Changing Your Multi Factor Authentication (MFA) Settings

Password management is accessed via https://account.activedirectory.windowsazure.com

1. Login and complete the authentication verification.

2. Click the grey circle icon next to your name.

3. Select ‘Profile’.

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

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for View video to know how to secure your account

what’s your preferred option?

We’ll use this verification option by default.

Call my authentication phone number

how would you like to respond?

Set up one or more of these options. Learn more

- Authentication phone
  - United Kingdom (+44)
  - Extension

- Office phone
  - Select your country or region

- Alternative authentication phone
  - Select your country or region

- Authenticator app

Configure

Save Cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
6. Depending on the options you change, you may need to verify your new settings by text/phone call:

![Verification required]

7. Once verified, your new method of verification will be used from now on.

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

E: ACSContractsHelpdesk@Suffolk.gov.uk
T: 01473 264025