



Best Practices for  
Managing your Apple ID



Before Changing Your Apple ID:

- Make sure you have access to the email account associated with the current Apple ID.
- Make sure you have access to the email account for the new Apple ID.
- If there is a phone number attached to the old Apple ID, make sure you have access to this phone for any codes sent to verify your identity.
- Sign out of all Apple services and devices i.e. iCloud, iTunes, Apple TV+, App Store, etc.

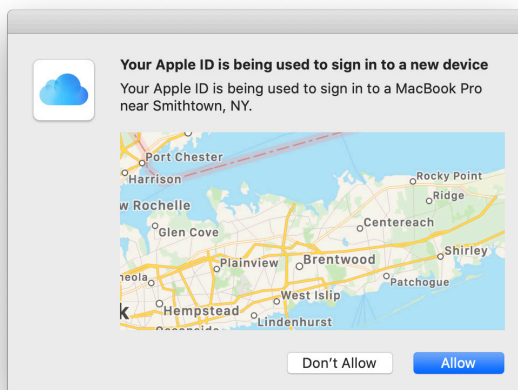
## Changing your Apple ID

1. Using a web browser; i.e. Safari, Google Chrome, Firefox, go to: <https://appleid.apple.com>.



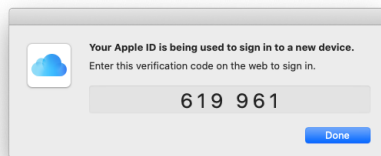
2. Login with your current Apple ID i.e. the email account you use.

3. If you have two-factor authentication on, you will get an alert that the Apple ID is being used to sign in on a device. Click on Allow.



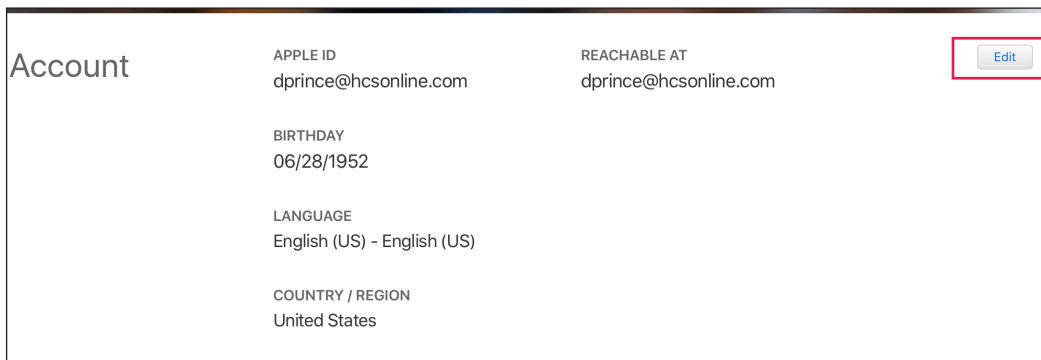


4. A code will appear for you to enter, enter the code on your computer. Select Done.



Click done from the device

5. Under Account, your Apple ID Account information is listed. Select Edit on the right.



Note: You cannot change your Apple ID to the email you are reachable at if already different from your Apple ID. If you want to make that email your apple ID, you need to remove it from reachable or being used as a recovery email.



6. Select Change Apple ID... to change your Apple ID. When finished entering the new information, select Done.

## Account

APPLE ID  
dprince@hconline.com  
[Change Apple ID...](#)

Use your Apple ID to sign in to all Apple products and services.

Done

### NAME

First name  
Diana

Middle name (optional)

Last name  
Prince

### BIRTHDAY

Birthday  
06/28/1952

Your correct birth date is required to enable some Apple services.

REACHABLE AT  
dprince@hconline.com  
[Add More...](#)

Adding contact information helps friends and family reach you using iMessage, FaceTime, Game Center, and more.

7. You will get a verification email to verify that the new email is a valid account. Go to this email account and click on the verify in the email.
8. Login with this new Apple ID on all your devices for iCloud and Apps store etc. All your settings and content will be updated to work with this new Apple ID.
9. Go down to Security, select Edit.

## Add additional trusted phone number(s) to your Apple ID

Adding additional Phone numbers to your Apple ID ensures you that if something happens to your primary number, a secondary Phone number can allow you to access your Apple ID account.

Note: Each phone number will get a code that must be entered to verify that specific number. Have all the phones nearby so the codes can be entered.

1. You can add additional trusted phone numbers.
2. A verification code will be sent to the phone and you will need to verify here.
3. When finished updating, select Done.

## Security

PASSWORD  
[Change Password...](#)

Last changed April 28, 2019.

Done

### TRUSTED PHONE NUMBERS

+1 (516) [REDACTED]  
+1 (516) [REDACTED]



Trusted phone numbers are used to verify your identity when signing in and to recover your account if you lose access.

[Add a Trusted Phone Number...](#)