A quick guide to our DUO TWO-FACTOR AUTHENTICATION process

step 1
SIGN IN
username
******

step 2

2FA
FSU expands 2FA for all FSU accounts
WHAT IS 2FA?

Two-factor authentication (2FA) requires you to verify your identity twice—once with your password and once with your phone, mobile device, tablet or token—before you can access sensitive information within select FSU systems.
WHAT IS PROTECTED BY 2FA?

FSU Sign In
University systems accessed via the FSU sign in page (CAS), such as myFSU Portal and myFSU HR

Email
FSU student, alumni, employee and retiree email accounts

Office 365
Office 365 applications, including SharePoint, Teams and OneDrive

VPN
FSU virtual private network (VPN)
WHY 2FA?

Two-factor authentication (2FA) is an extra layer of security designed to prevent unauthorized access to your account. It protects your data from hackers, phishing attempts and other digital threats by determining that you are who you say you are, and not just someone with a stolen password.
HOW DOES 2FA WORK?

After you sign in with your FSUID and password, you will be sent a request via mobile phone or another method to confirm you are who you say you are. The process takes just a few clicks or taps.
STEPS TO PREPARE

**STEP 1**
Download Duo Mobile

Download the Duo Mobile app
App Store | Google Play

**STEP 2**
Add 2FA Devices

Register >1 device for 2FA
How to Set Up 2FA Guide*

**STEP 3**
Verify Your Identity

Bookmark or download the
How to Use 2FA Guide

*Tokens available from the FSU Bookstore for individuals who do not have a mobile device
TIMELINE

August 12
2FA for VPN activated

August 15
Retiree activation starts

September 15
Employee activation starts

October 26
Student activation starts

TBA
Alumni activation starts

Department Schedule
its.fsu.edu/2fa-timeline
How to Use 2FA at FSU
**BENEFITS**

**Account Security**
Extra security check keeps your personal info out of the hands of criminals

**Quick and Easy**
Verifying your identity with 2FA only takes seconds

**Mobile App**
One-tap authentication via mobile devices using the Duo Mobile app

**Multiple Devices**
Register cellphones, tablets, smartwatches, landlines and tokens

**Trusted Devices**
Set personal devices to bypass 2FA for up to 30 days
Find out more about 2FA and how to prepare

its.fsu.edu/2FA