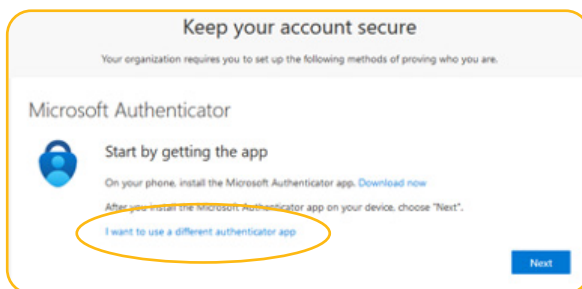


MULTI-FACTOR AUTHENTICATION (MFA) INSTRUCTIONS

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

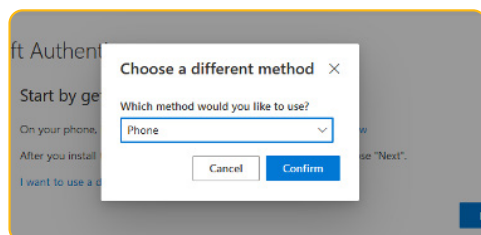
Step 1: Set up your tut4life email address ([click here for setup instructions](#))

Step 2: Sign in to Microsoft 365 ([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'.

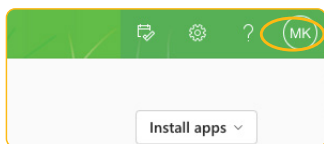


2. On the 'choose a different method' pop-up, choose 'phone'.
3. Enter your cellphone number and ensure that you select 'Receive a code'.
4. Type in the code you received on your cellphone and click next.
 - NB: Press 'no' when asked to 'stay signed in' if you use a public computer.

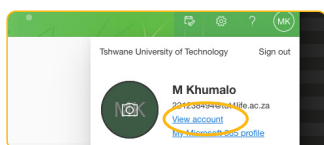


Step 4: Set up the second MFA

5. Go to the <https://www.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'.

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For Assistance & Enquiries

<https://www.tut.ac.za/crm-student-portal>

OR Scan this QR code

