

2FA QUICK START GUIDE

WHAT IS 2FA?

Two-factor authentication (2FA) is an extra layer of security designed to prevent unauthorized access to your personal information.

DOWNLOAD DUO MOBILE

To get started with 2FA you will need your cellphone, tablet, mobile device or a token. You will 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, such as a cellphone and tablet or smartwatch. This way, if you ever misplace one device, you can still use 2FA.

QUESTIONS?

We're here to help. If you experience issues, contact the ITS Service Desk at 850-644-4357 or help.fsu.edu.

ADD A DEVICE

1. Sign in to 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 **Other options** then click **Manage Devices**
5. Follow the instructions below
6. Verify your identity and then select **other options**

ADD A CELLPHONE

1. Select **I have a new phone** from the **Other options, add a device** steps
2. Select your country, enter your phone number and click **Continue**
3. Select the type of device you have and click **Continue**
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 TABLET

1. Select **Add a device** from the **Other options** steps
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

VERIFY YOUR IDENTITY

VERIFY USING DUO PUSH

1. A **Duo Push prompt** will pop up on your screen
2. Your device will receive a push notification with a login request from Duo
3. Tap **Approve**
4. If you do not receive a notification, open the Duo Mobile app and tap **Approve**

VERIFY USING PASSCODE

1. Select **Other options** from the **Check for a Duo push** screen
2. Pick your notification method
 - Mobile app – open the Duo Mobile app on your phone or tablet and tap your Florida State University account to reveal a temporary passcode
 - Duo Token – press the button on your hardware token to generate a new temporary passcode
3. Enter the passcode in the box on your screen
4. Click **Log In**

