



Moderator of the Curia

The Roman Catholic Archdiocese of Washington

Dear Monsignor/Father,

I write today to provide you with an important notification from Mr. Michael Wilson, Executive Director of Information Technology (IT), concerning priest adw.org email accounts. Please note that in addition to the information shared below, IT also shares that it will host a webinar for priests to walk through this process.

Multi-Factor Authentication for Email Accounts

To support additional functionality, the ADW Information Technology Department requests that each priest add two or more methods for **Multi-Factor Authentication (MFA)** to their email account. The link below will open a video in your web browser and demonstrate the process of adding additional authentication methods to MFA.

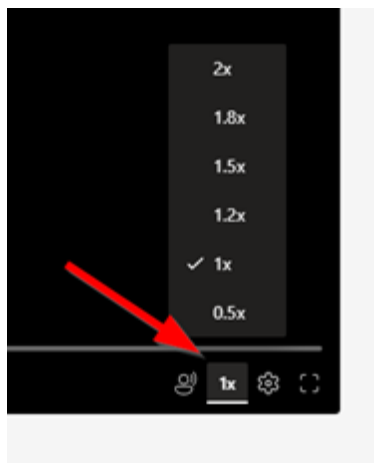
[How to configure MFA.mp4](#)

After your account has been configured for multiple Multi-Factor Authentication (MFA) methods, the IT Department will set your account to allow you to use the **Microsoft Self-Service Password Reset (SSPR)** portal to change or reset your password. The link below will open a video in your web browser and demonstrate the SSPR process for resetting a forgotten password, or to change a known password.

[How to use SSPR.mp4](#)

Both videos can be stopped and rewound if you need to rewatch a section. Many video applications will also allow you to play a video either faster or slower. Please see below example:

May 17, 2023 3:49 pm



Finally, here is a link to a one-page guide on MFA and SSPR documentation and additional training videos.

[Register for the ADW SSPR and MFA.pdf](#)

If you would like one of the IT Helpdesk staff to personally assist you with MFA and SSPR, please contact the IT Help Desk via telephone at 301-853-4444 (Monday – Friday from 8:30 am – 5:00 pm).

Webinar for Priests

A webinar will be held on Tuesday, May 23 from 1:00 to 2:00 p.m. to answer questions regarding MFA and SSPR. Attendees are requested to register for the webinar at the following link:

<https://events.teams.microsoft.com/event/de8ded39-c4e3-4d7e-9869-966d1552b314@7a8f9f32-e401-409d-b0b3-6a34d9fa6380>

Remind the Faithful of Information on the Website

The archdiocesan website, adw.org and adw.org/es, is updated regularly with current information for you to share with your community. Please see adw.org/coronavirus for information related to Covid-19. Daily news and information about our parishes, schools, and ministries are also available at cathstan.org and elpreg.org for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

As always, should you have questions or need assistance from my office and the Pastoral Center, please let us know.

With gratitude for your priestly ministry, I am

Sincerely yours in Christ,

Most Reverend Juan Esposito

Vicar General and Moderator of the Curia



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