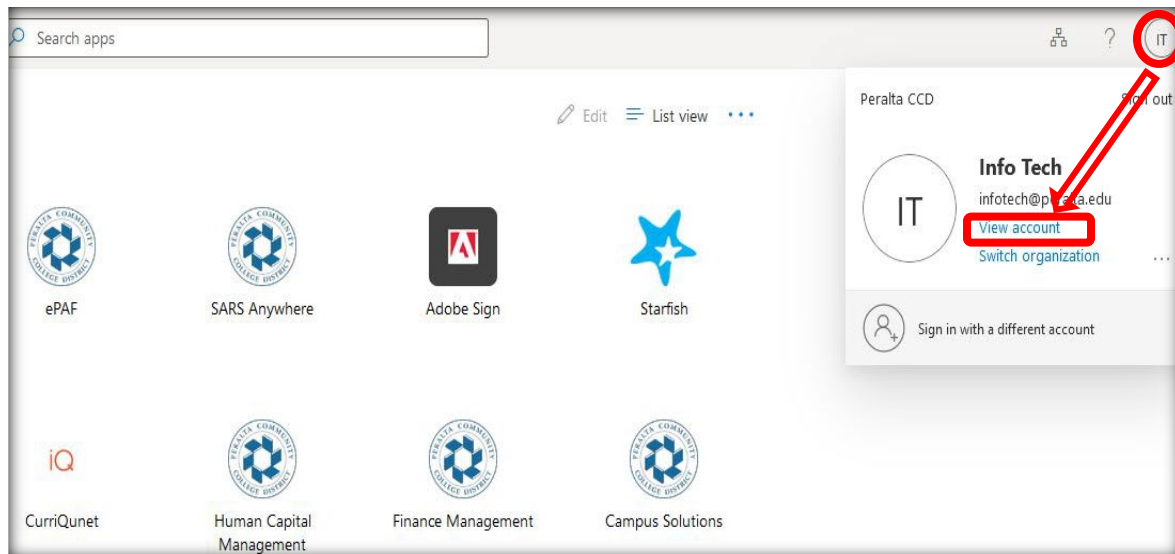


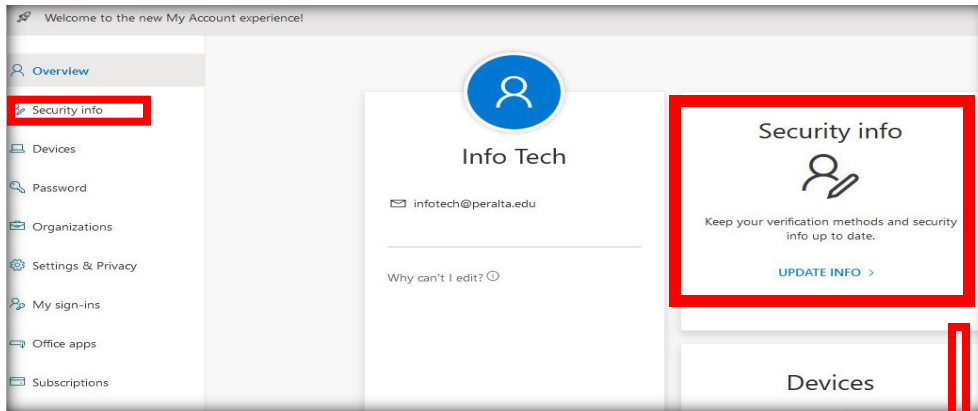
## How to Enable **MFA** in your Account

- 1) Login to the Peralta Portal. On the **Top Right-Hand** side of your Apps page click on the **Profile Icon** with your **Initials** on it and under drop down menu click on **View Account** as shown in the Image.

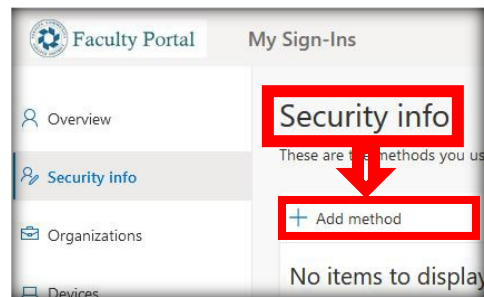


- 2) The “**View Account**” option will take you to the Profile Tab and Click on the **Security Info**. Please refer to the image attached.

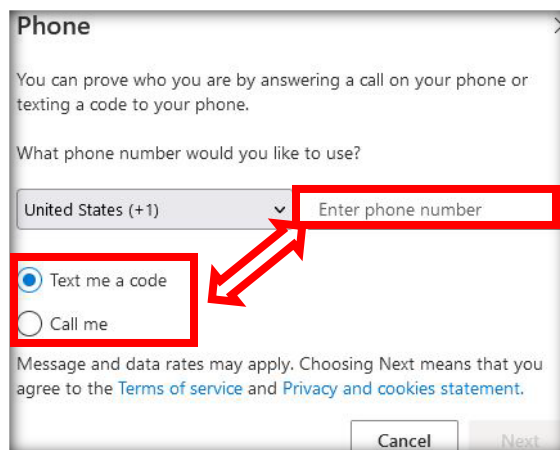
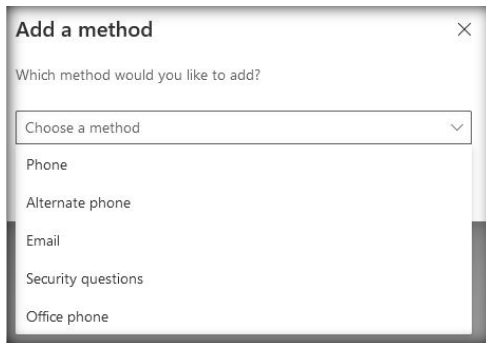
# How to Enable MFA in your Account



Now under Security Info page, click on **Add a method** as shown in the image.



3) Once you click on **Add method**, choose the option which you have **direct access** to.

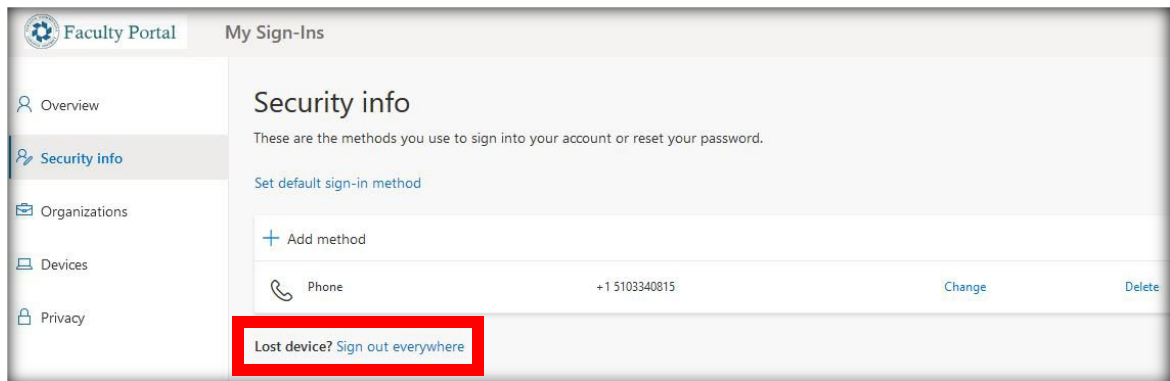


4) Once you update your phone number or any other security method Microsoft will send you a code to your phone or your email depending on the method type.

## How to Enable MFA in your Account




- 5) Click "**Done**" once you are verified and under Security Info page click **on Sign Out Everywhere** to take MFA into effect.



Once this is setup you will be asked to follow two steps of verification while login into your Peralta Portal account on every new device. Depending on the method chosen Microsoft will send you the code or a call and you will be prompted to sign in page.

Remember to tick mark "**Don't ask again for 60 days**" Please refer to the picture attached.


# How to Enable **MFA** in your Account

 Faculty Portal


infotech@peralta.edu

## Verify your identity

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 Text +X XXXXXXXXX15

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 Call +X XXXXXXXXX15

[More information](#)

 Faculty Portal

infotech@peralta.edu

## Enter code

 We texted your phone +X XXXXXXXXX15. Please enter the code to sign in.

Code

Don't ask again for 60 days

Having trouble? [Sign in another way](#)

[More information](#)