

How to set up your MFA (Multi-Factor Authentication) Contact Phone Number

Login to PeopleSoft Employee Self-Service (ESS)

On the Home Page, click on the Personal Details tile to open the Personal Details page.

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Approvals	Health and Benefits	Payroll and Compensation
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Time and Absence	Recruiting Tasks	Company Directory
Personal Details		

Click on Contact Details and the plus sign (+) in the Contact Details Phone section and the Phone Number page will open. Select the Phone Number Type MFA from the drop down.

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Teacher Update Photo				
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	Instant Message No instant message exists.			
	Add IM			



Enter the phone number you would like to use as your MFA Contact Phone Number for receiving verification passcodes and click on Save to save your changes.

• It is important to enter a phone number that you can get to quickly. You will only have 10 minutes to use your verification passcode before it expires.

Contact Details	
Phone	2
+	
Number	Cancel Phone Number Save
555/555-1234	
	*Type MFA 🗸
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+	Number 555/555-5678
Email Address	Extension
Instant Message	
No instant message exists.	
Add IM	

Your MFA Contact Phone Number is set up and ready to receive verification passcode communication.

K Employee Self Service			Personal Details		
Teacher Update Photo					
Addresses	Contact Details				
Contact Details	Phone				
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4 Veteran Status	Email Address	Туре		Preferred	
			Home	~	>
	Instant Message				
	No instant message exists.				
	Add IM				