**How to Amend Authentication Phone Number**

On first logging into your MoJ laptop users were required to enter a mobile phone number in order to authenticate secure access to ICT systems.

If you plan to change the nominated mobile phone number (E.g. hand a work-issued phone back, purchase a new contract etc.) you will need to update the Multi-Factor Authentication (MFA) system with a new number.

* On your Intranet homepage, in the top-right hand side, **click** on your photo, or initials



* **Click** on ‘Manage profile settings’
* **Click** on ‘Manage account’



* **Click** on ‘UPDATE INFO >’
* **Click** on ‘Change’





* **Overtype** your old number with the new number and **select** ‘Text me a code’ and **click** on Next



* **Enter** the code from the text you receive and **click** on Next
* Your phone number is now updated.