

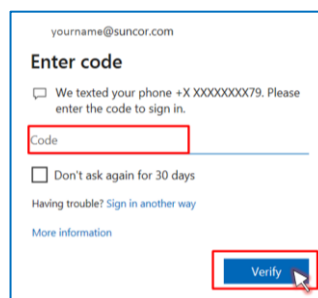
# Self-Service: Update Authentication Method

<p><b>Purpose</b></p>	<p>This Quick Reference Guide describes how to update your Authentication method when:</p> <ul style="list-style-type: none"> <li>You have a new phone number or wish to change the number used for authentication</li> <li>You want to use a different authentication method than you originally set</li> <li>You received an expiration reminder for your authentication method</li> </ul>
<p><b>Intended user</b></p>	<p>The intended users of this QRG have registered Microsoft Multifactor Authentication's (MFA) Self Service Password Reset (SSPR) tool.</p>
<p><b>Prerequisites</b></p>	<ul style="list-style-type: none"> <li>MFA users</li> </ul>

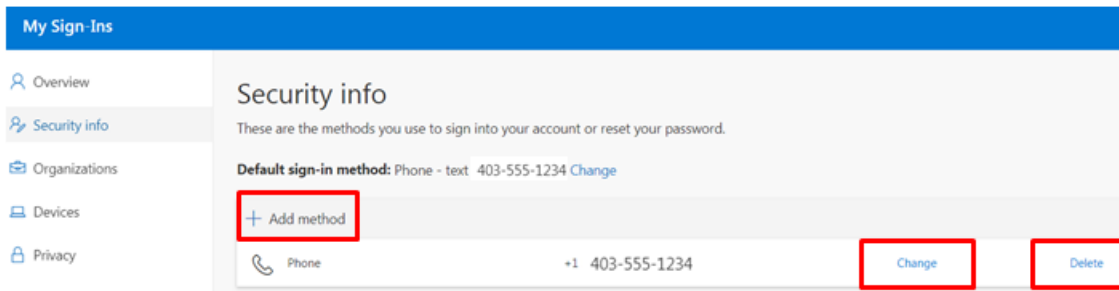
## Procedure Steps

### Enter SSPR link

1. Enter the below link into an internet browser and click 'Enter' on your keyboard <https://aka.ms/setupsecurityinfo>
2. Enter your Suncor email address and **click 'Next'**
3. Enter your password and **click 'Sign in'**
4. Enter the code from the Authentication method you chose during SSPR registration and **click 'Verify'**



## Access password management



5. From this page you can **add, change or delete** an authentication method.

**If you Add an authentication method:** you will see the added method on the list once you have entered the new authentication information. You will also be prompted to select a default if you have more than one listed.

**If you Delete an authentication method:** a verification method will have to be added to replace it, you must have at least one (1).

## Authentication Expiry Notification

6. Your authentication methods are valid for 364 days. You will receive a notification when your authentication methods are about to expire.
7. If the authentication methods are still valid, **click 'Ok.'**
8. If the authentication methods need to be updated, click **'Edit info.'**

