



## Manager Approval of MFA Setup Changes

Once an employee has setup Multi-factor authentication, they may decide to change the number or email at which to receive their code. If they elect to enter information that is not part of their employee record in the “Personal Information” section, then the change will require manager approval. For an employee to change this they go to My Account>> My Settings and select “Change Multi-Factor Authentication.

MY ACCOUNT | MY EMPLOYEES | MANAGE TIME | MY REPORTS

- My Forms
- My Leave of Absence
- My Profile
- My Schedule
- My Settings**
  - Change Password
  - Change Multi-Factor Authentication**
- My Time Off
- My Timesheet

MY ACCOUNT | MY EMPLOYEES | MANAGE TIME | MY REPORTS

My Account > My Settings > Change Multi-Factor Authentication > Change Multi-Factor Authentication

In order to change Mobile, Phone, or E-mail information for identity validation, please enter in your login password.

Saved.

**Multi-Factor Authentication**

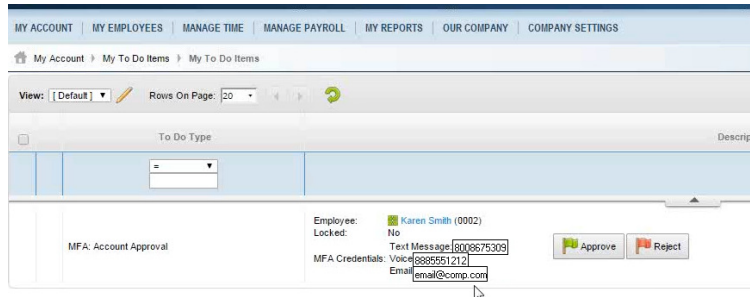
Password\*

Text Message #

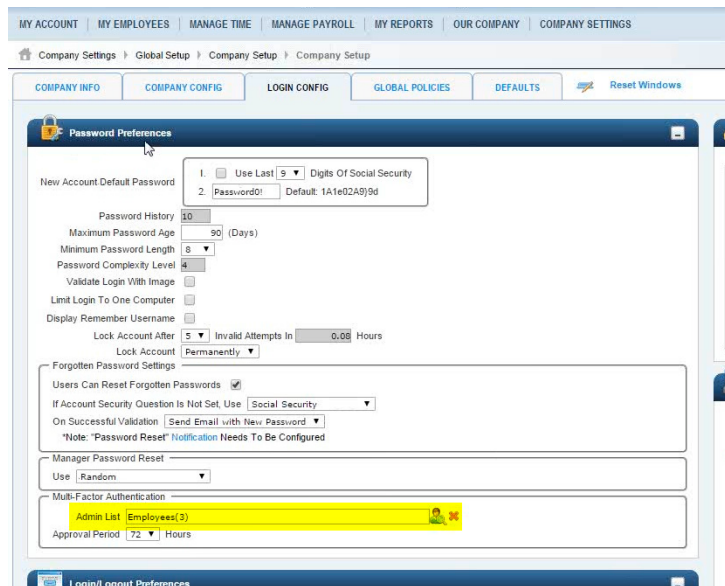
Voice Phone #

Email

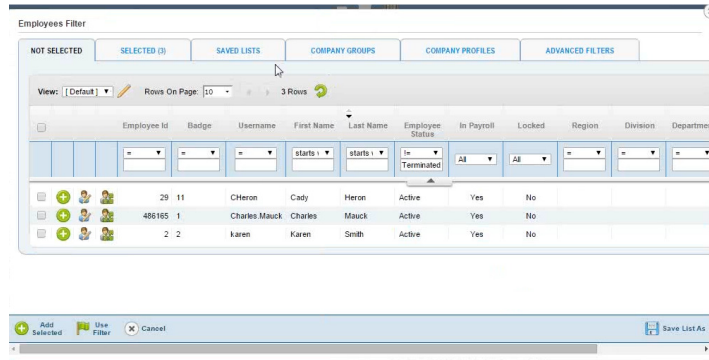
After an employee changes the information, if any part is not already in their employee record, a company administrator will receive a “To Do” item and an email stating that they need to approve the change. If this approval does not occur within 72 hours, the employee will be locked out of the system until it is approved. They can simply click the green flag to approve or the red to reject. If they reject the change the employee will be locked out immediately.



Southwestern will set up default MFA administrators. These can be changed by your company administrator if needed in the area below.  
 Company Settings>>Global Setup>>Company Setup>>Login Config>>Multi-Factor Authentication.



Just select the users that you want to approve these requests.



If you need to clear out a user's MFA settings, you can do so in My Employees>>Employee Information>>Account Information. This might be necessary for troubleshooting or might be desirable as part of a termination practice.

