

# MFA GUIDE



## DEFINITION

Multi-Factor Authentication (MFA) is a method of authenticating your account with something you have and something you know. An example would be your OUSD account password and a code sent to your mobile phone. Enabling MFA increases the security of your account and helps prevent it from being compromised.

## PURPOSE

To increase the District’s security posture, MFA will add a layer of protection to your OUSD account. MFA helps protect against unauthorized access such as phishing attacks, social engineering, and brute force attacks.

OUSD will be enforcing MFA when your device is off-campus. You will not need MFA when your device is on-campus.

METHOD	DESCRIPTION
1 Phone number <b>REQUIRED</b>	Use your phone number to authenticate with a call or text message.
2 Alternate phone number OPTIONAL	You may use a second phone to authenticate should your primary phone be unavailable.

For additional information:

- *Multifactor authentication in Microsoft Entra*  
<https://www.microsoft.com/en-us/security/business/identity-access/microsoft-entra-mfa-multi-factor-authentication>

Should you have any questions on this guide or using MFA, please contact the Help Desk at [helpdesk@ousd.org](mailto:helpdesk@ousd.org) or (510) 879-8178.

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## MFA SETUP

### METHOD 1: REGISTER A PHONE NUMBER **REQUIRED**

Go to <http://mfasetup.ousd.org> from a computer. You will then be taken to the Microsoft Online Sign in screen. Enter your full OUSD **email address** and click **Next**.

**OUSD**  
**Sign in**  
mary.smith@ousd.org  
[Can't access your account?](#)  
Back Next  
Enter your full OUSD email address and password to log in.  
e.g. mary.smith@ousd.org for Staff,  
s\_mary.smith@ousd.org for Students

Enter your OUSD **password** and click **Sign in**. Next, you will see a new window for **More information required**. Click **Next**.

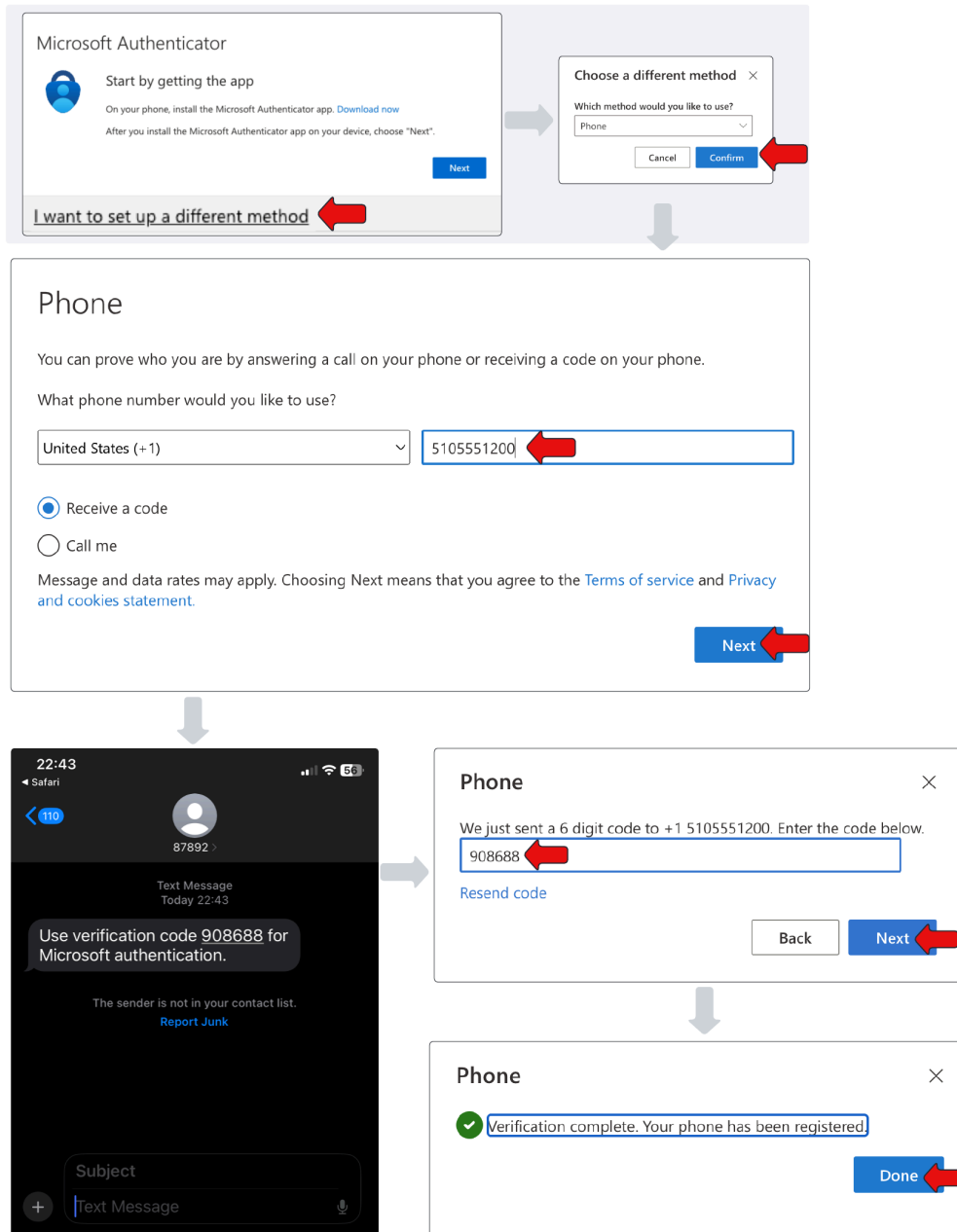
**OUSD**  
← mary.smith@ousd.org  
**Enter password**  
.....  
[Forgot my password](#)  
Sign in  
Enter your full OUSD email address and password to log in.  
e.g. mary.smith@ousd.org for Staff,  
s\_mary.smith@ousd.org for Students

**OUSD**  
mary.smith@ousd.org  
**More information required**  
Your organization needs more information to keep your account secure  
[Use a different account](#)  
[Learn more](#)  
Next

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If you see the prompt for Microsoft Authenticator, click on **I want to set up a different method** then **Phone**. Enter your mobile phone number. Select **Receive a code** for a text verification, then click **Next**. If your phone cannot receive text messages (e.g. landline), choose **Call me** for voice verification.



**Congratulations!** You are now configured for MFA using your phone.

Keep an eye out for notifications regarding your MFA enforcement date. This is when you'll be prompted to use a code to login remotely.

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## METHOD 2: REGISTER AN ALTERNATE PHONE NUMBER OPTIONAL

Go to <http://mfasetup.ousd.org> from a computer. Click **Add sign-in method** and choose **Alternate phone** and click **Add**. Type in the **phone number** and click **Next**. You will receive a verification call from (510) 879-8008. Answer the call and press the **#** key when instructed.

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.  
Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method			
Phone	+1 5105551200	<a href="#">Change</a>	<a href="#">Delete</a>
Password	Last updated: a day ago	<a href="#">Change</a>	
Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 11		<a href="#">Delete</a>

Add a method

Which method would you like to add?

Choose a method

- Authenticator app
- Alternate phone

Add a method

Which method would you like to add?

Alternate phone

[Cancel](#) [Add](#)

Phone

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

United States (+1) 5105558791

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Cancel](#) [Next](#)

Phone

We're calling +1 5105558791 now.

[Back](#)

Phone

Call answered. Your phone was registered successfully.

[Done](#)

**Congratulations!** You are now configured to MFA using an alternate phone.