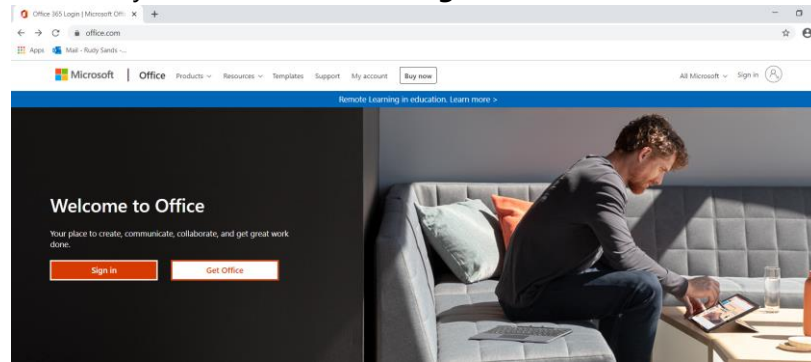


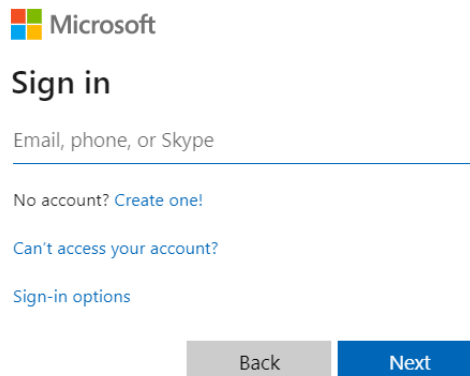


# How to setup your new WCED Office 365 online account

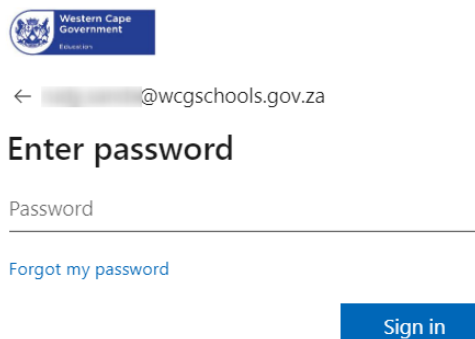
1. Go to **Office.com** in your browser. Select **"Sign in"**



2. Type your username e.g. **"your.name.wcgschools.gov.za"** click **"Next"**



3. Enter your password and select **"Sign in"**



4. You will be required to complete setup of two step verification process. At the **"More Information required"** screen click **"Next"**



@wccschools.gov.za

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

The **Additional security verification** page appears.

5. From the **Additional security verification** page, you must decide which two-factor verification method to use to verify you are who you say you are after signing into your work or school account. You can select:

- **“Authentication phone”**
- Select country code e.g. **“South Africa (+27)”** (*your mobile number should be already displayed*)
- Select **“Send me a code by text message”**



## 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 1 ▼

South Africa (+27) 2 ▼ 0836292297

Method

Send me a code by text message 3

Call me

4

Next

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



6. Insert the code you received via SMS and select **"Verify"** (you have 30 seconds to insert the code otherwise select **"Retry"**)



### Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: We've sent a text message to your phone at +27 0836292297

When you receive the verification code, enter it here

943914

1


Cancel 2 Verify

7. Select **"Done"** after **"Verification successful!"**
8. After login a code will be sent to your phone. Insert the code and select **"Verify"**



.....@wcgschools.gov.za

### Enter code

 We texted your phone +XX XXXXXXXX97. Please enter the code to sign in.

206343

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify

9. You can now change the password provided to your desired password and select **"Sign in"**



@wcgschools.gov.za

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password 1

---

New password 2

---

Confirm password 3

---

4

**Sign in**

This computer system is the property of the Western Cape Government (WCG). It is for authorised use only. Need help? Contact Service Desk at 021 900 7123 or email SchoolsIT.ServiceDesk@westerncape.gov.za. Visit www.westerncape.gov.za/wced-toc for details.

10. You will be allowed three additional options to verify your account if required. However, you can select **"Looks good"**



@wcgschools.gov.za | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

✔ Office phone is set to 0215146966. This information is managed by your administrator.

⚠ Authentication Phone is set to +27 0836292297. Verify

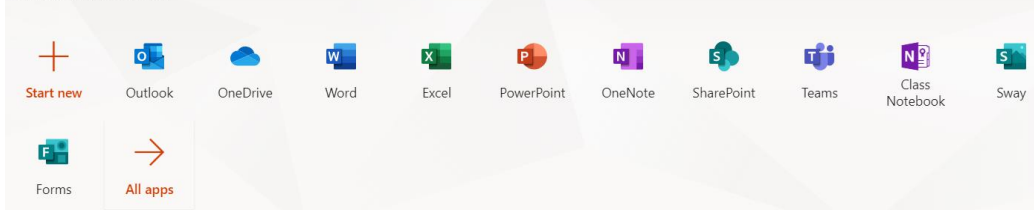
❗ Authentication Email is not configured. Set it up now

❗ Security Questions are not configured. Set them up now

**looks good** cancel

**You will now have access to the Office 365 suite of applications!**

Good afternoon



Start new

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Class Notebook Sway

Forms All apps