

# HOW TO SET UP 2FA

## DOWNLOAD DUO MOBILE

To get started with 2-factor authentication (2FA) you'll need a compatible device such as your phone, tablet, mobile device or token. If using a mobile device (recommended), you'll also need to download the Duo Mobile app, available in The App Store and Google Play.



[App Store](#)  
[Google Play](#)

## ADD >1 DEVICE

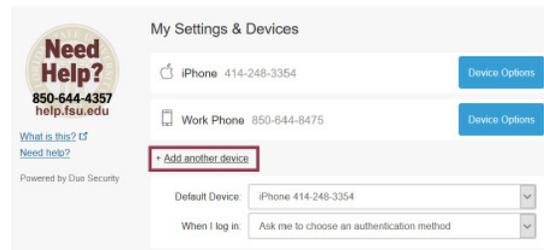
After installing the Duo Mobile app, you can easily add devices to your 2FA account. We recommend adding at least two devices. This way, if you ever misplace your cellphone or are away from your desk, you can still use 2FA.

## QUESTIONS?

We're here to help. If you experience issues, contact the ITS Service Desk at 850-644-HELP or [help.fsu.edu](http://help.fsu.edu).

## ADD A NEW DEVICE

1. Sign in to [my.fsu.edu](http://my.fsu.edu)
2. Under **myFSU Links**, click **myFSU Identity Management** and select **Update Duo**
3. Verify your identity using an existing device and method
4. Click + **Add another device** (or click **Device Options** to edit an existing device)
5. Follow the instructions below



## ADD A MOBILE PHONE

1. Select **Mobile phone** and click **Continue**
2. Select your country, enter your phone number and click **Continue**
3. Select the type of device you have and click **Continue**  
(To use your phone to receive 2FA calls or passcodes only without installing the mobile app, choose **Other**)
4. Click **I have Duo Mobile Installed**
5. A barcode and set of instructions will appear
6. Open the Duo Mobile app and follow the instructions to activate Duo Mobile
7. Click **Continue** to finish adding your device

## ADD A LANDLINE

1. Select **Landline** and click **Continue**
2. Select your country and enter your phone number
3. Click **Continue** to finish adding your landline

## ADD A TABLET

1. Select **Tablet** and click **Continue**
2. Select the type of tablet you have and click **Continue**
3. Click **I have Duo Mobile Installed**
4. A barcode and set of instructions will appear
5. Open the Duo Mobile app and follow the instructions to activate Duo Mobile
6. Click **Continue** to finish adding your device

## ADD A DUO TOKEN

A **Duo Token** is a small hardware device that can generate a 2FA passcode with the press of a button.

1. Visit or contact the FSU Bookstore for Duo Token availability and pricing information: 850-644-2072
2. After purchasing, contact the ITS Service Desk to have the token added to your 2FA account: 850-644-HELP

