

SETTING UP MULTIFACTOR AUTHENTICATION (MFA)



The following process shows you the steps to follow to set up MFA at UCT IF YOU DO NOT HAVE A SMARTPHONE.

01

On your computer:



1. Open the [Outlook web app](#), log in using your UCT credentials (**staff/student number@wf.uct.ac.za** and UCT password), then click **Next**. If you are already logged in, simply click **Next**.
2. On the **Additional security verification** page:
 1. From the **Step 1** drop-down menu, select **Authentication phone**.
 2. In the next drop-down menu, select your country [e.g. **South Africa (+27)**].
 3. In the right-hand text box, enter your mobile phone number – including the 0 at the start of the number (e.g. 082 1234 567) then click **Next**.



A verification code is sent to your mobile phone via WhatsApp (if available) or SMS

02

On your computer:

1. Enter the verification code then click **Verify**.
2. Upon successful verification, click **Done**.
3. If you are prompted to log in again, do so using your UCT password then enter the new verification code sent to your mobile phone and click **Verify**.



NOTE:

Authentication is only required the first time you access your account on a computer / mobile device or browser. Thereafter, you won't need to authenticate again unless you sign out of your account.