

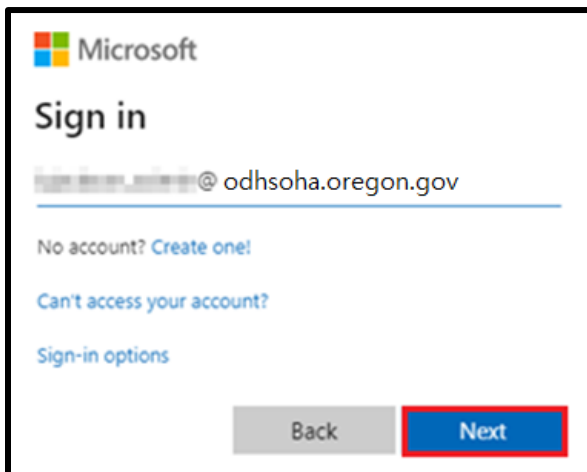
How to change your default sign-in method for Multi-factor Authentication

Note: Some pictures may vary slightly from what you see on your screen. If you notice a variation from these instructions, follow the prompts on your computer or iPhone.

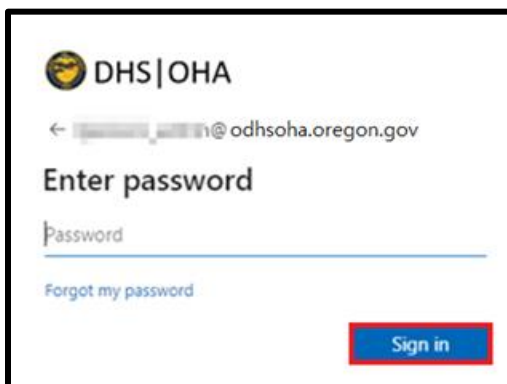
You must use an agency computer to change your default Sign-in Method for MFA.

Change your Default Sign-in for MFA

1. From your agency computer, navigate to <https://myprofile.microsoft.com/> and either enter your Microsoft account (e.g., firstname.lastname@odhsoha.oregon.gov) or pick your account if prompted and click **Next**. Skip to step 3 if already signed in.



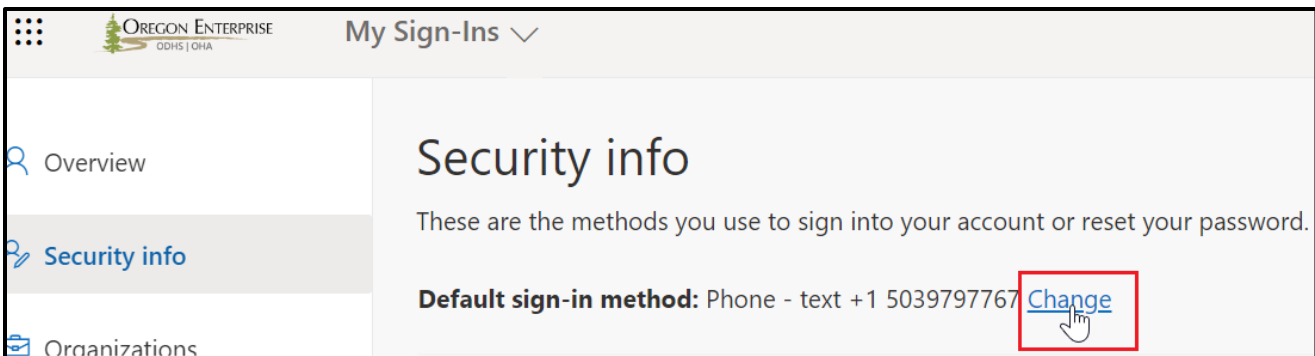
2. Enter your password and click **Sign in**.



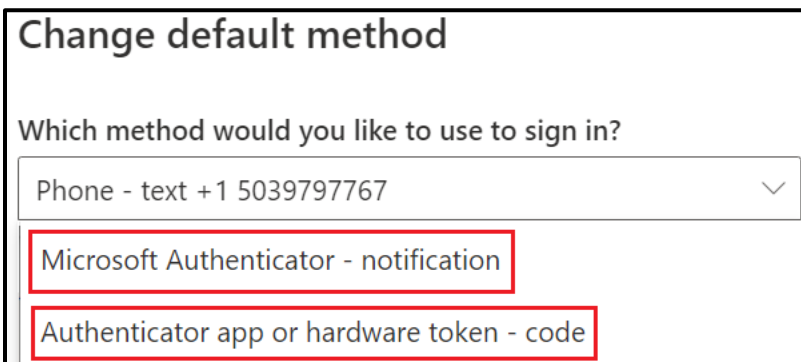
3. Click **Security info** on the left-hand side of the page.



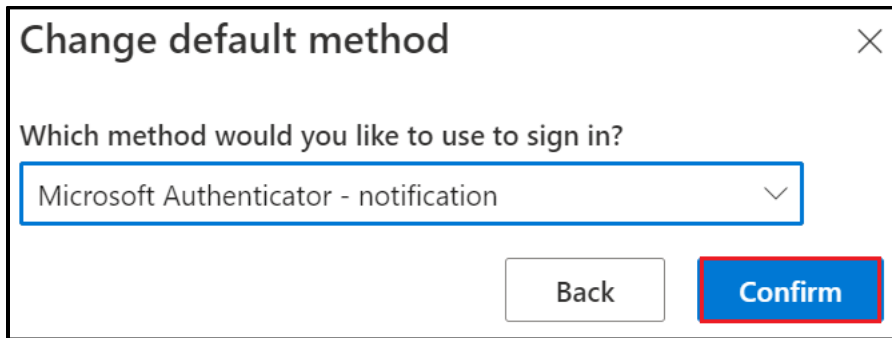
4. Click **Change**.



5. From the drop-down menu, choose one of the appropriate methods:
Microsoft Authenticator-notification for agency-issued iPhone users
Authenticator app or hardware token-code for Yubikey users.



6. Click **Confirm**.



Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification

Back Confirm

You'll be returned to the "Security info" page on your desktop or laptop and see a message that your default sign-in method was updated.

