



SDCOE MyApps: Peoplesoft Self Service MFA

Beginning April 28, SDCOE will require multi-factor authentication (MFA) to access PeopleSoft Self Service and Finance.

*To access Peoplesoft Self-Service for personal resources (paystub, W2, etc) you will need to use the Microsoft Authenticator on a personal device. If your device does not support authenticator, or you would prefer not to use it, you may purchase a security key to use at home or enable Windows Hello pin number on your **Windows 11** personal computer.*

NOTE: *The District is **unable to provide support** for either option, as both rely on personal devices outside District control. This guide is provided as a convenience.*

USB SECURITY KEY (FIDO2)

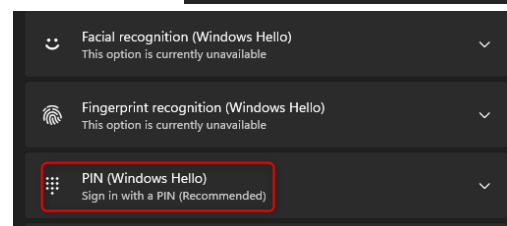
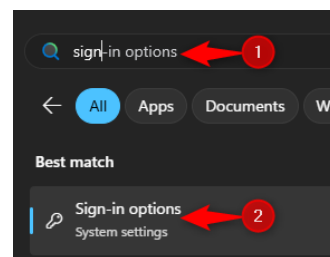
For MFA, Peoplesoft allows USB security keys that support the FIDO2 standard. These can be physically plugged into your computer and provide MFA authentication. The district has tested the Identiv utrust USB keys and found them to be the cheapest working solution. This would need to be purchased individually and is not supplied by the District.

- Identiv utrust [USB A \(\\$20\)](#)
- Identiv utrust [USB C \(\\$20\)](#)

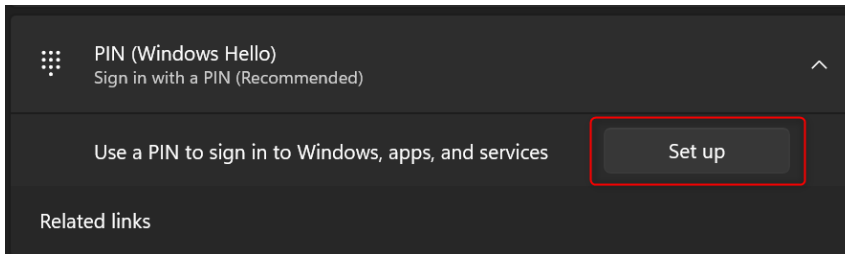
SETUP WINDOWS HELLO PIN ON WINDOWS 11 PC

Important: *MFA must already be enabled on your district account before Windows Hello can be set up. This **requires initial enrollment using the Microsoft Authenticator app** on a personal device. The personal device is only needed for this one-time setup; once Windows Hello is configured, you will not need it for future authentication for Peoplesoft. Windows Hello cannot be used as MFA for off-site access to district email.*

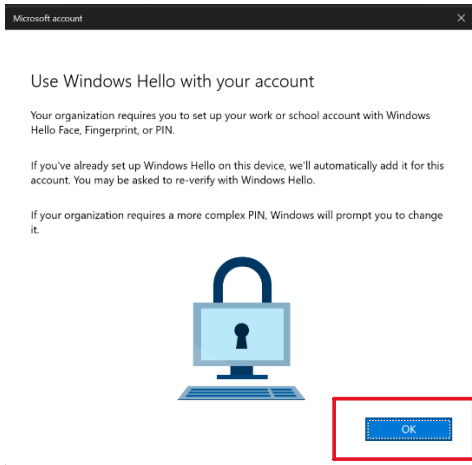
1. Click the “Start” button (windows logo) 
2. Search for “Sign” (1) and Click on “**Sign-in options**” (2)
3. Click on “**PIN (Windows Hello)**”



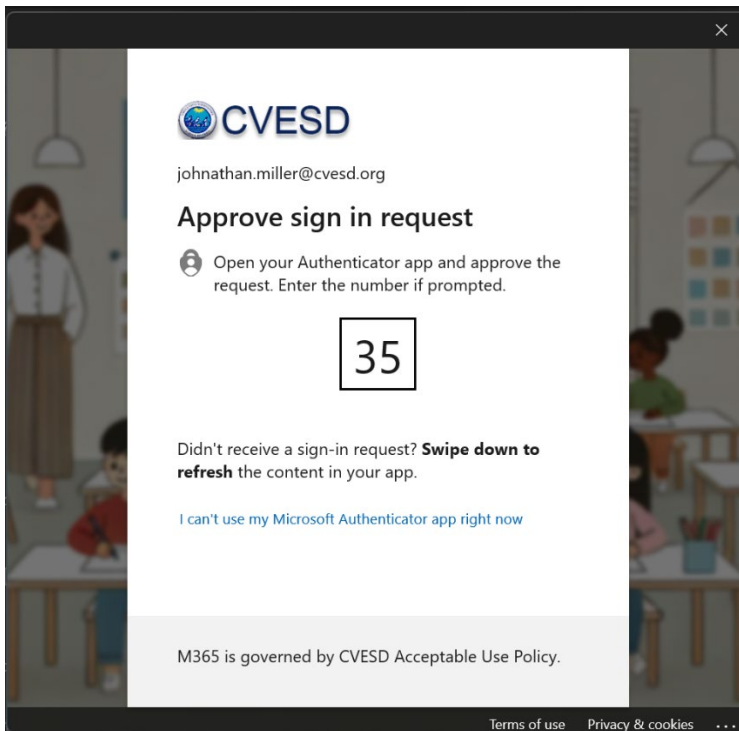
4. On the next screen, Click “Setup”



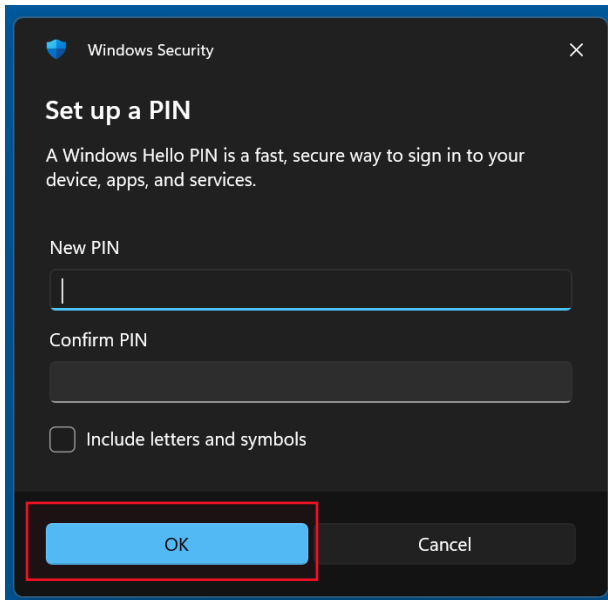
5. Click “OK”



6. You will have to enter your **Microsoft MFA code**.

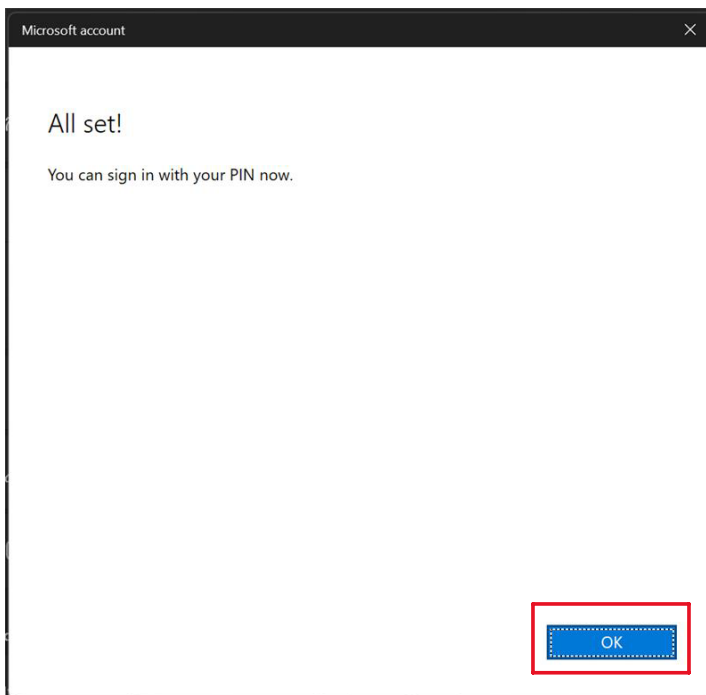


7. You'll be asked to create a 6-digit PIN. Enter it in both boxes and click "OK"



The image shows a Windows Security dialog box titled "Set up a PIN". It explains that a Windows Hello PIN is a fast, secure way to sign in. There are two input fields: "New PIN" and "Confirm PIN". Below these fields is a checkbox labeled "Include letters and symbols" which is currently unchecked. At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

8. You will see the screen below letting you know you are done. Click "OK"



The image shows a Microsoft account confirmation screen titled "All set!". It states "You can sign in with your PIN now." At the bottom right of the screen, there is a blue button with the text "OK". This button is highlighted with a red rectangular box.

Your PIN is now set up on Windows.

ENABLE WINDOWS HELLO PIN for SDCOE MYAPPS

Once the Pin is setup, it will need to be registered with SDCOE to work with MyApps. For more support visit the SDCOE MyApps Support Site: www.sdcoe.net/myappshelp

Add Pin as MFA for SDCOE MyApps

1. When logging into SDCOE myApps for the first time you will be presented with options for MFA. Select “Set up” under **Security Key or Biometric Authenticator**. Click “Setup”

Required now



Security Key or Biometric Authenticator

Use a security key or a biometric authenticator to sign in

Set up

2. On the next page, click “Set up” again

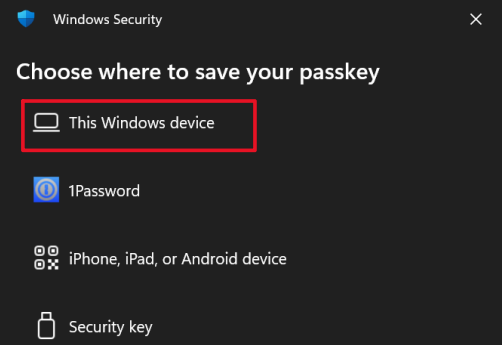


Set up security key or biometric authenticator

Biometric verification or a PIN is required to setup this authenticator.

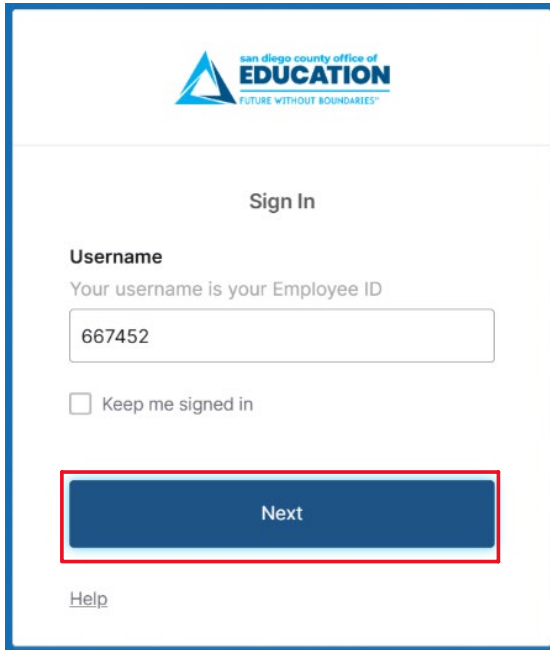
Set up

3. Click “This Windows Device”



Logging into SDCOE myApps

1. Navigate to <https://myapps.sdcoe.net>
2. Enter your **PeopleSoft** Employee ID and click “Next”



san diego county office of
EDUCATION
FUTURE WITHOUT BOUNDARIES™

Sign In

Username
Your username is your Employee ID

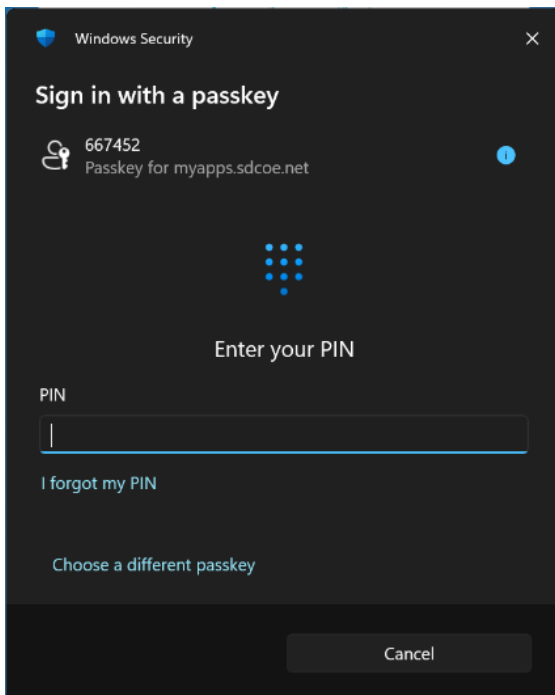
667452

☐ Keep me signed in

Next

[Help](#)

3. Enter the PIN you previously created, and you will be logged in.



Windows Security

Sign in with a passkey

667452
Passkey for myapps.sdcoe.net

Enter your PIN

PIN

I forgot my PIN

Choose a different passkey

Cancel



Visit the SDCOE MyApps page for additional support, guides & videos

<https://www.sdcoe.net/myappshelp>