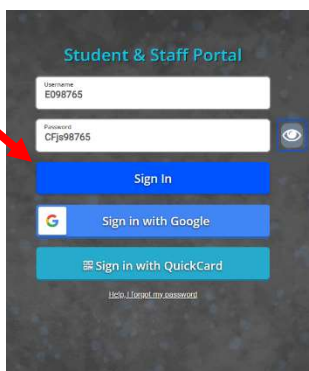


## CFISD Network and Email Setup for new Hires

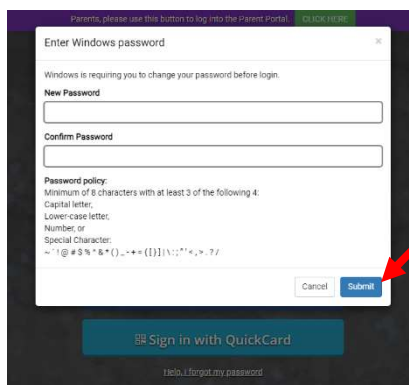
Following these steps on your CFISD laptop will allow you to set up your new CFISD employee accounts. **You must be on the CFISD network at your campus or building to complete these steps.**

### Network Login Information

1. Go to <https://my.cfid.net>
2. Enter your **Username**
  - New Employee- E0 (this is a ZERO) + 5-digit employee ID number creates your network Login.
  - Returning Employee - use previous login OR E0 (this is a ZERO) + 5-digit employee ID number.
3. Enter your **Password**
  - Your initial login password is **CF** (UPPERCASE) + first and last name initial (lowercase) + employee ID number + **!!**
  - For example, if your name is John Smith with employee ID 98765, your password would be CFjs98765!! Do not include your full first or last name
4. Select **Sign In**.

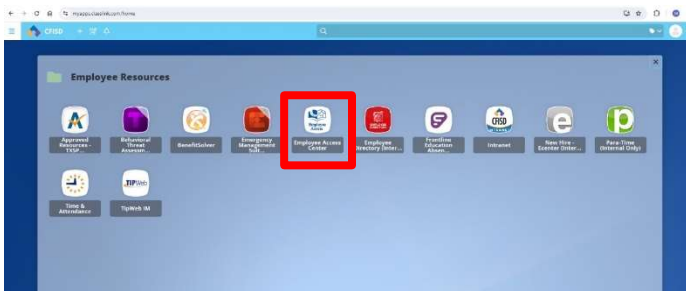


5. After you enter your temporary password, you will be prompted to create a new password, then select **Submit**.



**Employee Access Center (EAC)**

1. Go to <https://my.cfid.net>
2. Enter your **Username** and new **Password**.
3. Select **Employee Resources**, then **Employee Access Center**.



4. Enter your employee ID number (for example: employee ID 98765)
5. Enter your password (**Note:** This password is different from your network and email login).
  - Your initial login password is last 4 digits of your social security number.
6. Select **Sign In**.
7. You will be prompted to reset your password
  - Your new password must be at least 8 digits and must include a capital letter, lowercase letter, number, and special character. Do not use your full first or last name.

Welcome to  
**eFinancePlus**

User ID  
 98765

Password  
 \*\*\*\*\*

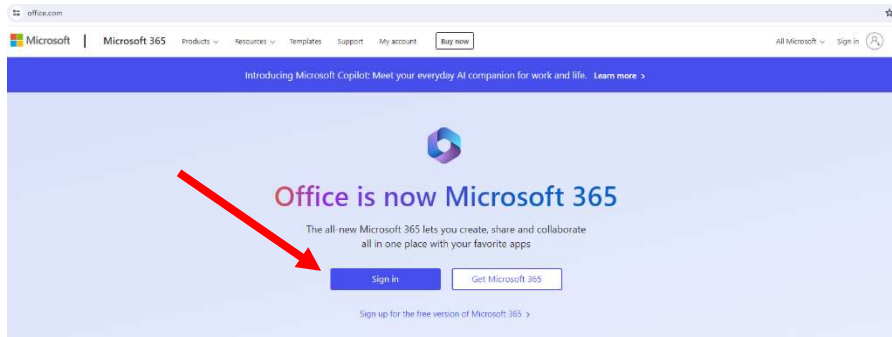
**Sign In**

[Forgot your Password?](#)

Please use your Employee Access Center username and password.  
 Please contact the Customer Care Center with any questions.  
 281.897.4357

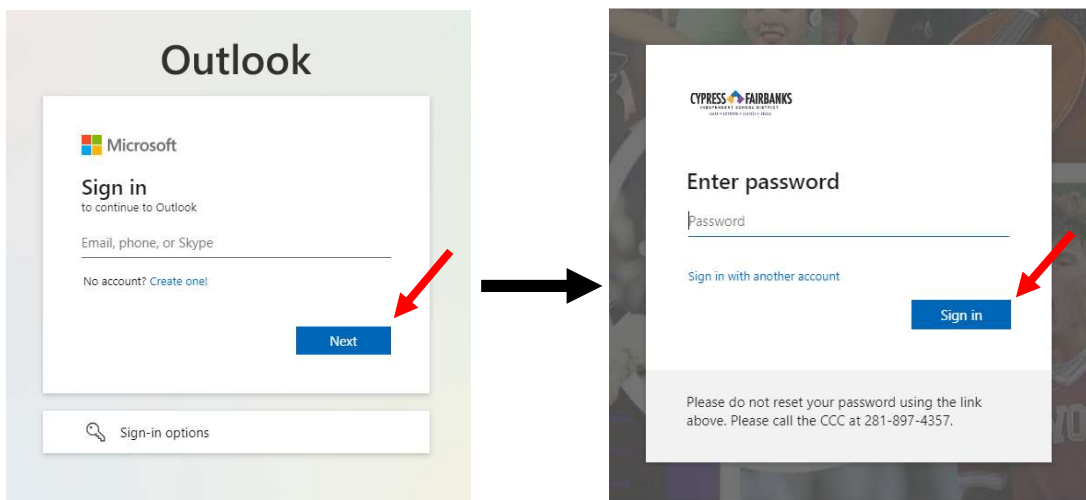
## Email Information - Microsoft Outlook 365

1. Go to [www.office.com](http://www.office.com)
2. Select **Sign In**.



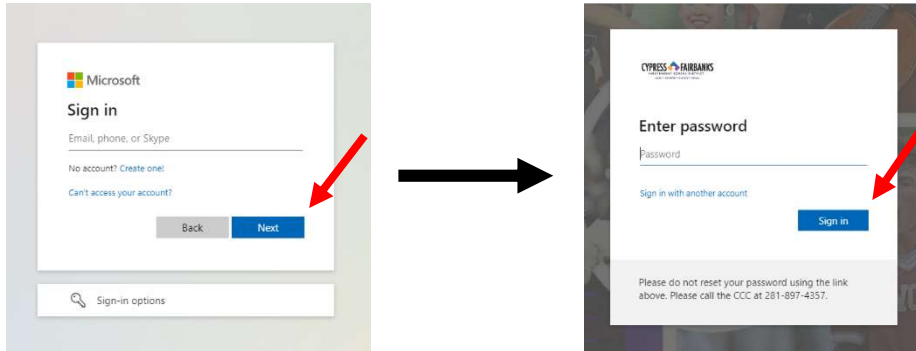
3. Enter your Email
  - Your full CFISD email address is [firstname.lastname@cfisd.net](mailto:firstname.lastname@cfisd.net)
4. Select **Next**.
5. Enter your Password
  - Your password is the same as the network login password you created in the first section.
6. Select **Sign In**.

**Note:** Always access your Outlook account via the web if you are not using a district issued device.

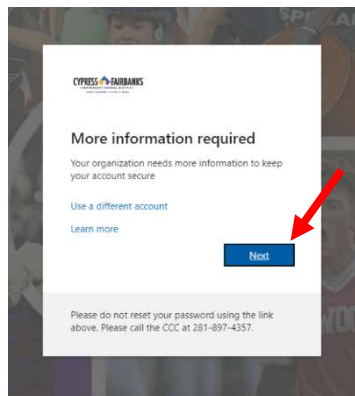


## Email Multi Factor Authentication

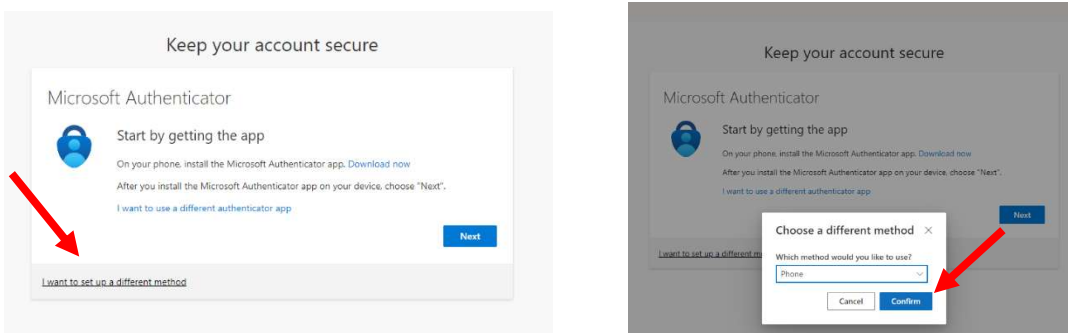
1. Go to [www.aka.ms/mfasetup](http://www.aka.ms/mfasetup)
2. Enter your full CFISD email address, then Select **Next**.
3. Enter your network password, then Select **Next**.



4. The next screen will notify you that more information is required. Select **Next**.



5. It is recommended to use a text message code to keep your account secure
  - a. Choose the option that **I want to set up a different method**.
  - b. Then use the dropdown menu to choose Phone. Then select **Confirm**.



- c. Enter your 10-digit mobile phone number.
- d. Choose the option to **Text me a code**. Then, select **Next**.

Keep your account secure

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

United States (+1)

Receive a code

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

[I want to set up a different method](#)

- e. Your phone will receive a text message containing a code number.
- f. Type the code from your text message into the blank on your computer. Then select **Next**.
- g. Once the phone SMS is verified and registered successfully. Select **Next**.
- h. To complete the setup, click **Done**.

**Note:** Authentication will be required every 7 days for each device and network connection you use to check your email off CFISD network.

Keep your account secure

Phone

We just sent a 6 digit code to +1 . Enter the code below.

[Resend code](#)

[I want to set up a different method](#)

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

Phone +1 281XXXXXXX