# **How to register your University-reimbursed smart phone**

1. Go to 2fa.psu.edu
2. Login to WebAccess
3. The next screen is:



1. Enter your last 4 digits of your PSU ID
2. Select Next
3. The next screen is:



1. Select Mobile Phone
2. Select Next
3. The next screen is :



1. Enter your Cell phone #
2. Select the OS/Platform (e.g. iOS, Android, Generic Non-Smart Phone, etc)
3. Enter a name for your device (for you to recognize)
4. Select Next
5. The next screen is:



1. IF YOU HAVE NOT DOWNLOADED THE DUO MOBILE APPLICATION ON YOUR SMART PHONE, YOU NEED TO DO SO NOW. FOLLOW THE DIRECTIONS BELOW:
	1. In your SmartPhone, go to either the AppStore, GooglePlay, etc
	2. Search for ‘Duo Mobile’
	3. You will see the following app:



* 1. Install/download the app on your phone; you will need to enter your Apple ID or Google Play ID to install it.
	2. Open the Duo app once it’s installed.
	3. Click OK to allow for Dup Mobile to send you notifications
	4. Click Accept for the Agreement clause
	5. Set your cell phone down
1. Click Next on the 2fa.psu.edu screen (displayed above #13 above)
2. The next screen is:



1. Pick up your cell and Click ‘Add Account’ on your cell phone in the Duo Mobile app
2. Select OK in the duo mobile app to allow it to access your camera
3. Hold your phone camera to your computer screen to scan and activate the code shown on the screen.
4. Congratulations! Your SmartPhone is now registered with 2FA.

**Confirm your device using the QA site**

1. Go to: <https://cosign.aittest.psu.edu/> (the thumbprint will have QA on it; it’s not production)
2. Enter your WebAccess login
3. Select Log In
4. The next screen is:



1. Keep the defaulted information selected (Duo Device = your mobile name and Duo Push)
2. Select Log In
3. Your mobile will alarm you that a Duo mobile request has been triggered
4. The bottom of your mobile screen will look like this on your mobile



1. Select Approve on your mobile screen within the Duo app.
2. The Duo app will show Approved!
3. If you look on the computer screen, it will now show this from the QA site (which represents you logged in successfully to WebAccess and 2FA):

When 2FA is turned on by the University, this screen will represent whichever system you are logging in to (e.g. ESSIC, timecard, etc).

