Washington University in St. Louis INFORMATION TECHNOLOGY

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Brand New Registation for WashU 2FA

Two-Factor Authentication (2FA) is used to access a multitude WUSTL Key enabled services such as one.wustl.edu. This means that when accessing the service, you will need to log in with your WUSTL Key and then verify it's you via the Duo Mobile App on your Duo-registered device.

Follow the steps below to register for WashU 2FA

 From a browser, navigate to the <u>WashU 2FA</u> <u>enrollment wizard</u> and select the Sign Up / Manage Enrollment button.

a. Service Desk see special note at end.

Sign Up / Manage Enrollment

2. The Welcome to Duo Security window will show, select **Next**.

Weshington University inSchool
Welcome to
Duo Security
Let's set up an account to protect your identity.
Next

3. The 'Did you know?' window will show, select **Next**.

Weshington University instlous	
Did you know?	
97% of data breaches sta stealing your identity.	art by
Next	

 The 'What can you do?' window will show, select Next.





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5. The 'Select an Option' window will show, select **Duo Mobile.**



 The 'Enter your phone number' window will show, enter your phone number formatted as XXX-XXX-XXXX, then select Add phone number.

Ente	r your pl	hone n	umber
You'll Mobile	have the option	on to log i	n with Duo
Count	ry code 1 *	Phone nu	mber
Exam	ole: "201-555	-5555"	
	Add pl	hone ni	umber
	I ha	ave a tab	let
			0

7. The 'Is this correct?' window will show, verify the number is correct, and then

< Back Is this co (314)	rrect?
	Yes, it's correct
No	o, I need to change it
	Secured by Duo

- a. If you need to make a change, select the link **No, I need to change it**, make the necessary edits and repeat step 6 & 7.
- 8. On the device, download Dup Mobile from the App Store or Google Play, then select **Next**.



9. The following instructions may vary per device.

select Yes, it's correct.

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a. The Apple steps should be similar (but may vary) to the following:

- On the 'Duo Mobile would like to send you notifications' window, be sure to Allow notifications so that you can get the on-screen and/or audio notification when being prompted to complete an authentication. You may adjust these later in the device Settings under Notifications. <u>Apple Notification Settings</u>.
- ii. On the 'Accounts' window, tap the **Add** (or plus icon) to add a new account.
- iii. On the 'Add account' window, tap Use QR code.
 - 1. A request to use the camera may pop up, tap **OK**.
- When the camera window appears, point the camera at the QR code on the computer screen. This will send the WUSTL information to your phone.



- v. On the 'Organization' window, the default account name is WUSTL Key. You may rename it or leave it as is then tap **Save**.
- vi. On the 'Account Linked' screen, you may tap **practice now,** to experience some examples, or **Skip**.
- b. The Android steps should be similar (but may vary) to the following:
 - i. On the 'Welcome' window, tap **Set up account.**
 - ii. On the 'Link your account' window, tap **Use a QR code.**
 - When the camera opens, point it at the QR code on the computer screen. This should automatically send the WUSTL information to the device.
 - Note: if a notification pops up asking for permission to use the camera, tap OK or Allow.



iv. On the 'Name your account to continue' window, tap **Next.**

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- v. On the 'Name Account' window, the default account name is WUSTL Key. You may rename it or leave it as is then tap **Save**.
- vi. On the 'Account Linked' screen, you may tap **practice now,** to experience some examples, or **Skip**.
- vii. **Note**: Be sure to visit your device settings to allow notifications from Duo Mobile. <u>Android Notification Instructions</u>
- 10. Your WashU 2FA set up is now complete.

From step 1.a. Special Note to the Service Desk:

If the user does not initiate enrollment from the wizard, they may get this screen after attempting their first WUSTL Key log in.

🐺 Washington University in St.Louis

WUSTL Key Login

Verify your identity by using WashU 2FA, a two-factor authentication service provided by Duo.



If you believe you should not have reached this page, please contact the helpdesk at 314-933-3333.