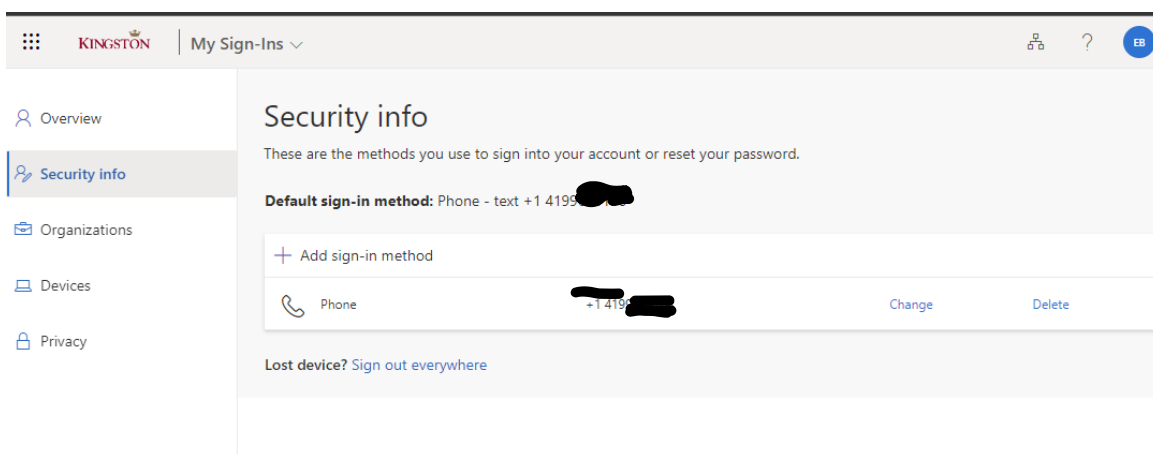


How to change Multi Factor Authentication Method

You can get to your security verification method settings from the Additional security verification page.

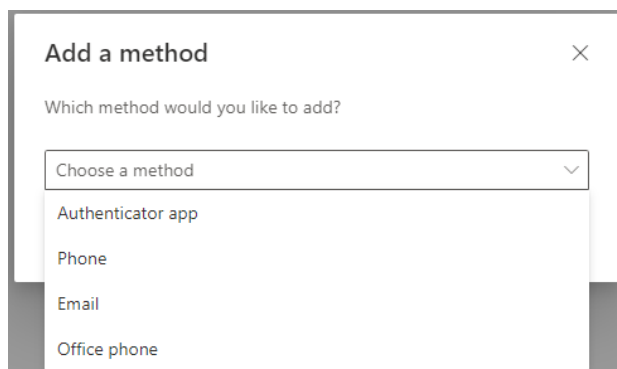
1. To get to the page follow **this link**
<https://account.activedirectory.windowsazure.com/proofup.aspx?proofup=1> .
2. From this page you will **select “Security Info”**



3. To change or add a sign in method **select “Add sign-in method”**.



4. Then **click “Choose a method”** from here you have four different authentication options to choose from depending on what you currently have added.



4a. To add **“Authenticator app”** Download the **Microsoft authenticator** app from the app store or google play store. Or **scan the QR code** below based on what phone you must be directed to the appropriate download. Then follow the steps from Microsoft on your screen to complete.

Android

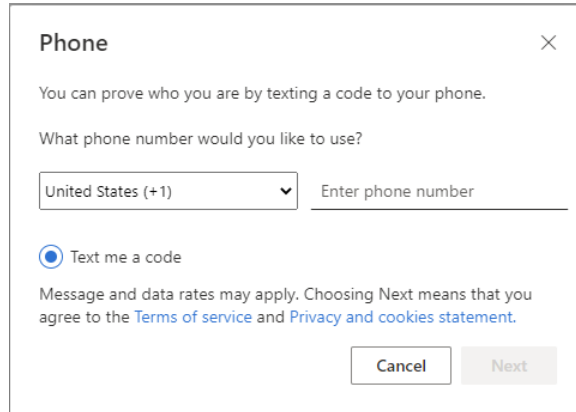


iPhone



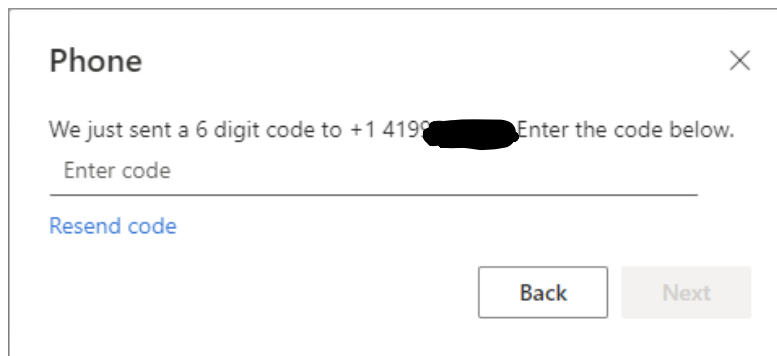
How to change Multi Factor Authentication Method

4b. To **add** "Phone" You will **enter a phone number** that can receive texts.



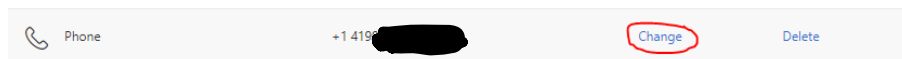
The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "You can prove who you are by texting a code to your phone." followed by "What phone number would you like to use?". Below this is a dropdown menu showing "United States (+1)" and a text input field labeled "Enter phone number". Underneath the input field is a radio button labeled "Text me a code" which is selected. Below the radio button is a line of text: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right are two buttons: "Cancel" and "Next".

4bi. After entering the phone number, you will receive a 6-digit code sent to the number entered. Then **enter the code**.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "We just sent a 6 digit code to +1 419 [REDACTED] Enter the code below." Below this is a text input field labeled "Enter code". Underneath the input field is a blue link labeled "Resend code". At the bottom right are two buttons: "Back" and "Next".

4bii. You can also **change** the number but **clicking "Change"**



The screenshot shows a horizontal bar representing a phone number entry. On the left is a phone icon and the word "Phone". In the center is the number "+1 419 [REDACTED]". To the right of the number is a red circle around the word "Change", and further right is a blue link labeled "Delete".

If you have any questions or concerns, you can always reach the help desk by calling 419-247-2557 or by email at ktechsupport@kingstonhealthcare.com

How to change Multi Factor Authentication Method