

SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

The following process shows you the steps to set up MFA at UCT

01



1. Open teams.microsoft.com and log in using your UCT credentials (**staff / student number@wf.uct.ac.za** and **UCT password**)
2. Click **Next**. If you are already logged in, click **Next**.
3. On the **Keep your account secure page**, click **I want to set up a different method**.
 - Select **Phone** from the drop-down menu.
 - Click **Confirm**.
4. Select your applicable country from the drop-down menu (e.g., South Africa) and enter your mobile phone number.
 - Ensure the **Receive a code** option is selected and click **Next**.



A verification code is sent to your mobile phone

02

1. Enter the verification code that is sent via SMS to your device and click **Next**.
2. Enter the verification code then click **Verify**.
3. Upon successful verification, click **Next > Done**.
4. 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.