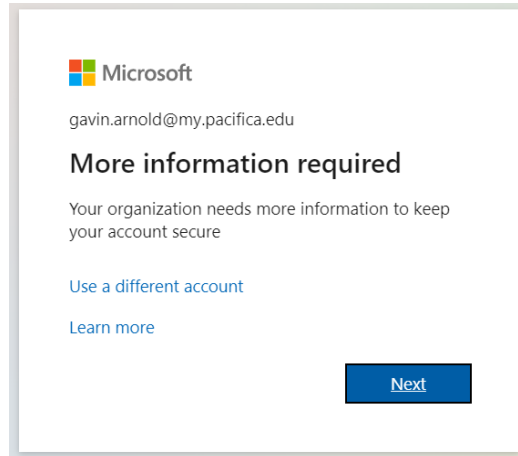


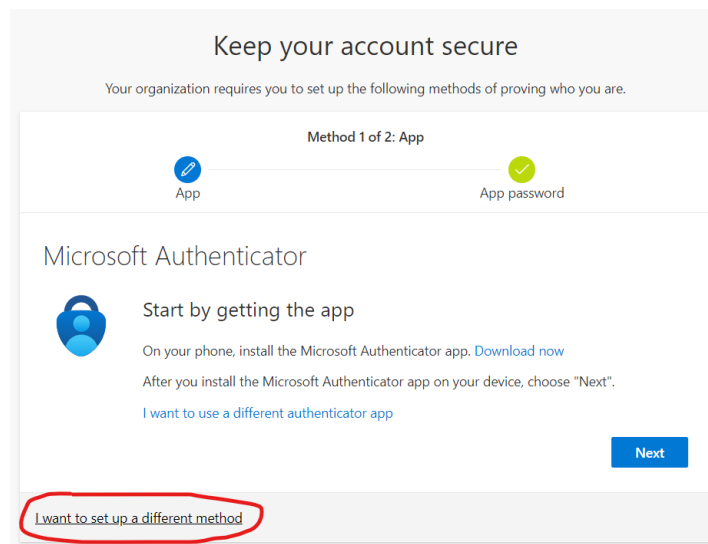
# Pacifica Graduate Institute

## Office 365 Multi-Factor Authentication (MFA) Setup Guide

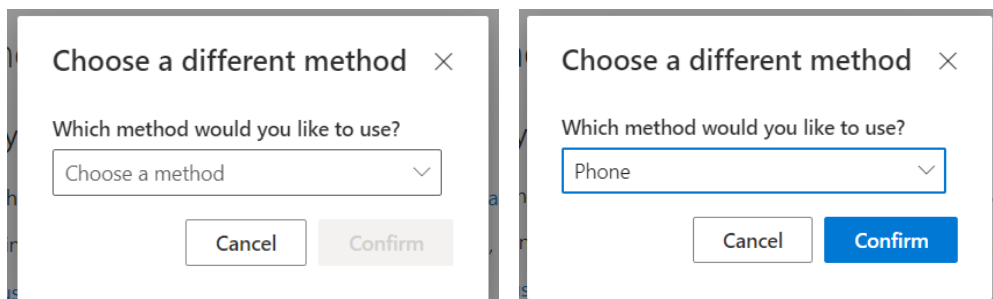
1. After entering your Pacifica email address and password, you will be prompted for more information. Click Next to continue.



2. On the Keep Your Account Secure page, choose "I want to set up a different method"



3. Select Phone from the dropdown menu, then click Confirm.



4. Select the United States country code and enter your mobile phone number. There is an option to have a six-digit verification code sent to you via text message, and an option to receive an automated phone call for verification. Select the option you prefer, then click Next.

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone

Phone App password

#### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code  
 Call me

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](#)

5. Answer the call or enter the code you received, then click Next.
6. You will receive confirmation that MFA has been successfully set up. Click Next to finish.