



Getting Started with 2-Step Verification

What is 2-Step verification?

To keep sensitive information (like social security numbers) safe, the University is using a new security method that asks you to prove that “you’re you” before accessing sensitive information. This method is called “2-Step verification.” See the back page to see how it works.

Information you need to start

You need the following information to create your account (which you only need to do one time).

- Onyen or Guest ID
- Password
- PID
- Date of birth (you’ll use this format: mm/dd/yyyy)
- Last four digits of your social security number

Note: If you don’t have a social security number, you need to know the answers to the security questions you set when you created your password for your Onyen.

Choose a device to set up

You can choose from these ways to tell the system you’re you:

- 1) You can use a smartphone and install the app



- 2) You can use a tablet and install the app



- 3) You can use a cell phone without the app



- 4) You can use a landline phone



Top 5 Things to Watch Out For:

1. Make sure you have cell service or wifi before you start.
2. The system times out after 60 seconds of inactivity.
3. Even if you have a smartphone, if you aren’t using the app, you need to choose **Other** as your operating system.
4. If the barcode scan isn’t working, there is another option.
5. Wait until the directions on the computer tell you to open the app.

How 2-Step verification works



1. One time only:
Register a phone or tablet for 2-Step verification. Choose whether you want to use an app, text, or phone call.



2. Go to a place in the system that requires verification.



3. Click the link to verify.



4. Receive a notice on the app, a text message, or a phone call.



5. For the app, click a button. For text, enter the code sent to you. For phone call, press any key.



6. Now you can access the sensitive information.