



TWO-FACTOR AUTHENTICATION ADD A NEW DEVICE

INFORMATION TECHNOLOGY
THE UNIVERSITY OF TEXAS AT TYLER

ADD A NEW DEVICE

You can easily add **new devices** right from the Duo authentication prompt.

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) 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.

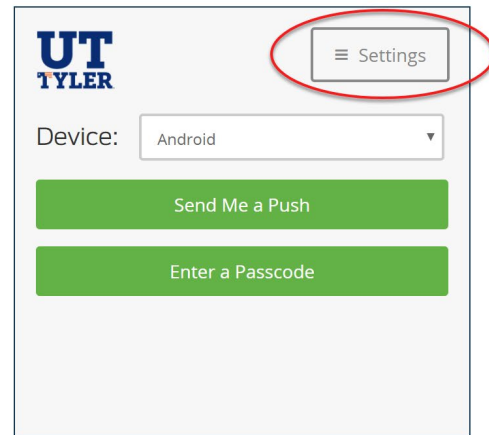
WARNING: Prevent unauthorized use! Completely exit your Web browser when you are finished.

3. CLICK ON SETTINGS TO VIEW MORE OPTIONS

- **DO NOT** click on **Send Me a Push**.
- You **MUST** click **Settings**.

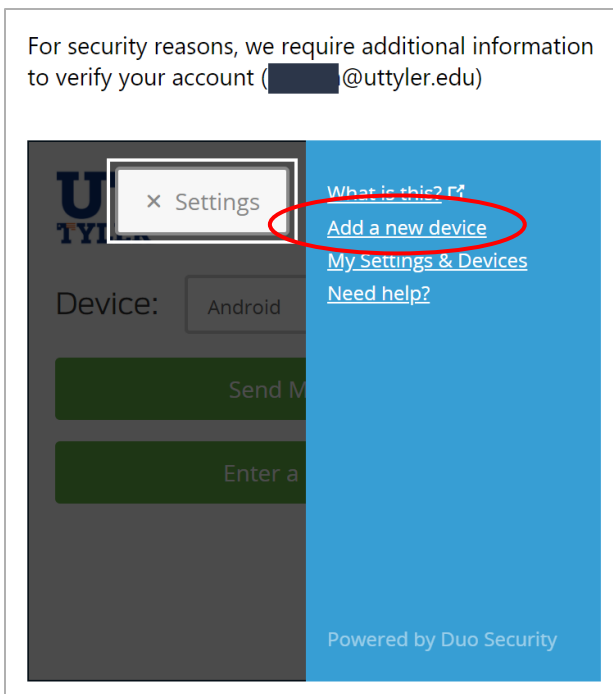


For security reasons, we require additional information to verify your account (gbarna@uttyler.edu)



4. CHOOSE ADD A NEW DEVICE

For security reasons, we require additional information to verify your account ([REDACTED]@uttyler.edu)



5. AUTHENTICATE WITH DUO

Before you can continue, you will be asked to authenticate.

NOTE: You can't add a new device if you do not have access to any previously enrolled devices.

- Scroll down for more authentication options.

UT TYLER Settings

Add a new device

First, we need to confirm it's really you. Choose an authentication method below to begin adding a new device to your Duo account.

Choose an authentication device

Android

Enter a Passcode

- **Send Me a Push** option works if you have DUO Mobile installed on your phone.

UT TYLER Settings

...need to confirm it's really you. Choose an authentication method below to begin adding a new device to your Duo account.

Choose an authentication device

Android

Enter a Passcode

Send Me a Push

OTHER OPTIONS:

Call Me – this option works best if you **changed your device** but **kept the same phone number**, and you **DO NOT** have the DUO Mobile app installed on the new phone yet.

Enter a Passcode

We would like to encourage everyone to utilize the **Send Me a Push** option if possible. The option is **Free** for you and the university.

6. CHOOSE THE TYPE OF DEVICE YOU ARE ADDING

UT TYLER

Settings

What type of device are you adding?

Mobile phone RECOMMENDED

Tablet (iPad, Nexus 7, etc.)

Landline

U2F token

Continue

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

7. 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?

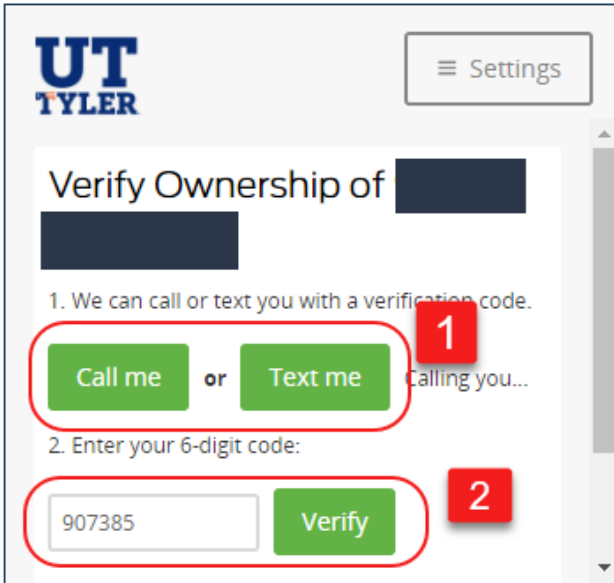
Back Continue

8. VERIFY OWNERSHIP

1) Choose **Call me** or **Text me**

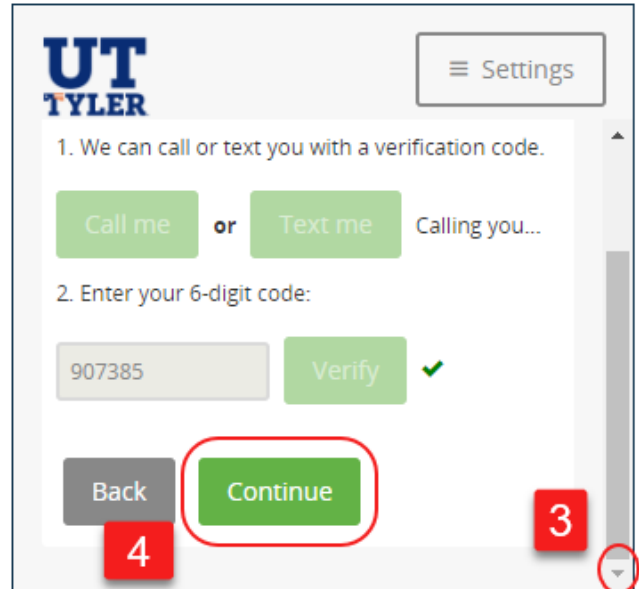
You will receive a 6-digit code. Make note of it.

2) Enter the 6-digit code > click **Verify**

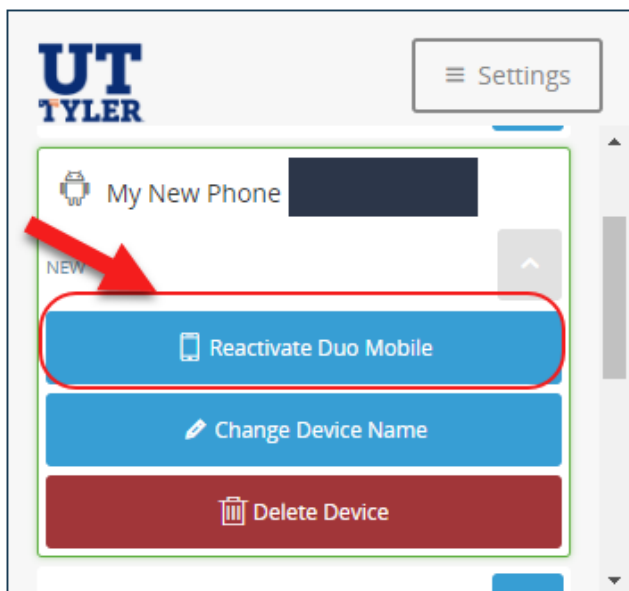


3) Scroll down to see more options

4) Click **Continue**

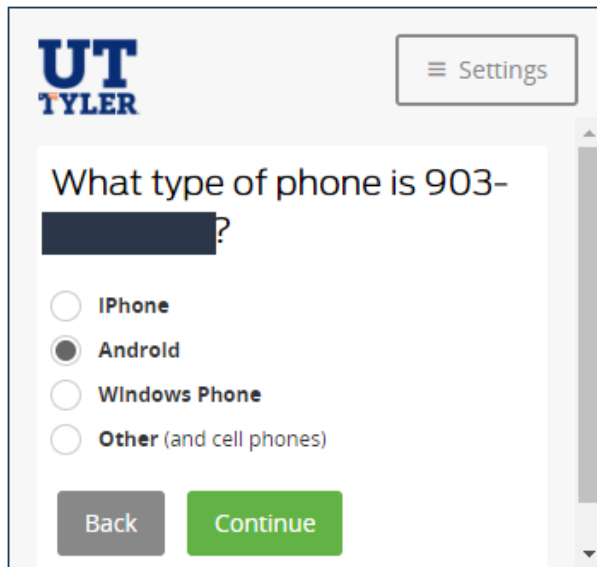


9. REACTIVATE DUO MOBILE



- Select **Reactivate Duo Mobile**

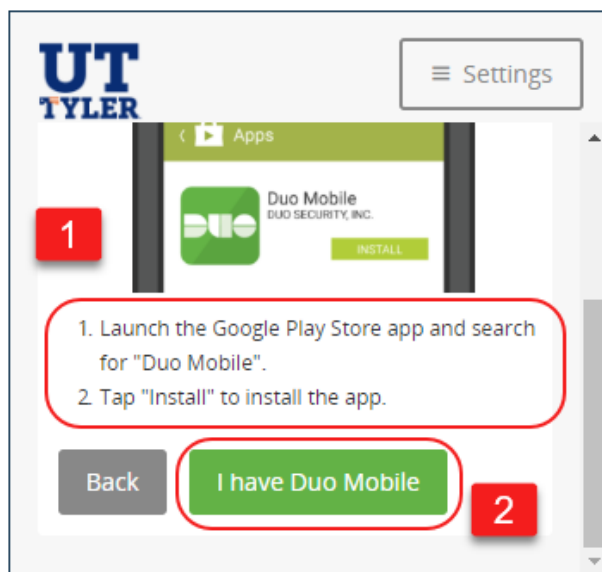
10. INSTALL DUO MOBILE ON YOUR SMARTPHONE OR TABLET



- Choose the type of device you have
- Click **Continue** after making your selection

NOTE:

- Follow **step 1** only if you **DO NOT** have Duo Mobile already installed on your device.
- If you do have it already installed, proceed directly to **step 2**.



1. On your phone

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

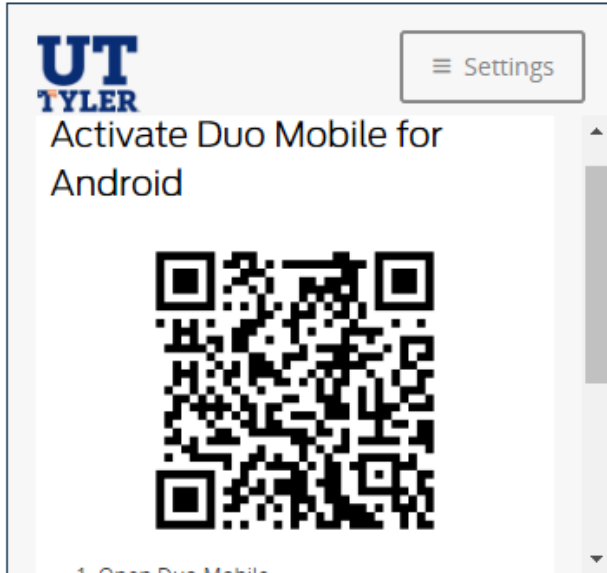
2. On the computer

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

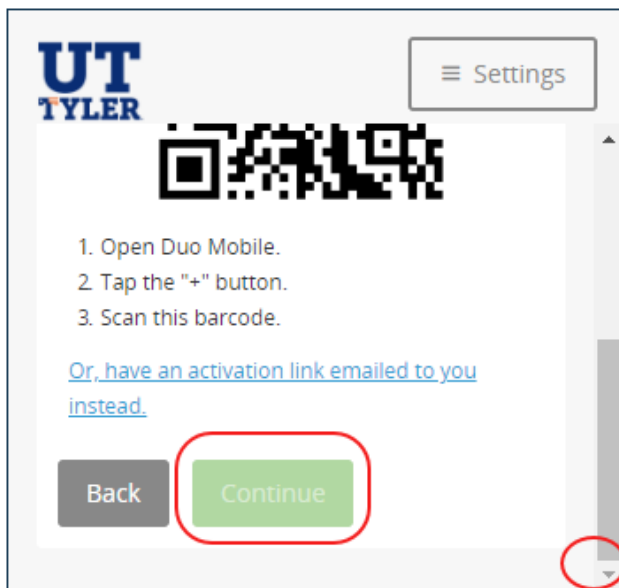
11. ACTIVATE DUO MOBILE

On the next screen, you will see a barcode. Scroll down to reveal more information. You will be informed to:

- Open **Duo Mobile** app on your mobile device
- Tap “Accept”
- Tap “Add Account” or the plus (+) button in the upper right
- 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.



12. DEVICE SUCCESSFULLY ADDED

Click **Continue to login** to proceed to the authentication prompt.