1. Go to Penn Two-Step Verification website to start the process.
   https://twostep.apps.upenn.edu/

2. Click on "Enroll Now" button

3. Enter your birth date (month/day/year), then click "Next"

(continue to next page)
4. Confirm that your email address is correct, then click "Next"
   (If incorrect, click "edit email address" to change it).

5. Enter at least two phone numbers for safety purposes, in case you don't have your smartphone or keyfob with you, then click "Next"
6. Add some friends who will be able to help you if you don't have your smartphone or keyfob with you, then click "Next"

Penn WebLogin: Two-Step Verification

Enroll: step 4 of 9 - friends

Your changes have been saved.

Identify friends who will be able to help you if you do not have your Two-Step Verification device. Each friend must be a Penn affiliate with a PennKey.

Note: Two total lifelines (i.e. phones and friends) are required. If you haven't included a second phone number, you must specify at least one friend.

Enter a name to search for a friend

Friend
Friend
Friend
Friend
Friend
Friend

(continue to next page)
7. Select your two-step verification method. Phone app (Duo Mobile) is the recommended method, then click "Next"

If you will be using a keychain fob, please skip to Page 9.

(continue to next page)
8. Install the Duo Mobile app from your iPhone app store or Android app store.

After the app has been installed successfully on your phone, click "Next"

- Open your phone's app store and install the free Duo Mobile app
- If you need more information see the Duo documentation

(continue to next page)
9. Using the Duo Mobile app, scan in the QR code that's being displayed on your monitor.

(Don't scan the code on this document -- this is an example only!)

Penn WebLogin: Two-Step Verification

Enroll: step 7 of 9 - integrate Duo Mobile app

Open the Duo Mobile app on your phone

If you have previously enrolled and already have a University of Pennsylvania listing in Duo (DO NOT DELETE other separate listings like PennMedicine), delete that listing

Select "add" and then scan this QR code

Open the Duo app on your smartphone and scan the QR code on your monitor

If you need more information see the Duo Mobile documentation

Cancel  NEXT
10. A test will be sent to your phone. Approve the test push, then click "Next"

Enroll: step 8 of 9 - test Duo Mobile app

A "push" notification has been sent to your phone

Your phone should prompt you to "Approve" the push. If you are not prompted, open the Duo Mobile app. If you still don’t see the notification, swipe down on the Duo app to prompt it to look for the push.

Approve the push. Note: only accept pushes that you initiate.

If you need more information see the Duo documentation

(continue to next page)
11. Print out the single-use verification codes, in case you don't have your smartphone or keyfob with you, or can't contact any friends to help you.

You have successfully enrolled in Two-Step Verification.

Note: If your activated device is not available or not working, use one of the single-use verification codes below to log in.

Print the codes and instructions now using your browser, and keep them safe.

You can use each code once, in sequence. It is recommended that you cross out the codes that you have already used. If you forget which code you used last, enter any two unused codes in sequence (separated by a space). If you lose your printed codes, or use them all, go to the "Manage settings" page and click the "Generate codes" button to create a new set. Any previously unused codes will be invalidated.

Currently valid codes:

12. Congratulations, you're now enrolled in two-step verification.

Success: you are now enrolled in Two-Step Verification

Manage settings

Learn more about Two-Step Verification
FOR THOSE USING A KEYCHAIN FOB

1. Select "Keychain fob", then click "Next"

(continue to next page)
2.  
   a) Enter the serial number on the sticker on your keyfob
   b) Press the button on your keyfob, and enter the 6-digit code
   c) Wait 30 seconds
   d) Press the button again, and enter the next (and different) 6-digit code

Then click "Next" to continue
3. Print out the single-use verification codes, in case you don't have your smartphone or keyfob with you, or can't contact any friends to help you.

You have successfully enrolled in Two-Step Verification.

Note: If your activated device is not available or not working, use one of the single-use verification codes below to log in.

Print the codes and instructions now using your browser, and keep them safe.

You can use each code once, in sequence. It is recommended that you cross out the codes that you have already used. If you forget which code you used last, enter any two unused codes in sequence (separated by a space). If you lose your printed codes, or use them all, go to the "Manage settings" page and click the "Generate codes" button to create a new set. Any previously unused codes will be invalidated.

Currently valid codes:

4. Congratulations, you're now enrolled in two-step verification.