



OFFICE OF THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Mr M. Cele**. Tel: 040 608 4244 . Fax :040 608 4672. Email: mfanawethu.cele@ecdoe.gov.za
Website: www.ecdoe.gov.za

TO : ALL E-MAIL USERS

FROM : ACTING DIRECTOR: ICT

DATE : 01 DECEMBER 2021

SUBJECT : UPDATE OF DETAILS FOR PAPERLESS ENVIROMENT

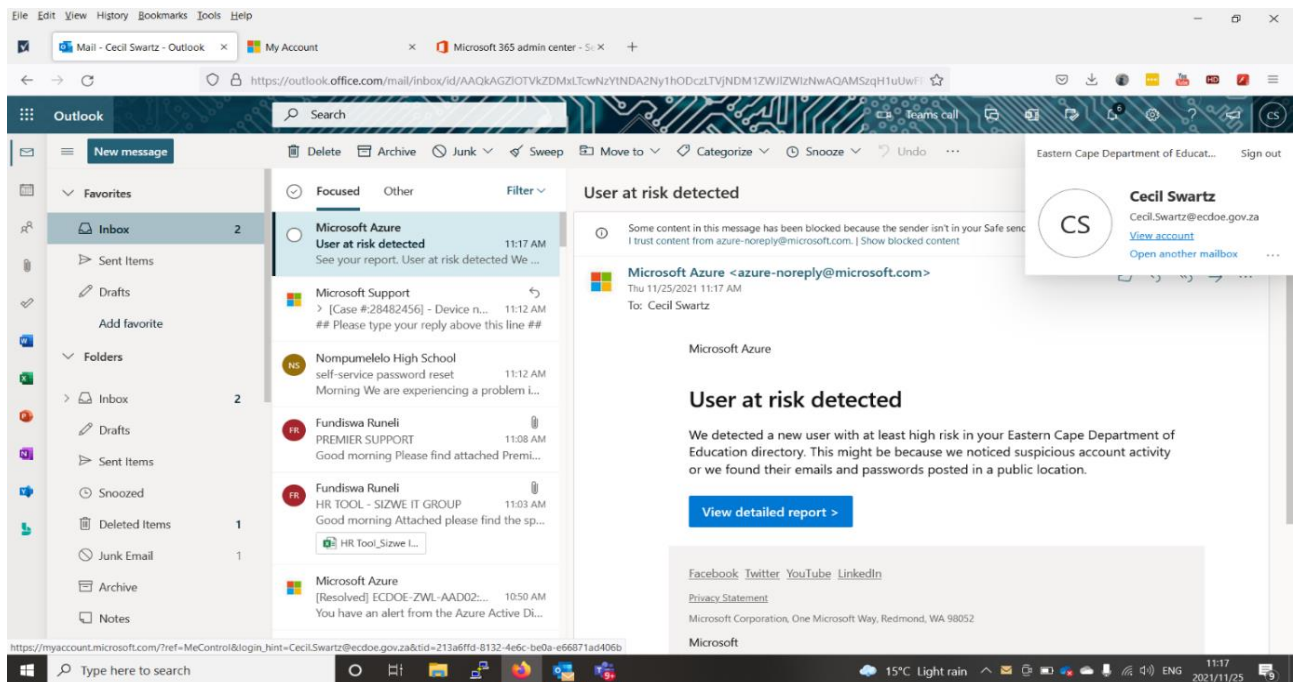
1. The Department is on a drive to go paperless
2. The first step the Department is taking is to allow users to do self-service password resets.
3. The Department's ICT Directorate also requires the users to secure their accounts by enabling Multi Factor Authentication. This will enable users to receive authentication code to be sent to their phones to log onto the Department resources.
4. The Department is also in a process of going paperless with payslips and allow users to receive their payslips via Electronic Mail or Multimedia Message.
5. Therefore, it is crucial that all e-mail users update their contact details to start receiving all these services.
6. The ICT Directorate will start implementing the services on the 5th of December 2021

NB: Follow the steps below to update your contact details so that you can take advantage of the services indicated above:

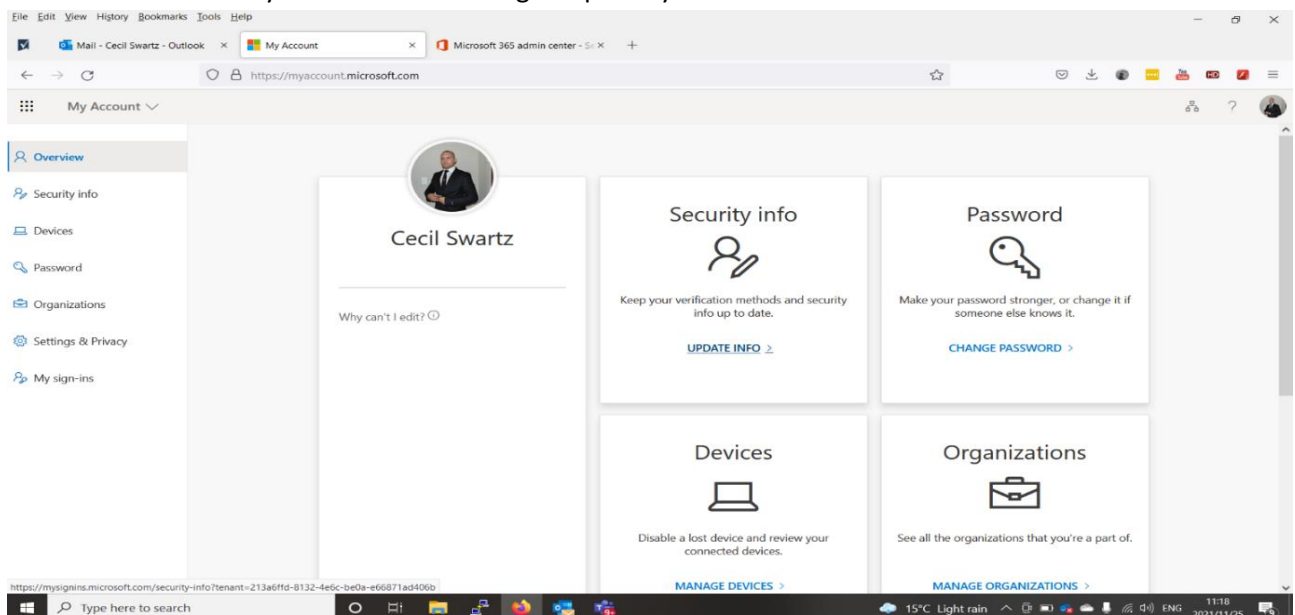


UPDATE PROCESS MULTIFACTOR AUTHENTICATION

1. Log onto your email at outlook.office365.com
2. Go to right hand side and click your profile and click view account.

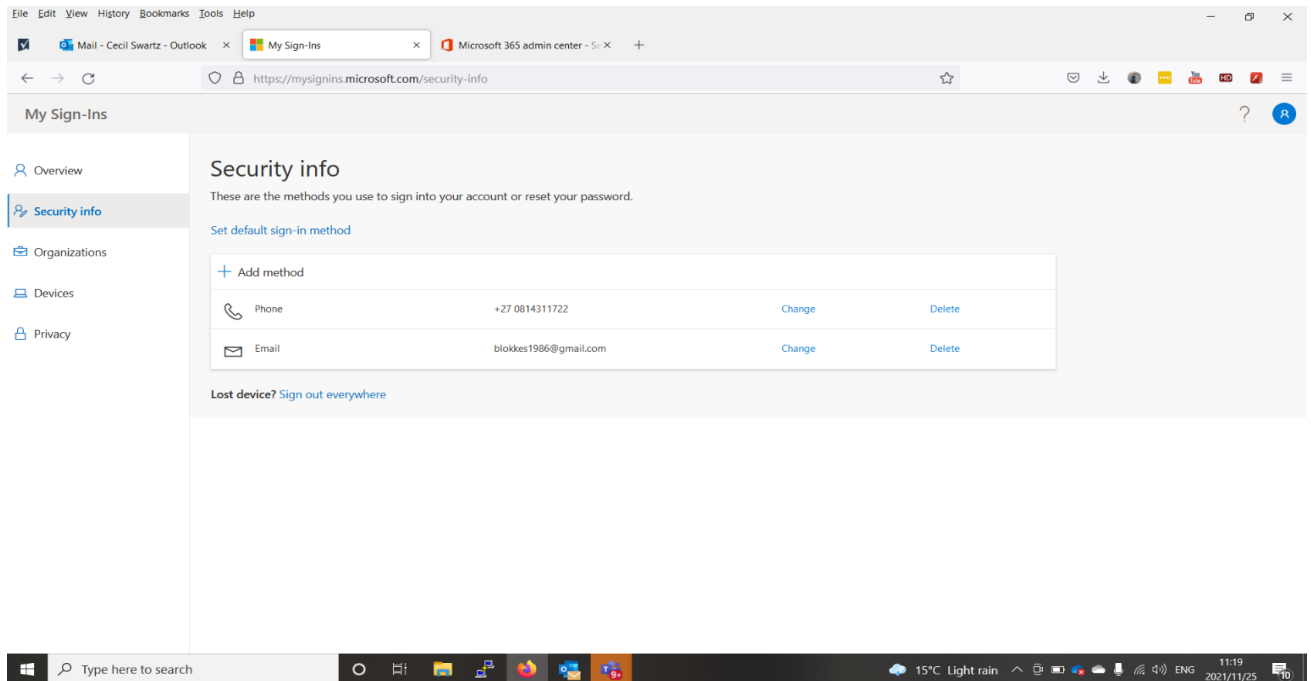


3. This will take you to account setting to update your contact details

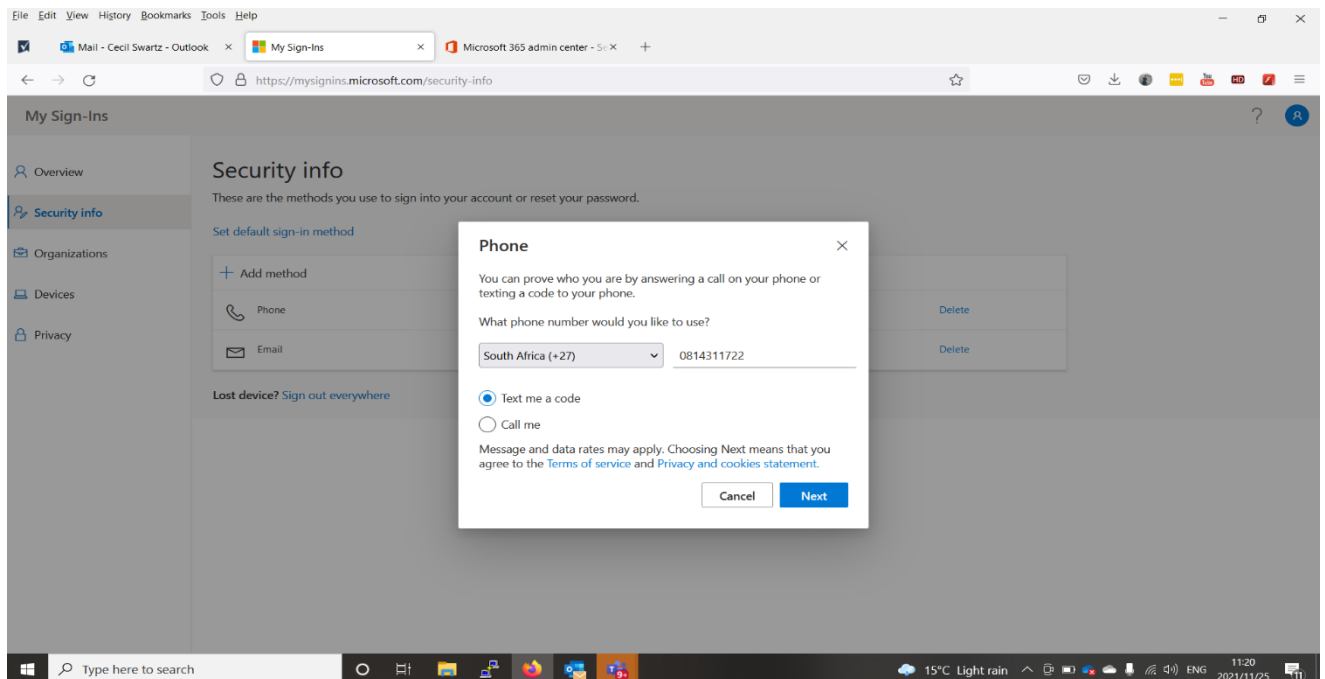




4. Then click update info in the security info tab this will take you to your security information.

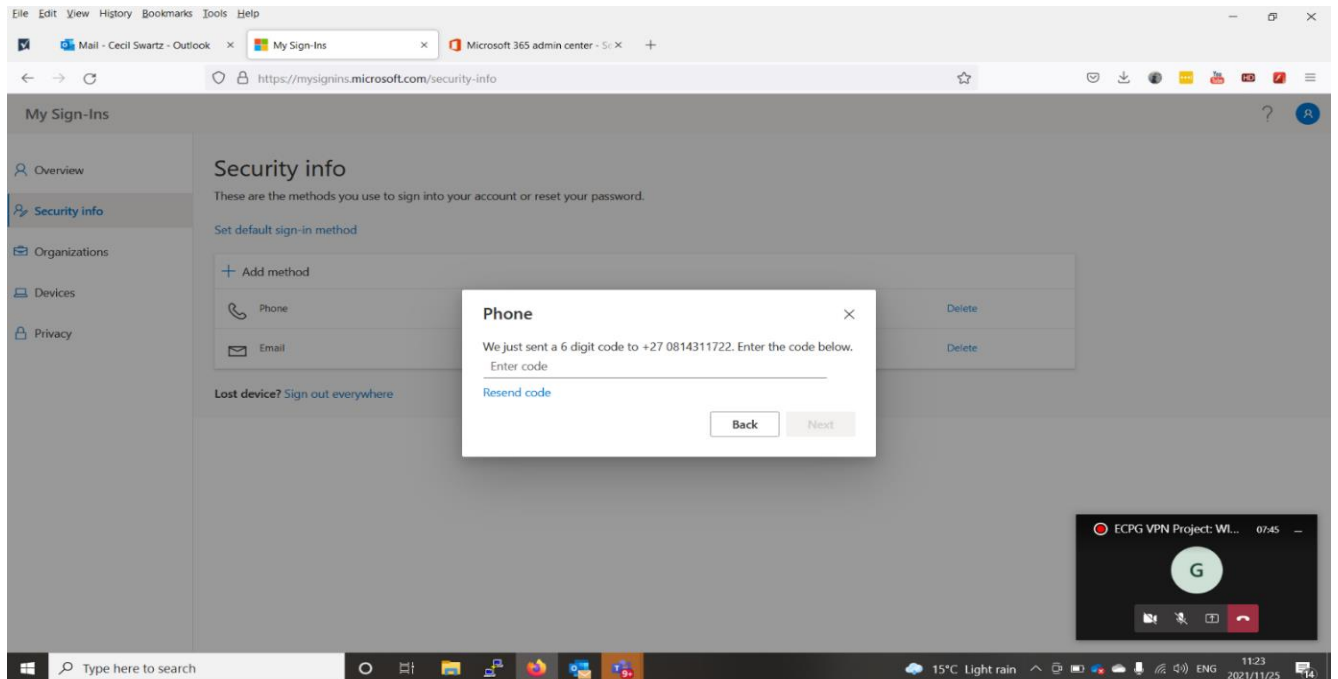


5. Then click change on either phone or email and update the details to the latest details. This will then text or call the new number or email added.

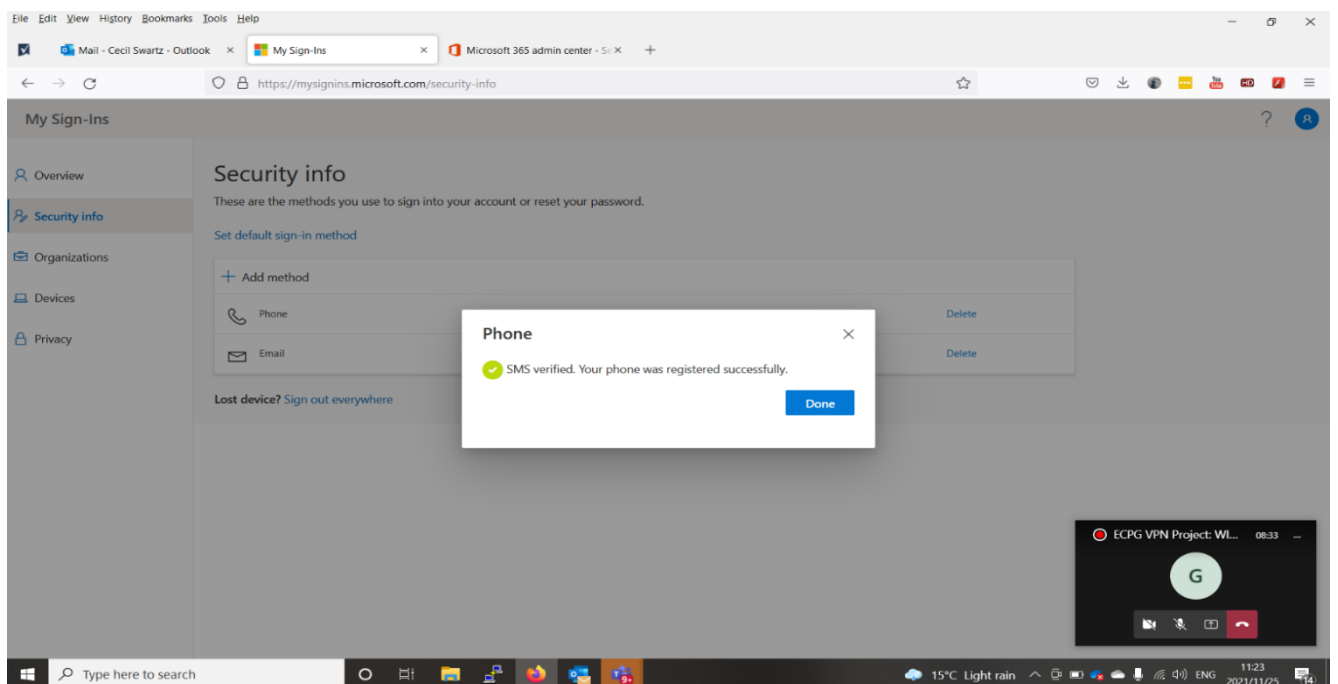




6. The new details will be verified either by SMS or a call to the new details added.



7. The details once verified will show that it's been successful.



8. This once done will update your profile and you will be able to self-service reset your account.

9. Please also take time to read the E-Mail policy attached to this correspondence.



Yours in Education

MFANAWETHU CELE
ACTING DIRECTOR: ICT