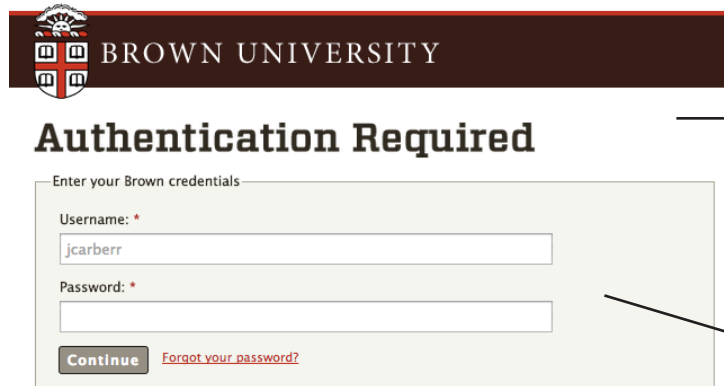


How does Two-Step Work?

When you log in to a page like this:



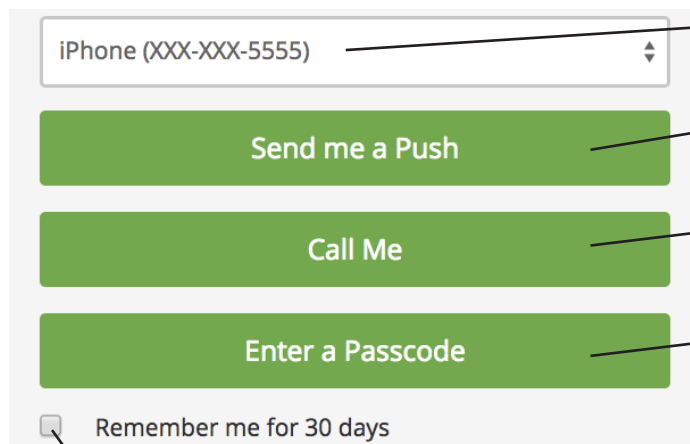
The image shows a login page for Brown University. At the top is the Brown University crest and the text "BROWN UNIVERSITY". Below this is a heading "Authentication Required". Under the heading is a form titled "Enter your Brown credentials". The form has two input fields: "Username: *" with the text "jcarberr" entered, and "Password: *" which is empty. Below the password field is a "Continue" button and a link that says "Forgot your password?".

Single Sign On:

Two-step occurs on login screens that look like this, including Workday, Banner, and Canvas (but *not* your email)

This is where you enter your Brown username and password

You'll choose a way to verify:



The image shows a verification options form. At the top is a dropdown menu showing "iPhone (XXX-XXX-5555)". Below the dropdown are three green buttons: "Send me a Push", "Call Me", and "Enter a Passcode". At the bottom is a checkbox labeled "Remember me for 30 days".

Choose a device / phone

Send a push notification
(for smartphones and tablets)

Receive a call
(any phone - press a key to accept)

Enter a bypass code
(codes are in MyAccount
or can be texted to you)



"Remember Me" makes it easy!

Check "Remember Me" to avoid another prompt on this browser for 30 days

Have questions?
Want detailed instructions?
Visit brown.edu/go/twostephelp

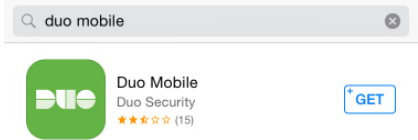


Set Up Two-Step Verification

1 Smartphone? Install the App

Apple, Android, and Windows smartphones:

- Install the app called **Duo Mobile** in your app store.



No smartphone? No problem! Skip to the next step.

2 Enable Two-Step in MyAccount


- Visit <https://myaccount.brown.edu/twostep/settings>
- Sign in.
- Check the **Enable** box and **Save**.

Leave this page open for the next step.

Two-Step Verification

Two-factor authentication requires one to provide an additional pin in order to gain access to a software application. Use of multi-factor

3 Add Your Device or Phone Number

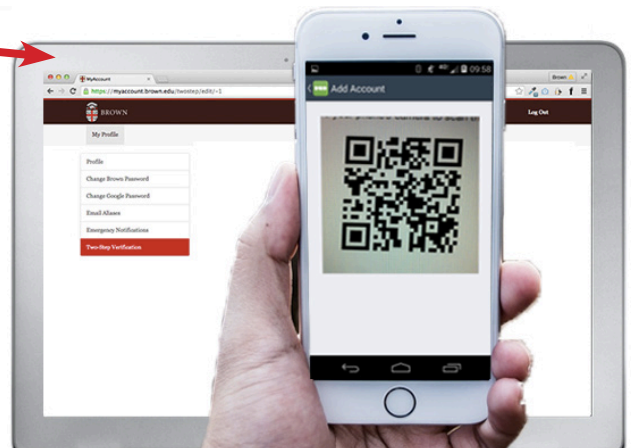
- Still in MyAccount, click **Add Device**. 
- Enter details for your phone and **Save**.

Smartphone? Pair your device.

- On your phone, open the **Duo Mobile App**
- Click **Add Account** or the plus sign on the top right.
- Hold your phone up to the QR code on your computer. It will scan the code and add your account.

Repeat for your other numbers.

Do you have a desk phone? A home phone?
You can click "Add Device" to add them as backups.



4 Generate Bypass Codes

Generate bypass codes on the MyAccount two-step page and keep them in your wallet.

If you forget your phone, or you're out of cell and wifi range, you can use the codes instead.