Guide to Two-Factor Authentication

Enrollment Guide

Hi Miners!

If you are a staff or faculty member, you will be able to register for 2 Factor Authentication. Once you are registered, you will use it to login into PeopleSoft and VPN.

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

**Supported Browsers:** Chrome, Firefox, Safari, Internet Explorer 8 or later, and Opera.
How to register

Let’s get started!
Go to my.UTEP.edu
Click “Sign In”
Enter Your UTEP Login and Password
Look for the “2 Factor Authentication” portlet on the Dashboard.
If you do not see it on the Dashboard, click on the “Customize” button to open a list of portlets.
Select the “2 Factor Authentication” checkbox.
If you have not registered you will see a “Not Registered” message displayed on the portlet.
Click on the “Register” button at the bottom of the window to begin the registration process.
1. Welcome Screen

Click **Start Setup**

Protect Your UTEP Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

Start setup
2. Choose Your Authenticator

We recommend using a smartphone for the best experience.

Add a new device

I am enrolling a ...

- **Mobile phone** RECOMMENDED
- **Tablet** (iPad, Nexus 7, etc.)
- **Landline**

[Continue]
3. Type Your Phone Number

Select your country and type your phone number. You can enter an extension if you chose "Landline" in the previous step.

Then double-check that you entered it correctly, check the box, and click **Continue**.
4. Choose Platform

Choose your device's operating system.
5. Install Duo Mobile

Duo Mobile is an application that runs on your phone and helps you authenticate. Without it you'll still be able to log in using a phone call or text message, but Duo strongly recommends that you use Duo Mobile to authenticate quickly and easily.

Follow the platform-specific instructions on the screen to install Duo Mobile.
6. Activate Duo Mobile

Activating the application will link to your device/account so you can use it for authentication.

On iPhone, Android, Windows Phone, and BlackBerry 10, activate Duo Mobile by scanning the barcode with the app’s built-in barcode scanner. Choose your platform for specific instructions:
The "Continue" button is clickable after you scan the barcode.

Can't scan the barcode? Click the link and then follow the instructions.
7. My Settings & Devices

Scroll down and click **Done**.
Enrollment Complete!

Enrollment Successful!

Way to go, you can now authenticate to any Duo-protected service.
Once you have registered your device, click on “Registered” button.

If you accidentally closed the registration window, click the word “here” to try again.
If you get the “Unable to verify registration” message, please be sure you completed the registration process. Once you have registered your device, click on the “Registered” button.

If you accidentally closed the registration window, click the word “here” to try again.
Upon registration, the portlet will display a message that you have registered.

![Registration Message]

Registered

* For more information