

Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) adds another layer of protection to the sign-in process beyond just a password. With MFA enabled, you will be prompted to provide additional identity verification when accessing Email via Outlook Web and Teams, after providing your password.

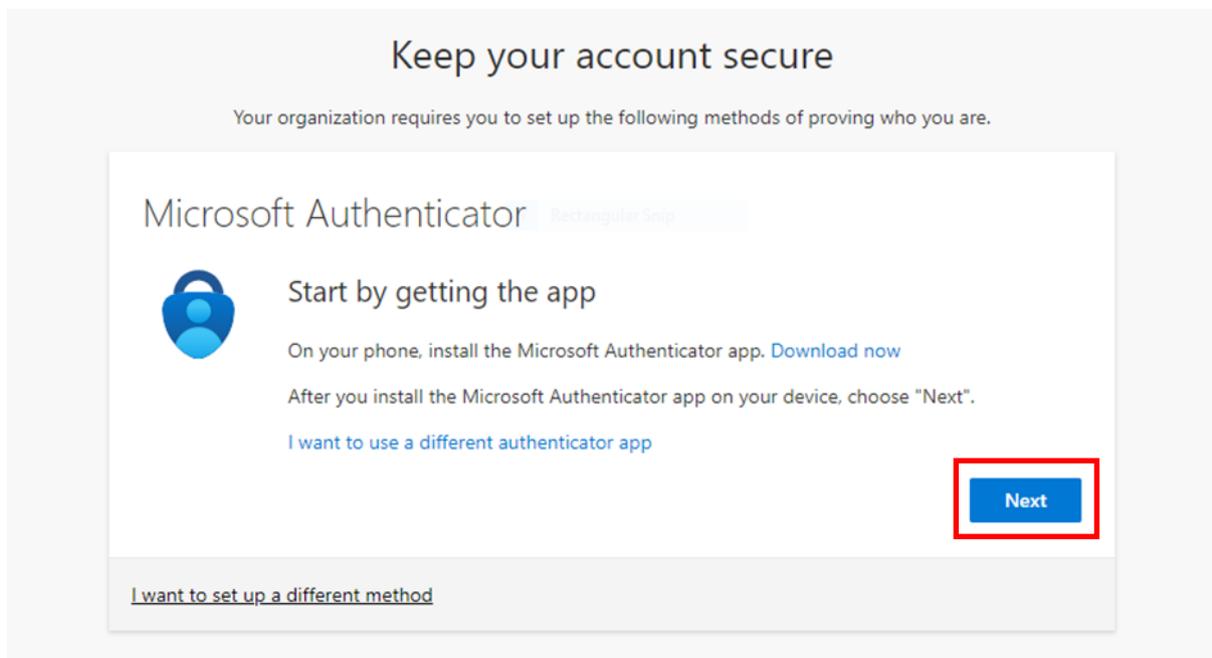
Enforcing the use of MFA helps reduce the risk of attacks by providing extra layers of protection even if unauthorized people crack your username and password.

The additional security can be applied either using the cellphone **Microsoft Authenticator** APP if using a **SMARTPHONE**, otherwise you can use the **SMS** option if using a **NON-SMARTPHONE**. (You can use the APP or the SMS).

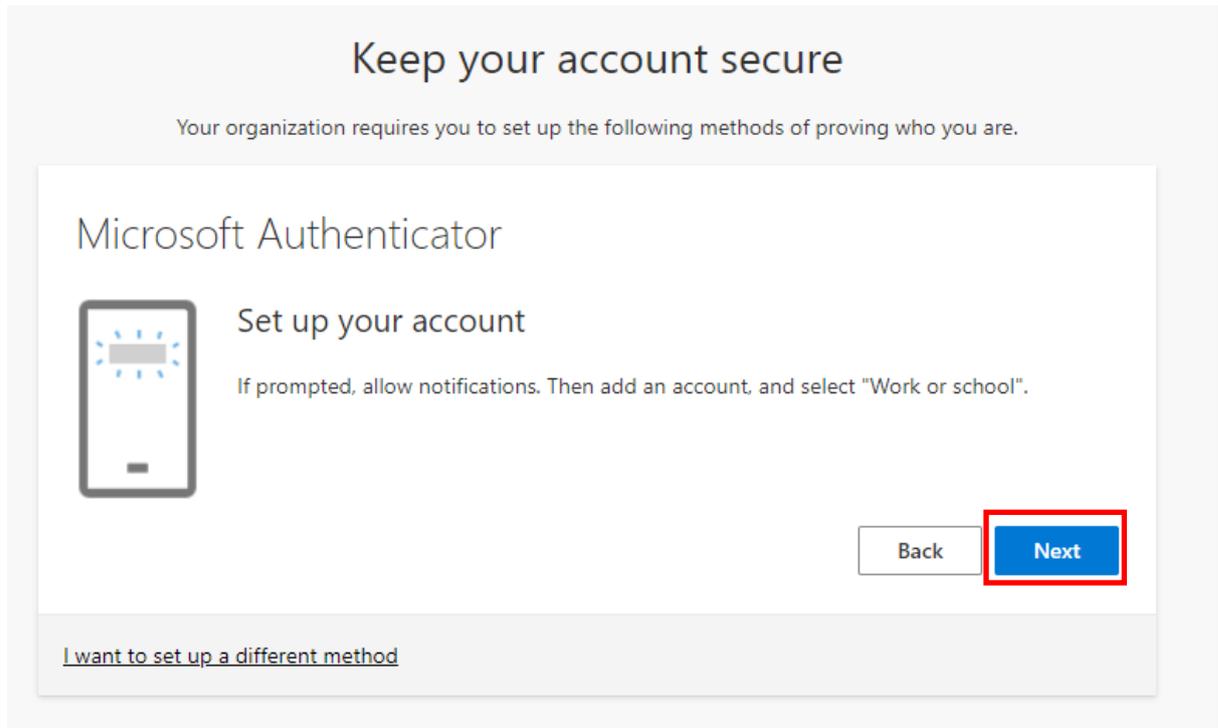
MFA REGISTRATION PROCEDURE

APP AUTHENTICATION PROCEDURE

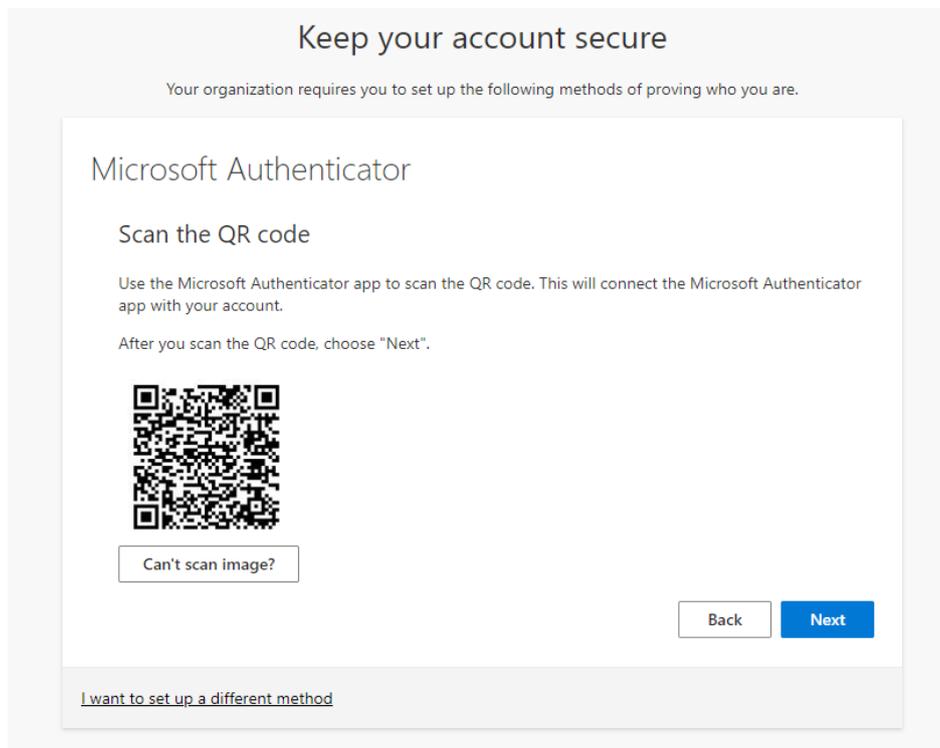
1. On the Computer internet browser, go here <https://aka.ms/mfasetup>
2. Login with your student email address and password until you see the screen below:
3. Select NEXT



4. Select NEXT



5. You will see the screen below and wait until the phone is ready to **SCAN the QR Code** as shown.

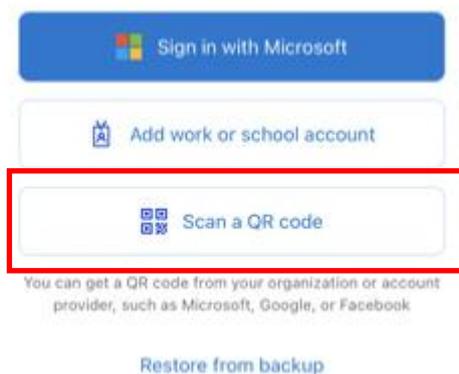


6. On your phone, go to the PLAY Store and download and install the “Microsoft Authenticator” APP until you reach this point below. Choose “Scan a QR Code” and point the phone to the screen above on your laptop.



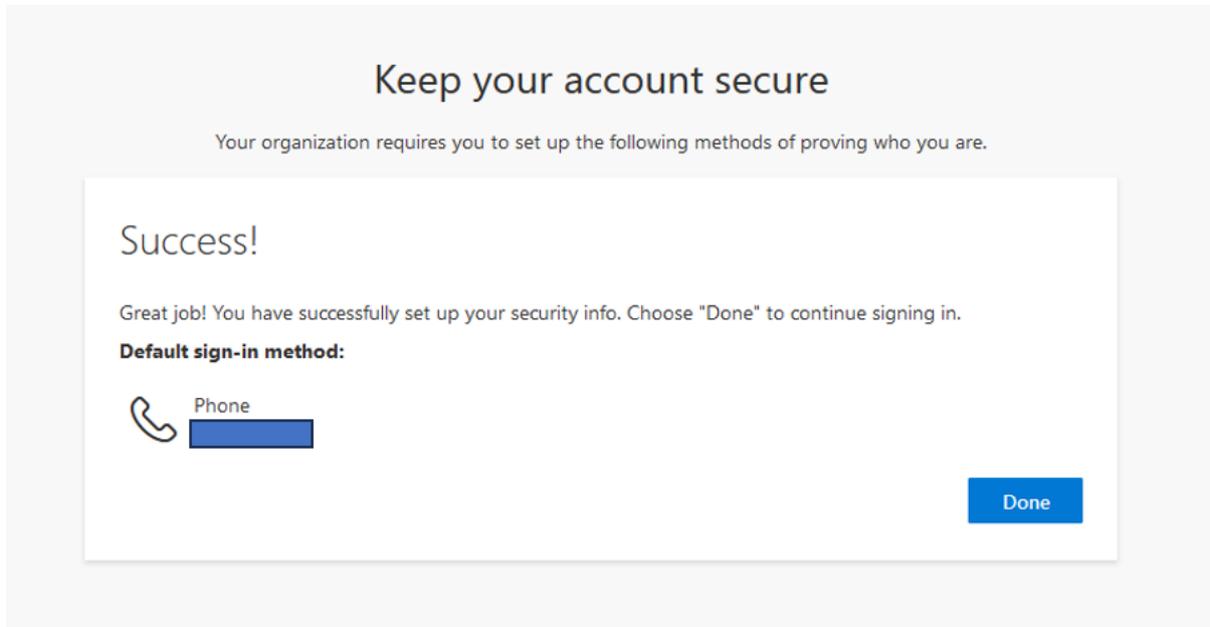
Peace of mind for your digital life

Secure your accounts with multi-factor authentication.



7. Click FINISH when done
8. The computer will ask you to enter a NUMBER on the PHONE to confirm registration. Type this NUMBER on the phone.

9. Then, you will see the confirmation below.

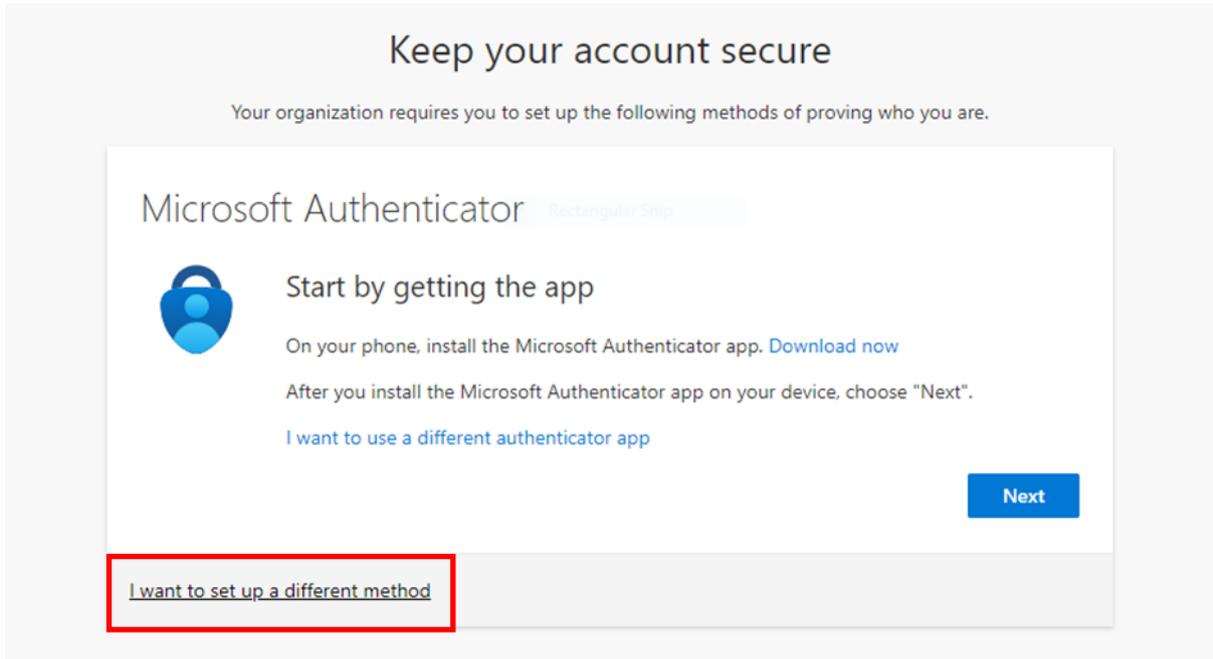


THE APP REGISTRATION PROCESS HAS NOW BEEN COMPLETED.

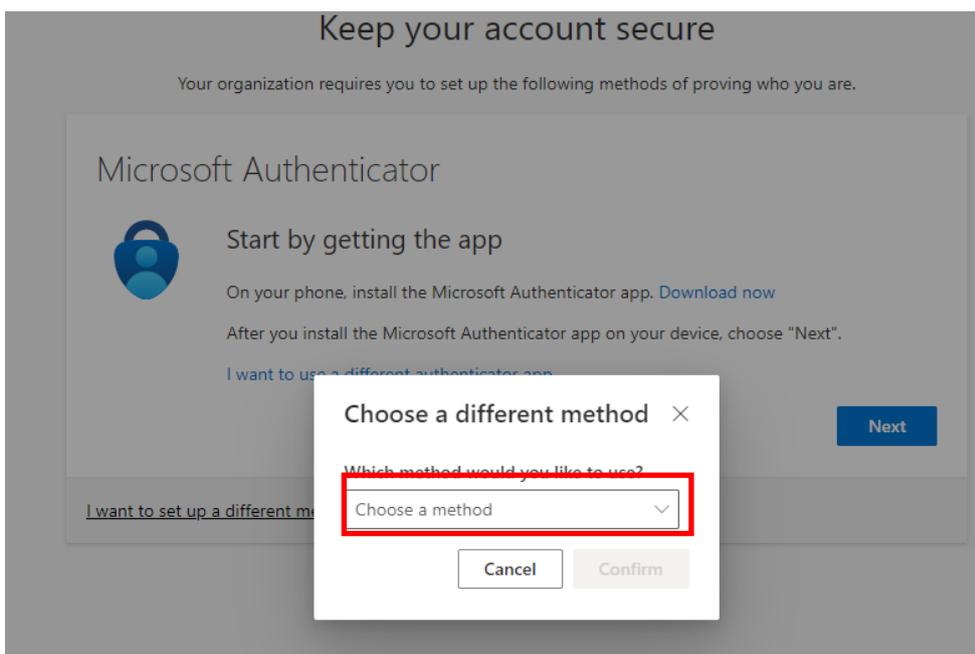
OR

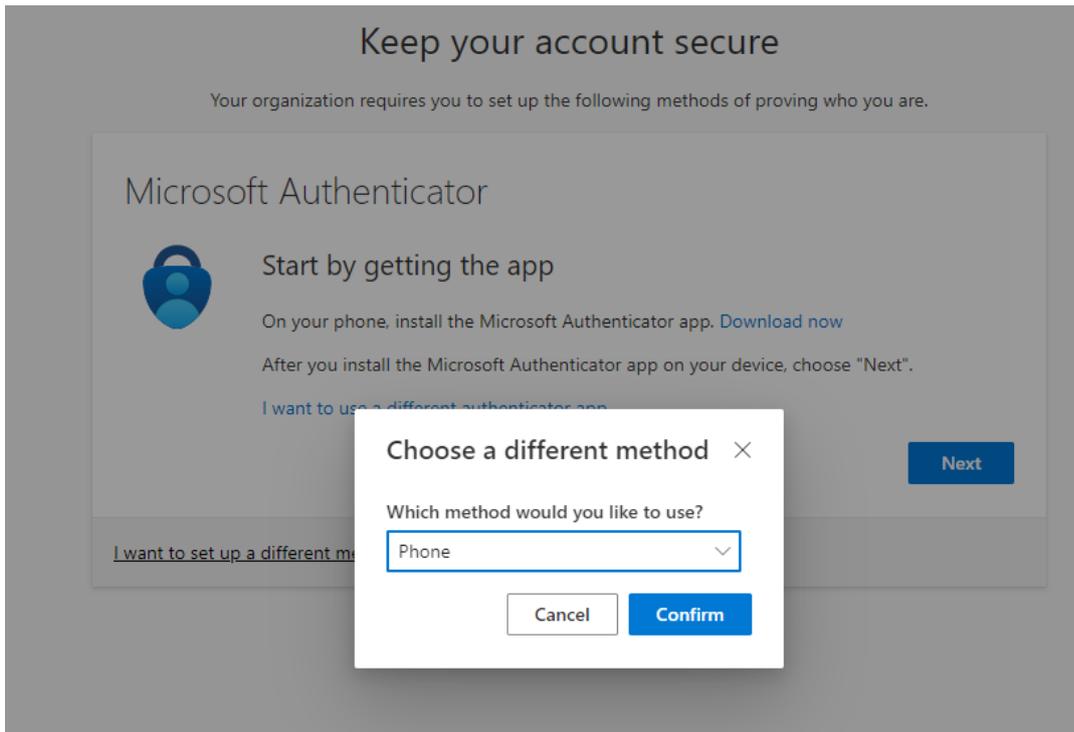
SMS REGISTRATION PROCEDURE

1. On the computer internet browser, go here <https://aka.ms/mfasetup>
2. Login with your student email address and password until you see a screen below:
3. If you will be using the SMS option, select a different method as shown:

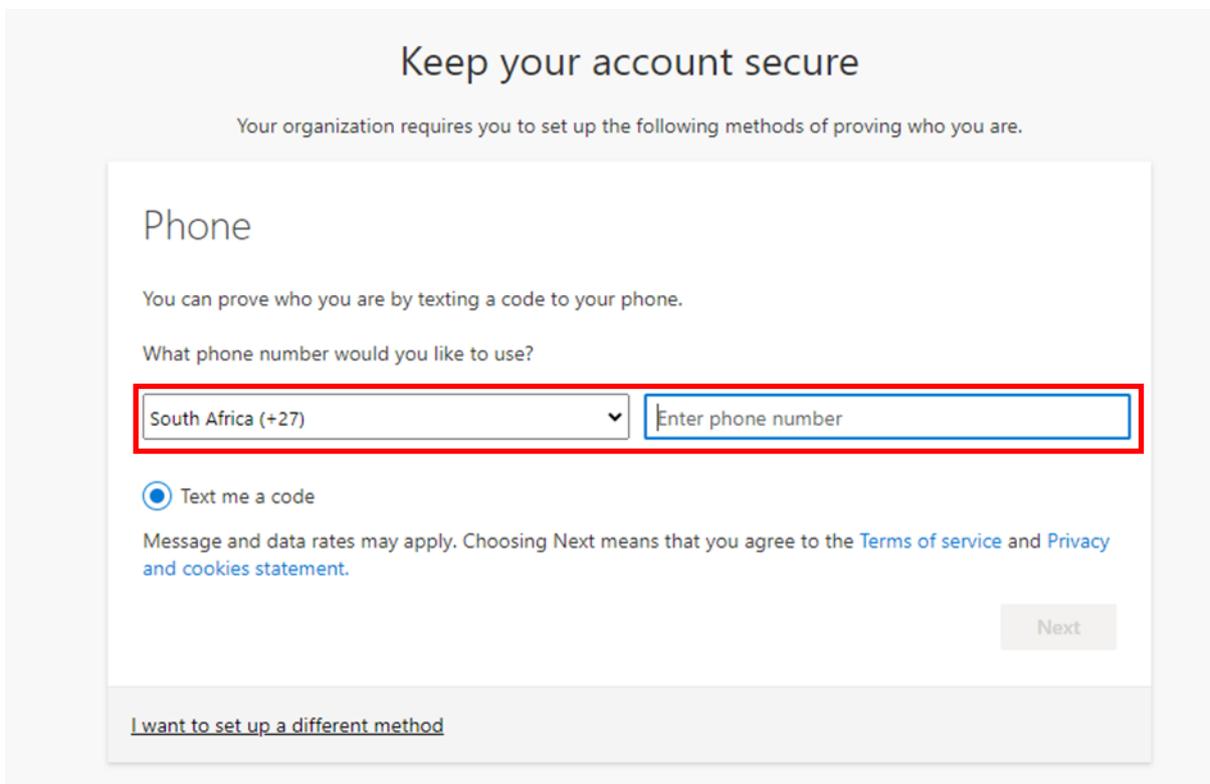


4. THEN select PHONE as shown





5. Choose the country, "South Africa" and type in your cellphone number.



6. Type in your cellphone number here and click NEXT to receive a verification number. Type this verification number on the PHONE and click NEXT

The screenshot shows a web interface with the heading "Keep your account secure" and a sub-heading "Your organization requires you to set up the following methods of proving who you are." Below this is a white box titled "Phone". Inside the box, it says "We just sent a 6 digit code to [redacted] Enter the code below." There is a text input field with the placeholder "Enter code" and a "Resend code" link below it. At the bottom right of the box are "Back" and "Next" buttons. Below the white box is a grey bar with the link "I want to set up a different method".

7. You will get the confirmation on the computer BROWSER that Registration is completed.

The screenshot shows the same "Keep your account secure" page, but now with a green checkmark icon and the text "SMS verified. Your phone was registered successfully." A blue "Next" button is visible at the bottom right of the white box.

THE SMS REGISTRATION PROCESS HAS NOW BEEN COMPLETED.