

Two-Step Login Device Setup Guide

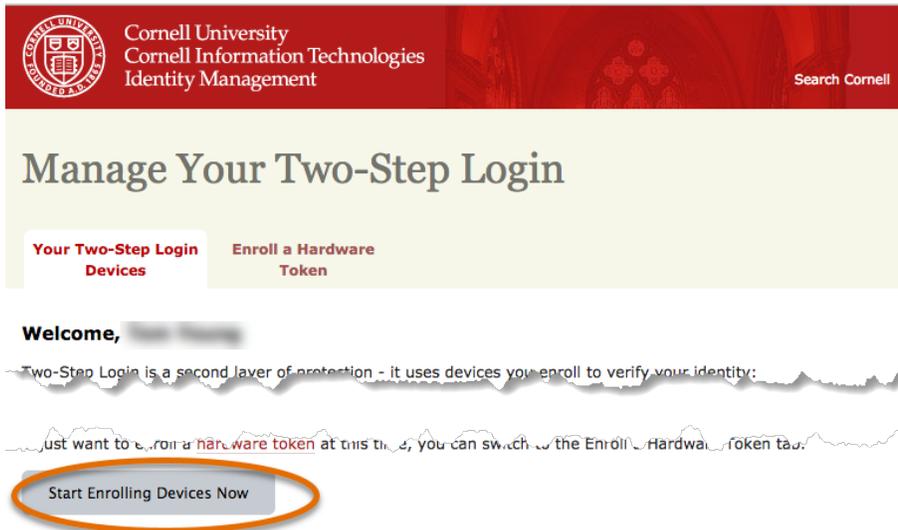


This worksheet will guide you through steps for setting up the devices that can be used with Two-Step Login.¹ You can:

- Enroll a phone (either smartphone, cell phone, or landline) or tablet.
- Install the Duo app on a smartphone or tablet.
- Enroll a hardware token, a small device you carry on your keychain. Tokens can be purchased online or in person at The Cornell Store.

To set up devices to use with Two-Step Login:

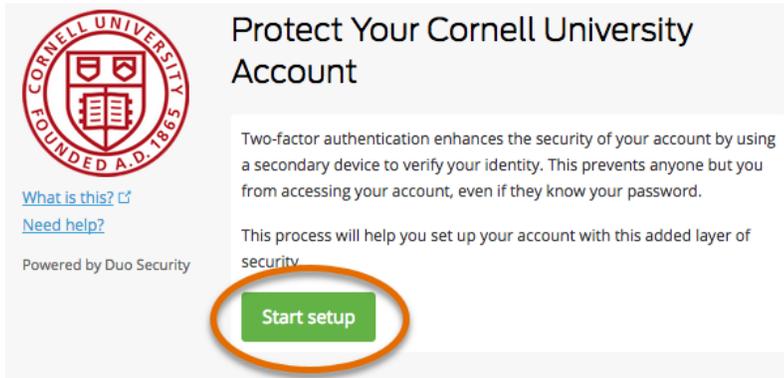
- 1) Sign in to <https://twostep.netid.cornell.edu> with your NetID and Password.
- 2) Select **Start Enrolling Devices Now**



OR, For a Hardware Token, select the **Enroll a Hardware Token** tab and skip to the hardware token section of step 5.



3) Select **Start setup**.

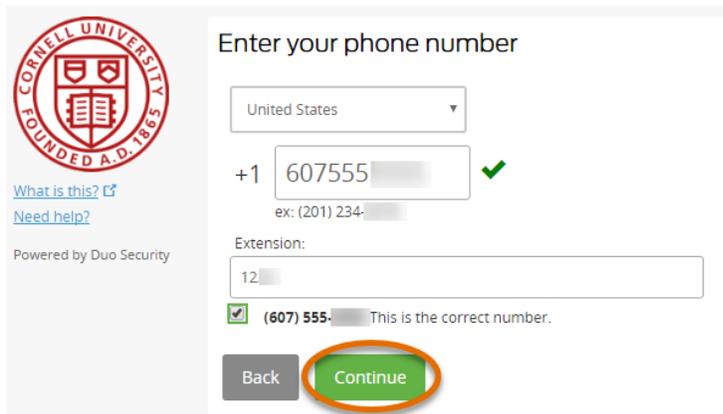


4) Select the type of device you would like to set up, then click **Continue**.



5) **If you selected phone:**

- a) Enter your phone number.
- b) Enter your extension, if needed.
- c) Check the box to confirm your number is correct.
- d) Click **Continue**.



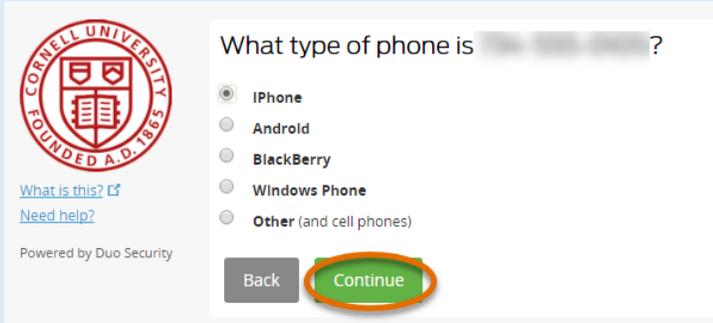
If you selected tablet, you won't be asked to enter a number.

If you selected hardware token:

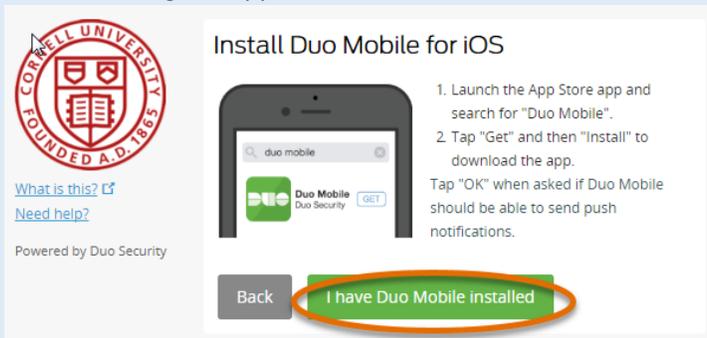
- a) Enter the serial number on the back of your token, above the barcode.
- b) Click **Submit**.

Steps 6-8 show how to install the Duo Mobile App on a smartphone or tablet. For all other devices, skip to Step 9.

6) Select your device's operating system



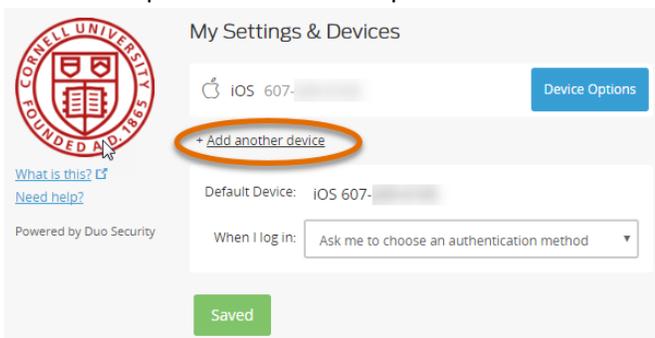
7) Instructions specific to your device will appear. Follow the instructions to install the Duo Mobile app. After installing the app, return to the enrollment window and click **I have Duo Mobile installed**.



8) Activate the app using the Duo Mobile app's built-in barcode scanner on the code on your computer screen, then follow the on-screen instructions specific to your device. The **Continue** button is clickable after you scan the barcode successfully.



9) Add at least one backup device in case your primary device is not available. Click **Add another device**. You will resume the process above at Step 4.



10) Strongly recommended: Safeguard all your personal information accessed through CUWebLogin.

- a) Click **Expand Where You Use Two-Step Login**.
- b) Select **Opt-In**.
- c) Confirm by completing the second step of logging in.



Tip: Give your devices meaningful names so you can keep them straight later.

- 1) While in Manage Your Two-Step Devices, click **Device Options**.
- 2) Click **Change Device Name**.
- 3) Enter a name such as *Mobile Phone, Desk Phone, or Home Phone*.
- 4) Click **Save**.

Test Two-Step Login After Enrolling Devices.

- 1) Click the **Your Two-Step Login Devices** tab.
- 2) Select **Manage Devices**. This will open the Two-Step Login Authentication Prompt.

For more information go to <https://it.cornell.edu/twostep>.

Need help? Contact the IT Service Desk at itservicedesk@cornell.edu or (607) 255-5500.

When You Are Going to Be Without Wi-Fi or Cellular Service, You Can:

- Use Duo Mobile on your smartphone or tablet to generate a one-time passcode, or
- Use a hardware token to generate a passcode, or
- Get passcodes sent to you in advance using an SMS Text Message

Note: You will need a phone enrolled that can receive text messages

- 1) Select **Enter a Passcode** on the Two-Step Login Authentication Prompt
- 2) Select **Text Me New Passcodes**
- 3) You will receive a text message with 10 SMS passcodes, each good for one login.

Tips:

- You can copy down SMS passcodes and keep them in your wallet, in case your phone is not available.
- Two-Step Login keeps track of which passcodes you have used. When logging in, it will show the first number of your next unused passcode.

For more information about passcodes go to <https://it.cornell.edu/twostep/passcode>.

ⁱ This guide was adapted from the "Enrollment Guide" on the website "Duo Guide to Two Factor Authentication," by Duo Security, Inc. [US], March 29, 2017, <https://guide.duo.com/enrollment>.