

Check or change MFA settings (if they're already set up with MFA) at the link below

<https://mysignins.microsoft.com/security-info>

The screenshot shows the 'Security info' page in the Microsoft account portal for Albertsons Companies. The page title is 'Security info' and it includes a sub-header: 'These are the methods you use to sign into your account or reset your password.' Below this, it lists the 'Default sign-in method' as 'Phone - text +1 800 475 6779' with a 'Change' link. There is an '+ Add sign-in method' button. A table lists the current methods:

Method	Phone Number	Change	Delete
Phone	+1 800 475 6779	Change	Delete
Office phone	+1 800 475 6779	Change	Delete
Authenticator app Time-based one-time password (TOTP)			Delete

At the bottom, there is a link: 'Lost device? Sign out everywhere'.

If they have a new phone, new phone number, or deleted the authenticator app from their phone, the United IT Security team is the only group that can clear that setting for them (if they have never logged in and set up their Multi-Factor Authentication)

To change your Azure AD password (only for those who have their MFA set up)

<https://myaccount.microsoft.com>

The screenshot shows the 'My Account' page for Elaine Goodloe, Support Desk Supervisor at Reese. The page has a navigation menu on the left with options: Overview, Security info, Devices, Password, Organizations, Settings & Privacy, My sign-ins, and Office apps. The main content area features three cards: 'Elaine Goodloe' (profile), 'Security info' (with an 'UPDATE INFO >' link), and 'Password' (with a 'CHANGE PASSWORD >' link). An arrow points from the 'Security info' card to the 'Password' card.