

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. 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.

ADD A NEW DEVICE

1. Sign in to my.fsu.edu
2. Under **myFSU Links**, click **myFSU Identity Management** and select **Manage 2FA Devices**
3. Click **Add a new device**
4. Verify your identity using an existing device and method
5. Follow the instructions below

Device: Generic Smartphone (XXX-XXX-0110)

Choose an authentication method

Call Me Call Me

Enter a Passcode Enter a Passcode

Need Help? 850-644-4357

What is this? Add a new device Need help?

Powered by Duo Security

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

