TWO-STEP LOGIN: GETTING STARTED

Two-step login with Duo, also known as two-factor authentication, protects your account by adding an extra layer of security beyond your password. With two-step login, you will need to provide additional confirmation of your identity to gain access to online resources at the university.

*Follow these steps to set up two-step login.*

![Diagram of two-step login process]

1. On your computer, go to the Two-factor authentication set-up and management webpage at https://go.rutgers.edu/setup. Sign in with your NetID and click Start setup to begin enrolling your device.

2. Select the type of device you’d like to enroll and click Continue. We recommend using a smartphone for the best experience.

3. Select your country from the drop-down list and type in the phone number of the phone that you’ll have with you when you’re logging in to a Duo-protected service. Double-check that you entered it correctly, check the box, and click Continue.

4. Choose your device’s operating system (i.e. iOS, Windows, Android, etc.) and click Continue.

5. Duo Mobile is the app to download that will run on your smartphone and help you with two-step login quickly and easily. Without it you’ll still be able to log in using a phone call or text message, but for the best experience, we recommend that you use Duo Mobile. With the app installed you will get a notification on your phone to approve your login.

   Follow the platform-specific instructions on the screen to install the app. After installing, return to the enrollment window and click I have Duo Mobile installed.

6. Installing the app will link it to your account so you can use it for authentication. On your
cellphone, activate Duo Mobile by scanning the barcode with the app’s built-in barcode scanner. Follow the platform specific instructions for your device.

For mobile devices, open the Duo Mobile app and select the + button. Use your phone’s camera viewfinder to position the barcode on your screen inside the viewfinder as shown below.

The “Continue” button is clickable after the barcode is scanned successfully. **Can’t scan the barcode?** Select **“Email me an activation link instead”** and follow the instructions.

You can use **Device Options** to give your phone a more descriptive name, or you can click **Add another device** to start the enrollment process again and add a second phone or another authenticator. If this is the device you’ll use most often with Duo then you may want to enable automatic push requests by changing the **When I log in:** option and changing the setting from “Ask me to choose an authentication method” to “Automatically send this device a Duo Push” or “Automatically call this device” and click **Save**.

With one of the automatic options enabled Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).
Click **Continue** to login to proceed to the Duo Prompt.

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**CONGRATULATIONS!**

Your device is ready to approve Duo push authentication requests. Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received at your phone.

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