Enrolling in Duo Two-Factor Authentication

SELF-ENROLL FOR DUO

You can enroll in the Duo two-factor authentication program simply by visiting the login.wvu.edu self-service web page.

You will need to have another means of authentication (a phone, tablet, or authentication key code) in order to set up your own hardware token. Otherwise, you must contact the Service Desk (304-293-4444) to complete setup.

1. First, direct your web browser to login.wvu.edu where you can access self-service options to modify your account settings.

2. Click on the My Login link. You will be asked to log into the self-service account page before you can change any options.

3. Enter your WVU Login username and password.
   a. Click the Login button to proceed. Your account details will load.

4. Click the Enroll in DUO 2-Factor button to turn on two-factor authentication for your account.
   a. Two-factor authentication will be enabled for your account as soon as you click the button.

5. You will see a message indicating that your WVU Login account has been enrolled in Duo 2-Factor authentication.
a. If you intend to use a hardware token (either a U2F Yubikey USB token or a Duo display token), you should click **Add a Hardware Token** to attach the token to your account.
   i. If you choose not to set up your token now, you must contact the [Service Desk](#) to complete that process later.
b. If you do not have a token device, you have finished enrollment! Click the **Back to My Login** button to return to the main [Login.wvu.edu](#) page.

6. You can now set up your phone or tablet as your authentication device by logging back into the Login.wvu.edu page.
   a. Click **My Login**.
   
   ![My Login](image)
   
   b. Enter your WVU Login **username** and **password**.
   
   ![Login](image)
   
   c. Click **Login**.
   
   d. You should see the Duo setup screen to connect your Login account to your phone or tablet.
   
   ![Duo setup](image)
   
   e. Click the **Start setup** button to proceed with setting up your Android, iOS, Windows, or Blackberry phone or tablet. Instructions for each type of device can be found in the [Knowledge Base](#).

7. After you have set up your phone, tablet, or token device, you will now be asked to authenticate your login whenever you access secured WVU systems.

8. Pick your device from the drop-down at the top, then choose an authentication method in order to complete authentication.
   
   ![Device selection](image)
   
   a. Click **Send me a Push** to receive a notification on the Duo Mobile app on your mobile phone. You will see a request that you must tap, and then choose **Approve**. If the notification does not appear immediately, you may need to open the Duo Mobile app to see the notification.
   
   b. Click **Enter a Passcode** to receive a six-digit passcode on your mobile device. You must open the Duo app, click the **key** icon to get a code, and type the code into the authentication screen on your computer. You may also obtain passcodes from the Service Desk.