



Multifactor Authentication **How to Guide**

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[WSB Website](#) | [WSB Assist](#)

How to Access Your Waterfall School of Business Email

To access your WSB email account, please follow the steps below:

1. Open your web browser, any browser works (Chrome, Edge, Safari, Firefox)
2. Go to the Microsoft 365 login page:

<https://www.office.com>

or

<https://outlook.office.com>

3. Sign in using your WSB credentials that you received via email or sms.

- Email address: ST*****@wsbconnect.edu.za
- Password: The password provided to you during onboarding (or last password you set).

4. Complete MFA (Multi-Factor Authentication)

If prompted, approve the sign-in using:

- Microsoft Authenticator App
- SMS code
- Email verification (depending on your setup)

What is Multifactor Authentication (MFA)?

MFA adds an extra layer of security to your online accounts (**Email, Student Portal and ARC**). Instead of just using your password, MFA requires two things to log in:

- Something you know – like your username and password
- Something you have – like your smartphone with an app that gives you a code

For example, after entering your password, you must enter a code from the Microsoft Authenticator app. Even if someone has your password, they can't get in without the code.

MFA is required to access your student systems, ensuring only you can access your account.

How do I sign into my WSB Accounts (Email, Student Portal and ARC)

Use your WSB credentials to log into **Email, Student Portal and ARC**. When clicking on the links provided below:

Email - <https://outlook.office.com>

Student Portal - <https://student.wsb.edu.za/>

ARC - <https://mystudies.iie.edu.za/d2l/home>

Enter your @wsbconnect.edu.za username provided into the required field



Sign in

ST @wsbconnect.edu.za

[Can't access your account?](#)

Next

Click **"Next"** when done

Enter your @wsbconnect.edu.za password provided into the required field

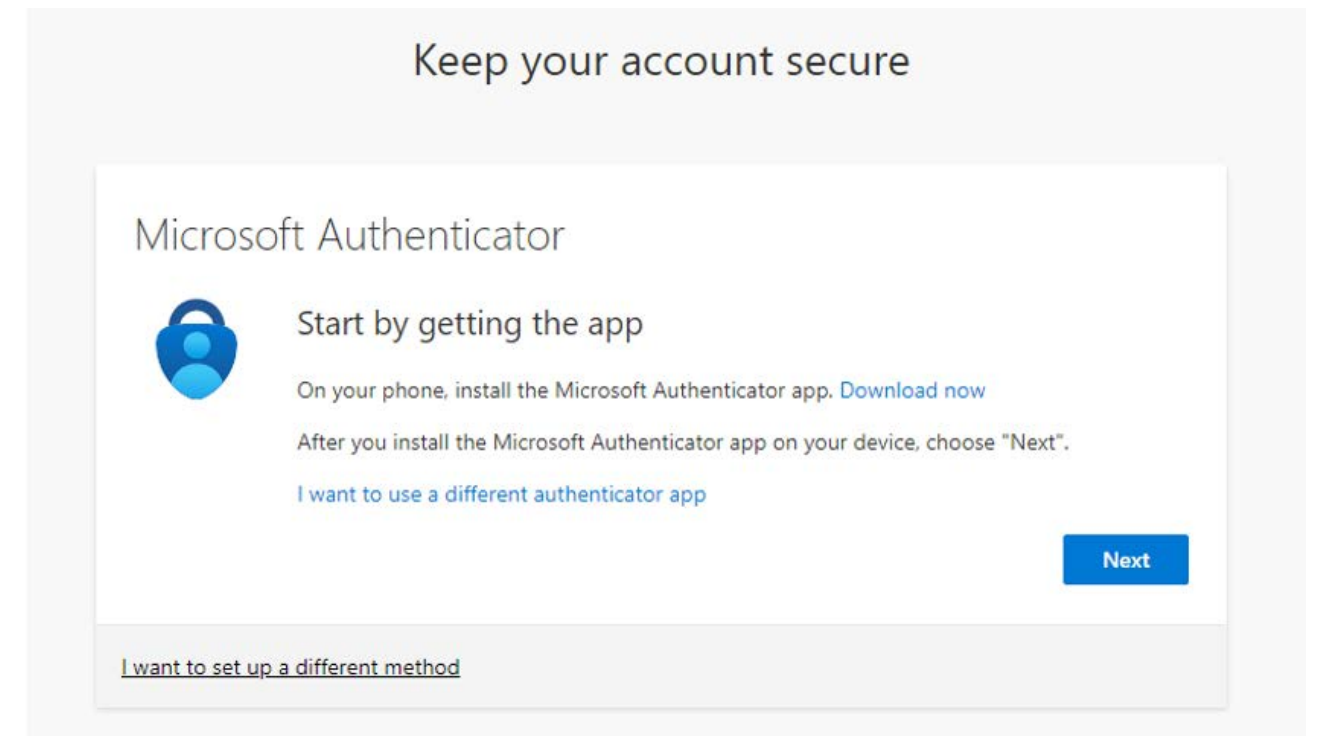


Click **“Sign in”** when done

You will then get a pop up that says, “Let’s keep your account secure”, click on **“Next”**



You will then see the following “Keep your account secure” page



How do I set up MFA?

You will have a few options available for you to successfully register for MFA; we will be covering two (2) of these options.

1. Microsoft Authenticator App (Below)
2. Phone (Jump to page 7)

Microsoft Authenticator App MFA Registration Process

Get the Microsoft Authenticator App on your phone



Once you have installed the Authenticator App, go back to the the “Keep your account secure” page, you can select now the “**Next**” option



← st @wsbconnect.edu.za

Enter password

Password

[Forgot my password](#)

Sign in

Use **your phone's camera** to scan the QR code on screen and click “**Next**”

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose “Next”.

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

Open the Authenticator App on **your phone** and select the plus icon (+) and select “**Add Work or School account**”, then click on the “**Scan a QR code**”



st @wsbconnect.edu.za

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

Next

You should receive a notification on your Authenticator app. Approve the notification by entering the number displayed in the pop-up window on your computer.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

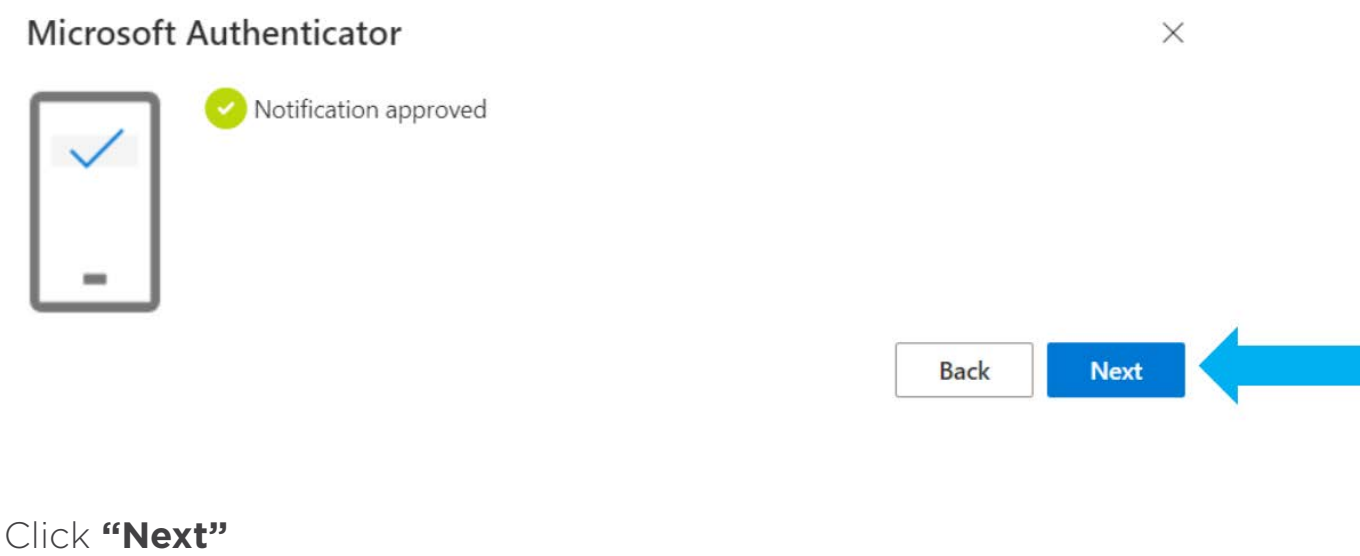
85

Back

Next

Then click “**Next**”

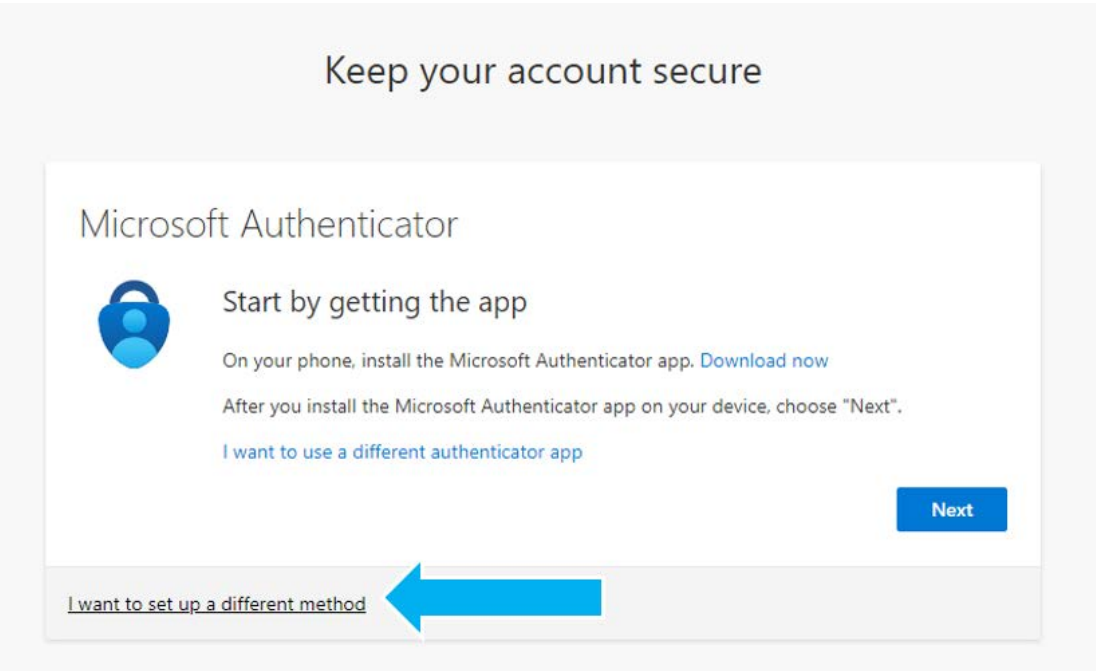
You will then receive another pop up message, saying “Notifcation approved”



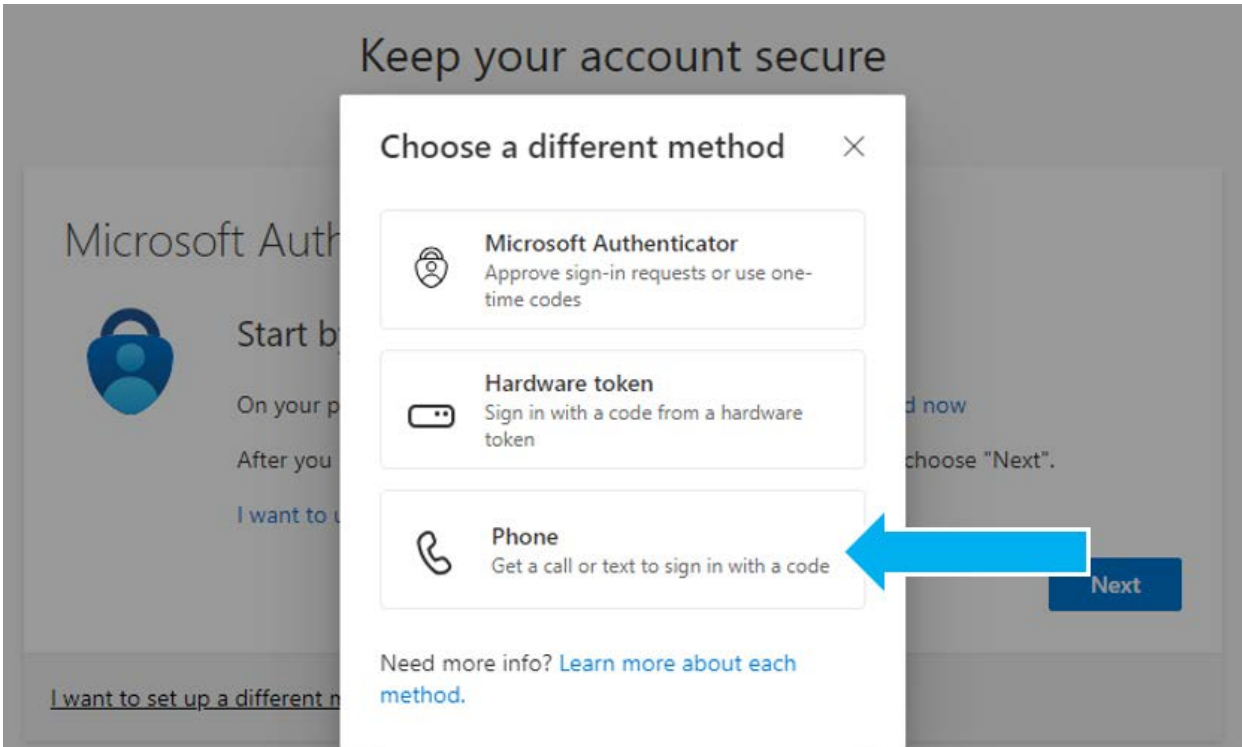
You will now have completed the Microsoft Authenticator App MFA registration process.
Please follow the next steps if you opted for the phone MFA registration process.

Phone MFA Registration Process

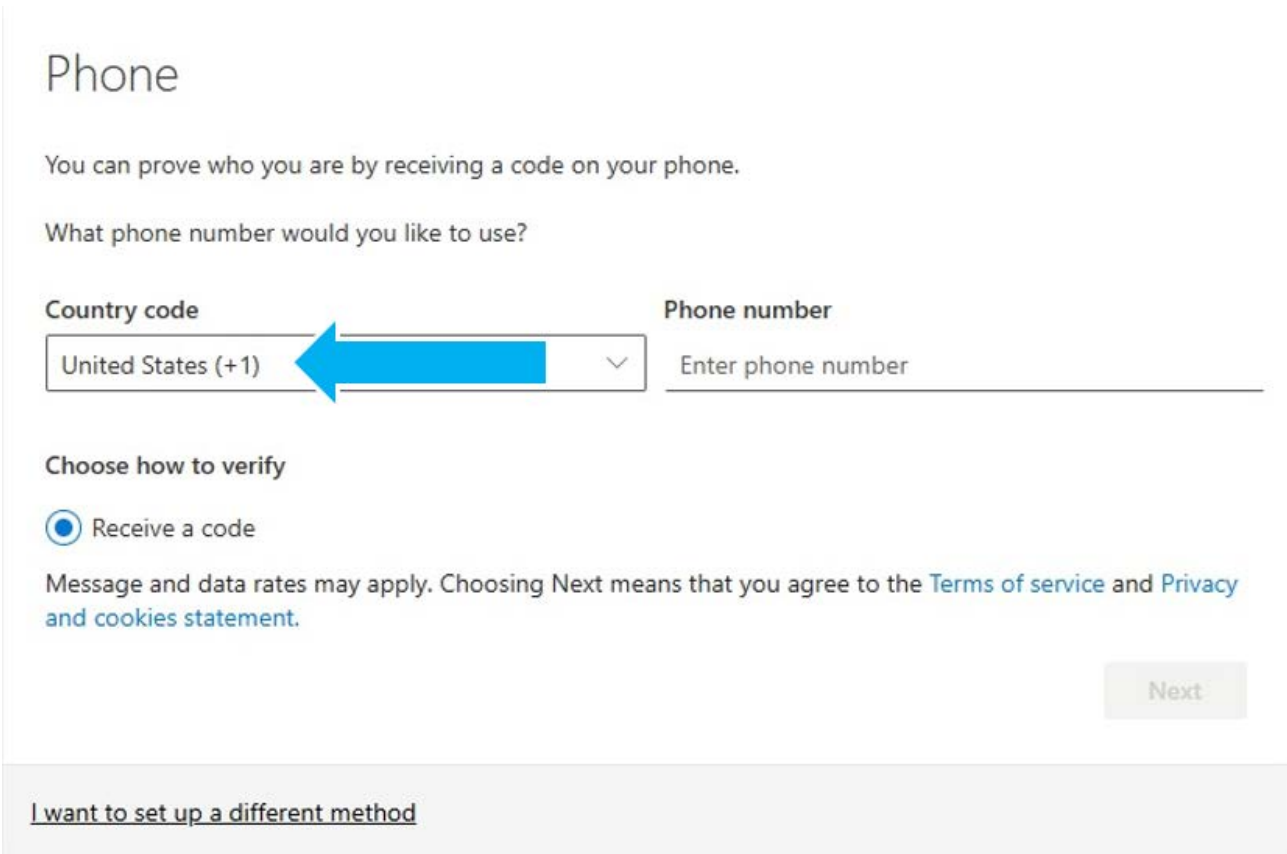
On the “Keep your account secure” page, you can select the “**I want set up a different method**” option



From the “Choose a different method” pop up, select “**Phone**”



Under “**Country Code**” ensure that you change to “**South Africa (+27)**”



Enter your valid South African Phone number under the **“Phone number”** field.

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

Country code: South Africa (+27) Phone number: Enter phone number

Choose how to verify

☒ Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Click **“Next”** when done

Wait for a **6 digital code** to come through via SMS on the phone number you provided.

Phone

We just sent a 6 digit code to +27 Enter the code below.

Enter code

[Resend code](#)

Back Next

[I want to set up a different method](#)

Entre the code and click on **“Next”**

You will then be asked if your wish to stay signed into your account.

AD-TECH GROUP

st10502095@wsbconnect.edu.za

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

You will now have completed the Phone MFA registration process.

Once you have completed MFA Registration, you **should not be prompted** to do so again when signing into your student platforms.

You will then be taken through to your ARC dashboard where you can begin your study journey

Waterfall

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