



Dear DFA employees,

Cyberattacks are a growing threat and can jeopardize intellectual property, research, and more. It is important that we make changes to our processes to protect ourselves and the university.

Many of you are already accustomed to multi-factor authentication (MFA) in your personal lives, (e.g., online banking, social media), and currently UCI requires MFA for some employees to access certain systems. MFA offers an extra layer of security to protect against account hijacking. It helps ensure it is actually you trying to access your account – not someone who stole or guessed your password. **MFA will be a requirement to access key UCI services (e.g., AYSO, Zot!Portal, UCLC, etc.) by the end of this year.**

Our division will pilot MFA before it is required campuswide. **All employees need to enroll in Duo by Wednesday, April 3rd.** To enroll in Duo, you will need a computer with an internet connection and a mobile device, such as your smartphone or a tablet. Enrollment should take no more than five minutes to complete, and instructions are located at <https://www.oit.uci.edu/mfa/duo-enroll/>. If you do not have a mobile device, please contact Jennie Clacken ([jclacken@uci.edu](mailto:jclacken@uci.edu); 949.824.7677).

Please email feedback or questions to [oit@uci.edu](mailto:oit@uci.edu).

Thank you for participating in this important campus security initiative.

Sincerely,

**Ronald S. Cortez, JD, MA**

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration