Dear MICA Faculty and Staff,

As you know from current events reported in the media, there have been serious breaches of personal information at large companies such as Facebook, Marriott and through email phishing attacks at many organizations.

In order to further protect the personal information of all MICA community members, the College is implementing two-factor authentication which adds an important, extra layer of security to your MICA account. When it comes to account security, it is best to protect it with both *something you know* (your password) and *something you have* (a phone or mobile app). This prevents unauthorized access to your account (even if your password is compromised) because you will get prompted if there is a suspicious login attempt.

MICA has selected Duo for two-factor authentication on all MICA accounts. Duo two-factor authentication will be rolled out in two phases for all MICA faculty, staff and students. *Current graduating seniors and all MICA alumni will not be required to enroll in Duo.*

Using Duo is easy and there are multiple options:

- More secure (recommended!): Download and use the Duo Mobile app on your phone to receive a push notification or passcode.
- Less secure: Receive a text or phone call.

Two-factor authentication will be required when you first log into a system or use a new device. You can choose to have Duo remember you for 30 days per device. After 30 days, users will have to re-authenticate to use MICA accounts. **MICA staff or faculty accounts that have access to student, faculty or staff personal information, will be migrated in the next few weeks to re-authenticate every 7 days.**

Phase 1 Timeframe	Phase 1 Participants	Phase 1 Systems included
Voluntary enrollment April 23 - May 24 Required enrollment: May 28	All faculty and staff Student employees as of May 28	- Workday - clock in/out for non-exempt and student employees - myMICA - PeopleSoft Campus Solutions - BigTree Content Management System - Adobe Creative Cloud - eMaint
Phase 2 Timeframe	**Phase 2 Participants**	**Phase 2 Systems Included**
Summer 2019	All faculty, staff, student employees and all current and incoming students	Google Apps for Education: MICA email, Google Drive, Calendar, etc.

I highly encourage you to participate during the voluntary enrollment period, prior to the required enrollment date of Tuesday, May 28. To do so, please fill out this brief enrollment form. You will receive an email from the Help Desk with detailed instructions within one business day.

Thank you so very much for your cooperation in taking these steps to protect yourself and all of our community members.

Sincerely,

Alexa Kim