

## Steps to self-enrol for MFA via SMS:

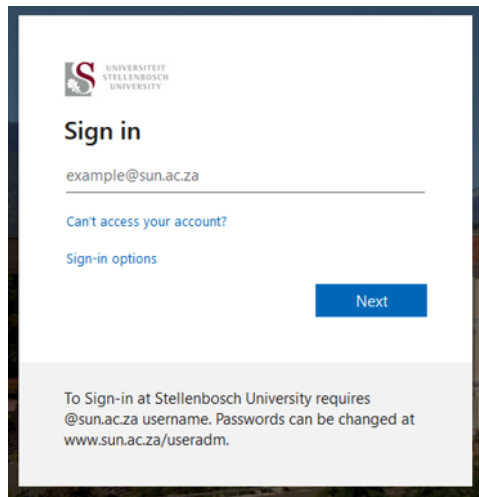
**IMPORTANT:** If you are using Secure VPN, you are already enrolled for MFA and you do not have to follow these steps.

We recommend that you follow the below steps on your desktop or laptop and use your cell phone to receive the verification sms.

### Step 1

On your computer, open your browser and type the following address [portal.office.com](https://portal.office.com).

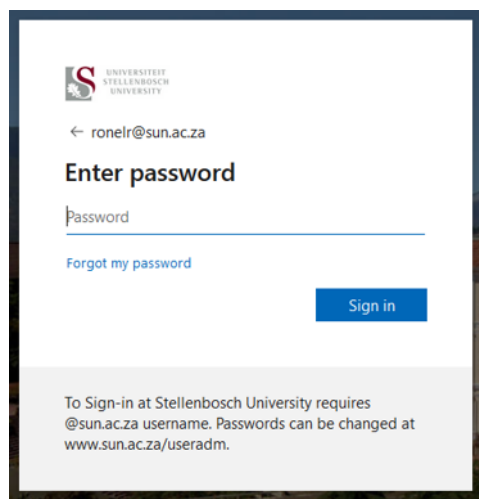
You will be prompted to sign in with your Stellenbosch University credentials. Type in your email address and click on **Next**.



The screenshot shows the sign-in page for Stellenbosch University. At the top left is the university logo. The main heading is "Sign in". Below it is a text input field containing the email address "example@sun.ac.za". Underneath the input field are two links: "Can't access your account?" and "Sign-in options". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, there is a footer note: "To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at www.sun.ac.za/useradm."

### Step 2

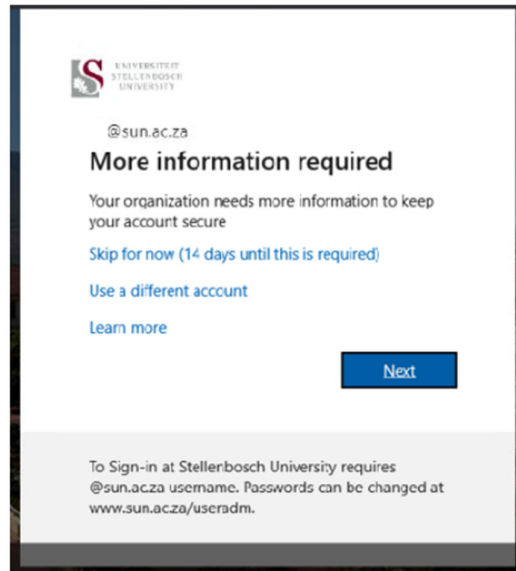
Enter your password and click on **Sign in**.



The screenshot shows the password entry page for Stellenbosch University. At the top left is the university logo. Below it is a back arrow and the email address "ronelr@sun.ac.za". The main heading is "Enter password". Below it is a password input field with the placeholder text "Password". Underneath the input field is a link: "Forgot my password". A blue "Sign in" button is positioned to the right of the input field. At the bottom of the page, there is a footer note: "To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at www.sun.ac.za/useradm."

### Step 3

You will be asked to enable additional security on your account. Please do not select **Skip for now**. Click on **Next** to proceed to step 4.



### Step 4

When requested how you should be contacted, please select the following:

1. Authentication phone
2. South Africa
3. Enter your cell phone number
4. Method: "send me a code by text message" and then click on **Next**.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Authentication phone

South Africa (+27)

Method

Send me a code by text message

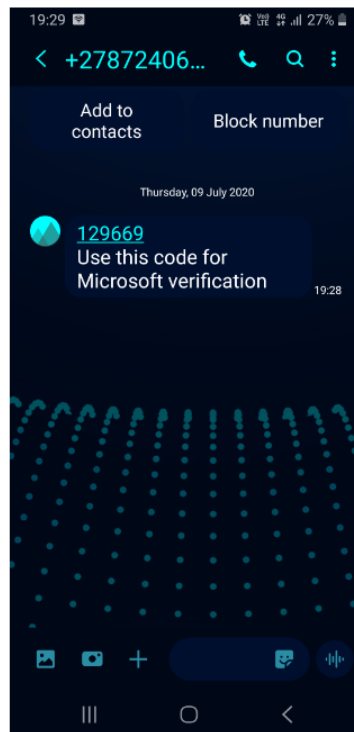
Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

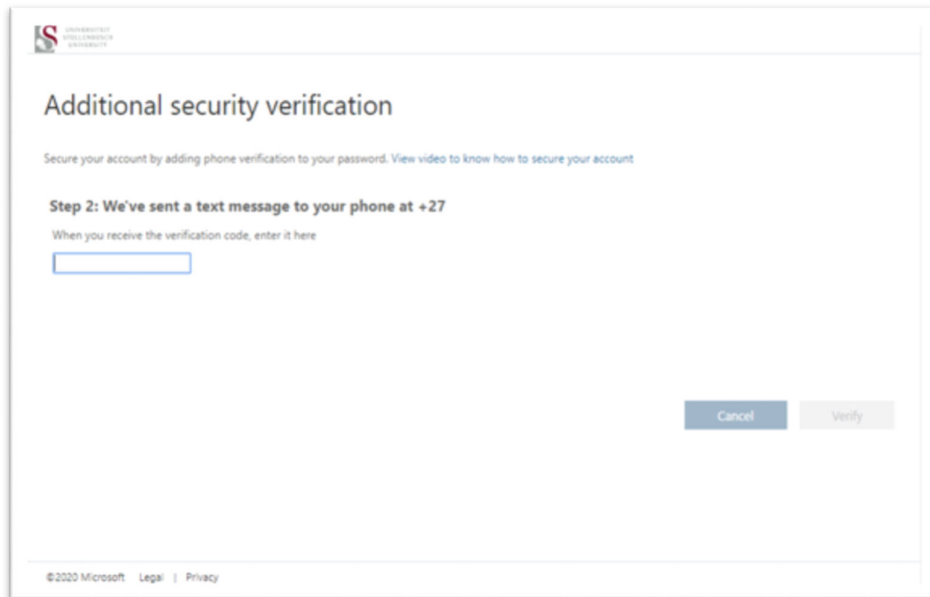
## Step 5

You will receive a SMS with a verification code on the cell phone number provided.



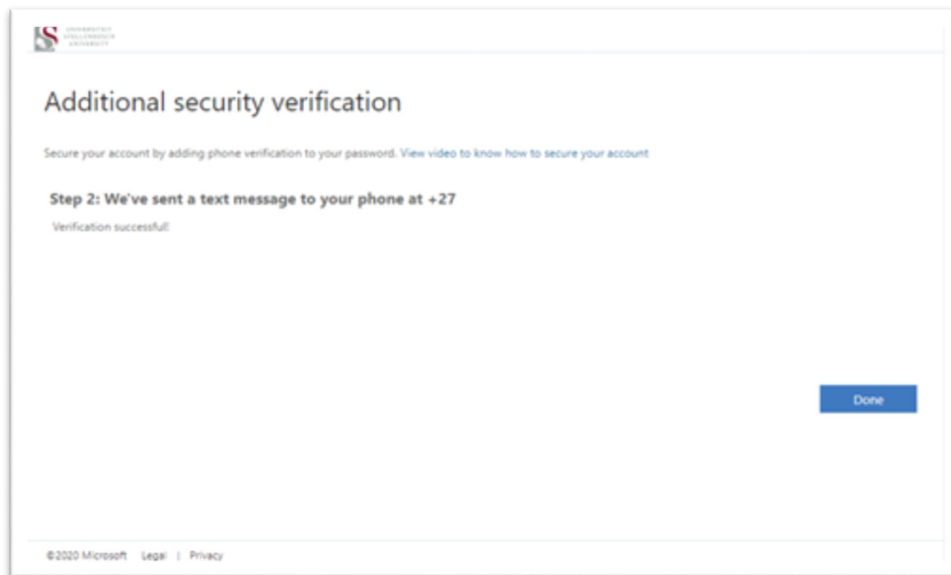
## Step 6

Enter the code on your computer and click on **Verify**



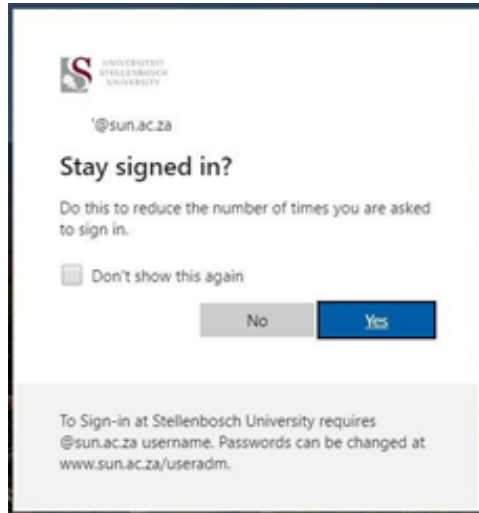
## Step 7

Click **Done** when the verification was successful.



## Step 8

When you are requested to stay signed in, click **No**.



You are now enrolled for Multi Factor Authentication via SMS

## Step 8

If you see the following window, click on the X in the top right corner to close your browser.

