

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
- You will be asked if you trust student.laccd.edu select "Continue"

5. You will be notified that more

information is required. Select "Next"

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Keep your account secure

Microsoft Authenticator

- Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app
- 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 6digit 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"
- 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 <u>not</u> belong to you
 - b. Select "Yes" if you are using a **personal** or **trusted** device
- 15. You are done setting up your Multi-Factor Authentication (**MFA**)

hich method would you lik	e to use?
Phone	~
Authenticator app	
Phone	

Phone

You can prove who you are by	receiving a code on you	phone.		
What phone number would yo	u like to use?	2222555000		
United States (+1)	•	5252656600		
Receive a code Message and data rates may applied and cookies statement.	oply. Choosing Next mea	ins that you agree	e to the Terms of sen	vice and Privacy
want to set up a different meth	od			
K	eep your acco	unt secure		
Phone We just sent a 6 digit code to + Enter code Resend code	1 3239011994. Enter the cod	e below.	Back Next	
I want to set up a different metho	20			
K	eep your ac	count see	cure	
Phone				
Verification complete. Your	phone has been registe	red.	-	Next
K	eep your ac	count see	cure	
Success!				
Great job! You have successfull Default sign-in method:	y set up your security inf	o. Choose "Done	" to continue signing	in.
Phone +1 3239011994				
			-	Done
Hicrosoft				
@stud	ent.laccd.edu			
Stay signed	in?			
Do this to reduce th to sign in.	e number of time	s you are ask	ed	
Don't show this	again			
	No	Yes		