

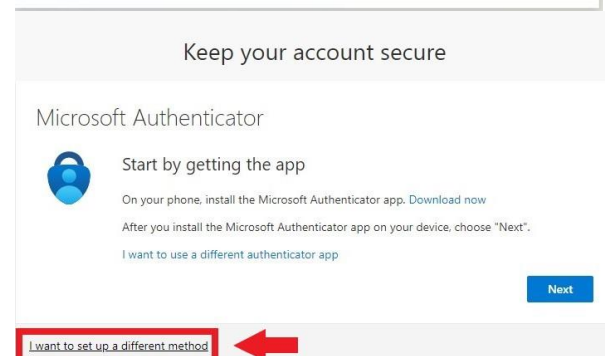
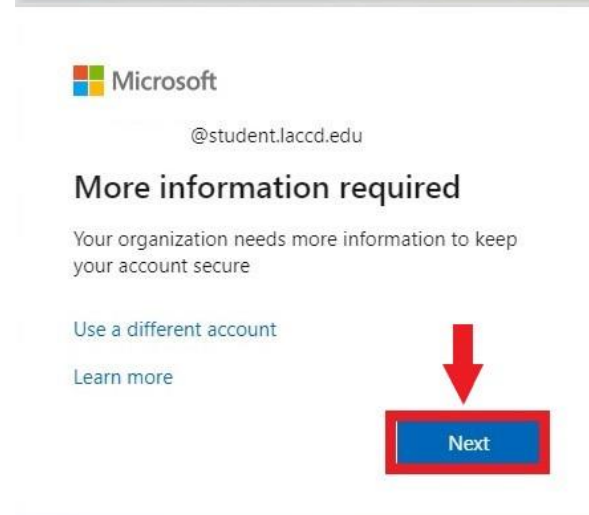
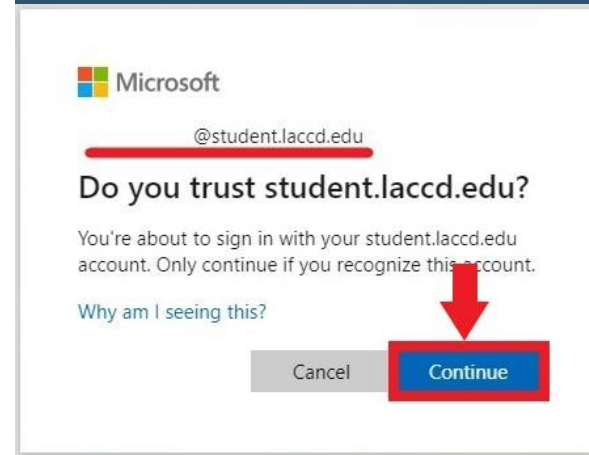
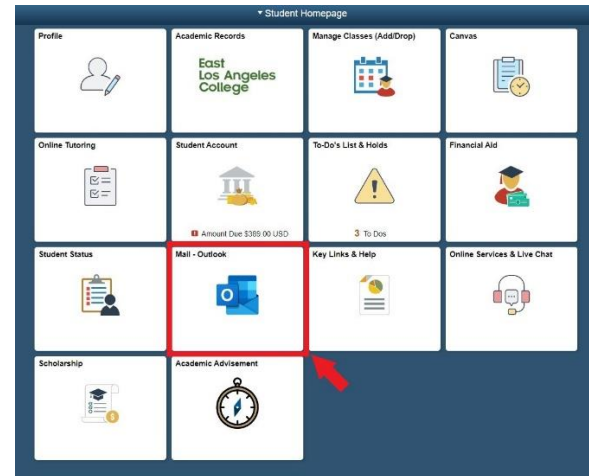


ELAC WSRC

WELCOME & SUPPORT RESOURCE CENTER

How to Set-Up Multi-Factor Authentication (MFA)

1. Sign into your student portal
2. Select the tile for “**Mail – Outlook**”
3. Verify that the **@student.laccd.edu** email is your student email address
4. You will be asked if you trust **student.laccd.edu** select “**Continue**”
5. You will be notified that more information is required. Select “**Next**”
6. You will be notified to keep your account secure, select the option “**I want to set up a different method**”



7. When prompted to select a method, **click** on the drop-down menu

8. Select the option for “Phone”

9. **Type in** your cell phone number in the appropriate section, Select “Next”

10. You will be sent a **text message** with a 6-digit code to your cell phone

11. Enter the 6-digit code in the designated area

12. You will be notified the verification process is complete, select “Next”

13. You will see a “Success!” notification, select “Done”

14. You will be asked if you want to stay signed-in

- Select “No” if you are using a public computer or device that does ***not*** belong to you
- Select “Yes” if you are using a **personal** or **trusted** device

15. You are done setting up your Multi-Factor Authentication (MFA)

The screenshot shows the Microsoft account security setup process for Multi-Factor Authentication (MFA) using a phone. It consists of several steps:

- Choose a different method:** A modal window titled "Choose a different method" with a close button (X). It asks "Which method would you like to use?" and shows a list of options: "Phone", "Authenticator app", and "Phone" (highlighted with a red arrow). A red arrow points to the "Phone" option in the list.
- Phone:** A page titled "Phone" with a subtitle "You can prove who you are by receiving a code on your phone." It asks "What phone number would you like to use?" and shows a dropdown menu for "United States (+1)" and a text input field for the phone number "3232656800" (highlighted with a red box). Below the input field is a radio button for "Receive a code" and a "Next" button (highlighted with a red arrow). A link "I want to set up a different method" is at the bottom.
- Keep your account secure:** A page titled "Keep your account secure" with a subtitle "Phone". It shows a message "We just sent a 6 digit code to +1 3239011994. Enter the code below." and a text input field for the code (highlighted with a red box). Below the input field is a "Resend code" link and "Back" and "Next" buttons. A link "I want to set up a different method" is at the bottom.
- Phone:** A page titled "Phone" with a subtitle "Verification complete. Your phone has been registered." and a "Next" button (highlighted with a red arrow).
- Success!:** A page titled "Success!" with a subtitle "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." It shows the "Default sign-in method:" as "Phone" with the number "+1 3239011994" and a "Done" button (highlighted with a red arrow).