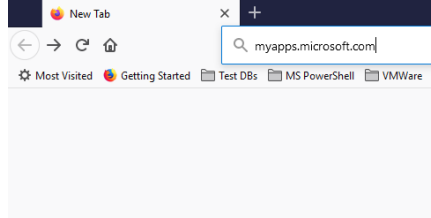


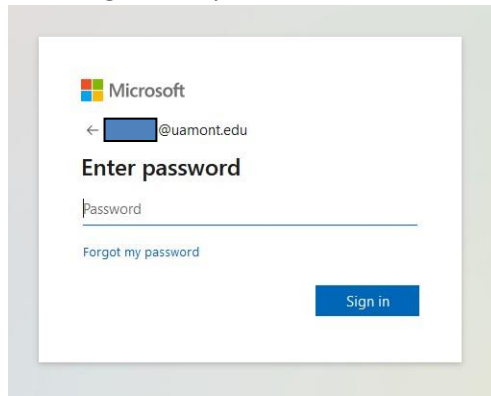
Change or Update Your MFA Authentication Method

1. Log into Microsoft

- a. Open a web browser and go to MyApps.Microsoft.com

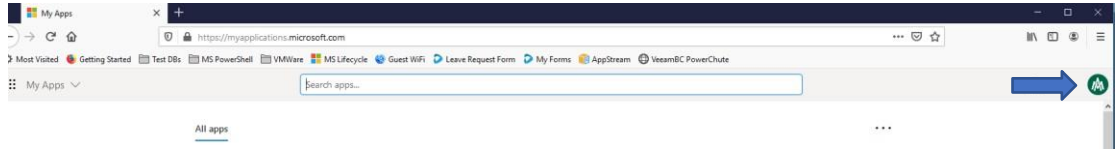


- b. Then, log in with your UAM credentials.

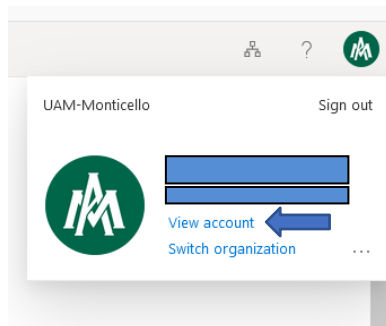


2. Access your profile:

- a. Click on your profile picture, or the AM logo in the top right corner of your browser.

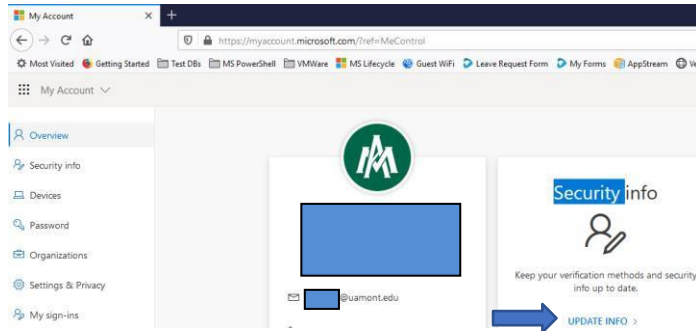


- b. Click on 'View Account'

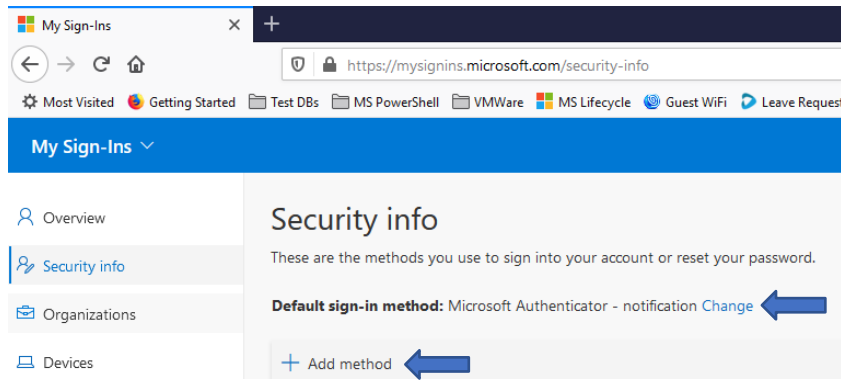


3. Update or your security information

- a. Click on 'Update Info' under the 'Security Info' heading.



- b. Click 'Change' to change your default MFA method, or click 'Add Method' to add an Authentication method.



- i. NOTE: If you are wanting to change your default method of receiving MFA notifications and **DO NOT** have any other methods of MFA notification setup, you will first have to add a new method, then change the default to the one you just added.