

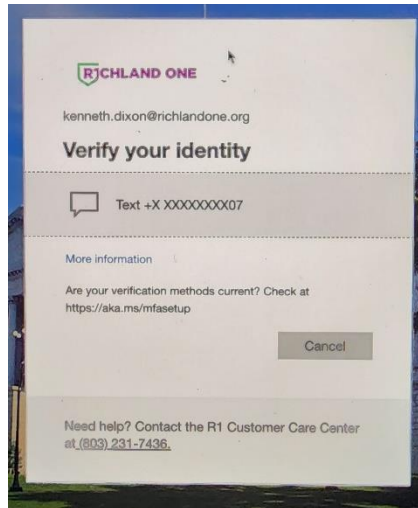


**RICHLAND ONE**

---

**Accessing your Account with Multi-Factor Authentication for Non-Richland One Staff**  
November 20, 2023

1. Once you enter your username and password you will receive this prompt. The last two digits should match to your cell phone number.



2. Click “Text +x xxxxxxxx00” This will send the message to your phone.
3. Once you receive the text you’ll be presented with this prompt. Enter the six-digit code and click “Verify” then you will be able to sign in normally.

