

Safe Use of MyPCC

There is a new way to log on to MyPCC. All students and staff must use it. It starts April 8, 2026.

PCC wants to keep your account safe. We use **MFA**. This means Multi-Factor Authentication.

What is MFA?

MFA means using **two steps** to log in. It stops other people from using your account.

How to log in:

1. Type your **name** and **password**.
2. Look at your **phone**.
3. Click "**Yes**" or type the **code** from your phone.
4. You are logged in!

How do I set it up?

You can get your code 4 different ways. It is best to have more than one way. Pick 2 or more:

- A phone **app** called Microsoft Authenticator (go to page 2)
- A **text message** (go to page 3)
- A **phone call** (go to page 3)
- A **physical security key** (go to page 4)

Need help?

- **Call:** 971-722-4400
- **Email:** servicedesk@pcc.edu
- **Website:** www.pcc.edu/mfa



How to Use Microsoft Authenticator

1. On your Phone

- Download the **Microsoft Authenticator** app from your App store.
- Open it and choose **Add work or school account**.

2. On your Computer

- Log in to your PCC email.
- Click **Next** until you see a **QR code** (the black and white square).

3. Connect Them

- Use your phone to **scan** the code on the computer screen.
- The computer will show a **number**.
- Type that **number** into your phone.

4. Finish

- Click **Done** on your computer. You are ready!

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How to Use Your Phone to Log In

Use these instructions if you do **not** have a smartphone app.

1. On your Computer

- Go to aka.ms/mysecurityinfo
- Log in with your PCC email and password.

2. Choose Phone

- Click **I want to set up a different method.**
- Select **Phone.**
- Type your **phone number.**

3. Answer the Call or Check Your Text

- PCC will call your phone or send you a text with a code.
- Answer the call OR check your text.
- Press the **#** key on your phone.

4. Finish

- Click **Done** on your computer. You are ready!



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How to Use a Security Key

Use these instructions if you have a physical USB key (like a YubiKey from the PCC bookstore).

1. On your Computer

- Go to aka.ms/mysecurityinfo
- Log in with your PCC email and password.

2. Choose Security Key

- Click **Add sign-in method**.
- Choose **Security key**.
- Click **USB device**.

3. Connect Your Key

- Plug the key into your computer.
- Touch the gold circle or button on the key.
- Give your key a name (like "My Key").

4. Finish

- Click **Done**. You are ready!



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