

Updating your multi-factor authentication (MFA) phone number

A step-by-step guide



1

On a computer, sign in to your UCT Office 365 account (<https://myaccount.microsoft.com>).



2

If you are prompted to log in, do so using your UCT credentials (staff / studentnumber@wf.uct.ac.za and UCT password).



3

In the left-hand menu, select **Security info**.
In the line containing your mobile phone number, click **Change**.



4

In the left-hand drop-down menu, select your country [e.g. South Africa (+27)].



5

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**.



6

Once the SMS is verified, click **Done**.

For more info:

<https://icts.uct.ac.za/MFA>



Information and Communication
Technology Services