

2-STEP AUTHENTICATION



Heather Russell – CCE-IT

cce-helpdesk@cornell.edu

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version 2.0

Why? What? How?

it.cornell.edu/twostep

"Getting Started" Training

bit.ly/cornell2step

Screencast: Register Devices

bit.ly/cornell2stepregister

Screencast: Login with 2-Step

bit.ly/cornell2steplogin

Tech issues? Contact:

→ Your local IT contact

→ Your regional IT lead

→ CCE-IT

cce-helpdesk@cornell.edu

→ CIT

helpdesk@cornell.edu

LOCKED OUT?

Need an emergency code to unlock?

Contact CIT

607-255-5500

You will need to verify your identification with CIT in order to get the code.

WHAT IS 2-STEP LOGIN?

- ❖ 2-step login adds an extra layer of security to your Cornell NetID
- ❖ It combines:
 - Something you know (your NetID and password), with
 - Something you have (a physical device)

WHEN WILL I NEED IT?

- ❖ To access all University web resources protected with CUWebLogin
- ❖ Includes: Workday, Kronos, CCE Business Systems, Box, Lynda, Cornell's Dropbox, etc.
- ❖ You will not need it to access Outlook or Office365 (yet)



WHAT DEVICES CAN I REGISTER?

- ❖ Any phone number (landline or cell; work or home)
- ❖ Smartphone or tablet with Duo mobile app installed
- ❖ Duo hardware token (these are available to all regular CCE staff – contact your IT lead)
- ❖ U2F token (works only with Chrome on a PC with a USB port)
- ❖ NOTE: **register several devices** for the greatest flexibility

REGISTER YOUR DEVICES

- ❑ Go to: twostep.netid.cornell.edu, log in with your NetID
- ❑ Click **Manage Devices**
- ❑ NOTE: if you have already enrolled devices, you will need to authenticate with a second device to get to this page
- ❑ Follow the instructions on this page to add phone numbers, smartphones/tablets, and U2F tokens
- ❑ To register a Duo hardware token, click the "Enroll a Hardware Token" tab

LOGGING IN USING 2-STEP

- ❑ When presented with a CUWebLogin page, log in with your NetID
- ❑ When prompted, choose a device from the dropdown menu
- ❑ Depending on the device, you will see different options: Call Me, Enter a Passcode, Send me a Push, Enter a Bypass Code; follow the instructions
- ❑ If you are using a U2F token, make sure it is inserted in your USB port and press the button when flashing