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

1.1. Click on this link for setup instructions: (**Setting up TUT4Life and Eduroam**)

Step 2: Sign in to Microsoft365 and setup your primary authentication method

1.2. Visit the Microsoft365 website on this link: **https://m365.cloud.microsoft/**

1.3. On the "**Sign in**" page, type in your tut4life email address

1.4. On the "**Enter password**" page, type in your tut4life password

1.5. On the "**Install Microsoft Authenticator**" page, click "**Set up a different way to sign in**"

1.6. On the "**Add a sign in method**" page, click "**Phone**"

1.7. On the "**Add your phone number**" page, select South Africa under "**Country Code**", enter your cellphone number under "**Phone number**" and choose "**Text a code**" under "**Choose how to verify**"

1.8. Enter the code you recieved from your cellphone in the "**Verify your phone number**" page.

Step 3: Setup a secondary authentication method

1.9. Once you've logged in on the microsoft365 website

1.10. Click on your name at the bottom left of the window

1.11. Then, click "**View Account**"

1.12. On the left hand side of the screen, click "**Security info**"

1.13. On the security info page, click "**Add a sign in method**"

Scan QR Code for Contact Details

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***my*TUTor resource website:** https://www.tut.ac.za/mytutor-home
TUT Student Portal: https://os.tut.ac.za/StudentPortal/