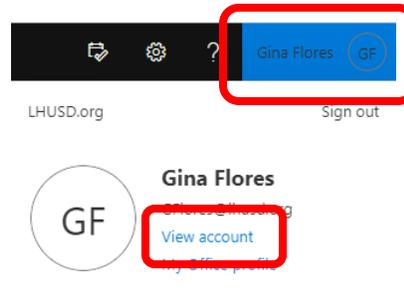


# Change your phone number used for Microsoft Account MFA (multi-factor authentication)

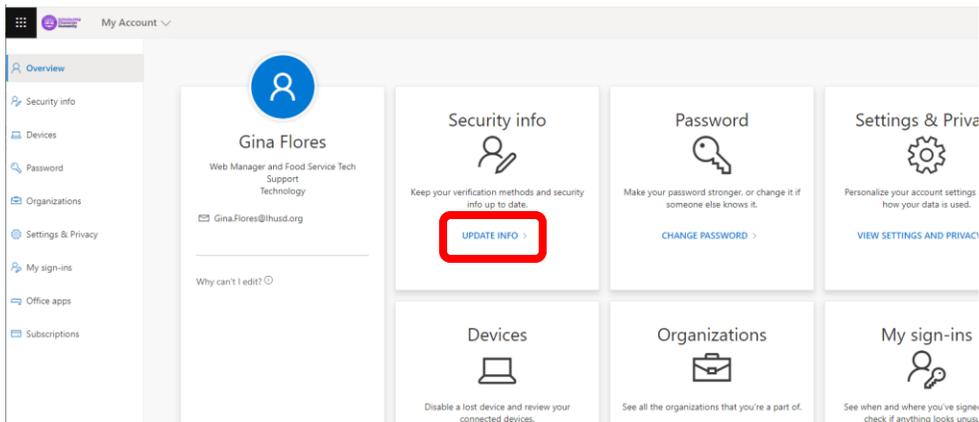
1. Go to the STAFF PORTAL and log in with your school district credentials

2. Click on your name in the upper right corner

3. Click the View Account link

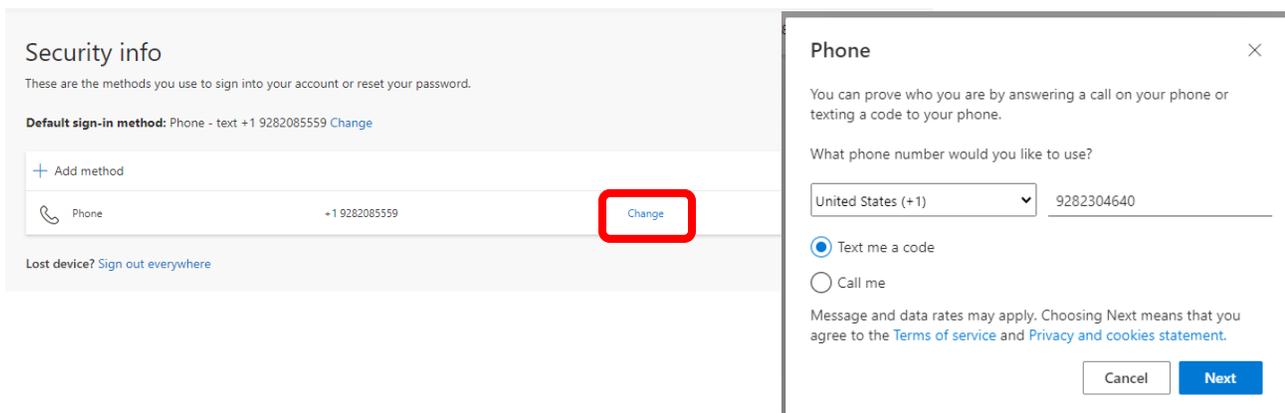


4. Once your account info appears, click on the UPDATE INFO link in the Security Info box

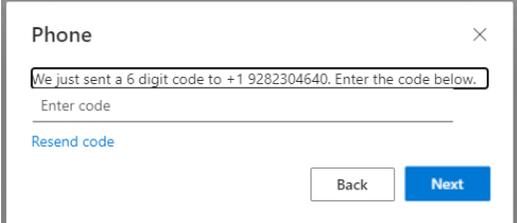


5. The Security info screen will list the phone number you set up for sending Text Message codes for authentication

6. Click the CHANGE link and enter a new/different number

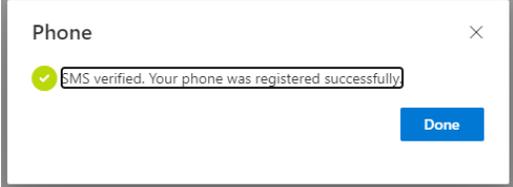


7. Click NEXT and wait for a code to be sent to the new number
8. Enter the CODE and click NEXT.



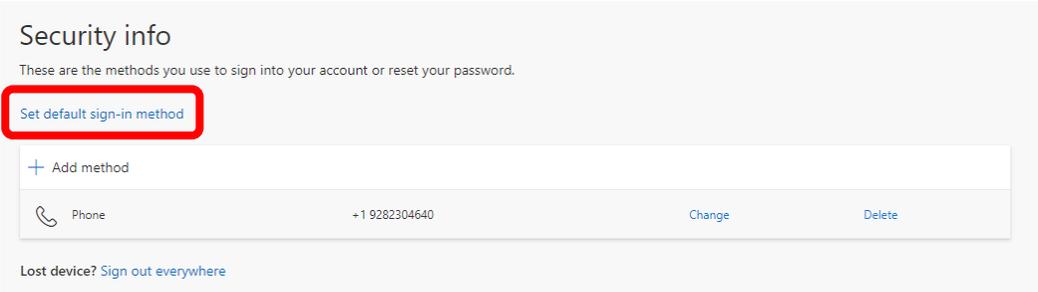
The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the message: "We just sent a 6 digit code to +1 9282304640. Enter the code below." Below the input field is a "Resend code" link. At the bottom right, there are two buttons: "Back" and "Next".

9. When completed, you will see a message that the registration was successful
10. Click DONE



The screenshot shows the same "Phone" dialog box, but now it displays a green checkmark icon followed by the text: "SMS verified. Your phone was registered successfully". A "Done" button is located at the bottom right of the dialog.

11. You will now see the new number listed
12. Click the link for "Set default sign-in method" link above the phone number list



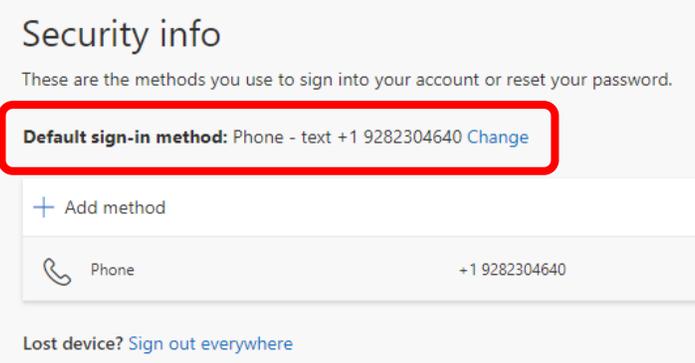
The screenshot shows the "Security info" page. At the top, it says "Security info" and "These are the methods you use to sign into your account or reset your password." Below this, there is a link "Set default sign-in method" which is highlighted with a red box. Underneath is an "Add method" button and a list of methods. The first method is "Phone" with the number "+1 9282304640" and "Change" and "Delete" links. At the bottom, there is a link "Lost device? Sign out everywhere".

13. Click the dropdown box and select whether you want the MFA to call or text the number and click CONFIRM



The screenshot shows a dialog box titled "Change default method" with a close button (X) in the top right corner. It asks "Which method would you like to use to sign in?" and has a dropdown menu. The dropdown menu is open, showing two options: "Phone - call +1 9282304640" and "Phone - text +1 9282304640". A "Confirm" button is visible on the right side of the dropdown.

14. The Security info will now list the new phone number as your default method for receiving the MFA codes.



The screenshot shows the "Security info" page again. The link "Set default sign-in method" is now highlighted with a red box and has changed to "Default sign-in method: Phone - text +1 9282304640 Change". The rest of the page content is the same as in the previous screenshot.