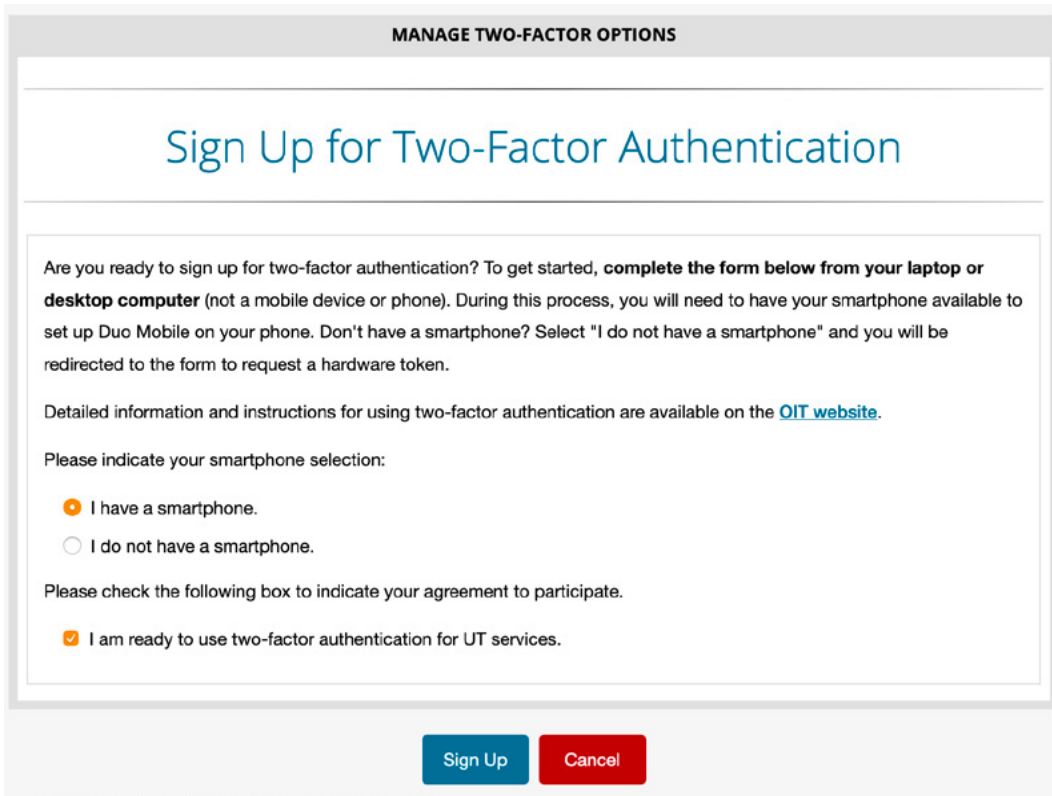




1. Using a computer, go to 2fa.utk.edu/signup
2. Log in with your NetID (also known as your UTC ID) and password.
3. Select the option '**I have a smartphone**' and check the box for '**I am ready to use two-factor...**'
Click '**Sign Up**'



MANAGE TWO-FACTOR OPTIONS

Sign Up for Two-Factor Authentication

Are you ready to sign up for two-factor authentication? To get started, **complete the form below from your laptop or desktop computer** (not a mobile device or phone). During this process, you will need to have your smartphone available to set up Duo Mobile on your phone. Don't have a smartphone? Select "I do not have a smartphone" and you will be redirected to the form to request a hardware token.

Detailed information and instructions for using two-factor authentication are available on the [OIT website](#).

Please indicate your smartphone selection:

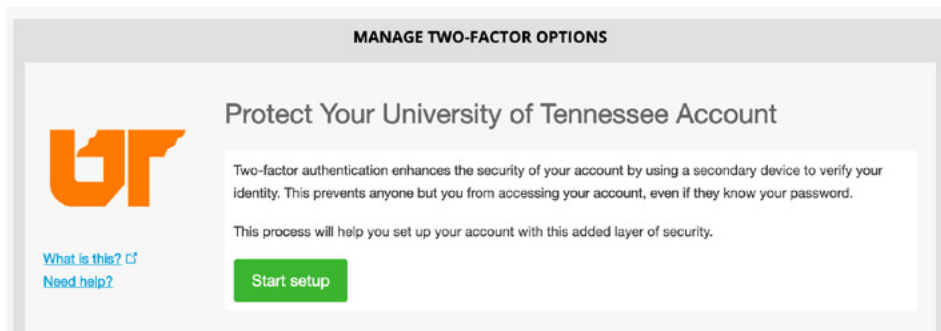
- I have a smartphone.
- I do not have a smartphone.

Please check the following box to indicate your agreement to participate.

- I am ready to use two-factor authentication for UT services.


[Sign Up](#) [Cancel](#)

4. Select '**Start Setup**'.



MANAGE TWO-FACTOR OPTIONS

Protect Your University of Tennessee Account



Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

[Start setup](#)



5. Select which type of device you are adding.

The screenshot shows the 'Manage Two-Factor Options' interface. On the left is the UT logo and links for 'What is this?' and 'Need help?'. The main heading is 'What type of device are you adding?'. There are two radio button options: 'Mobile phone' (marked as RECOMMENDED) and 'Tablet (iPad, Nexus 7, etc.)'. A green 'Continue' button is at the bottom right.

6. Enter your phone number and check the box to confirm the number is correct. Press **continue**.

The screenshot shows the 'Manage Two-Factor Options' interface for entering a phone number. It includes the UT logo and help links. The heading is 'Enter your phone number'. A dropdown menu shows 'United States'. Below it is a text input field containing '+1 865' followed by masked digits, with a green checkmark to its right. An example number 'ex: (201) 234-5678' is shown below. A checkbox is checked with the text 'You entered (865) [masked]. Is this the correct number?'. At the bottom are 'Back' and 'Continue' buttons.

7. Select what type of phone you are using.

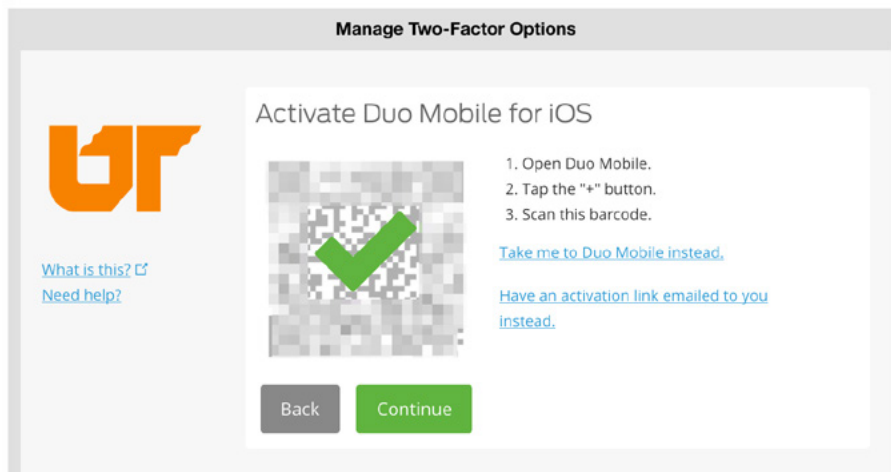
The screenshot shows the 'Manage Two-Factor Options' interface for selecting a phone type. It includes the UT logo and help links. The heading is 'What type of phone is 865-[masked]?' (where [masked] represents the phone number entered in the previous step). There are three radio button options: 'iPhone', 'Android', and 'Windows Phone'. At the bottom are 'Back' and 'Continue' buttons.



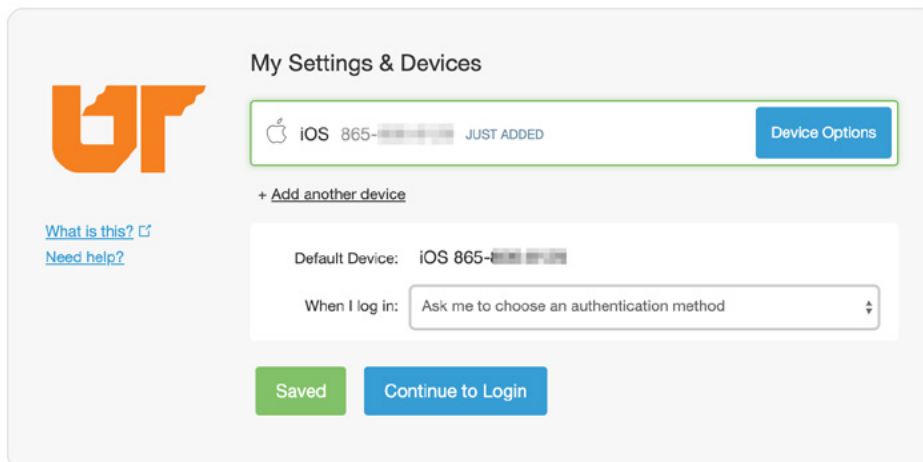
8. Install the “**Duo Mobile**” app on your mobile device if you have not already.



9. Scan the onscreen code from the Duo app.
When the green check mark appears, click ‘**Continue**’



10. **IMPORTANT** You must click ‘**Continue to Login**’ to complete the 2FA set-up process.



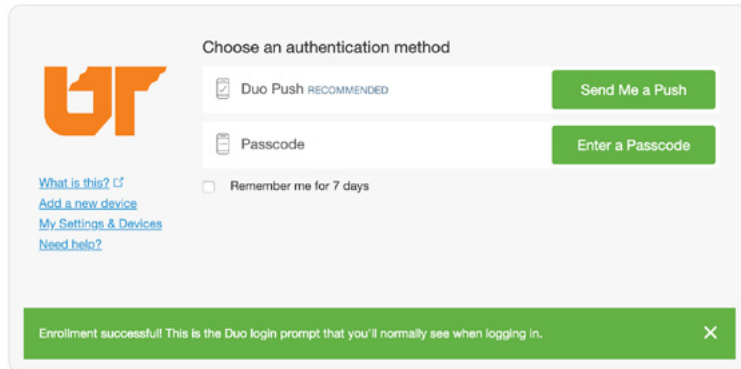


2FA SETUP

11. Select an authentication method.

-Click '**Send Me a Push**' to receive an alert on your smartphone (**Recommended**)

-Click '**Enter a Passcode**' to use the code displayed in the Duo Mobile App on your smartphone



12. You have successfully enabled two-factor on your UTC ID (NetID) account and you are ready to use two-factor.

Click '**Okay**'

