

Multi-Factor Authentication Is Coming to KMSF!

As announced in the Change Authority Board meeting on Thursday, KMSF will be adopting Multi-Factor Authentication to meet escalating security challenges and protect its customers' data.

This change is scheduled to take place during the day on Monday, October 18th.

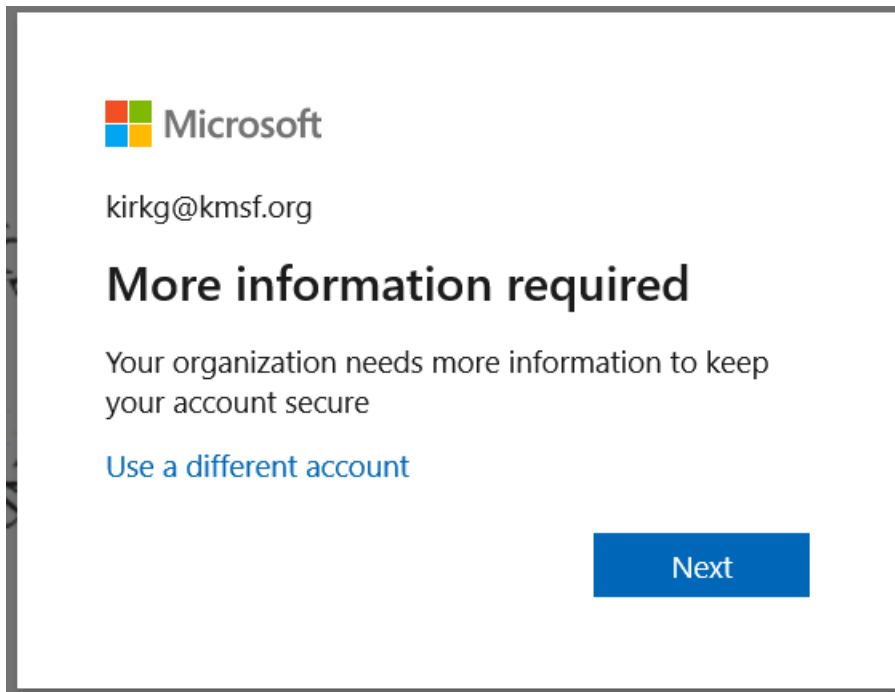
The rollout will take place in phases. **Each team will be notified by email shortly before their accounts are enabled for MFA.** Enrollment is straightforward and should only take 5 minutes or so.

Enrolling in Multi-Factor Authentication

A short video showing the process can be viewed here:

<https://kmsf.sharepoint.com/:v:/s/it/it/EWSm8MEenPRAhMvFbvmeBIUBEylTjaOG5ipZ75VqLMo9iA?e=7t46bH>

When MFA has been turned on for your account, you will see this:



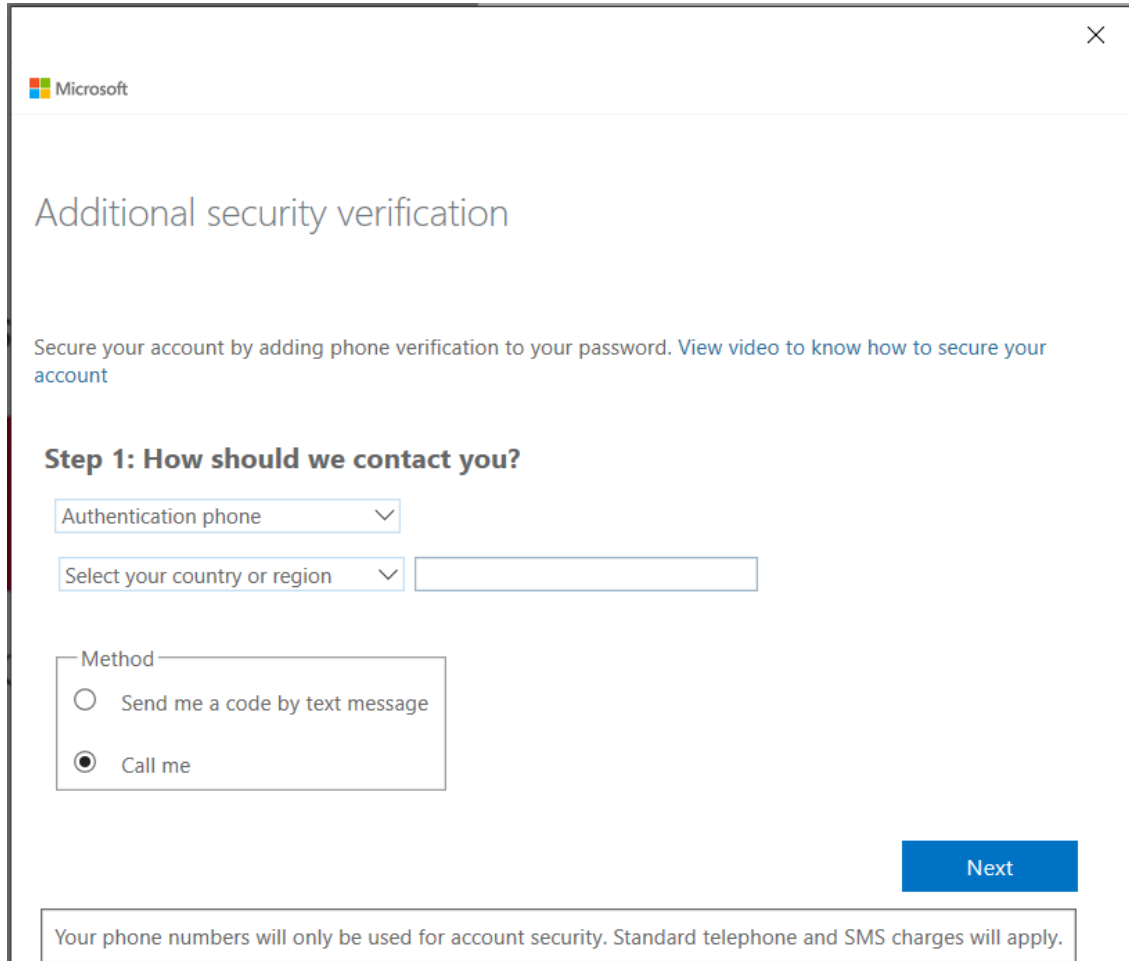
Click Next.

Note: **You only need to enroll once.** If you have multiple Microsoft applications or pages open, you may get several “more information” prompts at the same time. The rest can be closed after enrollment is completed the first time.

Step 1 – Choose Your Method

The next window is where we tell Microsoft what device to use to verify who we say we are. There are three main choices:

1. Text message or automated voice call to personal phone
2. Text message or automated voice call to office phone
3. Mobile application



The screenshot shows a Microsoft account security verification window. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below this is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The section is titled "Step 1: How should we contact you?". It contains three main input areas: 1. A dropdown menu labeled "Authentication phone". 2. A dropdown menu labeled "Select your country or region" followed by an empty text input field. 3. A "Method" section with two radio button options: "Send me a code by text message" (unselected) and "Call me" (selected). A blue "Next" button is located at the bottom right of the form area. At the very bottom, a small text box states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

The simplest method is to choose “Authentication phone,” enter your mobile phone number, choose “Send me a code by text message,” then click Next.

If you do not have a mobile phone and you are going to be at your office when working with these applications, choose “Office Phone,” and the “Call me” method. You will receive an automated call at your office number when you click Next that will recite a numeric code to you, which you will need to provide to the application.

Step 2 – Verify That It Works

As soon as you click Next, you will receive a text or call (per your choice above). Enter the code you receive from that text or call into the box provided and click Verify.

Step 3 – Finish Up

The final step after you have verified your number is to click Done on the window that says, “Keep using your existing applications.” Do not worry about the App Password.

Again, if you have other “More information required” windows hanging around after completing this process, just click Next and **close them** with the X-button as normal. If you do this process more than once it won’t hurt anything, but it is unnecessary.