



June 16, 2022

Dear Campus Community,

During the past 72 hours the District has received more than 40 phishing emails/attacks which has resulted in locked accounts, system vulnerabilities, and many hours of staff time to resolve these issues.

To ameliorate these security breaches, ITS is implementing a two-factor authentication requirement on all employee accounts. **Because of the urgency of this situation, the implementation will begin today for managers and classified professionals at approximately 12:00 Noon. Full and part-time faculty accounts will experience implementation beginning Thursday, June 23, 2022.** A reminder for faculty will be provided a day before the implementation.

Attached are the instructions to complete the activation process. Once your account is activated, the system will prompt you to complete the setup. This can be done on or off-campus. IT Help Desk staff will be available to assist employees on the day of scheduled implementation.

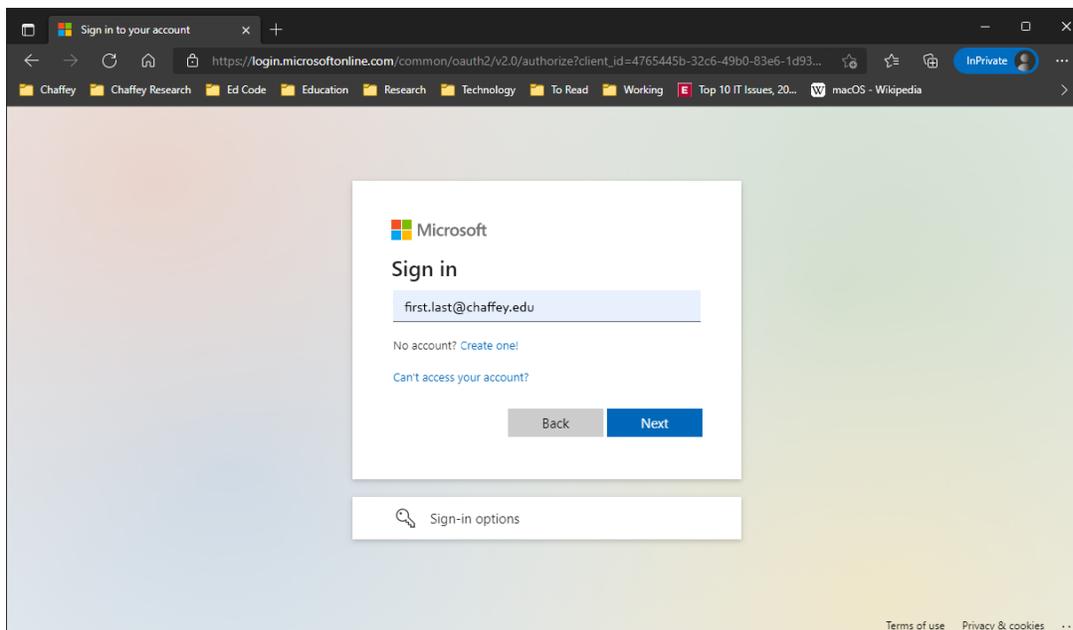
Thank you in advance for helping us to be proactive with this issue. **Please contact the Help Desk at 909 652-6789** if you have any questions/concerns or if you run into any problems with the implementation. **The Help Desk is available until 5:30pm today and from 8am - noon Friday, June 17.**

Mike Fink
Interim Executive Director, Technical Services

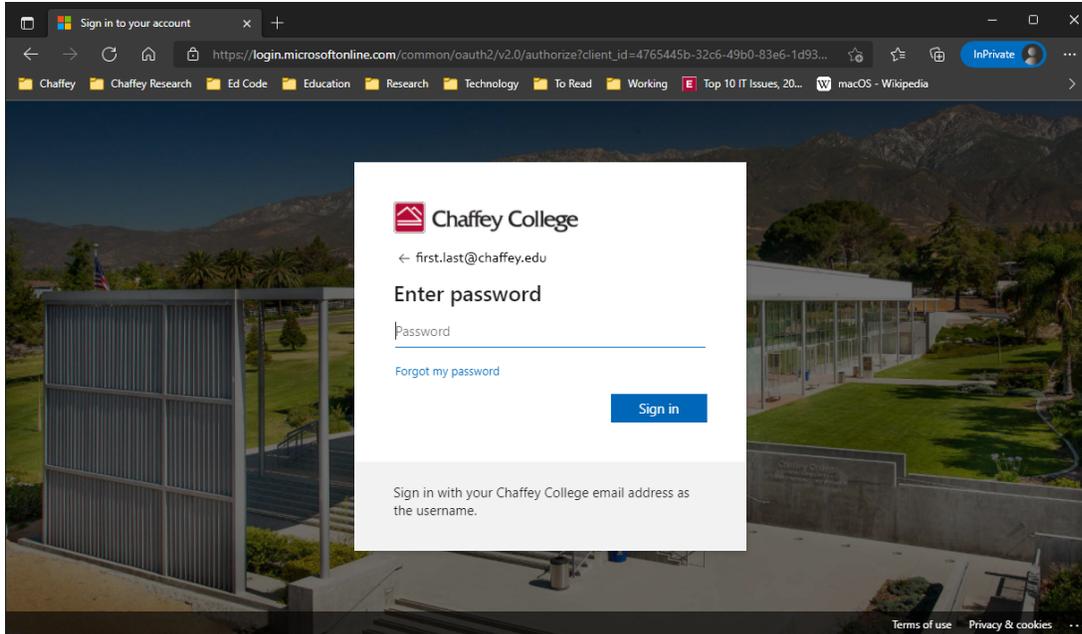
You have been moved to Multi-Factor Authentication (MFA)! Now what do you do? Follow the process below, but before you do, be aware that the MFA setup process requires two different forms of MFA to be setup. The first is either the Authenticator App or Phone. The second can be any of the following: an Authenticator App, Phone (for text messages), Email (cannot be @chaffey.edu), or security questions. As you move through the process, you will select these options.

The Logon Process

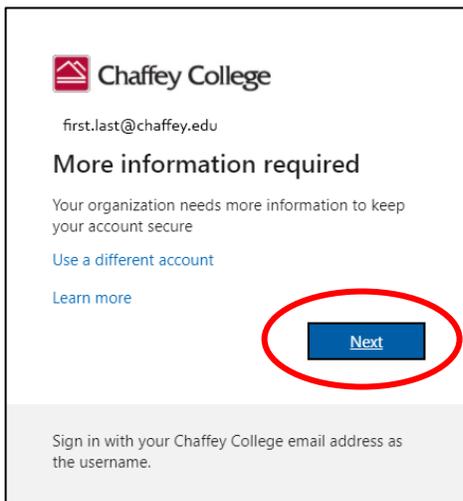
Start by logging in with your Chaffey email account at www.office.com.



Put in your password



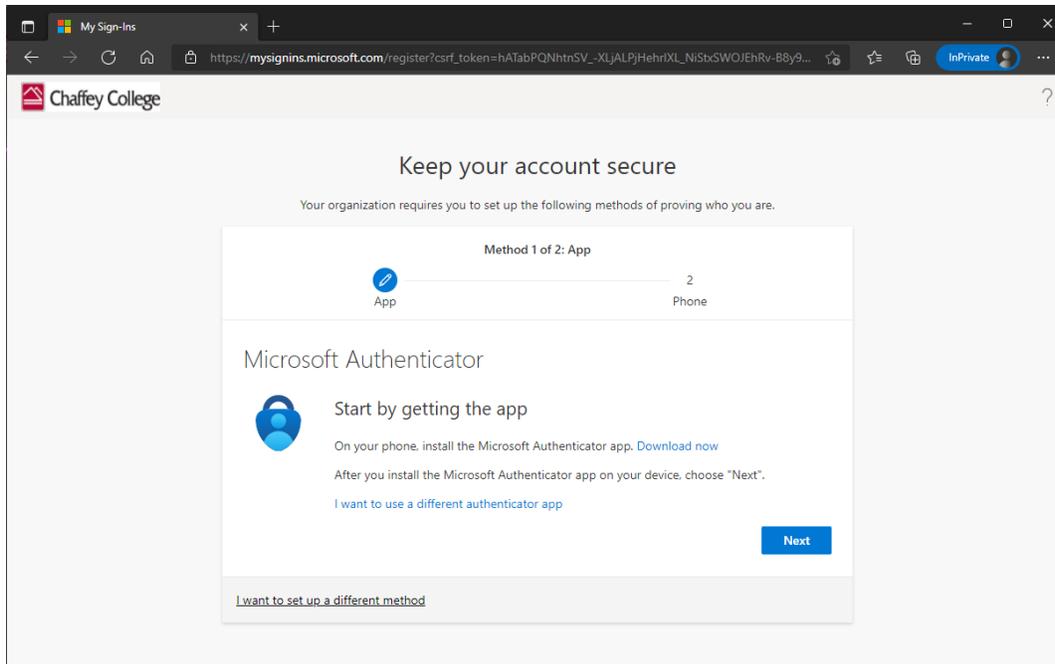
Selecting Your Multi-Factor Options



Then you should see a screen that asks for more information. Hit the “Next” button to continue the process.

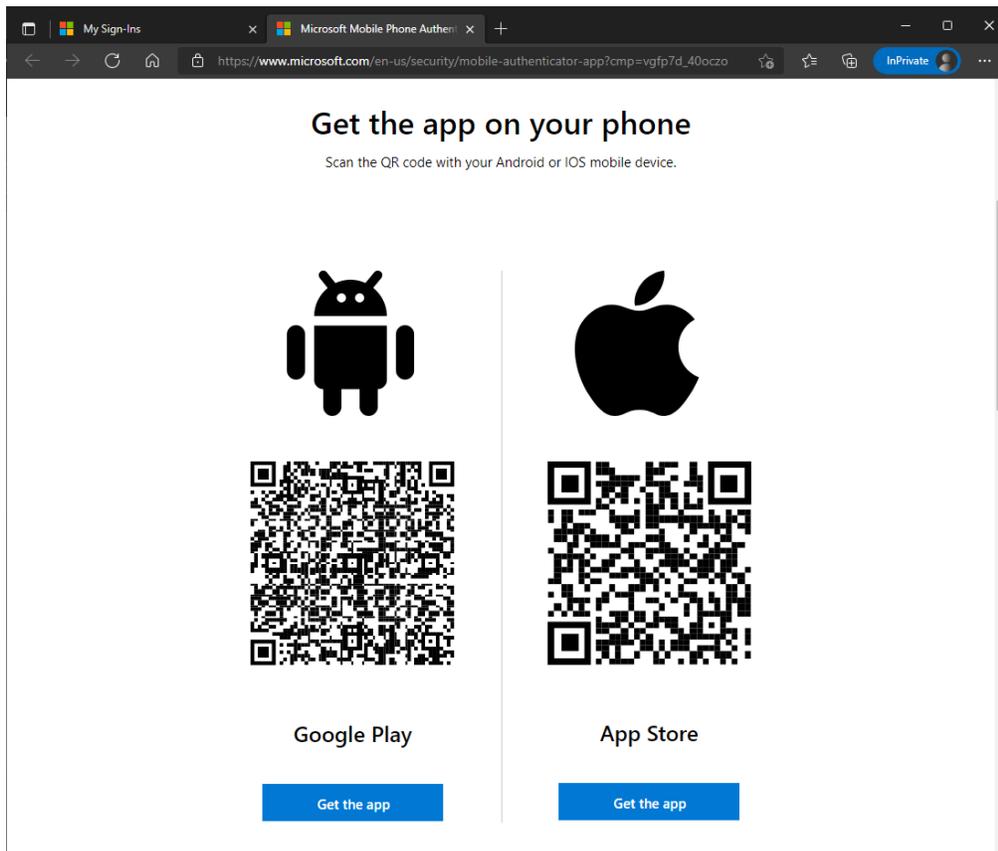
Microsoft Authenticator App Setup

On this screen you have the option of using the Microsoft Authenticator App or selecting “I want to set up a different method”. The second option allows you to setup a phone (for text messages) first. If you already use a different authenticator app, you can set that up in place of the Microsoft Authenticator like FortiToken Mobile or Google Authenticator. However, Chaffey College only supports the Microsoft Authenticator App.

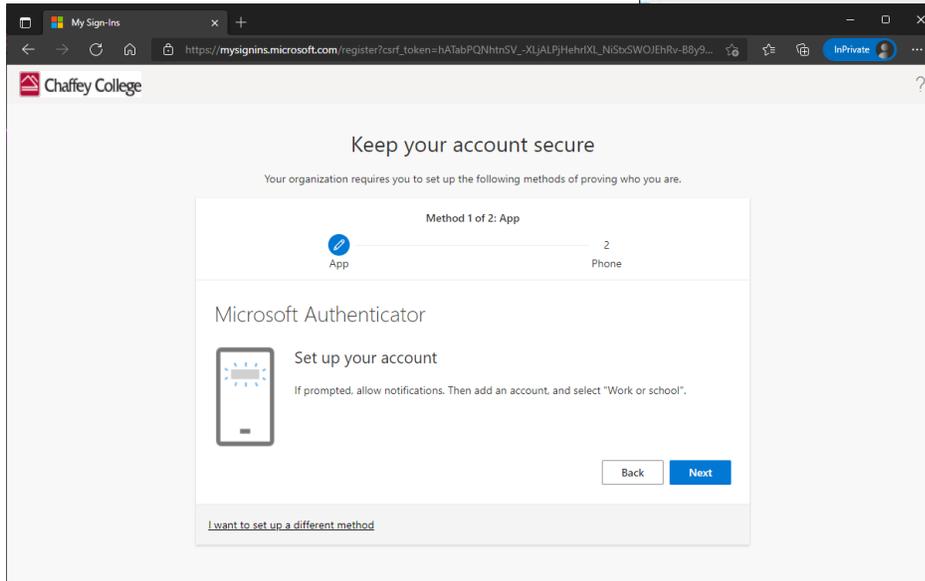
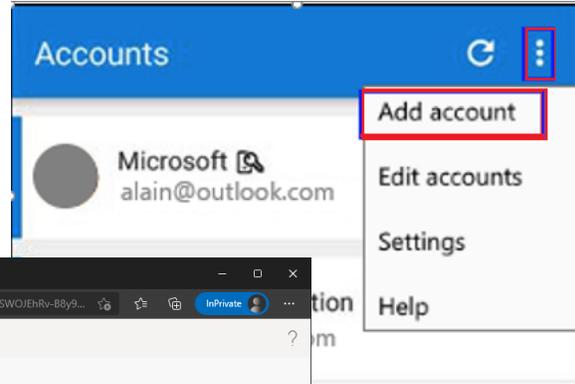


To install the Microsoft Authenticator App click the “Download now” which will take you to another webpage where you can download the app on your Android or iPhone. You can also click the link here:

<https://www.microsoft.com/en-us/security/mobile-authenticator-app>



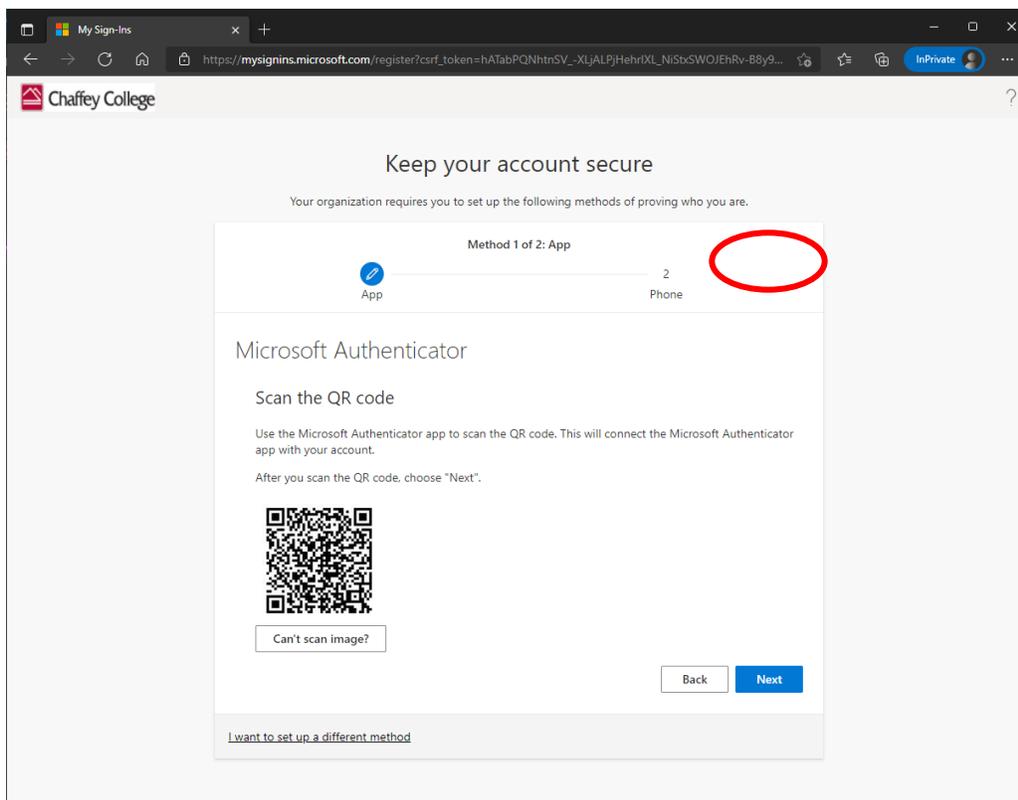
Once you have the app on you device, you need to setup an account for Chaffey College. To do this you can click the three dots in the upper right corner of the app to "Add account".



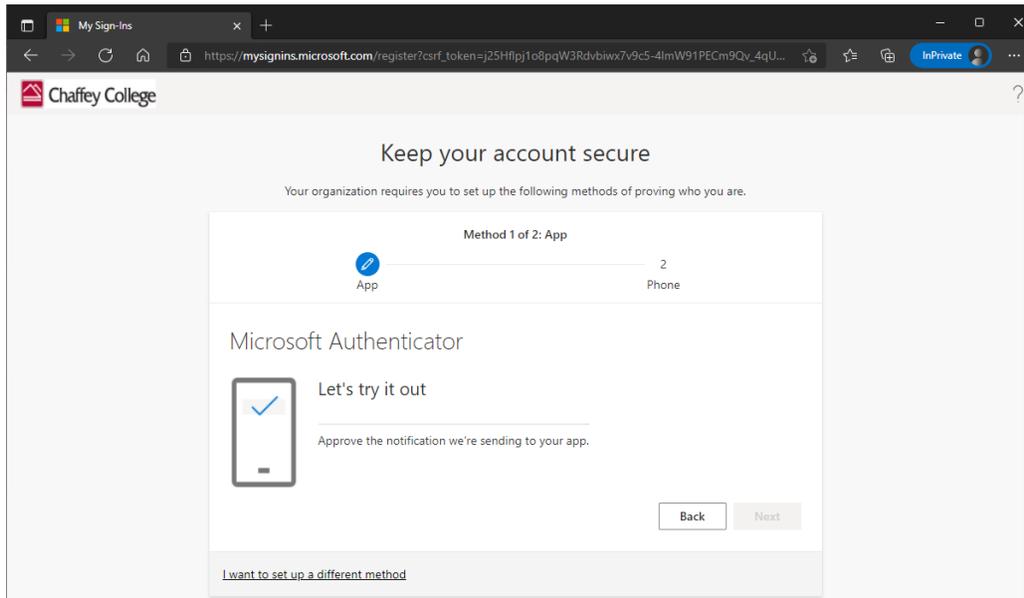
Continue by hitting "Next".

This should bring up the

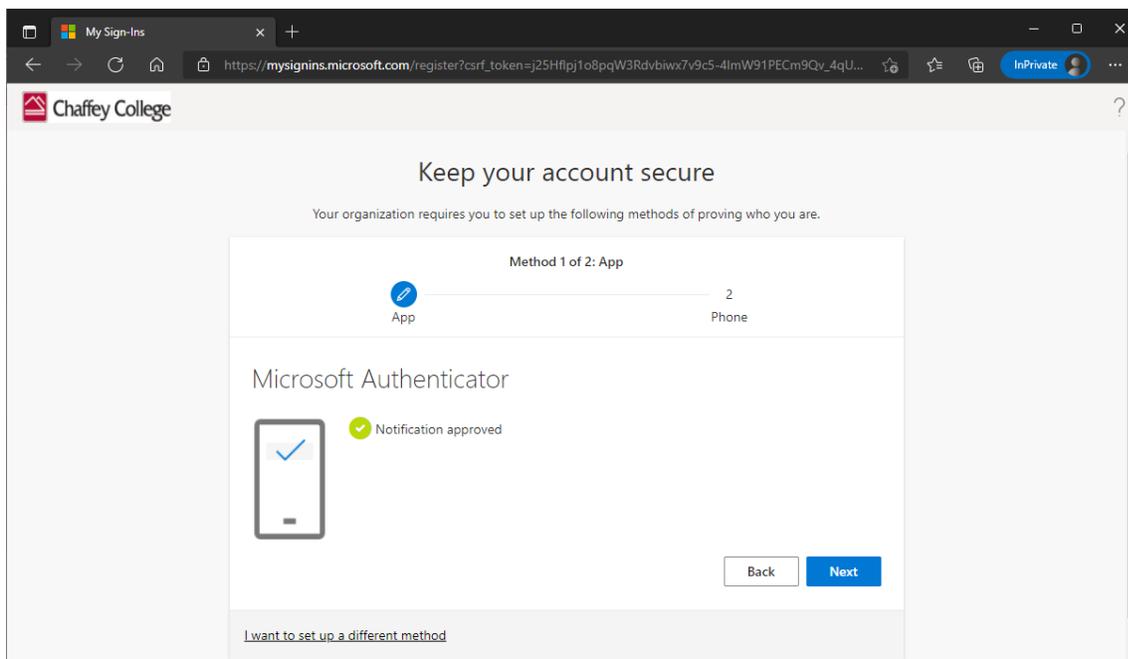
screen where you can scan the code from the Microsoft Authenticator App.



Once the code is scanned from the app a new screen will popup to try out the app. If you hit next a popup should show up on the app on your phone.

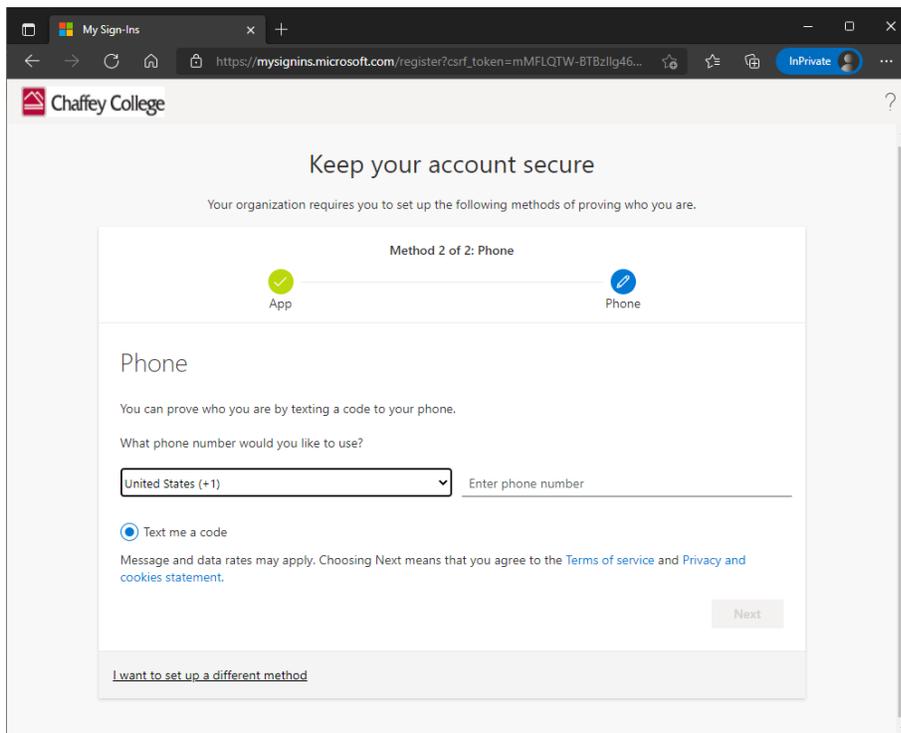


Once you select "Approve" on the Microsoft Authenticator App, you should get the following screen. Hit next to move on to the next method setup.



Phone Setup

Fill in the phone number and hit “Next”.



My Sign-Ins

https://mysignins.microsoft.com/register?csrf_token=mMFLQTW-BTBzlg46...

Chaffey College

Keep your account secure

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

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

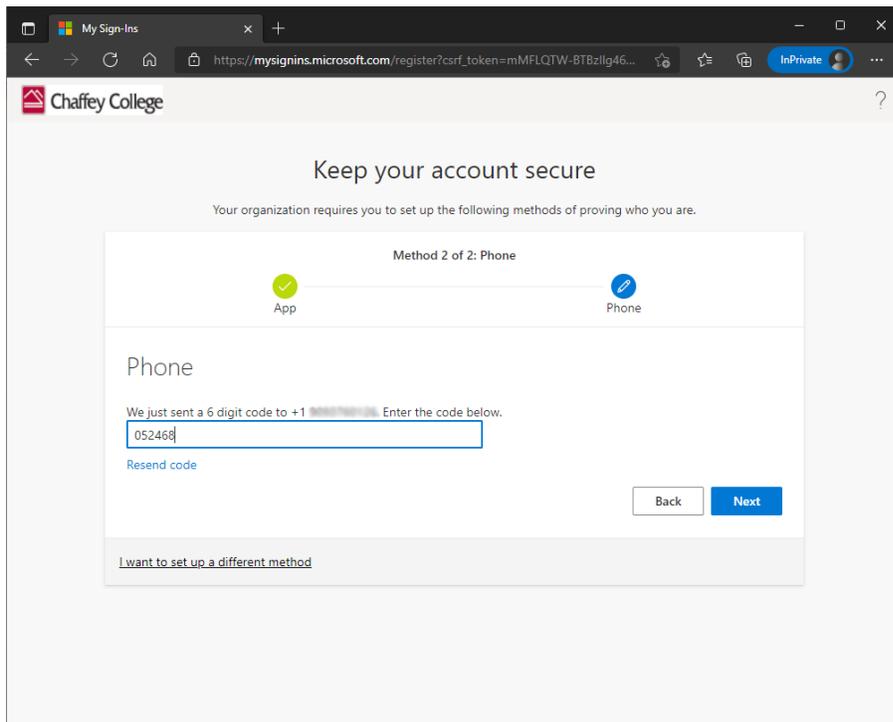
Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Once you insert the phone number and hit “Next”, you will get a text message with a code. Insert the code on the next screen and hit “Next” again.



My Sign-Ins

https://mysignins.microsoft.com/register?csrf_token=mMFLQTW-BTBzlg46...

Chaffey College

Keep your account secure

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

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 [redacted] Enter the code below.

052468

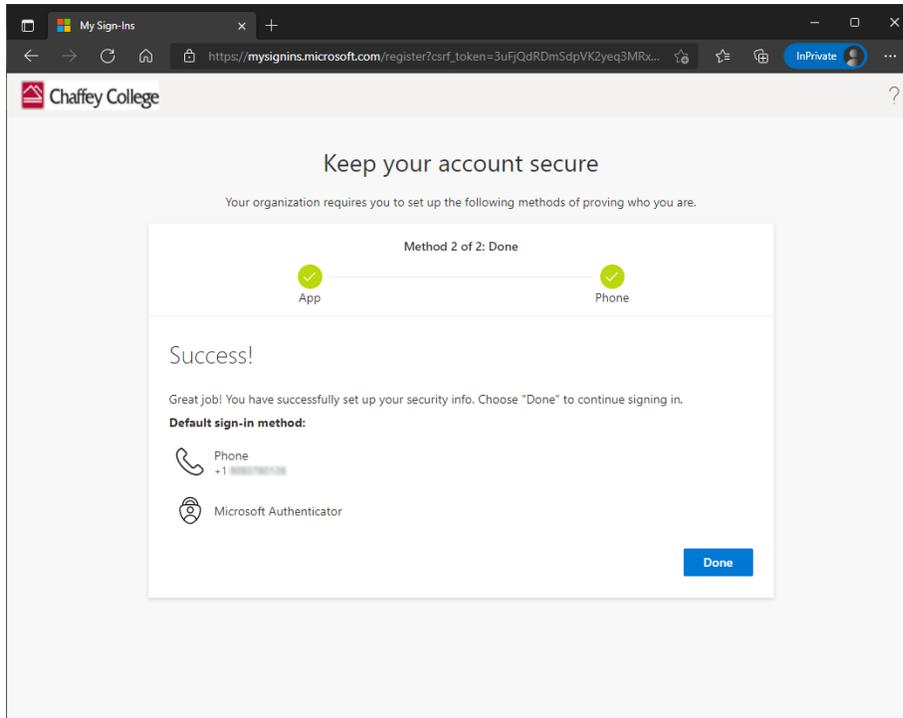
[Resend code](#)

Back Next

[I want to set up a different method](#)

Completion

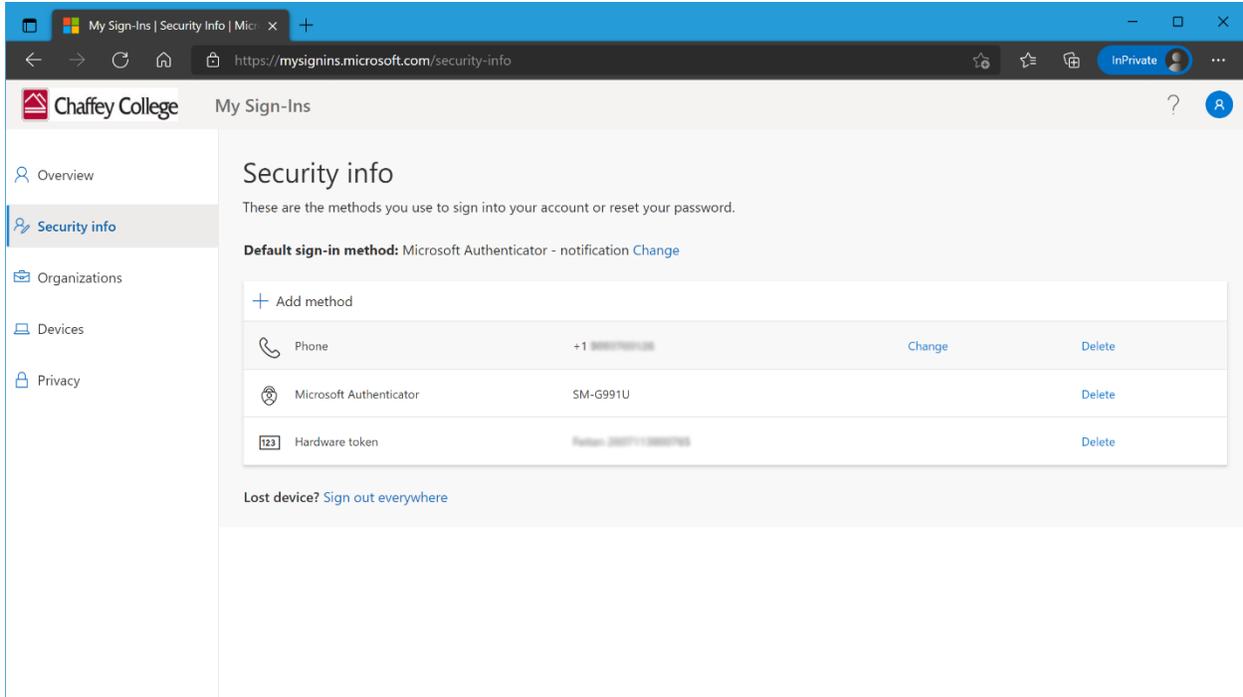
You should see a screen like this that shows your default sign-in methods. Hit “Done” and you can now use these options to login.



Changing Security Settings

To change your security settings after you have completed the process, follow this link:
<https://aka.ms/setupsecurityinfo>

It should look like this and you can add or remove methods.



The screenshot shows a web browser window displaying the Microsoft My Sign-In Security Info page. The browser's address bar shows the URL <https://mysignins.microsoft.com/security-info>. The page title is "My Sign-Ins" and the Chaffey College logo is visible in the top left corner. A left-hand navigation menu includes "Overview", "Security info" (which is selected), "Organizations", "Devices", and "Privacy".

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

[+ Add method](#)

Phone	+1 (909) 794-1234	Change	Delete
Microsoft Authenticator	SM-G991U		Delete
Hardware token	Token: 2027112880765		Delete

Lost device? [Sign out everywhere](#)