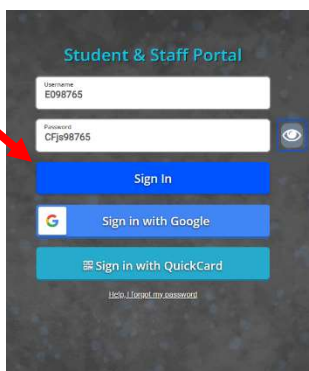# CYPRESS ◆◆ FAIRBANKS
INDEPENDENT SCHOOL DISTRICT

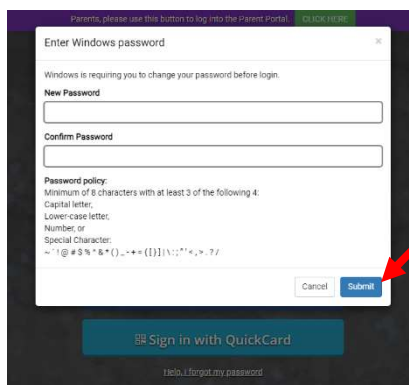# CFISD Network and Email Setup for new Hires

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.cfisd.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
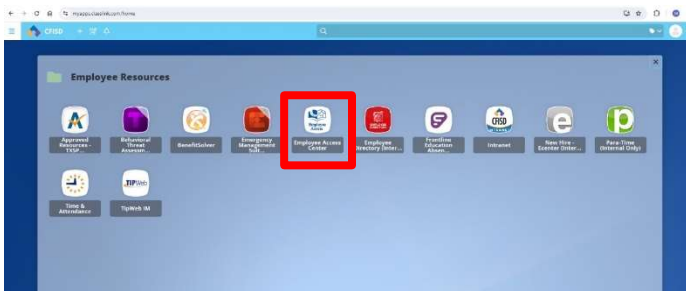4. Select **Sign In.**

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.cfisd.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.

Email Information - Microsoft Outlook 365

1. Go to www.office.com
2. Select **Sign In.**
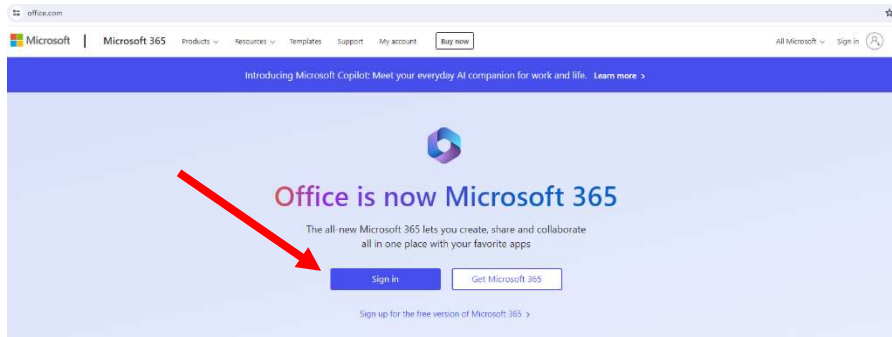
3. Enter your Email
   - Your full CFISD email address is firstname.lastname@cfisd.net
4. Select **Next.**
5. Enter your Password
   - Your password is the same as the network login password you created in the first section.
6. Select **Sign In.**

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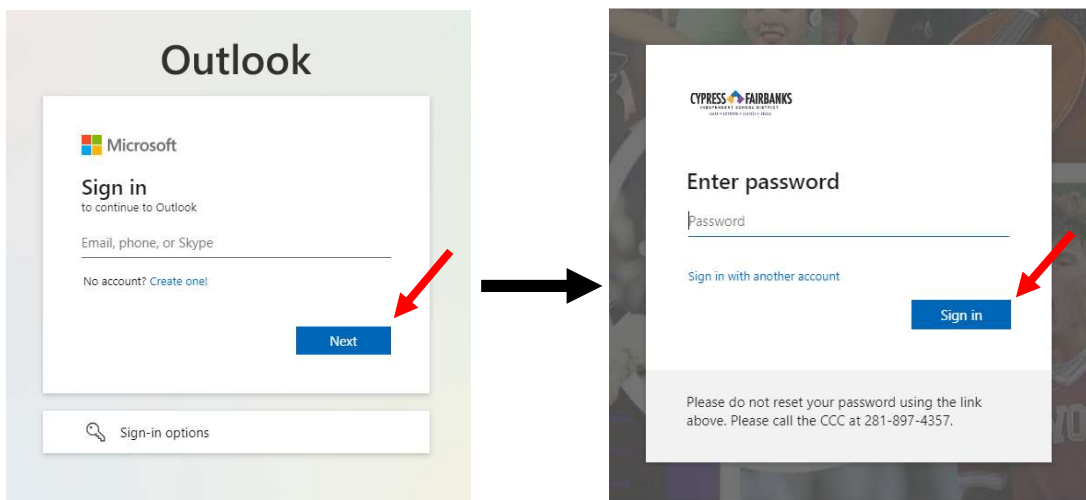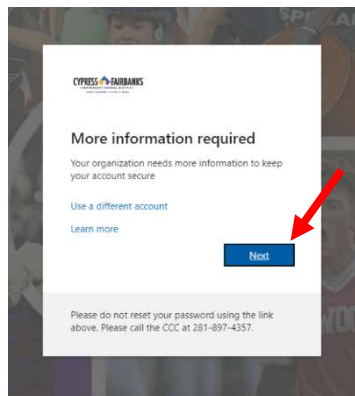
Email Multi Factor Authentication

1. Go to www.aka.ms/mfasetup
2. Enter your full CFISD email address, then Select **Next**.
3. Enter your network password, then Select **Next**.
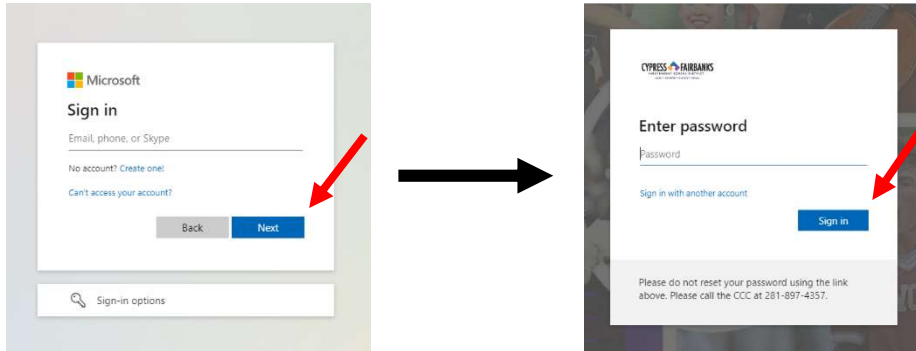
4. The next screen will notify you that more information is required. Select **Next**.

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**.
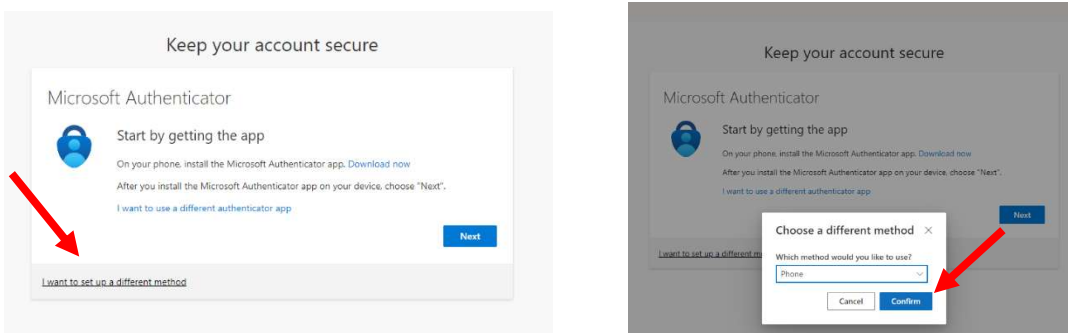
    c.   Enter your 10-digit mobile phone number.

    d.   Choose the option to **Text me a code**. Then, select **Next.**

    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.