

Manage Your Enhanced Security Preferences

Your organization may use enhanced security for both the Access Online web site and the mobile app. Your Program Administrator may have enrolled you or you may have enrolled when you first logged into Access Online. After you are enrolled, you can manage your Enhanced Security preferences at any time. If you are not enrolled, you can also enroll.

With the Enhanced Security Authentication, you request and enter a one-time passcode every time you log in to the web site or mobile app, for an additional level of security. You select to get the passcode sent to your mobile telephone and/or to your email address.

The screenshot shows the 'Access Online' interface. At the top right are links for 'Chat With Us' and 'Log Out'. The left sidebar contains a list of navigation items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Event Driven Notification, Transaction Management, Enhanced Supplier Management, Account Information Reporting, Dashboard, Data Exchange, My Personal Information (highlighted), Home, Email Center, Contact Us, Training, Insights On Demand, and Government Services. The 'My Personal Information' section is expanded, showing sub-items: Login Information, Contact Information, Manage Account Access, Manage Favorites, and Account Alerts. The main content area is titled 'My Personal Information' and displays the 'User ID: MFAPA07'. Below this are sections for 'Login Information' (with a link to 'Enhanced Security Preferences'), 'Contact Information' (with a link to 'Email Notification'), 'Manage Account Access' (with a link to 'Add Account'), 'Manage Accounting Code Favorites', and 'Account Alerts'. Two blue callout boxes with white text provide instructions: '1. Select the My Personal Information task.' with an arrow pointing to the 'My Personal Information' link in the sidebar, and '2. Click Enhanced Security Preferences.' with an arrow pointing to the 'Enhanced Security Preferences' link in the 'Login Information' section.

Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Transaction Management
Enhanced Supplier Management
Account Information Reporting
Dashboard
Data Exchange
My Personal Information
• Login Information
• Contact Information
• Manage Account Access
• Manage Favorites
• Account Alerts

Home
Email Center
Contact Us
Training
Insights On Demand
Government Services

My Personal Information

User ID: MFAPA07

Login Information

Change your system password and create or modify an authentication response that will be used when resetting a password.

- [Enhanced Security Preferences](#)

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

Manage Account Access

View access...

- [Add Account](#)

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences.

1. Select the My Personal Information task.
2. Click Enhanced Security Preferences.