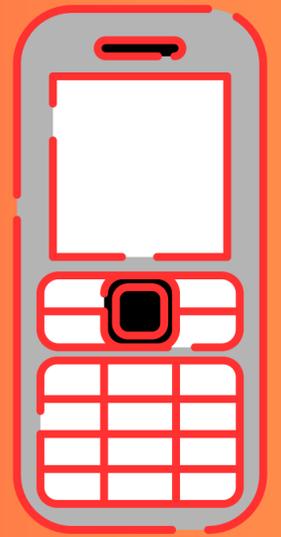


Configure your account and set up your non-smartphone

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

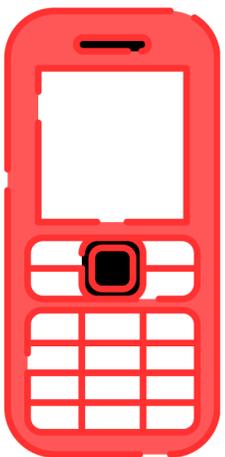


1

Set your phone number as verification method



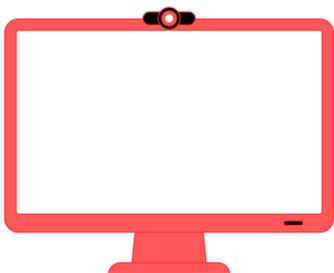
1. **On your computer**, open the [Microsoft My Account page](#), log in using your UCT credentials (**staffnumber@wf.uct.ac.za/studentnumber@myuct.ac.za** and **UCT password**), then click **Next**. If you are already logged in, you won't need to log in again.
2. In the left-hand menu, click **Security info**. If prompted to log into your UCT account again, log in as you did in the previous step.
3. Click **Add sign-in method**.
4. In the **Add a sign-in method** window, click **Phone**.
5. In the **Country code box**, select your country [e.g. **South Africa (+27)**]. In the **Phone number** box, enter your phone number – including the 0 at the start of the number (e.g. **082 1234 567**). Then click **Next**.



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

2

Verify setup and complete sign-in



7. **On your computer**, enter the verification code then click **Next**.
8. Upon successful verification, click **Done**.
9. 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**.
10. You are now signed in to your UCT Microsoft 365 account on your computer.
11. When you try to log in to these services again, you'll need to authenticate using the code sent to your mobile phone.