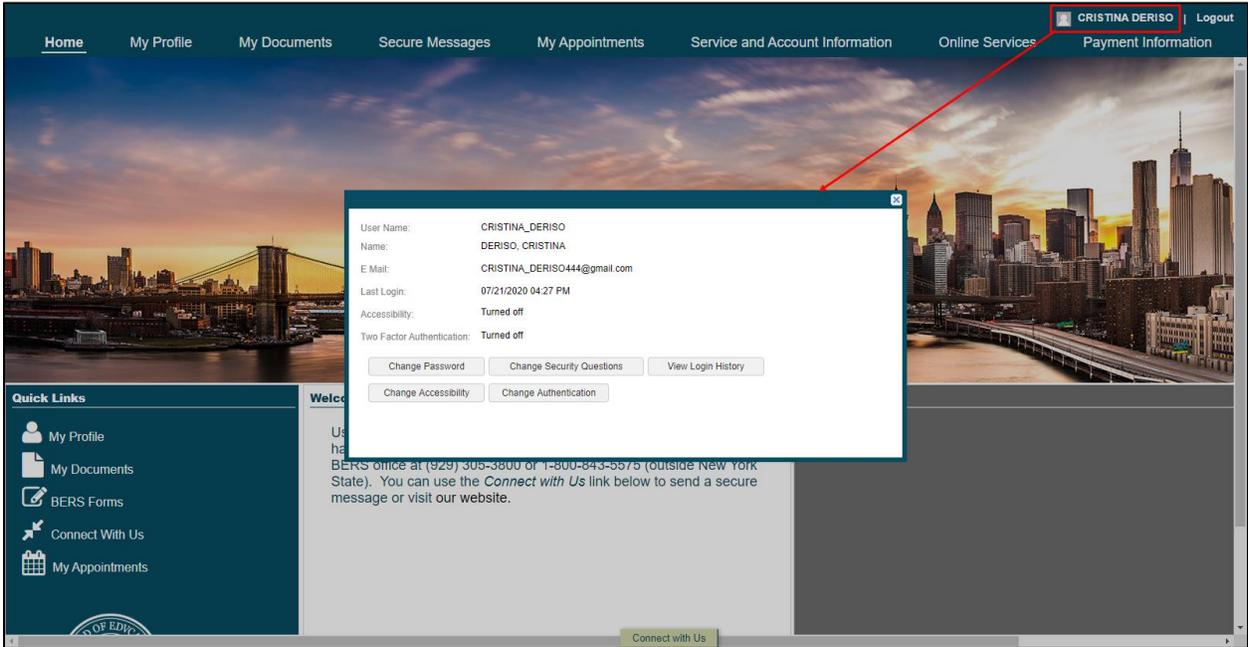# Using Account Maintenance

The Account Maintenance pop-up is used to update account information related to password or security questions. The pop-up is accessed by clicking the username in top-right corner of the MSS portal homepage.

Changing MSS Password

1. Launch the *Account Maintenance* pop-up.
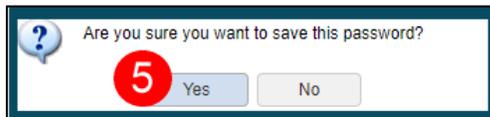2. Click **Change Password**.

3. Enter the following information:
   - ☐ **Current Password** (If the current password in unknown, see the **Resetting a Forgotten MSS Password** User Guide.)
   - ☐ New Password
   - ☐ Confirm New Password
4. Click **Change**.

5. Click **Yes**.

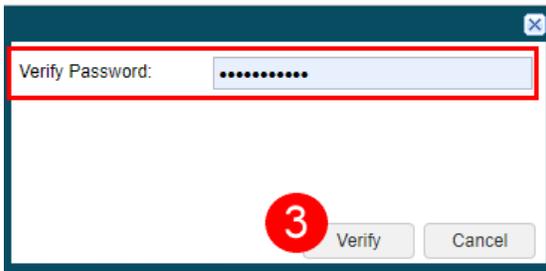# Changing Security Questions

1. Launch the *Account Maintenance* pop-up.

2. Click **Change Security Questions**.
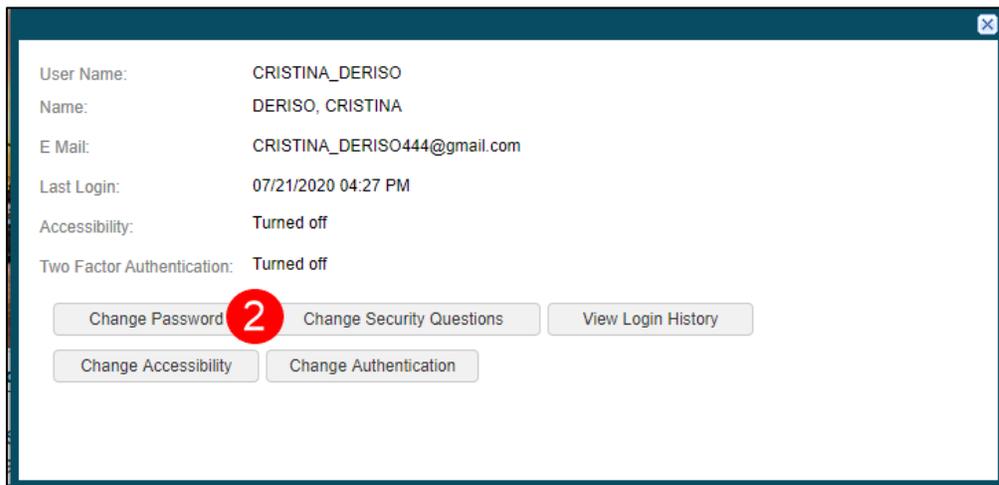
3. Enter your **Password**, then click **Verify**.

4. Use the drop-down to select a new **Security Question**.

5. Enter the **Answer** for the new **Security Question**.
6. Click **Change**.

7. Click **Yes**.

Viewing Login History

1. Launch the *Account Maintenance* pop-up.

2. Click **View Login History**.
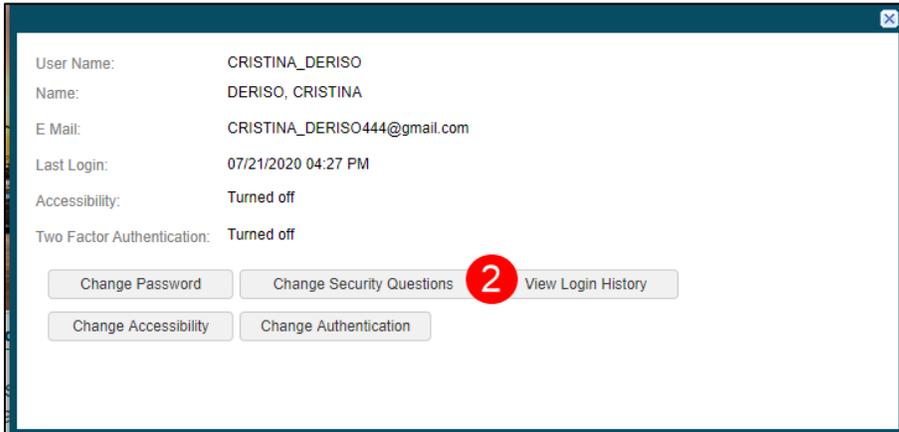
3. Click **Close** to exit the *Login History* pop-up.
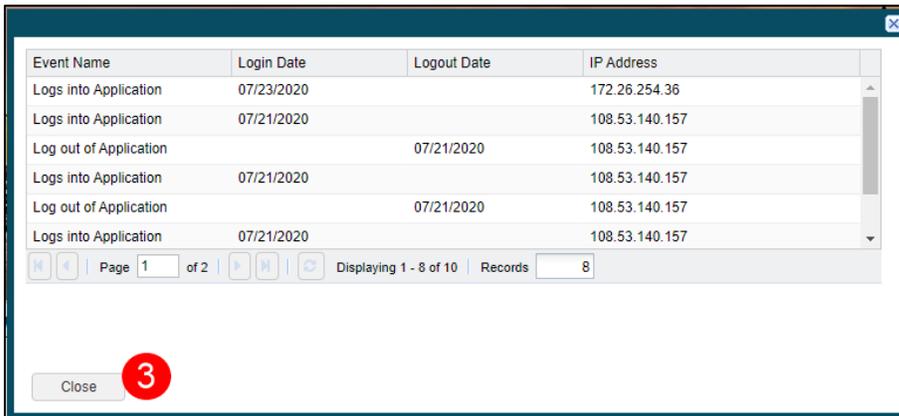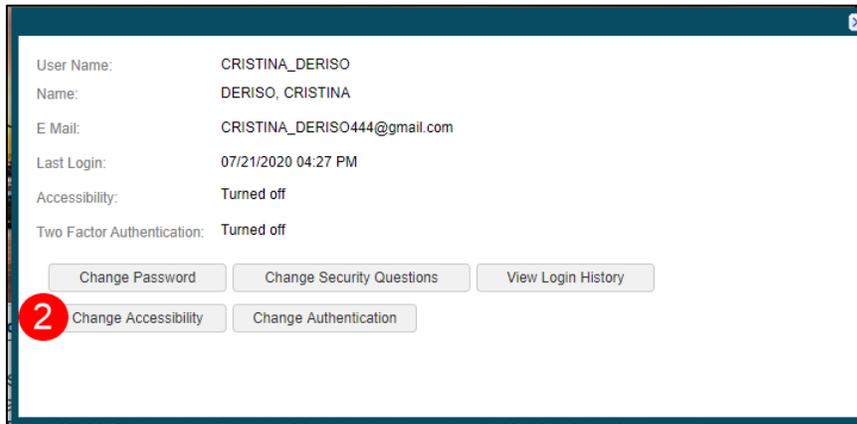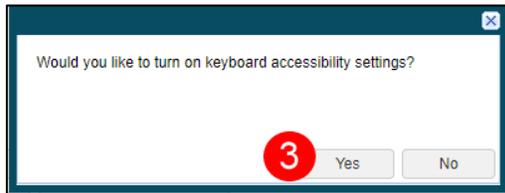
Changing Accessibility

1. Launch the *Account Maintenance* pop-up.

2. Click **Change Accessibility**.

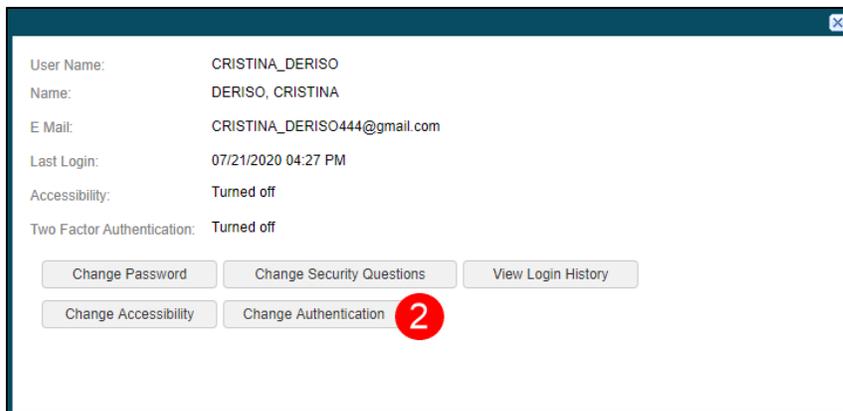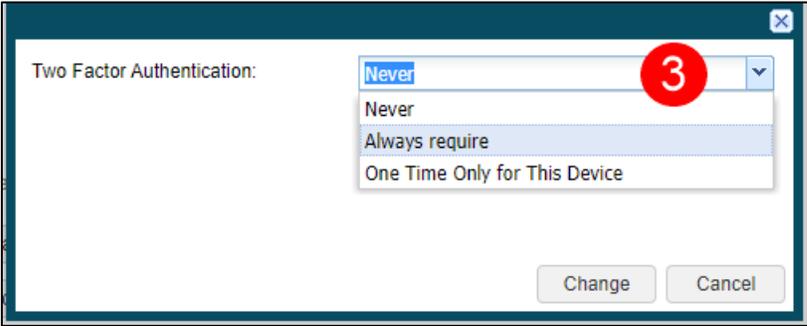3. Click **Yes**.

Changing Authentication

1. Launch the *Account Maintenance* pop-up.

2. Click **Change Authentication**.

3. Use the drop-down to select the desired **Two Factor Authentication** option.

4. Click **Change**.