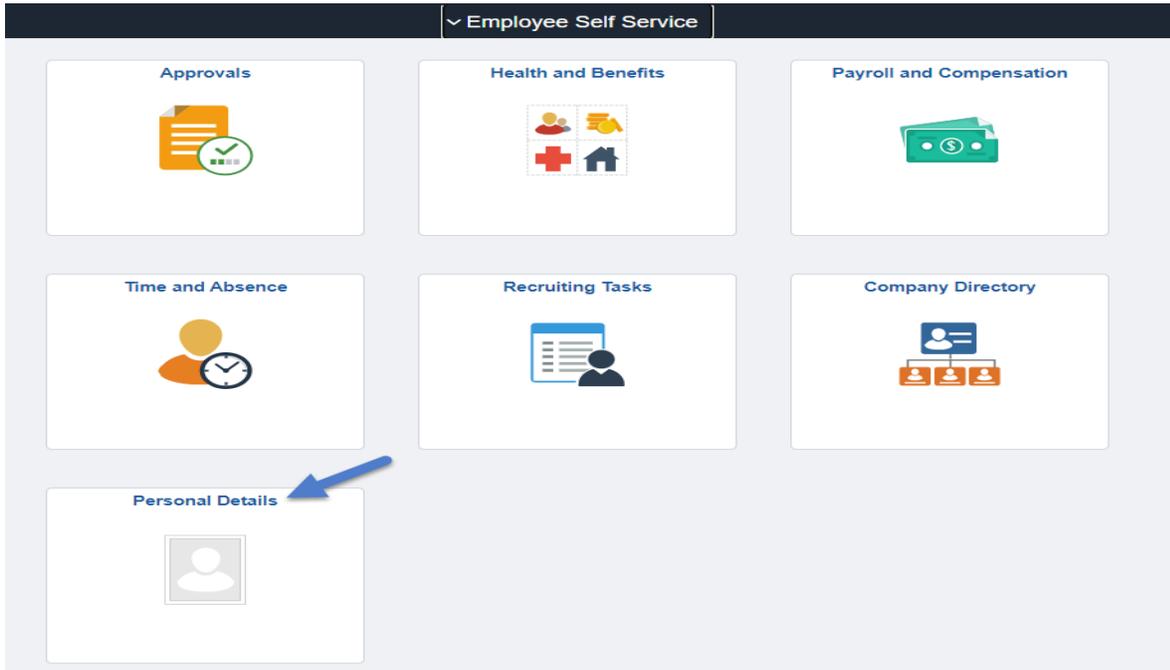


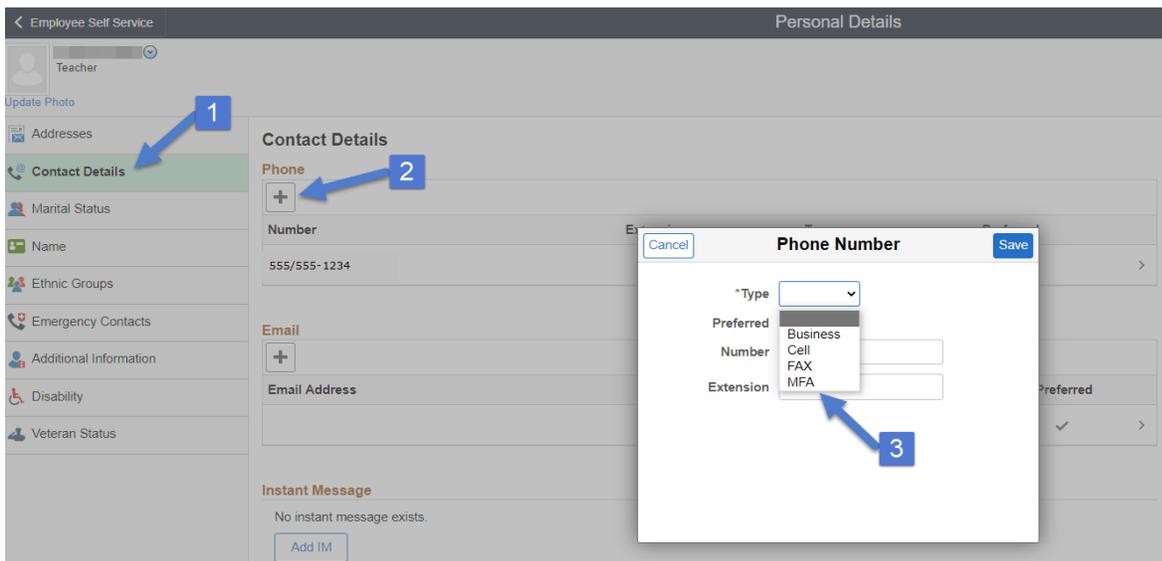
How to set up your MFA (Multi-Factor Authentication) Contact Phone Number

Login to [PeopleSoft Employee Self-Service \(ESS\)](#)

On the Home Page, click on the Personal Details tile to open the Personal Details page.

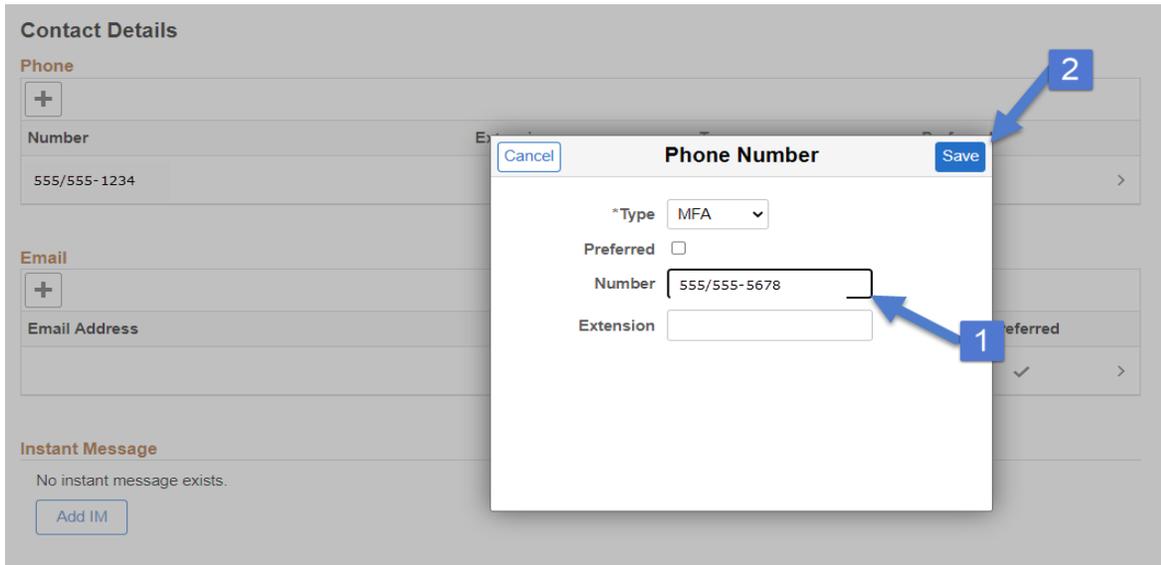


Click on Contact Details and the plus sign (+) in the Contact Details Phone section and the Phone Number page will open. Select the Phone Number Type MFA from the drop down.



Enter the phone number you would like to use as your MFA Contact Phone Number for receiving verification passcodes and click on Save to save your changes.

- It is important to enter a phone number that you can get to quickly. You will only have 10 minutes to use your verification passcode before it expires.



Your MFA Contact Phone Number is set up and ready to receive verification passcode communication.

