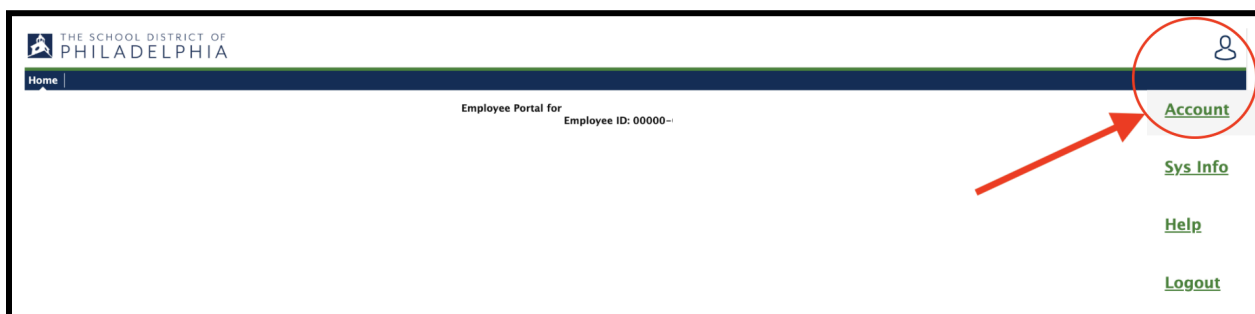


Enrolling in Multi-Factor Authentication for the Employee Portal

*This stepper will guide you through enrolling in Multi-Factor Authentication. Go to **philasd.org** and log in with your full District email address (@philasd.org) and password.*

1. Log into your employee portal at www.philasd.org.
2. Click the icon in the top right corner of the page, as shown below.
3. Select **Account**.



4. Select **MFA Enrollment** as shown in the picture below.



5. Check the box “**I would like to enable multi-factor authentication.**” Then click **Save**.

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MFA Enrollment

What is Duo Security?

- Duo Security is an application that helps safeguard your account by providing the ability to use Multi-Factor Authentication.

What is Multi-Factor Authentication?

- Multi-Factor Authentication, sometimes referred to as 2FA (2 Factor Authentication) or MFA, is a 2nd level of security that will help better protect your account to unwanted threats. This 2nd level of security will require you to authorize a log in by contacting you on a separate device.

What is required to complete the Multi-Factor Authentication process?

- In order for you to authorize this log in, you will need to receive a "push notification" or a text message containing a numerical code to a smartphone or handheld device that you have enrolled. You may also receive a phone call to a landline number that you provide as well. Once you enter this code into the prompt at login, you will be granted full VPN access.

** Once opted in to MFA, you WILL NOT be able to opt out.*

I would like to enable multi-factor authentication ☒

Save

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6. You will now be successfully enrolled in Multi-factor Authentication starting on the next working day, as this is an overnight process that will update.

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MFA Enrollment

You have successfully enrolled in Multi-Factor Authentication.

- Thank you for enrolling in Multi-Factor Authentication to help keep your account more secure.
- The enrollment process will take up to 24hrs to be fully enabled.
- Once enabled you will be prompted to authenticate with Duo Security with each time you log-in.

** As a reminder, you will not be able to opt out of MFA once enrolled.*

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***Please note that this change cannot be undone. When logging into your School District portal, you will be required to authenticate through this process each time.**

7. Once you have successfully enrolled, you will have the option of using your mobile device to authenticate. Click [here](#) for the stepper for using your device to authenticate. Click [here](#) for the stepper for using an **older** device to authenticate.
8. For **current VPN** users, click [here](#) for the stepper for adding another account for MFA.