

# Self-Service 'My Settings' Is Here!

My Settings allows you to take control of the Two-Factor Authentication process and manage your login credentials in a fraction of the time.

Where previously you would need to call a Service Centre operator, now you can manage and update personal details via the new 'person' icon on the @ Work® homepage navigation bar.

## With this new enhancement, you can now:



Easily add or modify your mobile phone number and reset the 6–9-digit security code necessary to retrieve a forgotten User ID or password.



Remove any device set up as 'trusted' that may no longer be secure or in use.



Proactively change your password from within the @ Work platform any time you want.



## How My Settings Works

1		Log in to @ Work.
2		Verify your identity as usual – enter the one-time password sent to your chosen device.
3		Hover over the 'person' icon in the upper right corner of the navigation bar.
4		Navigate to either the 'Communications Preferences' or 'Security & Privacy' tab on the new My Settings page.
5		At My Settings – 'Communications Preferences' you can subscribe to alerts and update when and how you want to be alerted.
6		At My Settings – 'Security & Privacy' you can: <ul style="list-style-type: none"><li>• Manage your Two-Factor Authentication details.</li><li>• Manage any device previously saved as trusted.</li><li>• Change your existing password.</li></ul>