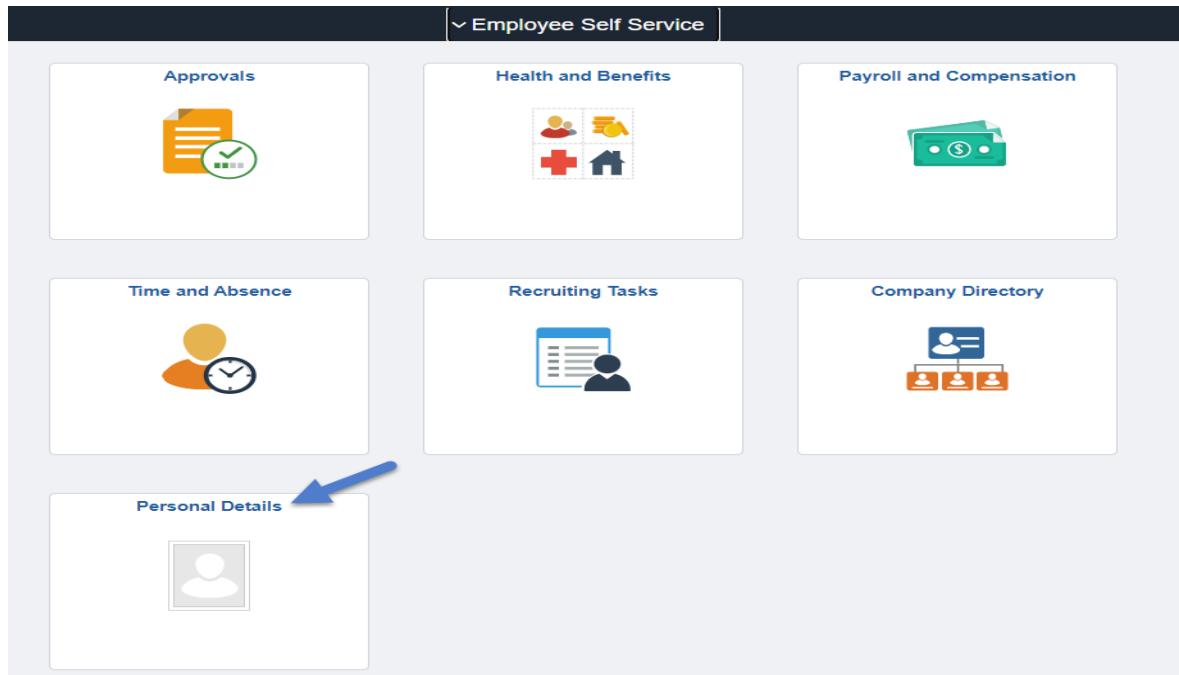


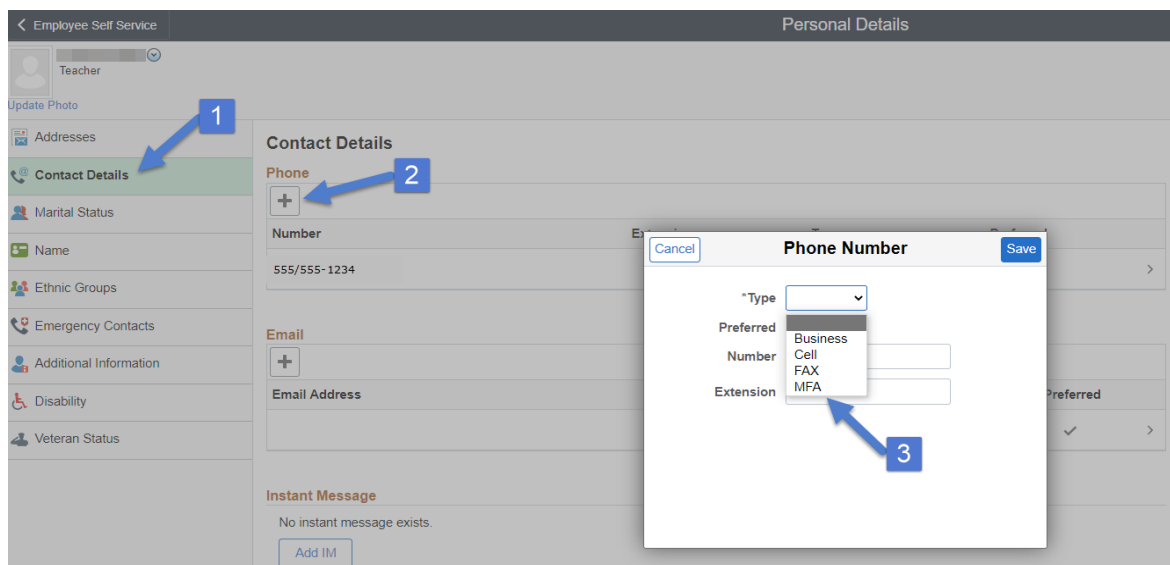
How to set up your MFA (Multi-Factor Authentication) Contact Phone Number

Login to [PeopleSoft Employee Self-Service \(ESS\)](#)

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

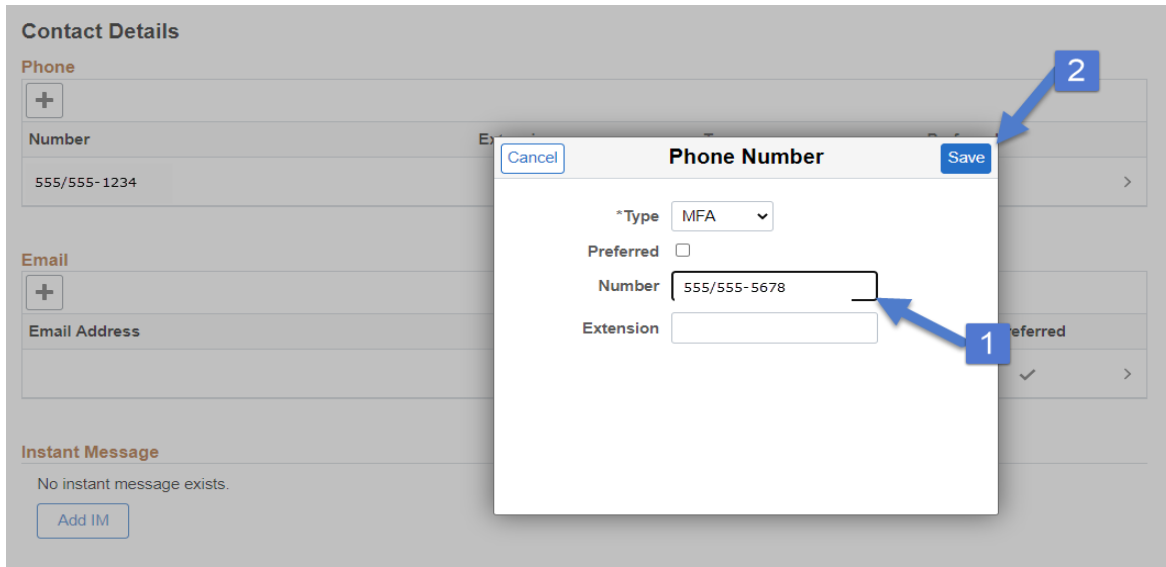


Click on Contact Details and the plus sign (+) in the Contact Details Phone section and the Phone Number page will open. Select the Phone Number Type MFA from the drop down.



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

+ Number 555/555-1234

Email

+ Email Address

Instant Message

No instant message exists.
Add IM

Phone Number

*Type MFA

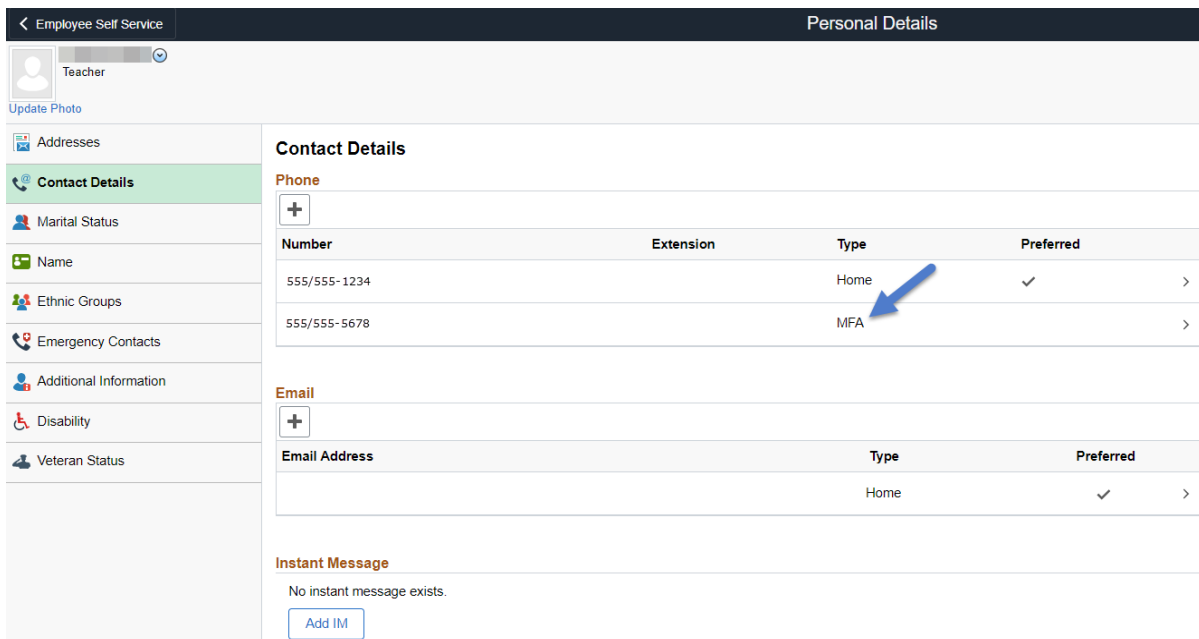
Preferred ☐

Number 555/555-5678

Extension

Cancel Save

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



< Employee Self Service Personal Details

Teacher

Update Photo

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information

Disability

Veteran Status

Contact Details

Phone

+ Number Extension Type Preferred

555/555-1234		Home	✓	>
555/555-5678		MFA		>

Email

+ Email Address Type Preferred

	Home	✓	>
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Instant Message

No instant message exists.
Add IM