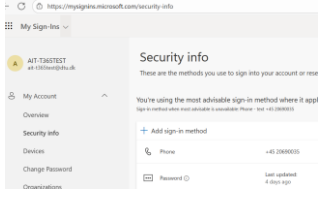


|                   |  |
|-------------------|--|
| <b>Guide Name</b> | <b>Change Phone Number for SMS Code in Multi-Factor Authentication (MFA)</b> |
|-------------------|--|

*This guide describes how to change the phone number used for SMS codes in MFA.*

| Steps | Description   | Navigation  |
|-------|---|---|
|       | <p>If you still have your old phone:</p> <p>Open the following link in your browser:<br/> <a href="https://mysignins.microsoft.com/security-info">https://mysignins.microsoft.com/security-info</a></p> <p>Select <b>Security Info</b> on the left.</p> <p>Click <b>Change</b>.</p> |  |
|       | <p>If you do <b>NOT</b> have your old phone, MFA must be reset by an administrator.</p> <p>Go to AIT Support via <a href="https://serviceportal.dtu.dk">https://serviceportal.dtu.dk</a> and create a service request for support.</p>  |   |