SETTING UP MULTIFACTOR AUTHENTICATION (MFA)

The following process shows you the steps to follow to set up MFA at UCT **IF YOU HAVE A SMARTPHONE.**

ON YOUR

SMART

PHONE

Follow

these steps to set up MFA so that you can access your account:



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ON YOUR

COMPUTER

1. Open the <u>Outlook web app</u>, 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. 1.From the **Step 1** drop-down menu, select **Mobile app**.
- 2. Under **How do you want to use the mobile app?**, select **Receive notifications for verification** then click **Set up**.
- 3. A **Configure mobile app** page opens, containing a QR code.

On your smartphone: Install the Microsoft Authenticator app by Microsoft Corporation. • To ensure that you install the correct app and not a fake app, please email the following link to your phone: Image: Corporation • https://www.microsoft.com/en-us/security/mobile-authenticator.app Image: Corporation • Open the app: • On the privacy page, tap l agree. • On the next page, in the top right-hand corner, tap Skip. • On the next page, tap Add account. • On the next page, tap Work or school account. Image: Corporation

- 5. You may be asked to allow the Authenticator app to use your camera
- / take pictures and record video. **Allow the app to do so**.
- 6. Point your phone camera at the QR code on your computer screen.

Note: If you then get a message about App Lock being enabled, tap **OK**.



- 1. An **Approve sign-in?** notification will pop up.
- 2. Tap **Approve**.
- 3. Enter your phone's PIN / password / pattern / biometric data.

You are now signed in to your UCT Office 365 account on your computer.

ON YOUR COMPUTER

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- 1. The Additional security verification page will be displayed: Step 3: In case you lose access to the mobile app.
- In the left-hand drop-down menu, select your country [e.g. South Africa (+27)].
- 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 **Done**.
- 2. On your computer, sign out of the Outlook web app, or close Microsoft Teams.
- 3. When you try to log in to these services again, you'll need to **<u>authenticate via the app</u>**. This will be required only once per computer or browser.

The authentication app is now your primary authentication method, while SMS to your mobile phone will be a backup in case you do not have a data connection.

