

Roll Out Multi-Factor Authentication Company-Wide

Plain-English how-to. ~1 week from kickoff to 100% enrollment. Works for any small business.

Plan and execute a 5-day MFA rollout across your team with high success rate.

Print, share, and re-run quarterly.

Do This Right Now

#	STEP
1.	Day 1: Pilot with 3-5 employees.
2.	Day 2: Build FAQ + recovery playbook.
3.	Day 3: All-hands kickoff with leadership.
4.	Day 4: Group enrollment sessions with support.
5.	Day 5: Enforce + clean up stragglers.
6.	Admins get hardware keys (YubiKey).
7.	Update onboarding to include MFA.
8.	90-day check-in to iterate.

Why This Matters

- Account takeover is the #1 entry point for ransomware, BEC, and data breaches in small businesses. Microsoft's research consistently
- Cyber insurance carriers now require MFA on all admin and remote-access accounts. Without it, your claim may be denied. Many poli
- Successful rollouts have three traits: pilot first, communicate often, and provide a real backup path. Failed rollouts skip the pilot, surpr.