Enable Multifactor Authentication (MFA)

USER GUIDE

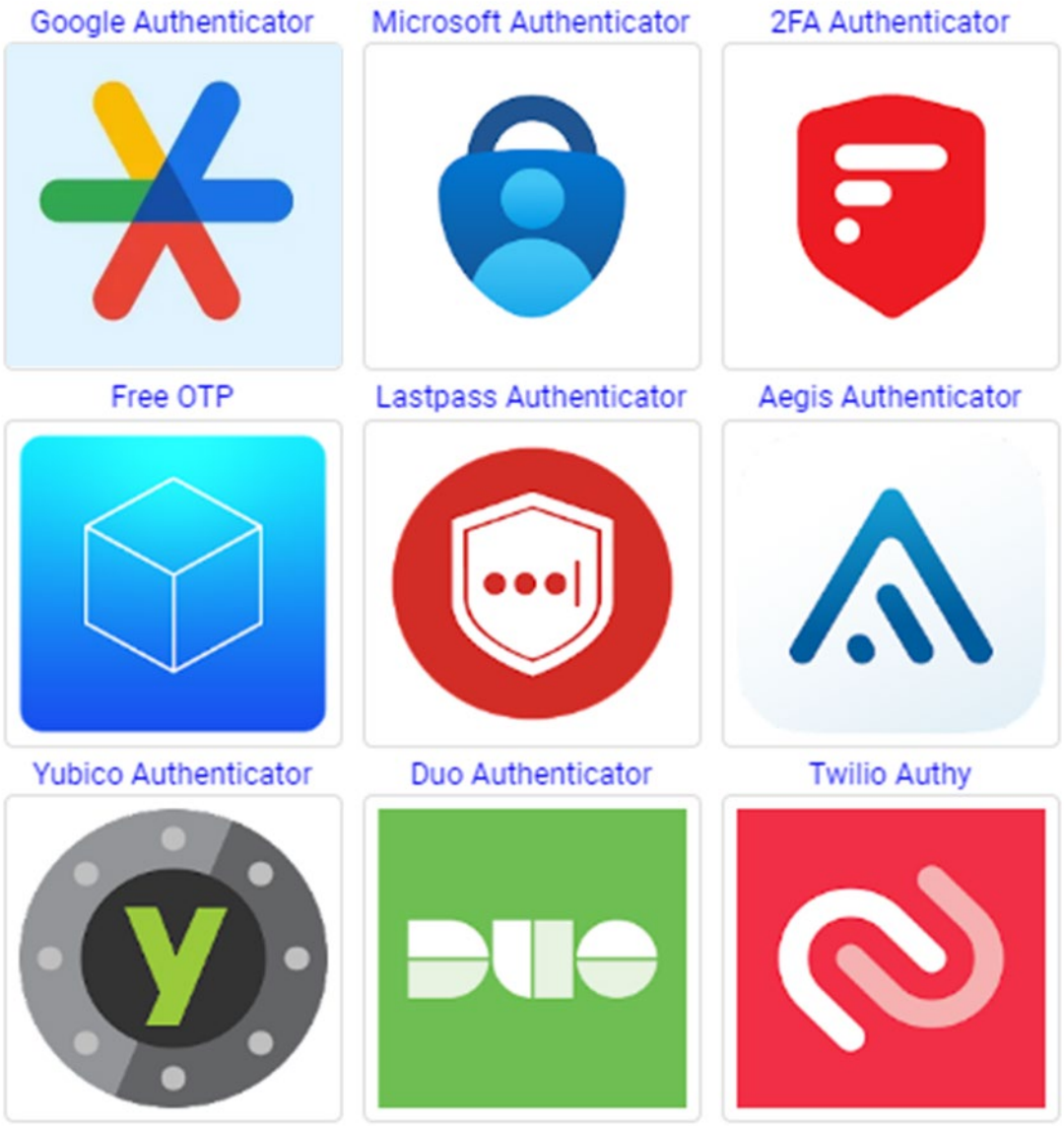
- In order to setup Multifactor Authentication, you will need an Authenticator App installed on your smartphone.
    - **IMPORTANT:** Once you download the Authenticator App to your smartphone, **DO NOT DELETE THE APPLICATION**. You will need to access this application on your smartphone (preferably to your personal phone) each time you log into your Cal Employee Connect (CEC) account.
- Don't have an Authenticator App yet?
  If you do not yet use an authenticator app on your smartphone, you will need to install one through the respective app store that you use (e.g., Google Play, Apple Store).

We recommend either of the following apps:

- These are both popular, well supported, easy to use, and run on *Android* or *iPhone*.
- If you have both a personal and work phone, we recommend you enable MFA using your **personal phone**. Your Cal Employee Connect account follows you from agency to agency, and if you lose access to your work phone, you could be locked out of your account.
- Once you have installed the app, click close to return to the previous screen and click "Get Started."
- If you already use an Authenticator App for other purposes (e.g., email, banking), we recommend you use that app for Cal Employee Connect.

Which Authenticator Apps should I use?

The free applications listed below have been tested and are recommend.

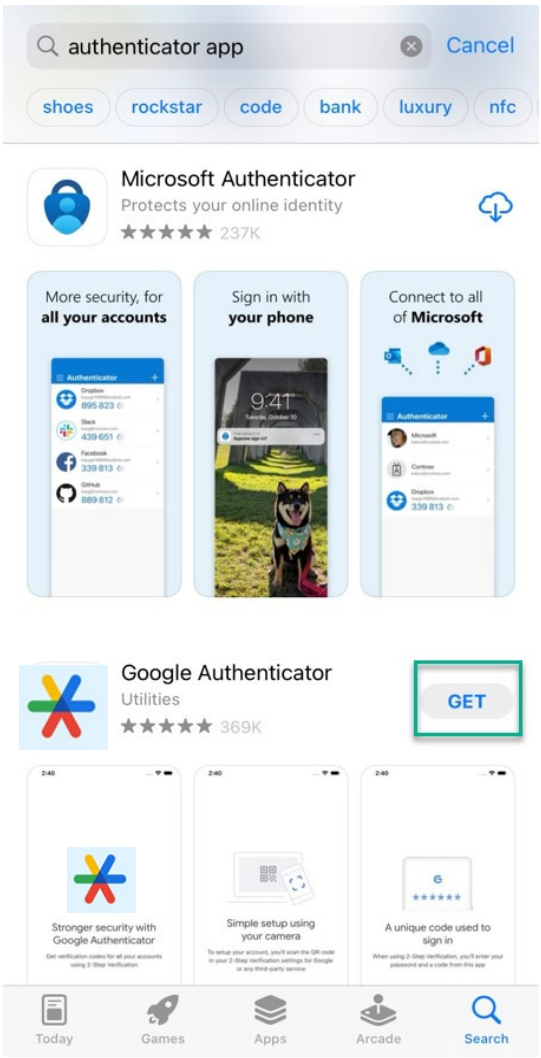


Example: Download Authenticator App

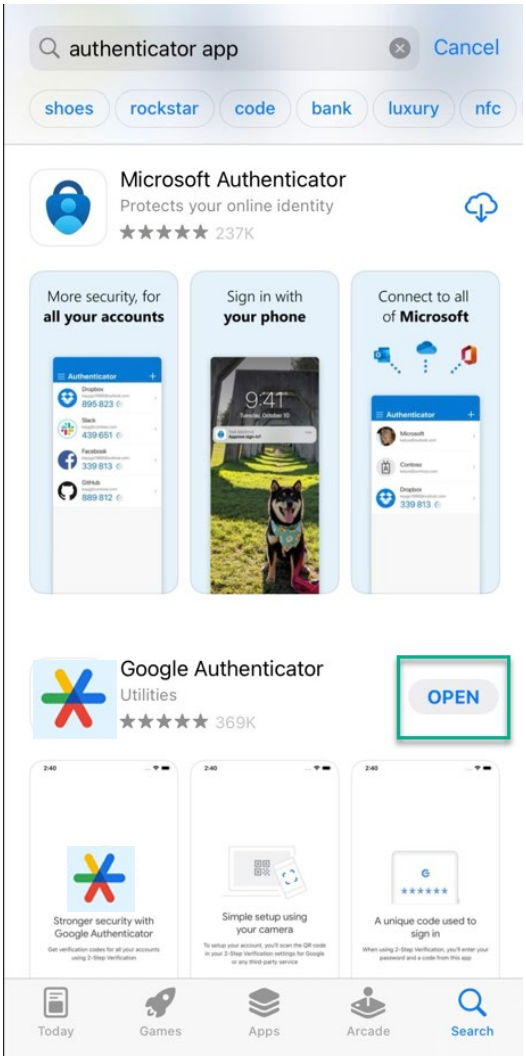
In your phone app store, search “Authenticator App” to select an application. The following is an illustrative example for Google Authenticator. Other applications may have slight variations to their access steps to obtain the needed six-digit code:

STEP ONE:

Click GET to download the app

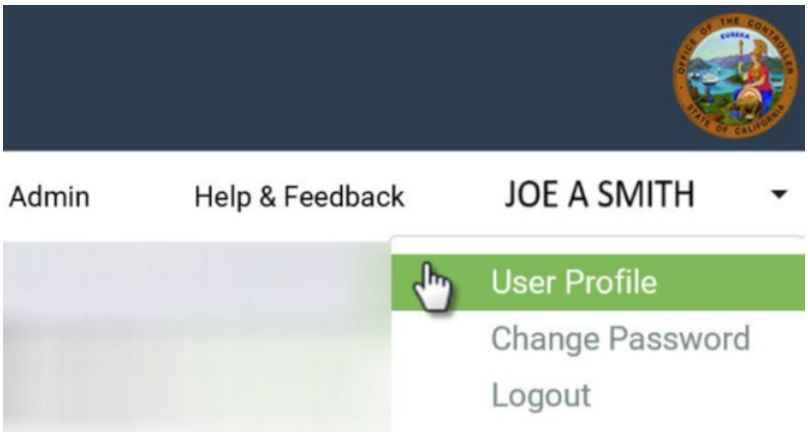


Click OPEN

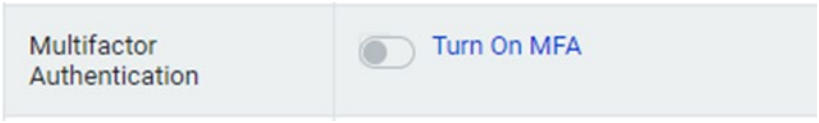


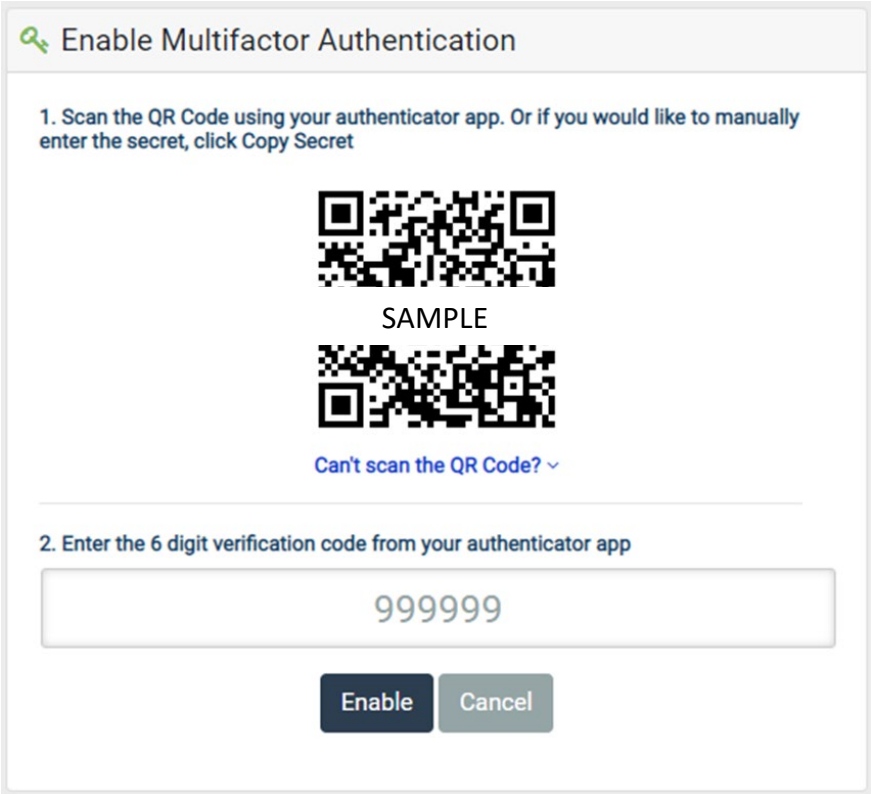
STEP TWO - Turn on MFA

- In CEC, **click your name** at the top right side of the screen then **click User Profile**.



- **Toggle Turn On MFA**

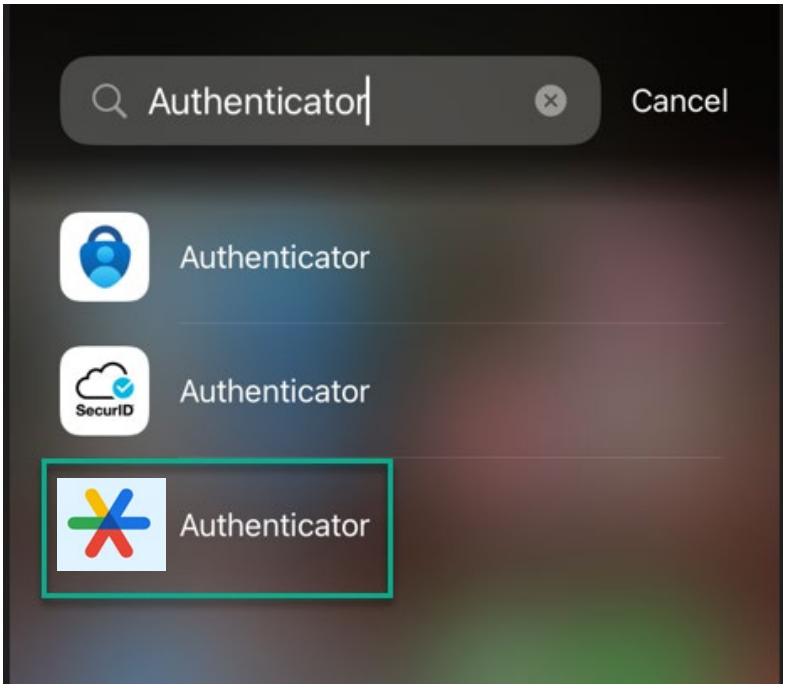




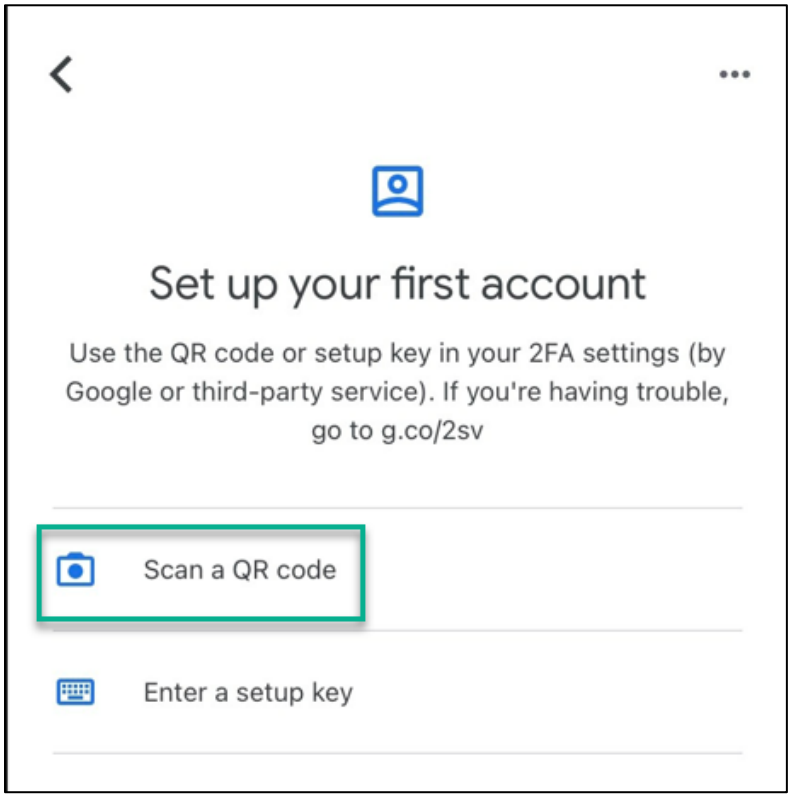
STEP THREE:

Open your Authenticator App to retrieve your six-digit code.

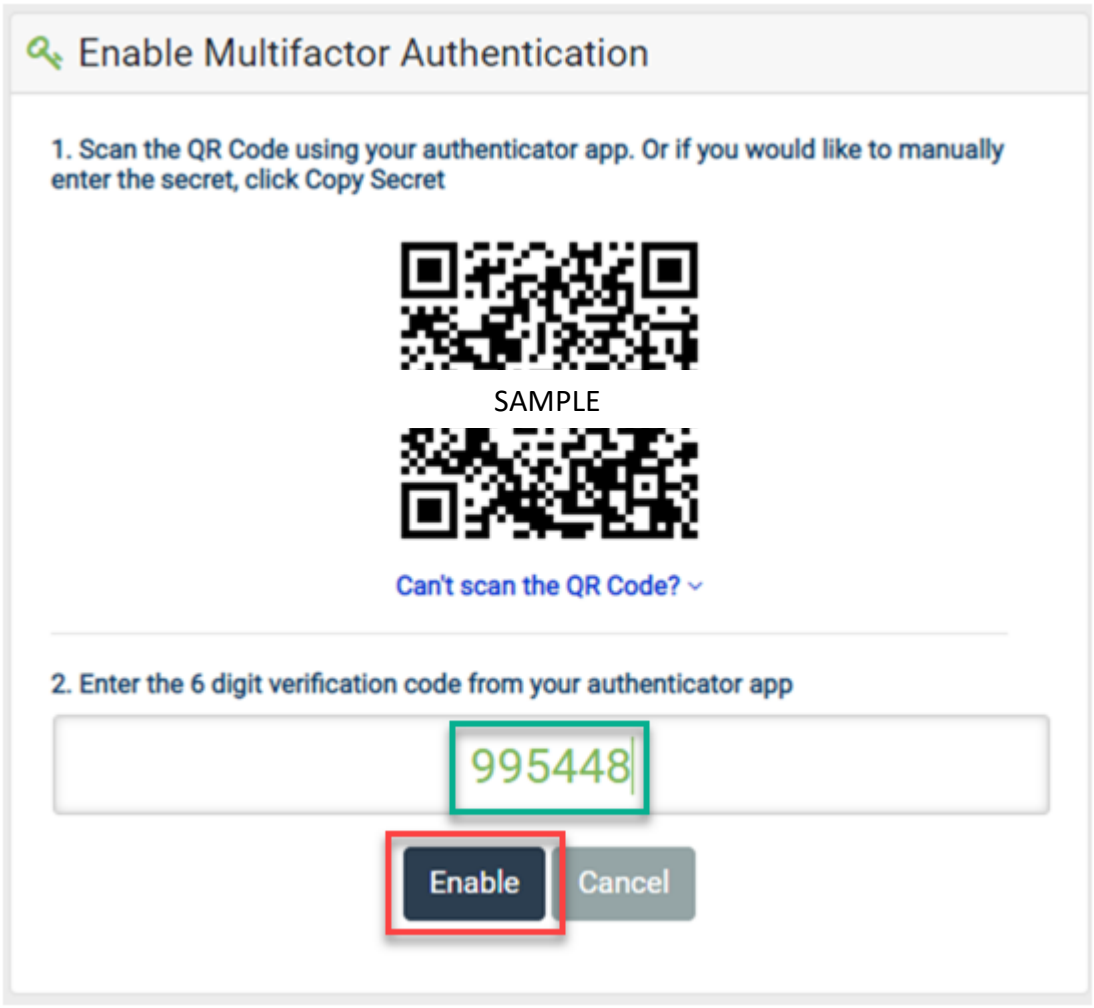
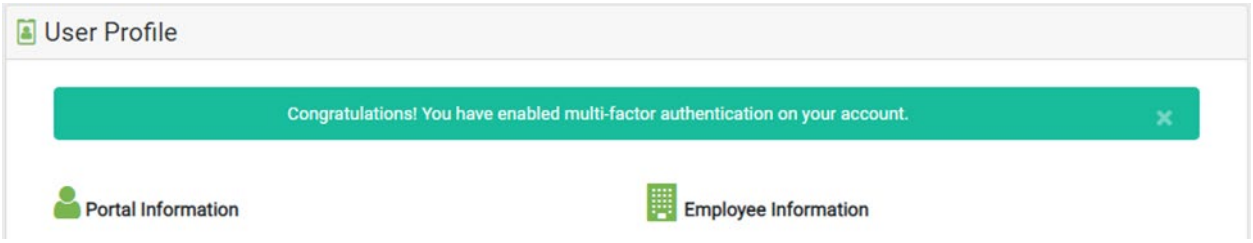
For quick access, you can search your phone's Library.



Click Scan a QR code



Scan the QR Code using your phone's camera. The authenticator app will generate a six-digit verification code. Enter the six-digit verification code and **click Enable**.



Congratulations! Your CEC account is now protected!