1. **Getting Started:**
   Copy the following URL associated with Multi-Factor Authentication for SAGE to your browser and press the “Enter” key:

   https://365enroll.lacounty.gov - **NOTE: link must be COPIED AND PASTED into a web browser**

2. Enter your County C account (Only the C portion of the account, e.g. C123456) in the “e+employeeID” field and your password in the “Hosted Password” field and click “Sign In”.

3. Click “continue” on the Security Enhancements

4. First Set of Security Challenge Questions:
   a.) You will be prompted to provide answers to three (3) Security Questions of your choice.
   b.) Select from a subset of questions in each of the “Question” text boxes. Type your responses in the “Answer” text boxes.
   c.) Click “Continue” when you have confirmed your Questions/Answers.
5. You will be prompted to confirm your selection in the next page before your enrollment is complete.
   a.) Click on yes I plan to use this computer.
   b.) Click on “Finish”

6. Click on the Office 365 MFA Enroll link.
7. Enter your County C account in the form of an email address (c123456@ph.lacounty.gov) in the “County Email ID” field and your County password in the “Email Password” field and click “Logon”.

   a.) You will be re-directed to the RSA Adaptive Authentication Enrollment page.

8. Second set of Security Challenge Questions:
   a.) You will be prompted to provide answers to three (3) Security Questions of your choice.
   b.) Select from a subset of questions in each of the “Question” text boxes. Type your responses in the “Answer” text boxes.
   c.) Select yes I plan to use this computer device for future use.
   d.) Click “Continue” when you have confirmed your Questions/Answers.
9. You will be prompted to confirm your selection in the next page before your enrollment is complete.
   a. Click “Accept” to confirm your Security Questions/Answers and the device you are using.

10. Once you see the screen below you have successfully enrolled in the County’s Multi-Factor Authentication for Office 365 remote access.
11. Do not click on “Click to go back to office 365”