



## PennKey Two-Step Verification Setup

All Faculty are required to enroll in Two-Step by **October 31, 2018**. Please see below for more information about Two-Step and how you can enroll. If you need any assistance setting up Two-Step, please contact [SP2 Information Services](#) or refer to the visual setup guide, <https://www.isc.upenn.edu/sites/default/files/two-step-guide-v103.pdf>

### Why is this being required?

- Penn is requiring all Faculty to enroll in Two-Step to enhance security for University information assets and community members' personal data.
- With Two-Step Verification, your information is protected even if your PennKey password is compromised.

### What is Two-Step Verification?

- Two-Step Verification is a simple, effective security feature that adds an extra layer of protection for PennKey-protected websites and applications.
- With Two-Step, you'll log in with your PennKey and password and then use a device in your possession (such as a mobile phone or keychain-fob) to verify your identity. You can also print out pre-generated single-use codes to use.
- Two-Step provides multiple lifelines, so you can still verify your identity in the event you do not have access to your device.
- Two-Step is easy to use when you're teaching or traveling and provides numerous verification options – including ones that do not require a wi-fi or cellular connection or a mobile device.

### How do I Enroll in Two-Step Verification?

- Enroll in Two-Step Verification by visiting: <https://twostep.apps.upenn.edu>
- During enrollment, select your primary and backup verification methods. You can choose to:
  - **Install the free Duo Mobile app** on your iOS (iPhone) or Android smartphone to receive one-touch push notifications or generate single-use verification codes to enter into your browser (**Recommended!**)
  - **Receive text messages** with verification codes on a mobile phone.
  - **Receive automated phone calls** to a number you specify in advance.
  - **Purchase and use a keychain fob** to generate single-use verification codes. These can be purchased at the Penn Bookstore for \$17, item #400033138. Contact the Bookstore or SP2 Information Services for more details.  
**Print out** pre-generated single-use codes.

## How do I use Two-Step Verification?

- To log into a PennKey-protected web resource after completing enrollment, you will:
  1. Enter your PennKey and password.
  2. **If desired, check the box for “Trust this Browser”**. This means you won’t be prompted for Two-Step again within that Web Browser, provided you use that same browser once every thirty days.
  3. Verify your identity with your Two-Step device.

## To learn more about Two-Step, visit:

- Two-Step Verification FAQ: <https://www.isc.upenn.edu/how-to/two-step-faq>
- Two-Step User Guide: <https://www.isc.upenn.edu/sites/default/files/two-step-guide-v103.pdf>

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*If you have any questions or need assistance, please contact SP2 Information Services at [sp2help@sp2.upenn.edu](mailto:sp2help@sp2.upenn.edu) or 215-898-5750.*