

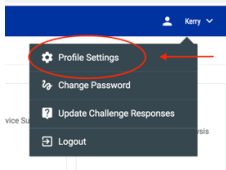
Updating your Profile for 'MyAccess@APS'

MyAccess@APS requires two-factor authentication when accessing APS network resources and data outside of an APS building.

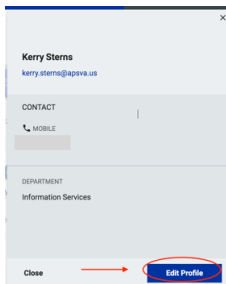
This information is in your 'Profiles' in **MyAccess@APS** and can only be updated from within an APS Building.

****If you are not prompted during your first log in to enter a cell phone number** you can do so by following these steps:

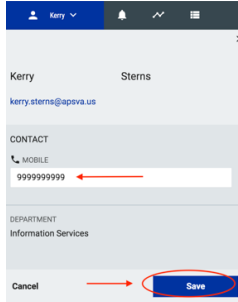
1. Log into '**MyAccess@APS**' from within an APS building.
2. The first time you log in you will be prompted to answer a minimum of three security questions. Scroll to the bottom and click 'Save'.
3. Click the arrow next to your name in the upper right-hand corner to access the drop-down menu and select 'Profile Settings'.



4. Click on 'Edit Profile'.



5. Enter a mobile number you have access to that can receive SMS text messages then click 'Save'.



The screenshot shows a mobile profile form with the following fields and values:

- Name: Kerry Sterns
- Email: kerry.sterns@apsva.us
- CONTACT section:
 - MOBILE: 9999999999 (with a red arrow pointing to the input field)
- DEPARTMENT: Information Services
- Buttons: Cancel and Save (with a red arrow pointing to the Save button)

**The information you enter in your personal profile is only accessible to the Identity Management System and visible to you. The Identity Management System needs access to this information to verify your identity when you are accessing APS network resources and data from outside the APS network. APS staff will not be able to access this information. If you need to update the information, you will need to log into your account from within an APS building to update it.*