

SETTING UP MULTI-FACTOR AUTHENTICATION (MFA) INSTRUCTIONS FOR STUDENTS

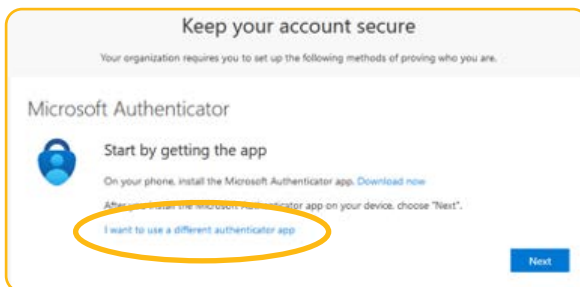
MFA is a three-way authentication method (Microsoft Authenticator App, cellphone text or personal email) to secure and protect your account from being compromised.

Step 1: Set up your tut4life email address ([click here for setup instructions](#))

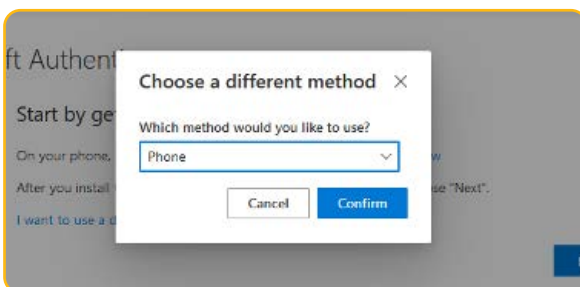
Step 2: Sign in to Microsoft365 ([click here for sign-in instructions](#))

Step 3: Set up the default MFA

1. On the **'Keep your account secure'** page, click **'I want to set up a different method'**.



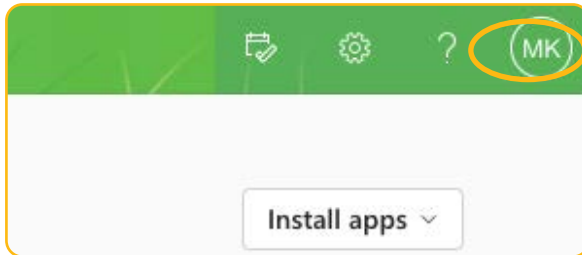
2. On the **'choose a different method'** pop-up, choose **'phone'**.



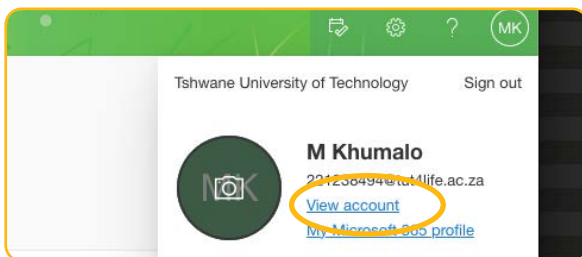
3. Enter your cellphone number and ensure that you select **'Receive a code'**.
4. Type in the code you received on your cellphone and click next.
 - NB: Press **'no'** when asked to **'stay signed in'** if you use a public computer.

Step 4: Set up the second MFA

5. Go to the microsoft365.com website.
6. Log in with your TUT4life credentials.
7. Click on your account card (it should have your initials) at the top right corner.



8. Click **'View account'**.



9. On **'Security info'**, click **'Update info'**.
10. Click **'Add a sign-in method'**.
11. Select **'Authenticator App'**.
12. Click **'Next'** until you reach the **'Scan the QR code'** box.
13. Download the Microsoft Authenticator app on your phone and set it up by following [these instructions](#).



- NB: Ensure that it's the **Microsoft Authenticator app**.

14. On the Microsoft Authenticator app:
 - Click the **(+)** button at the top bar.
 - Click on **'Work or school account'** on **'What kind of account are you adding?'**.
 - Click **'Scan a QR code'**.
 - Scan the QR code on your computer.
15. Click **'Next'** on your computer.
16. Enter the two-digit code (displayed on your computer screen) on the Microsoft Authenticator app.
17. Click **'Next'**.

Step 5: Set up the third MFA

18. Go to the microsoft365.com website.
19. Click on your account card (it should have your initials) at the top right corner.
20. Click '**View account**'.
21. On 'Security info', click '**Update info**'.
22. Select '**Email**'.
23. Enter the email address you would like to use and click '**next**'.
24. Enter a code sent to your email address and click '**next**'.

For Technical Assistance on Campus (only available from January - 28 March 2024)

Campus	Location
Pretoria Campus	Building 55-G31
Pretoria Campus	Building 55-G27
Garankuwa Campus	Building 18-G03
Soshanguve South and North Campuses	Building 5-G47
Polokwane Campus	Building 1-G190
Emalahleni Campus	Building 18-G40
Mbombela Campus	Building 1-G65
Arcadia Campus	Building 4-106F
Arts Campus	Building 5-G11

For Technical Assistance from 1 April 2024

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