



**TWO-FACTOR AUTHENTICATION  
ENROLL A DEVICE FOR THE FIRST  
TIME**

INFORMATION TECHNOLOGY  
THE UNIVERSITY OF TEXAS AT TYLER

# ENROLL A DEVICE FOR THE FIRST TIME

## NOTE:

- You must complete these steps from an **OFF-CAMPUS location**.

## 1. FROM OFF-CAMPUS LOCATION GO TO ANY OF THE FOLLOWING PAGE

- 2fa.uttyler.edu
- outlook.uttyler.edu
- one.uttyler.edu

## 2. LOGIN PAGE

- Enter your email address (i.e., [jdoe@uttyler.edu](mailto:jdoe@uttyler.edu)) and the regular UT Tyler account password.



**Faculty/Staff** — Sign in with your UT Tyler account (e.g., someone@uttyler.edu)

**Students** — Sign in with your Patriots account (e.g., someone@patriots.uttyler.edu)

Sign in

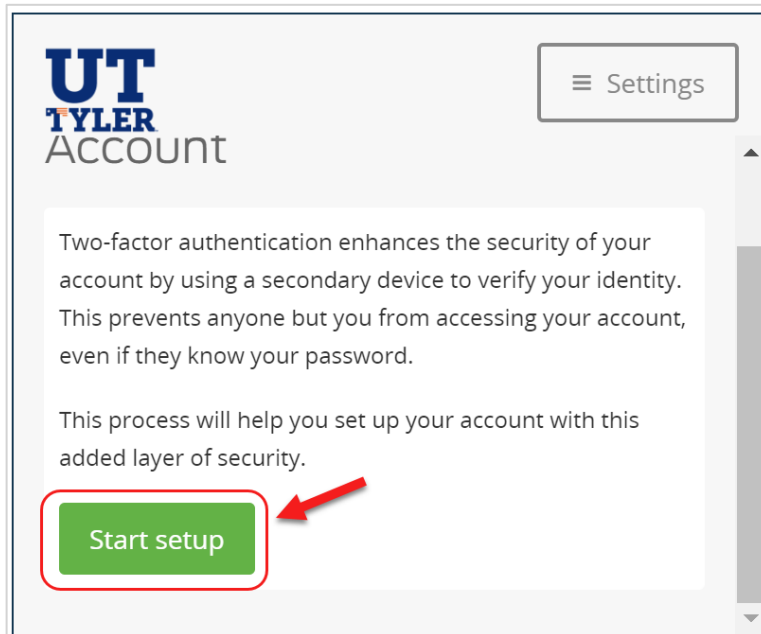
Unauthorized use is prohibited.  
Usage may be subject to security testing and monitoring.  
Misuse is subject to criminal prosecution.  
No expectation of privacy except as otherwise provided by applicable privacy laws.

WARNING: Prevent unauthorized use! Completely exit your Web browser when you are finished.

---

### 3. START SETUP

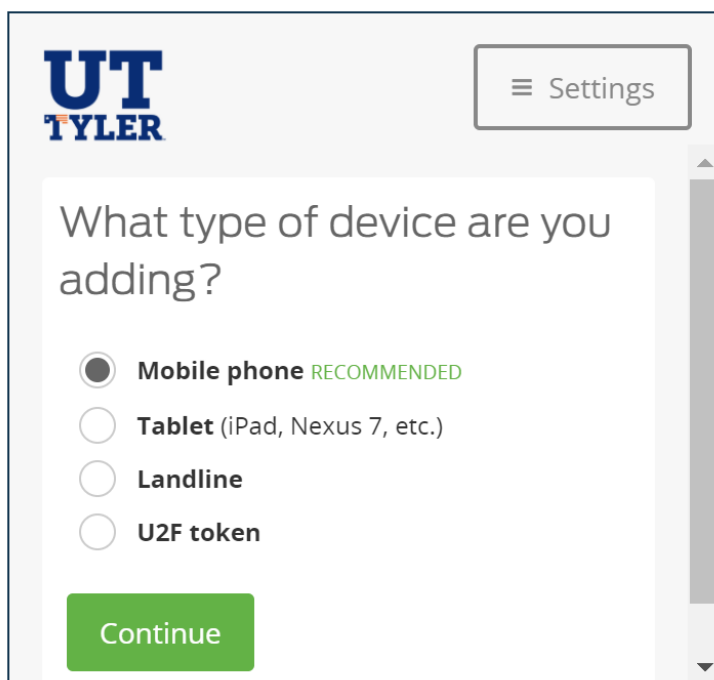
- Scroll down to view more information
- Click **Start setup**



---

### 4. CHOOSE THE TYPE OF DEVICE YOU ARE ADDING (I.E., MOBILE, TABLET, ETC.)

- Select what type of device you are adding > Click **Continue**



## 5. TYPE YOUR PHONE NUMBER

- Enter the phone number > Check the box to confirm the phone number is correct > Scroll down

UT TYLER

Settings

Enter your phone number

United States

+1 (903) [redacted] ✓

ex: (201) 234-5678

[redacted] Is this the correct number?

- Click **Continue**

UT TYLER

Settings

United States

+1 (903) [redacted] ✓

ex: (201) 234-5678

[redacted] Is this the correct number?

Back Continue

## 6. CHOOSE THE TYPE OF PHONE

- Choose phone type
- Click **Continue**

UT TYLER

Settings

What type of phone is 903-[redacted]?

iPhone

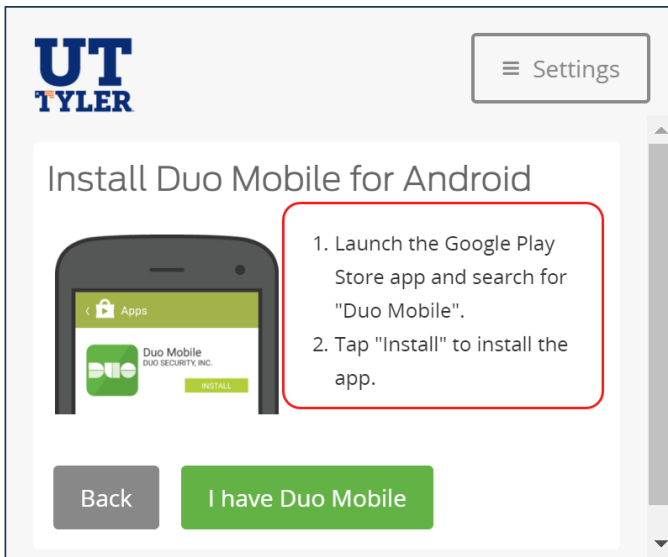
Android

Windows Phone

Other (and cell phones)

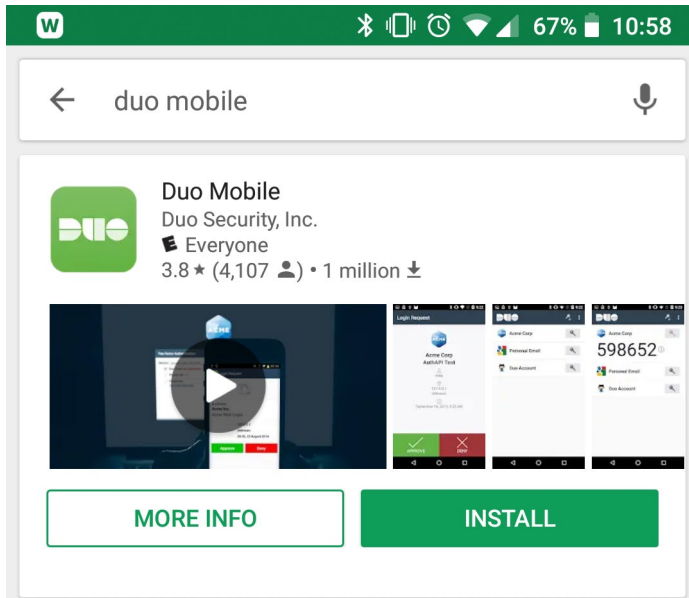
Back Continue

## 7. INSTALL DUO MOBILE ON YOUR SMARTPHONE OR TABLET



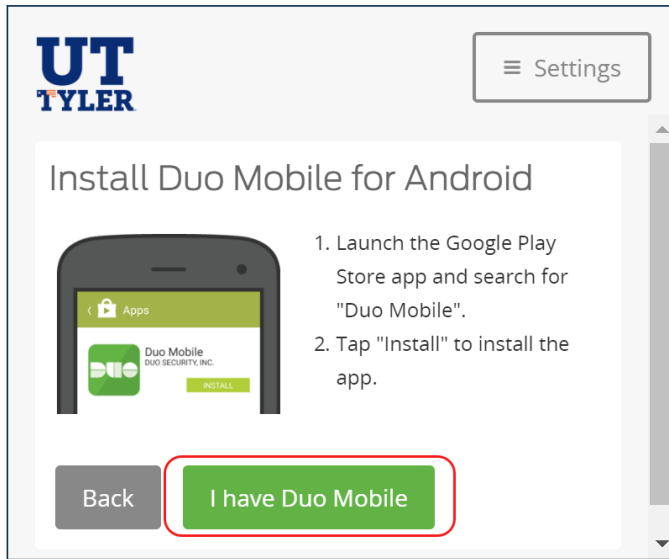
### 1. FIRST – GO TO YOUR PHONE

Follow the steps provided on your screen (as seen above)



- Launch the Google Play Store or Apple Store app on your phone
- Search for **Duo Mobile**
- Tap **Install** to install the app

## 2. SECOND – BACK ON THE COMPUTER

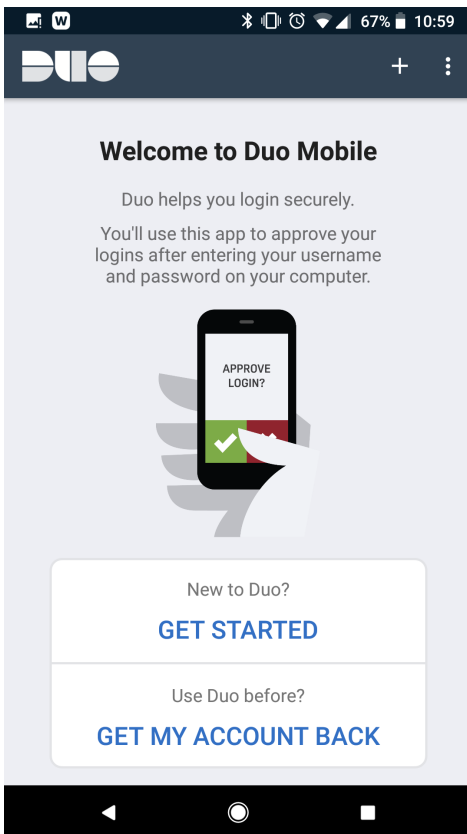


- Click **I have Duo Mobile installed** to continue with the process

---

## 8. ACTIVATE DUO MOBILE

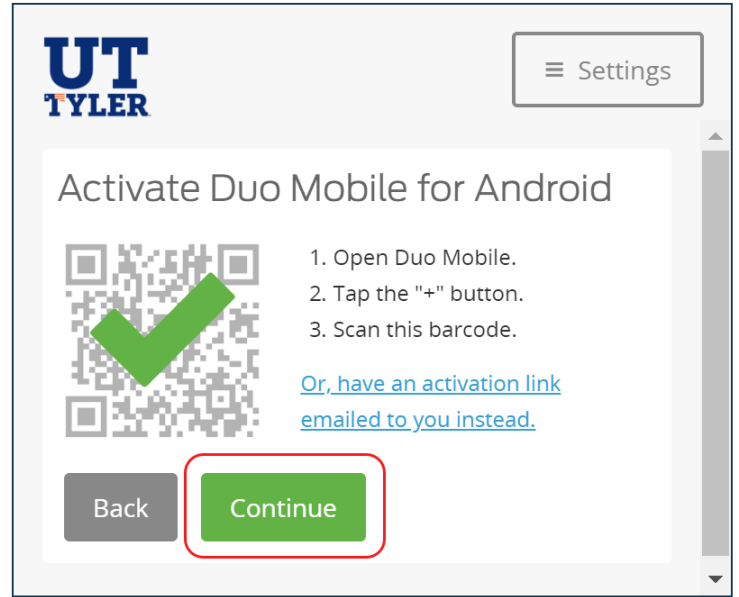
### ON THE PHONE



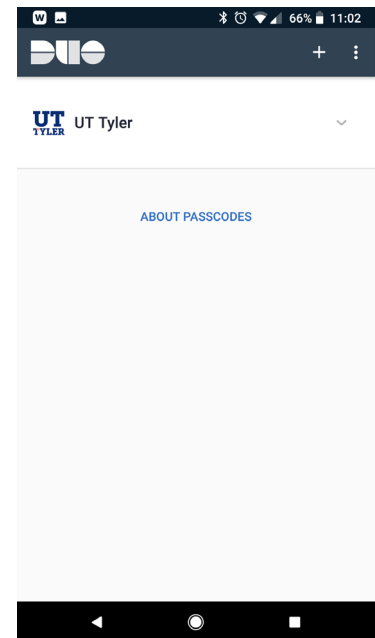
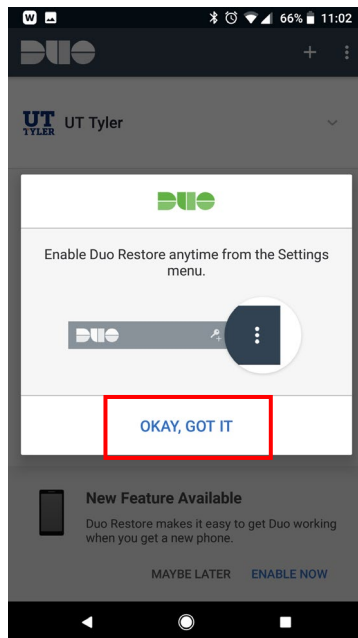
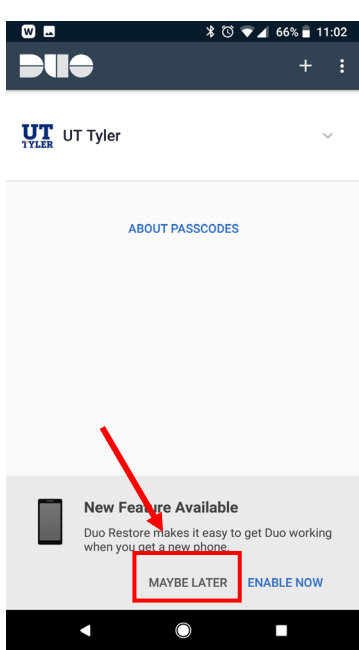
- Open Duo Mobile
  - Click **GET STARTED**
- NOTE:** Allow Duo Mobile to take pictures and record video.
- Your phone will turn the camera on

**ON THE COMPUTER**

- With your mobile device scan the barcode on the computer screen to add the account to Duo Mobile.
- The **Continue** button becomes clickable after you scan the barcode and you get the green check mark.



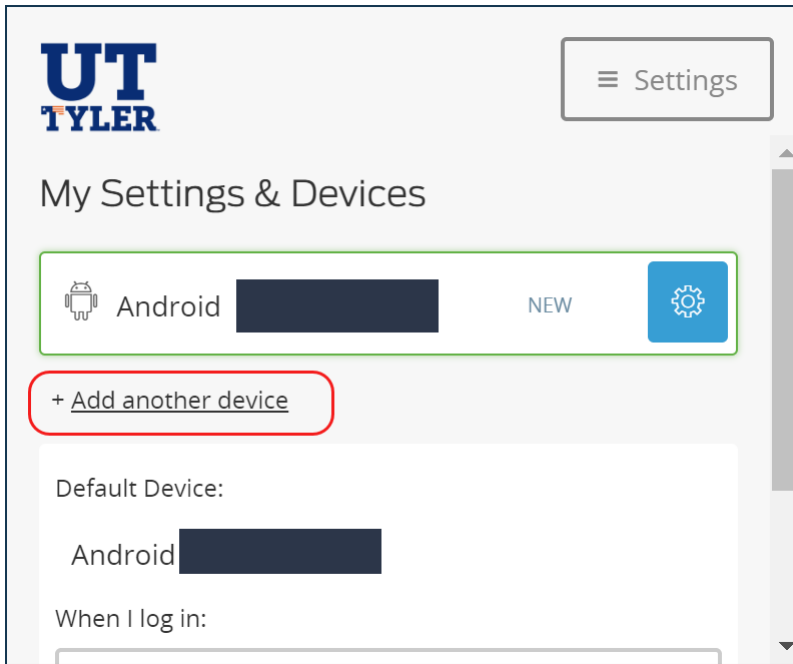
**ON YOUR PHONE WILL SEE THE FOLLOWING – proceed as seen below:**



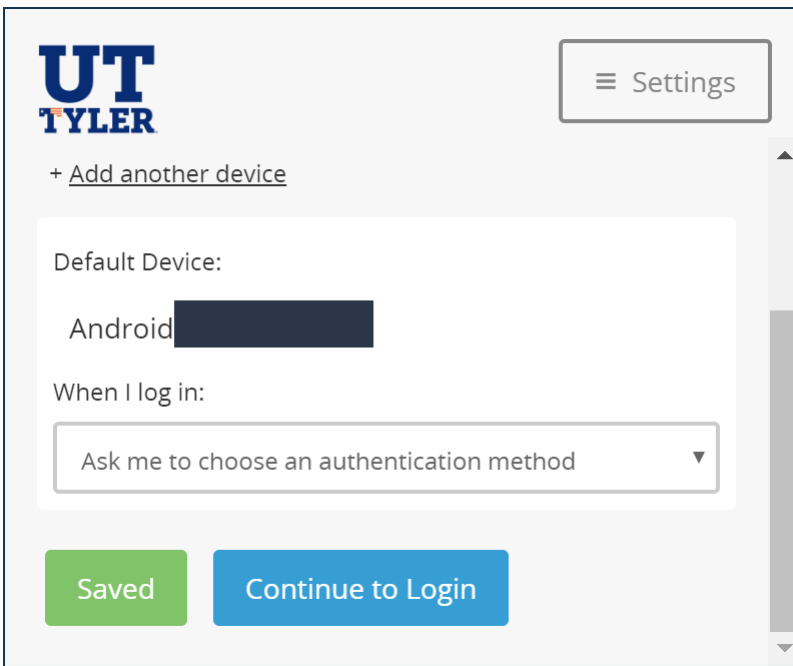
## 9. MY SETTINGS & DEVICES

Once the barcode was successfully scanned, and you clicked **Continue**, you will be taken to **My Settings & Devices**.

You can choose to add another device or scroll down to view more options.



If there are no other changes, click **Continue to Login**.



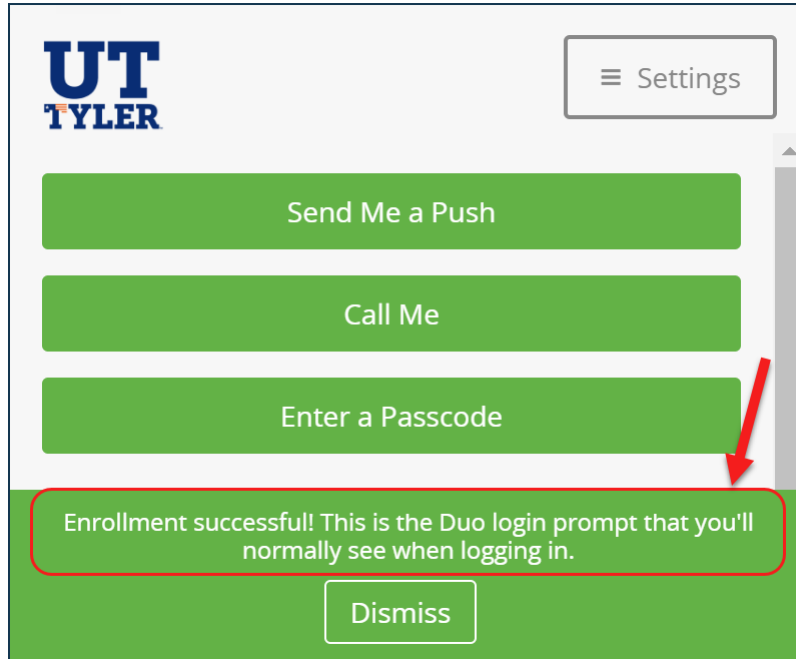


---

## 10. YOU HAVE SUCCESSFULLY ENROLLED YOUR DEVICE

You will see the message that you have successfully enrolled your device.

Click **Send Me a Push** to finalize the enrollment process.



### IMPORTANT FINAL NOTE:

When using Two-Factor Authentication, please make sure you select **Send Me a Push**.

- This option will send a push notification to the free DUO app that can be installed on your mobile device.
- The push notification DOES NOT count against your text messages quota.