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
   a. Select “**No**” if you are using a public computer or device that does **not** 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**)