

2-Factor Authentication Email Requirement

2 Factor Authentication (**2FA**) is an additional layer of security used to prevent thieves from using your username and password to access an account.

Here at Choices we value the security of your work email and are making this process mandatory to better protect you, your coworkers and the people we serve.

Below are the steps you will need to take to set up 2FA on your CICL email account:

Steps:

1. Log into the choicesyou.com manager page at: <http://www.choicesyou.com/managers/> and select **“Mail”**.

← → ↻ 🏠 | www.choicesyou.com/managers/

ChoicesYOU
Choices in Community Living Employee Portal

MANAGERS PORTAL

Thank you for your continued dedication. Please see below for available resources.

The MUI Rule Guidelines discussed at the 9-11-19 Admin Meeting can be found [here](#).

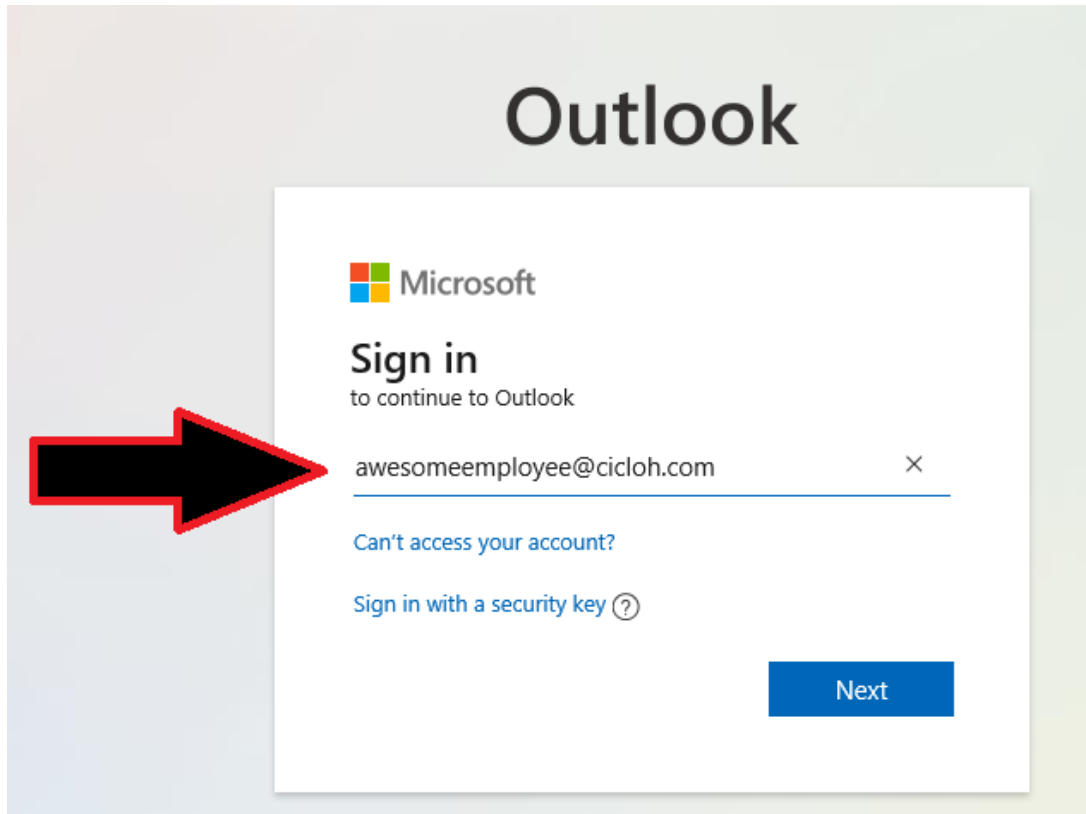
Please remember that all compliance/human resources documentation needs to be emailed to: hrdocs@ciclc.com and any consumer documentation needs to be emailed to: consumerdocs@ciclc.com

Provide Mail Applicant Pool Workshop Meal Accounts Duty Lists

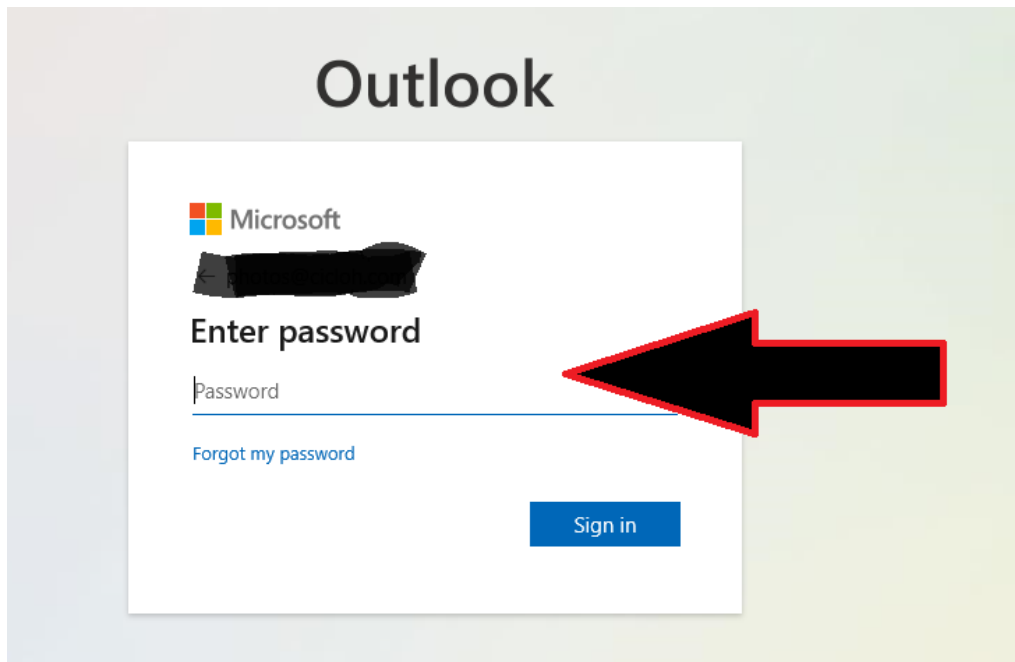
LINKS

Consumer Reports	Manager Reports
------------------	-----------------

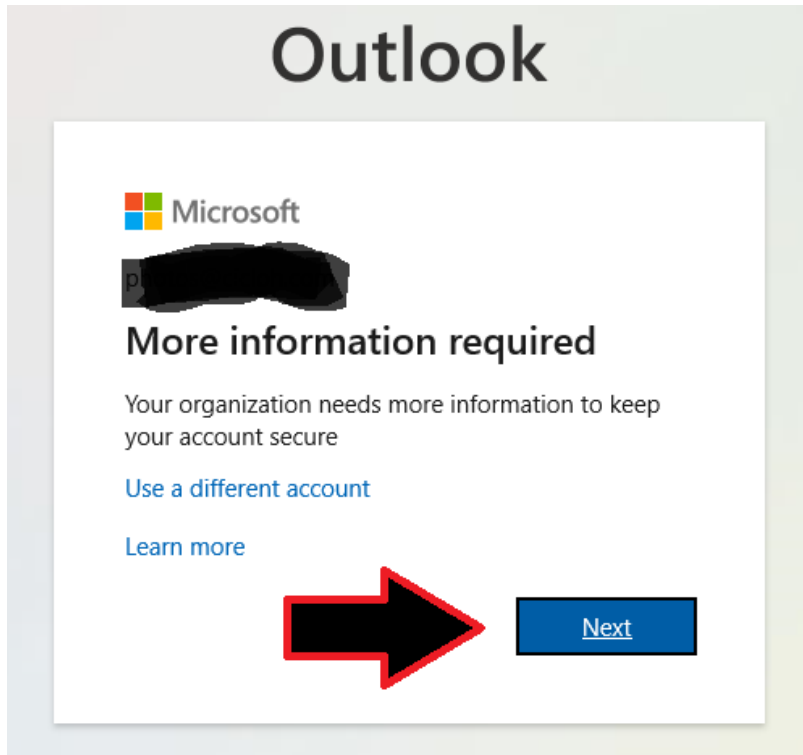
2. Log into your email with your **@cicloh.com** username.



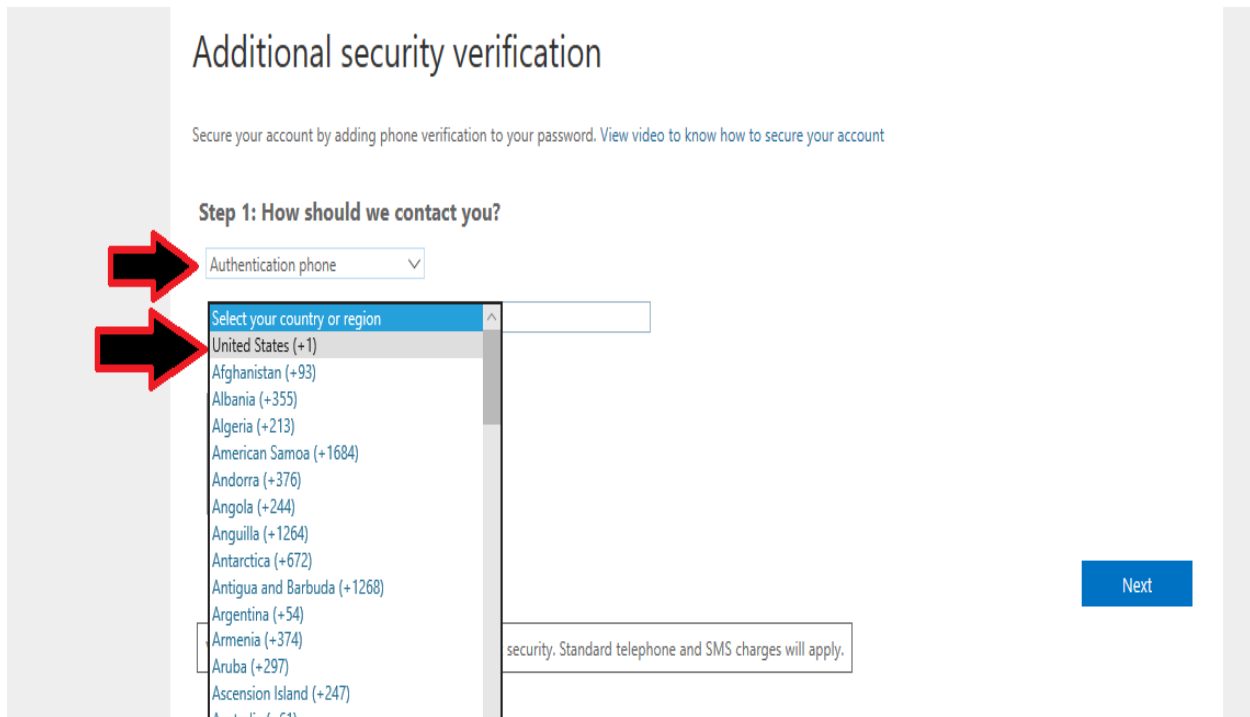
3. Put in your email password:



- Upon the first login after 2FA is enabled you will see this screen, click **“Next”**.



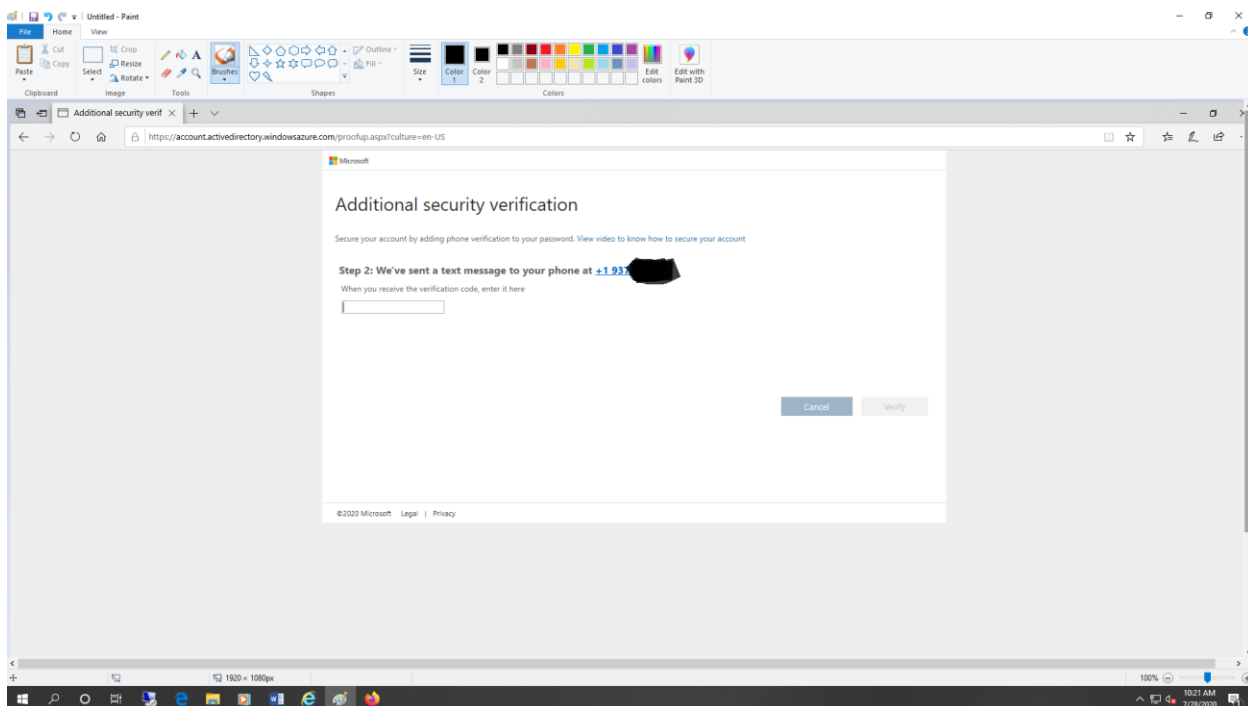
- Select manner of notification. Hint: it’s usually easier with a phone message. If that’s your choice then select country (United States)



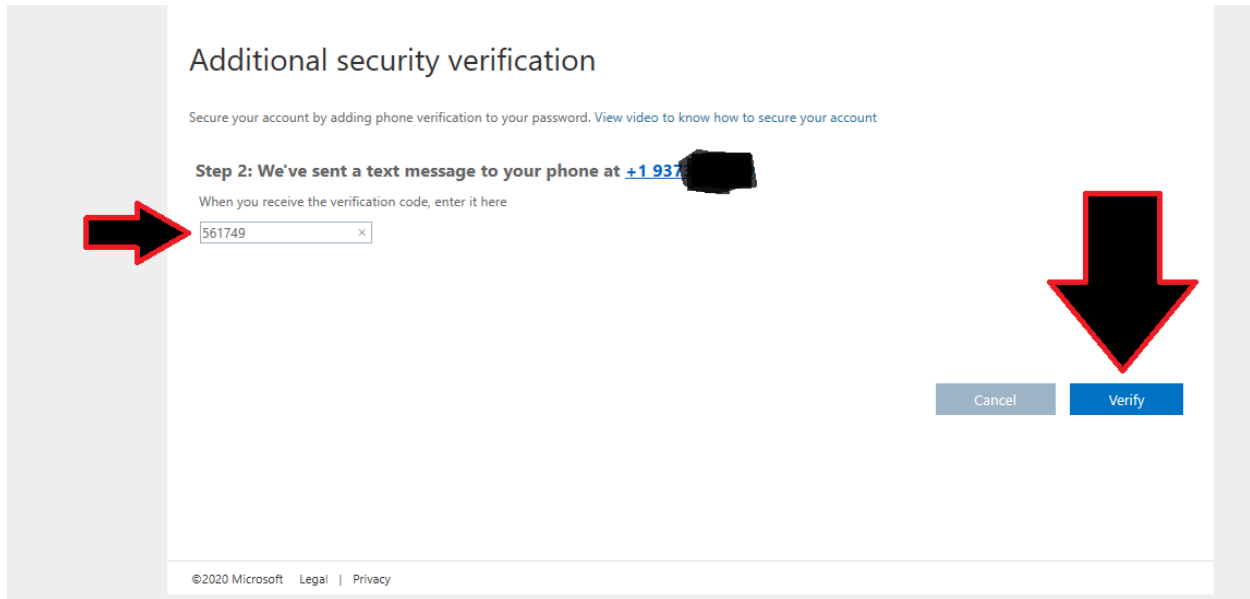
6. Enter your cell phone number (with area code), select how you want to be contacted (either by phone call with code or by text message with code) and hit **“Next”**

The screenshot shows the 'Additional security verification' page. The title is 'Additional security verification'. Below it, a subtitle reads 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 1: How should we contact you?'. There are three input fields: 'Authentication phone' (a dropdown menu), 'United States (+1)' (a dropdown menu), and '9375555555' (a text input field). Below these is a 'Method' section with two radio buttons: 'Send me a code by text message' (selected) and 'Call me'. A blue 'Next' button is at the bottom right. Three red arrows point to the 'Authentication phone' dropdown, the phone number input field, and the 'Next' button. A disclaimer at the bottom states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer contains '©2020 Microsoft Legal | Privacy'.

7. You should get a screen saying the code was sent:



8. Enter code you received and hit **“Verify”**



9. You should get a final confirmation page, hit **“Done”**

