

## Change Virtual Code Authentication Settings

While logging in, you may be prompted to enter a six-digit code after entering your username and password. To receive the code, you must choose a phone number or email method. This job aid explains how to change your phone and email address virtual code settings.

### Change Virtual Code Settings

**Navigation: My Info > My Information > My Profile > Change Virtual Code Settings**

1. Type your system Password.
2. Change or add phone numbers and email address in the **method** fields.
3. Select **Change Virtual Code Settings Information**.

← Change Virtual Code Settings

3 CHANGE VIRTUAL CODE SETTINGS INFORMATION

Warnings (1) Hide All

Warning: In order to change Text Message #, Voice Phone #, or Email information for identity validation, please enter in your login password.

Virtual Code Authentication

Password\*

Text Message #

Voice Phone #

Email

#### Note:

An administrator or manager may need to approve your changes before they take effect.

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