

Roll Out Multi-Factor Authentication Company-Wide — Checklist

Print and tick off. 5-day rollout for a small business team.

Date completed: _____

Re-run this quarterly. Each pass takes about 12 minutes.

Beginner — do these in order

- 1. Pilot group identified (3-5 people)**
Mixed technical / non-technical
- 2. FAQ written from pilot questions**
Lost phone, new phone, vacation
- 3. All-hands kickoff scheduled**
Leadership voice
- 4. Group enrollment sessions on Day 4**
3 sessions across the day
- 5. Enforcement enabled Day 5**
MFA required for sign-in
- 6. Admin hardware keys deployed**
YubiKey or Feitian
- 7. Backup codes printed for everyone**
Stored with personal docs
- 8. Onboarding checklist updated**
MFA on Day 1 for new hires
- 9. 90-day check-in scheduled**
Calendar invite

Advanced — if you want to go further

- Conditional / risk-based access
- Passwordless authentication
- FIDO2 keys for every employee
- SSO with identity provider
- Session length policies
- Alerts on MFA changes