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.putyler.edu
   - outlook.utyler.edu
   - one.utyler.edu

2. LOGIN PAGE
   - Enter your email address (i.e., jdoe@utyler.edu) and the regular UT Tyler account password.
3. **CLICK ON SETTINGS TO VIEW MORE OPTIONS**
   - **DO NOT** click on Send Me a Push.
   - You **MUST** click Settings.

4. **CHOOSE ADD A NEW DEVICE**
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.
- Send Me a Push option works if you have DUO Mobile installed on your phone.

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

- 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
- Click 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.