    a.   The codes expire in a short period of time. A new code will take its place.
4. If this is the first time you are using the Google Authenticator app, you can click on the set-up text to configure the app. If you are already using the app for other applications, click on the "+" to add a token for D-Pay. The default name for the token is "Dartmouth College:" followed by an ID (students) or E-mail address (parents and other authorized users). You may rename the token within the application. You will only use this token with D-Pay.

DARTMOUTH **D-PAY**
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Logged in as: Velma R. Test | Logout ➔

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My Profile

| Personal Profile | Payment Profile | Security Settings |

Student ID

Full name   Velma R. Test

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.

Secondary email address: [Edit]

To get text messages about selected account events, enter your mobile phone number and carrier.

> Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
> **Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.**

Mobile Number   [Remove] [Edit]

☐ Send me additional text message notifications about my account events (such as new bills or upcoming payments)

==**Best Practice:** In addition to providing a mobile phone number and/or E-mail address in "Security Settings" to receive these security codes, we strongly suggest you **opt-in** (by checking the box below "Mobile Number" after clicking the "Edit" button to enter a mobile number) to receive a small number of system messages relating to your account or your student's account (a billing statement is available, a payment has been made, etc.) in your "Personal Profile." If you provide a mobile phone number that can receive text messages in your "Personal Profile" (both students and parents/authorized users), you will receive brief text alerts when *changes* are made to your account. Receiving these alerts in a timely way helps you to recognize whether your account has been compromised. Contact Campus Billing if you believe changes have been made to your D-Pay account by someone other than you.==

==You will be prompted to provide a code before you are able to opt-in for these systems messages via text [not shown here]. Be sure to enroll in the two-step verification first. Enter your (North American) mobile number in the XXX-XXX-XXXX format and choose your mobile service provider. In the future, the system will support any mobile number in the Personal Profile like it does in the Security Settings.==

Additional Information:

Each time you change either the mobile number or the E-mail, you will be prompted to first enter a code. This is to ensure that you are making the change and that you are receiving the code. If you call Campus Billing, you may be prompted to provide a code to confirm your identity.

For mobile phones, messaging rates may apply. Please check with your provider.

The D-Pay system will only use these methods of contact in your "Security Settings" to deliver the codes.