



Changing Your Virtual Code Method 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 settings.

Changing Your Virtual Code Settings

- 1 From the **My Info** tab, navigate to **My Information > My Profile > Change Virtual Code Settings**.
- 2 Enter your **Password**.
- 3 Change or add your phone numbers and email address in the **method** fields.
- 4 Click **Change Virtual Code Settings Information**.

← Change Virtual Code Settings Change Virtual Code Settings Information

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

Virtual Code Authentication

2 Password*

3 Text Message #

Voice Phone #

Email

Important Information

An administrator or manager may need to approve your changes before you can use them.