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"

	Your organization requires you to set up the following methods of provin	ng who you are.	
	Method 1 of 2: App		
	App App pass	word	
Micro	osoft Authenticator		
9	Start by getting the app		
	On your phone, install the Microsoft Authenticator app. Download now		
After you install the Microsoft Authenticator app on your device, choose "Next".		hoose "Next".	
	I want to use a different authenticator app		

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

Choose a different method $~ imes$	Choose a different method $~ imes$
Which method would you like to use?	Which method would you like to use?
Choose a method \checkmark	Phone 🗸
Cancel Confirm ,	Cancel 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?				
United States (+1)	8051234567			
 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.				
	Next			
l 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.