

Collaborators: Dylan Nelson and Taggart Vowels

Multi Factor Authentication (MFA)

on a Desktop/Laptop

Note: Before you begin this tutorial, you'll need to have an authentication application on your smartphone. If you're not sure what that is or how to get one, click [here!](#)

What is Multi Factor Authentication (MFA)?

Multi-factor authentication means using two things instead of one to prove it's really you.

Here's the easiest way to think about it:

- **Step 1:** You enter your password.
- **Step 2:** Your phone gives you a little code to make sure it's truly you.

That's it!

It's like using *both* a key **and** a quick "secret code" to get into your house. Much safer, but still easy once you get the hang of it.

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Mac or PC – Using a Web Browser (Chrome, Safari, Edge)

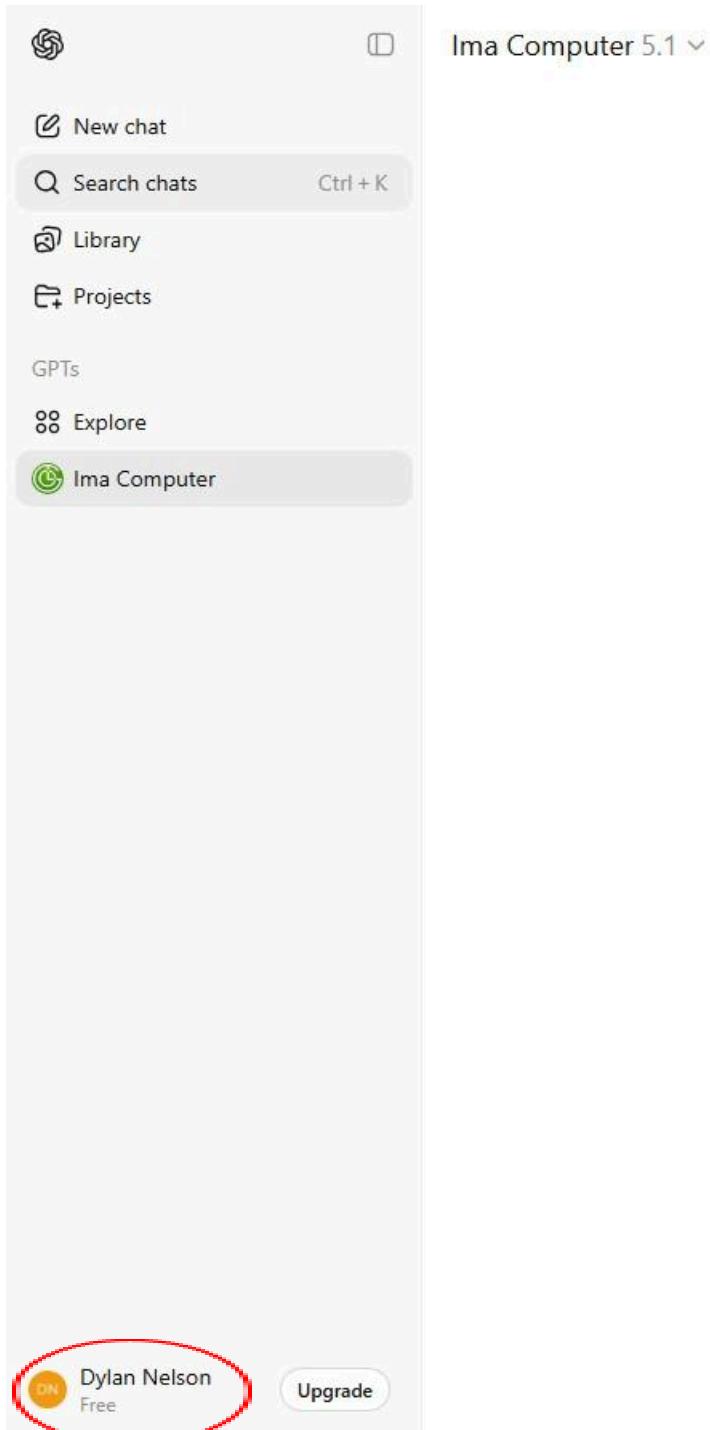
1. Go to chatgpt.com

2. Log into ChatGPT

- This will require entering your email or phone number.
- If you signed up using a Google, Microsoft, or Apple account, then select the same option.

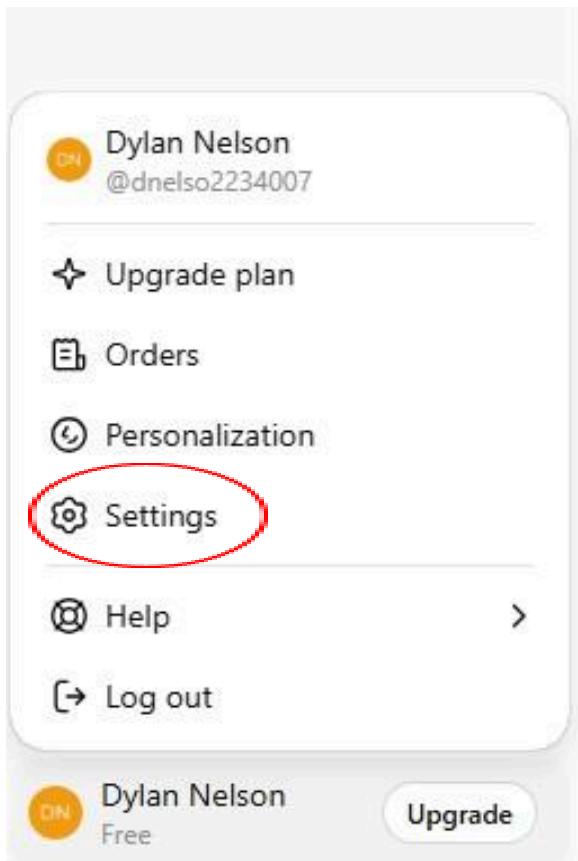
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3. From the ChatGPT home page, click on your user profile in the bottom left corner.



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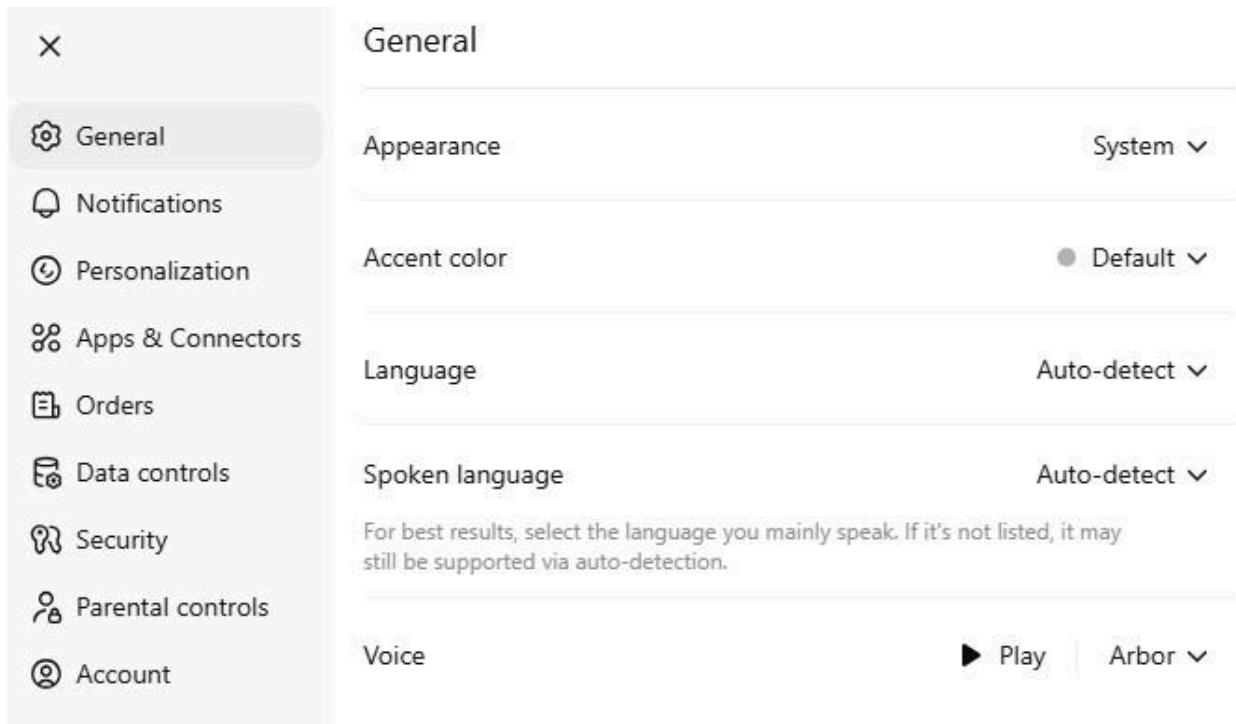
4. Select  Settings from the menu that appears.



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5. Navigate to security tab

- You'll see this page after selecting  Settings.

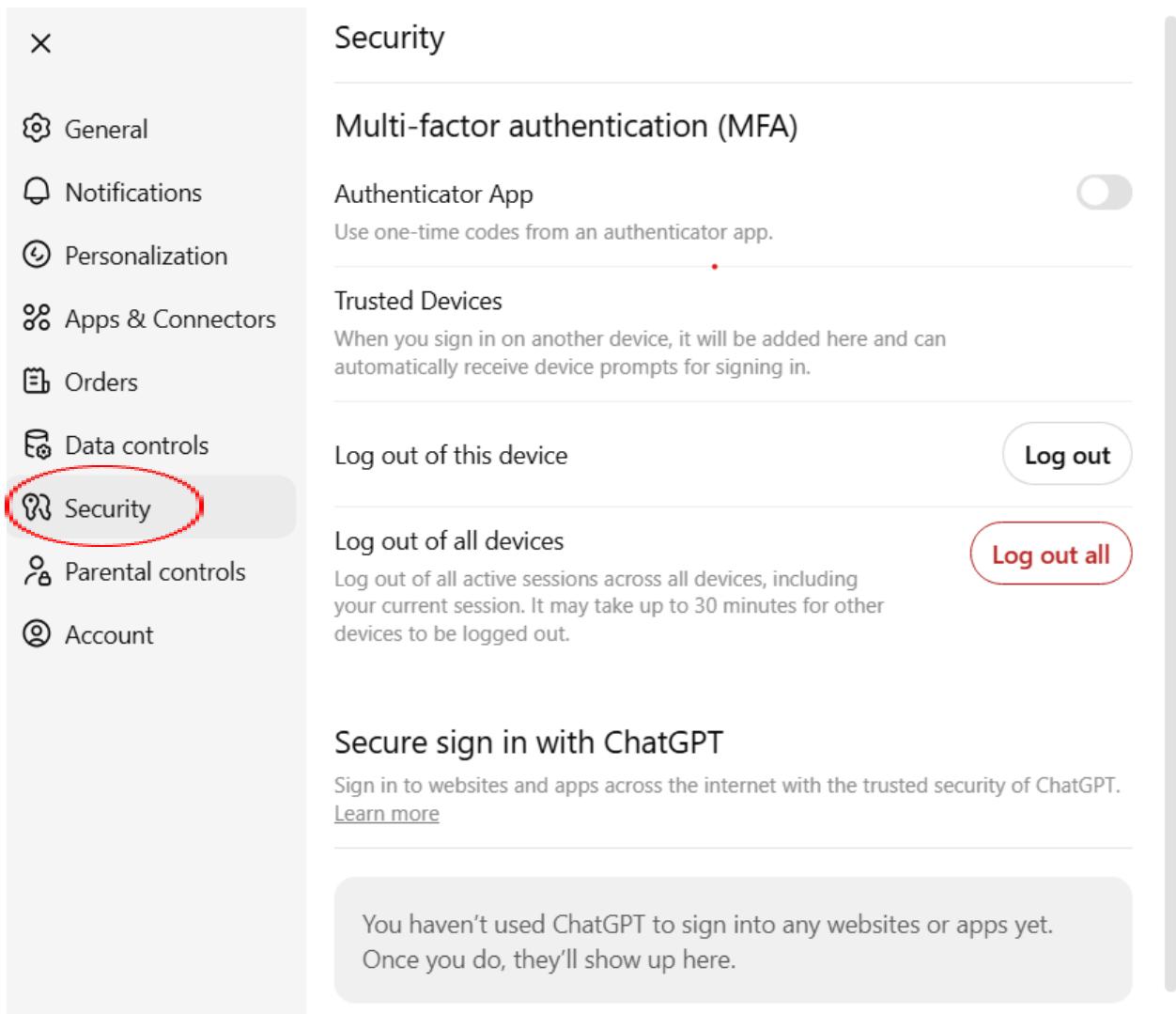


The screenshot shows the 'General' settings page. On the left is a sidebar with icons and labels: General (selected), Notifications, Personalization, Apps & Connectors, Orders, Data controls, Security (disabled), Parental controls, and Account. The main area has a title 'General'. It contains several configuration items: 'Appearance' set to 'System', 'Accent color' set to 'Default', 'Language' set to 'Auto-detect', 'Spoken language' set to 'Auto-detect', and a note about selecting the main language. At the bottom is a 'Voice' section with a play button and the name 'Arbor'.

Setting	Value	Options
Appearance	System	System ▾
Accent color	Default	Default ▾
Language	Auto-detect	Auto-detect ▾
Spoken language	Auto-detect	Auto-detect ▾
Voice	▶ Play Arbor	

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- Click on  Security to go to the security page.



Security

Multi-factor authentication (MFA)

Authenticator App

Use one-time codes from an authenticator app.

Trusted Devices

When you sign in on another device, it will be added here and can automatically receive device prompts for signing in.

Log out of this device Log out

Log out of all devices Log out all

Secure sign in with ChatGPT

Sign in to websites and apps across the internet with the trusted security of ChatGPT.
[Learn more](#)

You haven't used ChatGPT to sign into any websites or apps yet.
Once you do, they'll show up here.

6. Click the button on the right side of the page next to “Authenticator App”.

Authenticator App

Use one-time codes from an authenticator app.

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7. Open the authenticator app on your smart phone

- Follow the instructions given by ChatGPT to finish setting up multi factor authentication.

Connect your authenticator app



Step 1: Scan the QR code using your authenticator app, then enter the 6-digit code from the app.



[Trouble scanning?](#)

Step 2: Enter your 6-digit code

Enter your 6-digit code

Cancel

Verify

8. 🎉 That's it, you're all done!

- You'll see the "Authenticator App" button turn blue.

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Authenticator App



Use one-time codes from an authenticator app.

- You'll also see this email confirming you set multi factor authentication up.



Multi-factor authentication settings changed

Hi there,

Your multi factor authentication settings have been changed.

To see the latest status, please navigate to the ChatGPT settings and select the [Security tab](#).

If you believe your account activity is unauthorized, visit our [Account Security Guide](#) for more safety tips.

Best,
OpenAI

If you have any questions please contact us through our [help center](#)

Reply Forward

❤️ If you need to try again, that's okay! Sometimes it takes a few tries — and that's perfectly normal.