

## PROVIDER PORTAL CHANGE VERIFICATION METHOD



## Please complete the following steps when in an incognito or private browser (Ctrl+Shift+N). This stops any potential conflicts between accounts.

Changing Your Multi Factor Authentication (MFA) Settings Password management is accessed via <u>https://account.activedirectory.windowsazure.com</u>

- Sign in to your account
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  A thtps://login.microsoftonline.com/common/o...
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- 1. Login and complete the authentication verification.

2. Click the circle in the top right of the screen with the account name's initials. (see red arrow)





3. Select 'View account'.



4. Select 'Security info'.





5. Use this screen to change your existing security settings e.g. change of phone number, or add a second / back-up security authentication method, or change existing set-up e.g. change of phone number. You can also change your preferred security verification method.

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<ul> <li>R Overview</li> <li>R Security info</li> <li>Image: Organisations</li> </ul>	Security info These are the methods you use to sign in to your account or reset your password. Default sign-in method: Phone - text +44							
Devices     Privacy	+ Add method  Phone Chan Chan Chan	ge Delete						

6. Depending on the options you change, you may need to verify your new settings by text/phone call:

## Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

• Text me a code		
🔵 Call me		
Message and data rates may apply. Cho agree to the Terms of service and Privac	oosing Next mea cy and cookies s	ns that you tatement.
	Cancel	Next

7. Once verified, your new method of verification will be active.

## If you need further help, our contact details can be found below:

- E: <u>ACSContractshelpdesk@suffolk.gov.uk</u>
- T: 01473 264025

