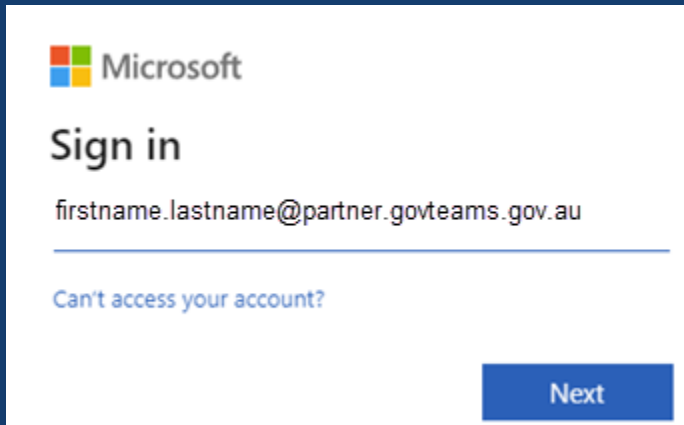


Update your MFA options

Multi-factor Authentication (MFA) improves security and is mandatory for all GovTEAMS accounts. We recommend adding 2 MFA options as this will allow you to choose an alternative MFA method if you can't access your preferred option.

1

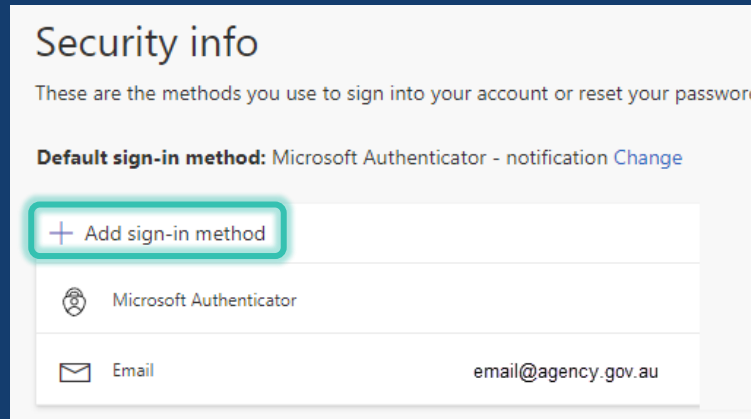
Go to your [security info page](#) and sign in with your GovTEAMS OFFICIAL account (ending in @partner.govteams.gov.au)



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "firstname.lastname@partner.govteams.gov.au". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

2

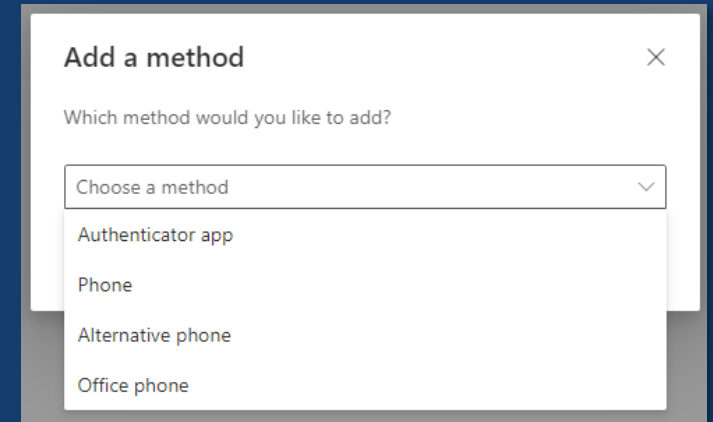
Select + **Add sign-in method**



The screenshot shows the "Security info" page. The title "Security info" is at the top. Below it is the text "These are the methods you use to sign into your account or reset your password." Underneath, it says "Default sign-in method: Microsoft Authenticator - notification" with a blue "Change" link. A button with a plus sign and the text "+ Add sign-in method" is highlighted with a red border. Below this are two listed methods: "Microsoft Authenticator" with a key icon and "Email" with an envelope icon and the address "email@agency.gov.au".

3

Choose the method you want to add and follow the prompts.



The screenshot shows a dialog box titled "Add a method" with a close button (X) in the top right corner. The text "Which method would you like to add?" is displayed. Below this is a dropdown menu with the text "Choose a method" and a downward arrow. The dropdown is open, showing a list of options: "Authenticator app", "Phone", "Alternative phone", and "Office phone".