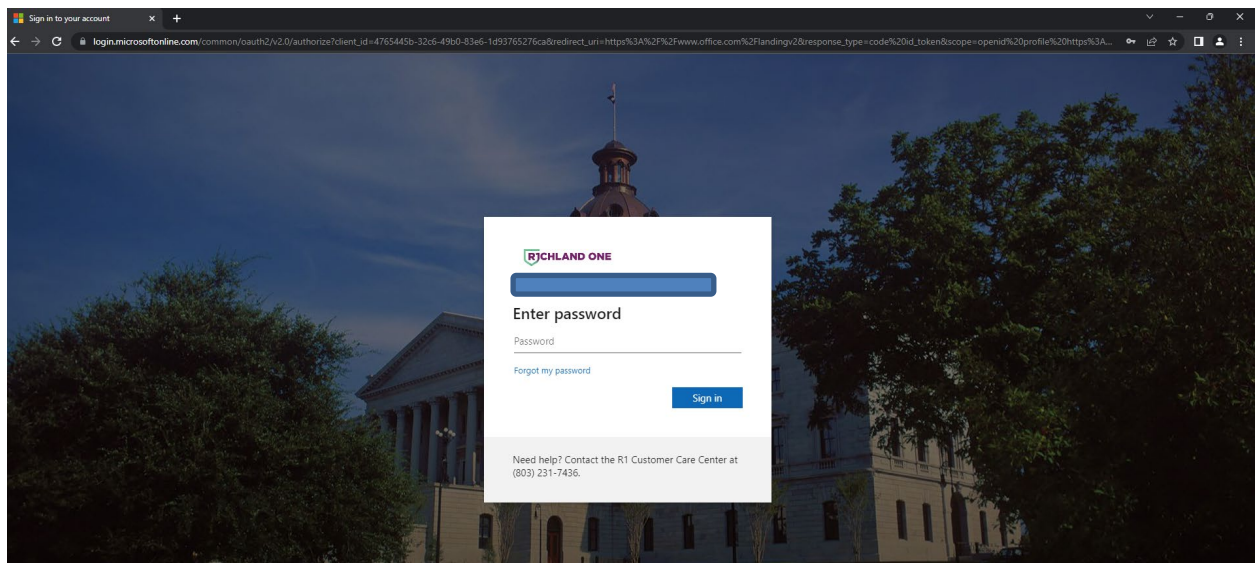
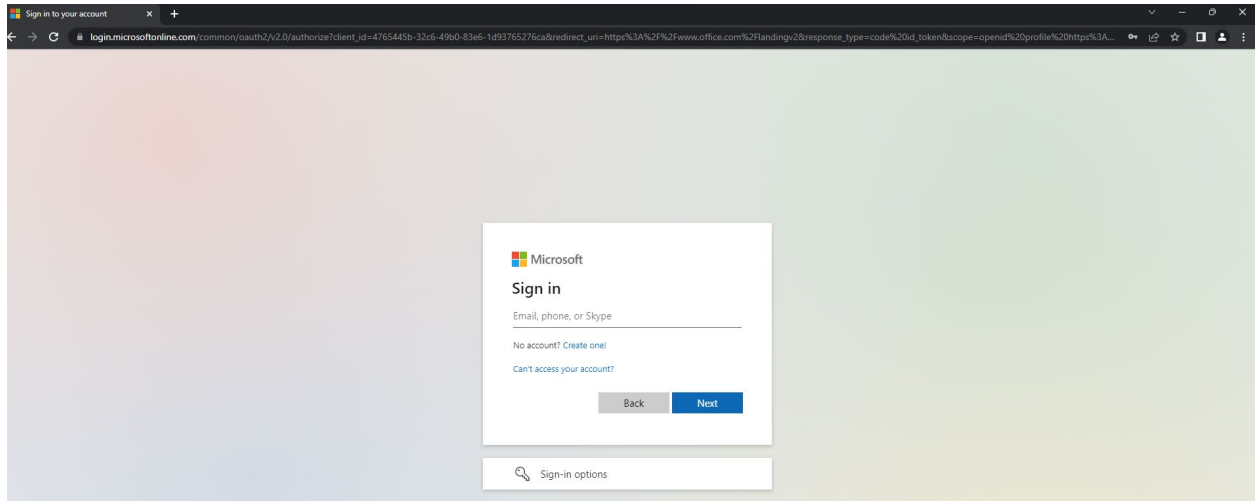


Accessing your Account with Multi-Factor Authentication

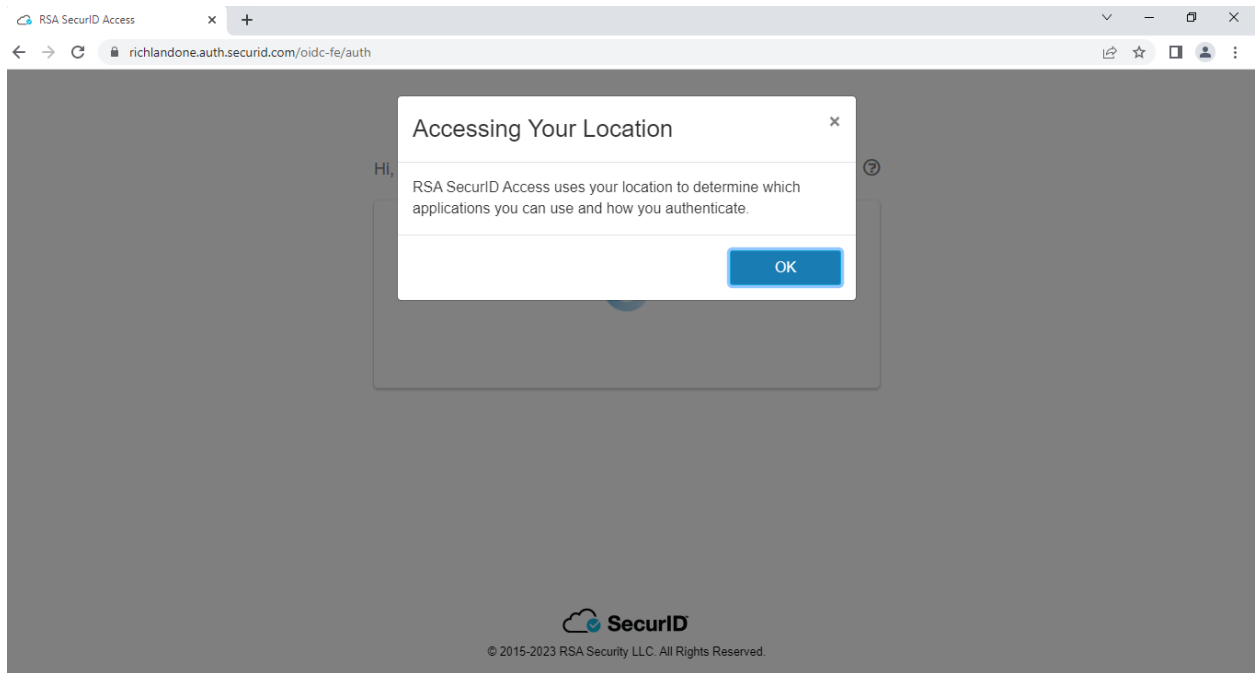
May 17, 2023

When you are not on district network, you will be required to use Multi-Factor Authentication to access any district resource.

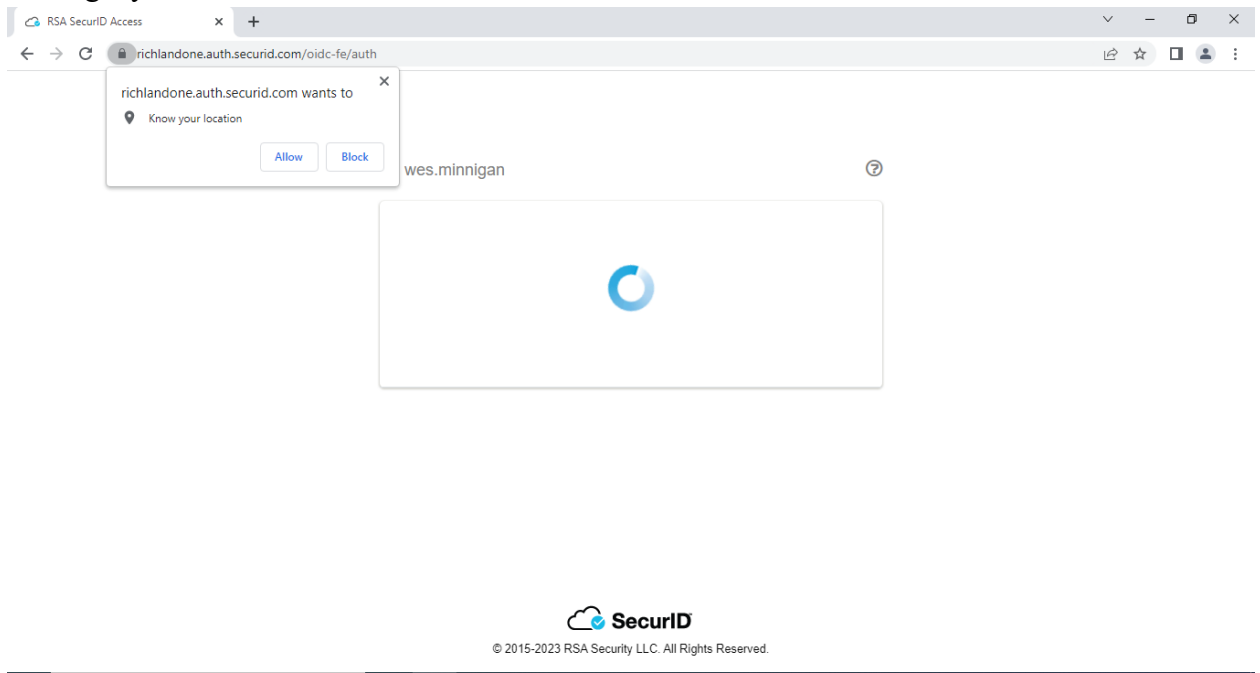
1. Open your preferred web browser (Edge or Google Chrome) and go to <https://login.microsoftonline.com/>. Enter your district email and password to log on.



2. The next screen that displays lets you know that the system is accessing your location. When this screen appears, click **Ok**.



3. The next step is the process that actually accesses your location. If you get a pop-up message, you must click **Allow**.





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4. Your location is then accessed, and you send the code to the cell phone number provided. Click **Send OTP**.

- The last 4 numbers of your cell phone number provided are displayed on the screen. If these are not the last 4 numbers of the cell phone you provided, you will need to submit a [One to One Plus](#) ticket and select MFA as your ticket type and provide the correct cell phone number. You will not have access to district resources while not on the network until this has been corrected.

richlandone.auth.securid.com wants to know your location

Allow Block

Get SMS OTP

You will receive a six-digit OTP on your phone.

+1xxx0000 [masked]

Send OTP Cancel

Message and data rates may apply. Message frequency may vary. From your phone, reply HELP for help or STOP to cancel.

[Privacy Policy and Terms of Service](#)

SecurID

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5. Once you have received the text with the code, enter the code on the next screen, and click **Submit**.

Hi, [masked]

Enter SMS OTP

Enter the six-digit OTP sent to your phone.

+1xxx0000 [masked]

[Input field with 6 asterisks]

Resend OTP

Submit Cancel

SecurID

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6. Click **Continue** on the next screen and begin using district applications.

Hi,

Remember This Browser

Select the checkbox, so that RSA SecurID Access remembers this browser to simplify future authentication. Do not check the box if you are using a public computer.

☐ Remember this browser

Continue

 SecurID

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Once your device's location has been recognized and verified enough times you may not have to authenticate each time you log in.