

Guide to Two-Factor Authentication

Enrollment Guide

Hi Miners!

If you are a staff or faculty member, you will be able to register for 2 Factor Authentication. Once you are registered, you will use it to login into PeopleSoft and VPN.

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

Supported Browsers: Chrome, Firefox, Safari, Internet Explorer 8 or later, and Opera.




How to register


Let's get started!



Go to my.UTEP.edu










[Sign In](#)




Sign in to view your finances, grades, classes, and more


Sign In





For Students


For Faculty & Staff


 Goldmine

 Blackboard

 Moodle

 Student Mail

 UTEP Map

 Miner Metro GPS Tracker

CAMPUS RESOURCES

- Athletics
- Bookstore
- Childcare
- Food Services
- Library
- Parking
- Student Sports Lottery

FINANCES

- Financial Aid
- Loans & Installment Plans
- Make a payment
- Miner Gold Card Office
- Money Matters (Financial Planning Guide)

ACADEMICS

- Academic Calendar
- Advising
- Class Search
- How to Order Transcripts
- Registration Dates & Info

EMPLOYMENT

- Career Center
- Career Planning Resources
- Internships
- Jobmine


HEALTH & SAFETY

- Campus Police
- Center for Accommodations and Support Services
- Counseling
- Environmental Health & Safety
- Health Center
- Recreational Sports Department

TECHNOLOGY

- Assistive Technology Lab
- Computer Clinic
- Computer Labs
- Equipment Checkout
- Help Desk

Click “Sign In”










Sign In

Q


Sign in to view your finances, grades, classes, and more


Sign In





For Students

For Faculty & Staff

 Goldmine

 Blackboard

 Moodle

 Student Mail

CAMPUS RESOURCES

- Athletics
- Bookstore
- Childcare
- Food Services
- Library
- Parking
- Student Sports Lottery

FINANCES

- Financial Aid
- Loans & Installment Plans
- Make a payment
- Miner Gold Card Office
- Money Matters (Financial Planning Guide)

ACADEMICS

- Academic Calendar
- Advising
- Class Search
- How to Order Transcripts
- Registration Dates & Info

EMPLOYMENT

- Career Center
- Career Planning Resources
- Internships
- Jobmine


HEALTH & SAFETY


- Campus Police
- Center for Accommodations and Support Services
- Counseling
- Environmental Health & Safety
- Health Center
- Recreational Sports Department

TECHNOLOGY


- Assistive Technology Lab
- Computer Clinic
- Computer Labs
- Equipment Checkout
- Help Desk

Enter Your UTEP Login and Password


**MY.UTEP.edu**
THE UNIVERSITY OF TEXAS AT EL PASO

Welcome to 


This in-house website, portal, connects students to all their online services in one convenient location. Your UTEP account, username and password, connects to your Live Mail e-mail, WebCT, Goldmine, mSpace, My Status and Wiki services.




Have easy access to different modules.



Online Services.



Access to enrollment information, class schedule, academic calendar, and more.



Access to multiple university systems for faculty, staff and students

Sign in with your UTEP account


USERNAME:

PASSWORD:

[Get your UTEP account here!](#)
[Change Password](#)
[Forgot your password?](#)

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws.

Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.



State Reports | UT System | Customer Service Statement | Site Feedback | Required Links | CLERY Crime Statistics
The University of Texas at El Paso | 500 West University Avenue | El Paso, Texas 79968 | (915) 747-5000

Look for the “2 Factor Authentication” portlet on the Dashboard.

The screenshot displays the myUTEP dashboard interface. At the top, there is an orange header bar with the myUTEP logo on the left, a user profile section showing "Hi Pete" with a dropdown arrow in the center, and a search icon on the right. Below the header, a dark blue sidebar on the left contains a hamburger menu icon, a "Dashboard" link with a clock icon, and a "Faculty & Instructors" link with a person icon. The main content area has a dark blue background with the word "Dashboard" in large white text and a "need a tour?" button. A "CUSTOMIZE" button with a dropdown arrow is located in the top right of the main area. The dashboard is divided into several portlets: 1. "APPLICATIONS" portlet: A grid of 24 application icons including AlcoholEdu, Blackboard, Digital Measures, Goldmine, Meal Plans, Mine Tracker, Miner Gold Card, Miner Mall, Moodle, mSpace, MyApps, MyStatus, NBC Learn, PeopleSoft, Haven (Preventing Sexual Assault), Service Desk, Student Email, Student Notice of Awards, Web Reports, Webmail, and Wiki. 2. "MEMORANDUM OF APPOINTMENT" portlet: Displays a graphic with the text "MEMORANDUM of APPOINTMENT". 3. "PARKING" portlet: Shows a "Parking Permit" button, "No Permits Found" text, and a "Parking Office" button with a right arrow. 4. "ANNOUNCEMENTS" portlet: Includes a "+ post new" button, a "Search Announcements" search bar, a table with headers "Title" and "Type", the text "No announcements found.", and a "View all Announcements" button with a right arrow.

If you do not see it on the Dashboard, click on the “Customize” button to open a list of portlets.

The screenshot displays the myUTEP dashboard interface. At the top, there is a navigation bar with the myUTEP logo, a user profile for "Hi Pete", and a search icon. On the left, a sidebar contains a menu with "Dashboard" and "Faculty & Instructors". The main content area shows a list of portlets with checkboxes for selection: "2 Factor Authentication", "Account Balance", "Announcements", "Applications", "Classifieds", "Memorandum Appointment", "Parking", "Pending Tasks", "Student Photos", and "Undergraduate Curriculum Committee". A "CUSTOMIZE" button with an upward arrow is located at the bottom right of this list. Below the main content area, two portlets are open. The "APPLICATIONS" portlet displays a grid of icons for various services: AlcoholEdu, Blackboard, Digital Measures, Goldmine, Meal Plans, Mine Tracker, Miner Gold Card, Miner Mall, Moodle, mSpace, MyApps, MyStatus, NBC Learn, PeopleSoft, Haven Preventing Sexual Assault, Service Desk, Student Email, Student Notice of Awards, Web Reports, Webmail, and Wiki. The "MEMORANDUM OF APPOINTMENT" portlet shows a "MEMORANDUM of APPOINTMENT" header, a "PARKING" section, and a "Parking Permit" button. Below the button, it states "No Permits Found" and provides a link to the "Parking Office".

myUTEP

Hi Pete

Dashboard

Faculty & Instructors

☐ 2 Factor Authentication

☐ Account Balance

☒ Announcements

☒ Applications

☐ Classifieds

☒ Memorandum Appointment

☒ Parking

☐ Pending Tasks

☐ Student Photos

☐ Undergraduate Curriculum Committee

CUSTOMIZE ^

APPLICATIONS

AlcoholEdu

Blackboard

Digital Measures

Goldmine

Meal Plans

Mine Tracker

Miner Gold Card

Miner Mall

Moodle

mSpace

MyApps

MyStatus

NBC Learn

PeopleSoft

Haven Preventing Sexual Assault

Service Desk

Student Email

Student Notice of Awards

Web Reports

Webmail

Wiki

MEMORANDUM OF APPOINTMENT

MEMORANDUM of APPOINTMENT

PARKING

Parking Permit

No Permits Found

Parking Office

Select the “2 Factor Authentication” checkbox.

The screenshot shows the myUTEP dashboard interface. The top navigation bar is orange with the myUTEP logo on the left, a user profile "Hi Pete" in the center, and a search icon on the right. A left sidebar contains a menu with "Dashboard" (clock icon) and "Faculty & Instructors" (person icon). The main content area is white and displays a grid of checkboxes for various services. A blue arrow points to the "2 Factor Authentication" checkbox, which is checked. Other checked items include "Applications", "Parking", "Announcements", and "Memorandum Appointment". Unchecked items include "Account Balance", "Classifieds", "Pending Tasks", "Student Photos", and "Undergraduate Curriculum Committee". A "CUSTOMIZE ^" button is located at the bottom right of the main content area. Below the main content area, there are two pop-up windows. The left window, titled "APPLICATIONS", displays a grid of 24 application icons including AlcoholEdu, Blackboard, Digital Measures, Goldmine, Meal Plans, Mine Tracker, Miner Gold Card, Miner Mall, Moodle, mSpace, MyApps, MyStatus, NBC Learn, PeopleSoft, Haven Preventing Sexual Assault, Service Desk, Student Email, Student Notice of Awards, Web Reports, Webmail, and Wiki. The right window, titled "2 FACTOR AUTHENTICATION", features a blue header with a lock icon and the text "2 Factor Authentication". Below the header, it contains a paragraph explaining two-factor authentication, the status "Not Registered", a link for more information, and an orange "Register" button with a right-pointing arrow.

myUTEP

Hi Pete

Dashboard

Faculty & Instructors

☒ 2 Factor Authentication

☒ Applications

☒ Parking

☐ Undergraduate Curriculum Committee

☐ Account Balance

☐ Classifieds

☐ Pending Tasks

☒ Announcements

☒ Memorandum Appointment

☐ Student Photos

CUSTOMIZE ^

APPLICATIONS

AlcoholEdu

Blackboard

Digital Measures

Goldmine

Meal Plans

Mine Tracker

Miner Gold Card

Miner Mall

Moodle

mSpace

MyApps

MyStatus

NBC Learn

PeopleSoft

Haven Preventing Sexual Assault

Service Desk

Student Email

Student Notice of Awards

Web Reports

Webmail

Wiki

2 FACTOR AUTHENTICATION

2 Factor Authentication

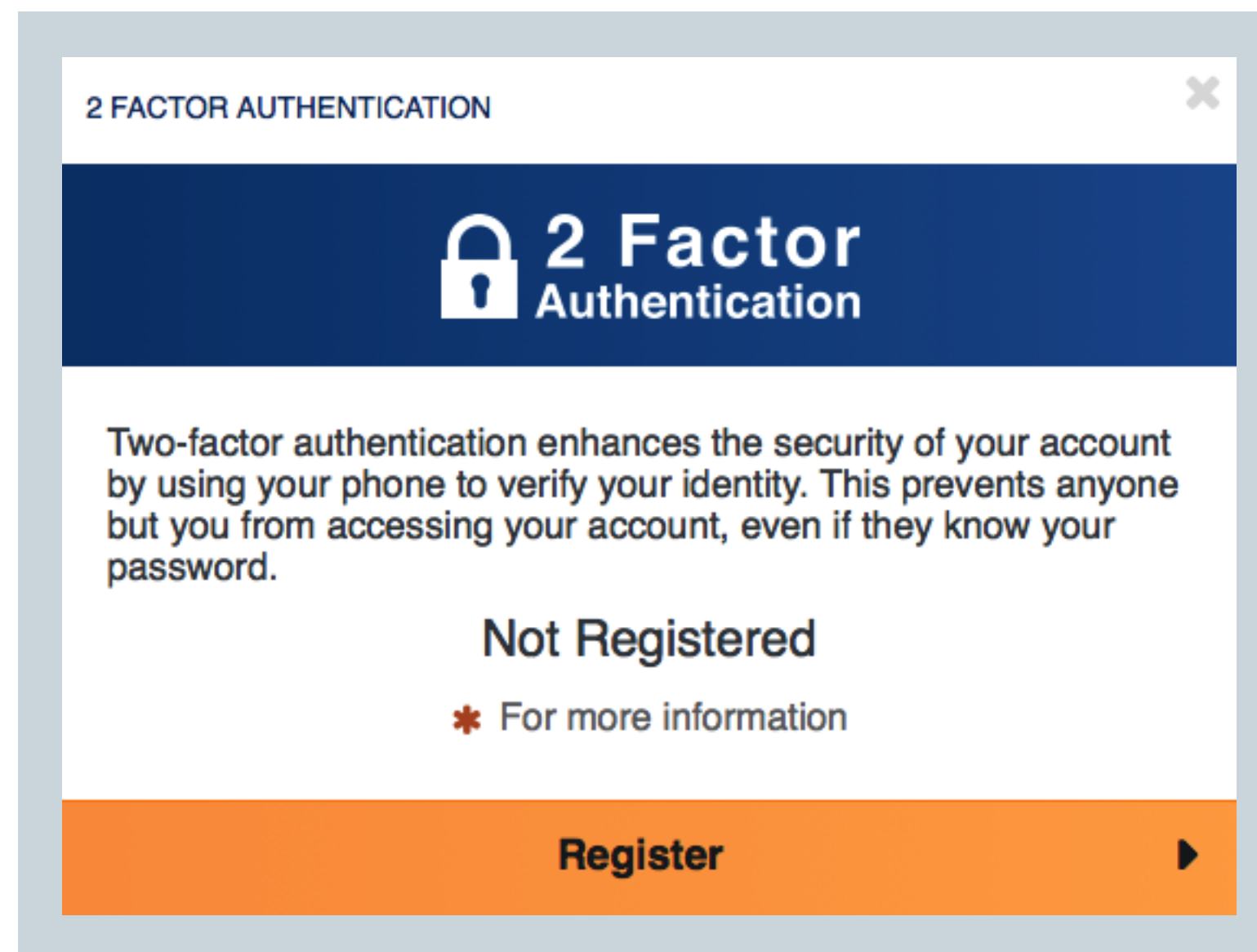
Two-factor authentication enhances the security of your account by using your phone to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

Not Registered

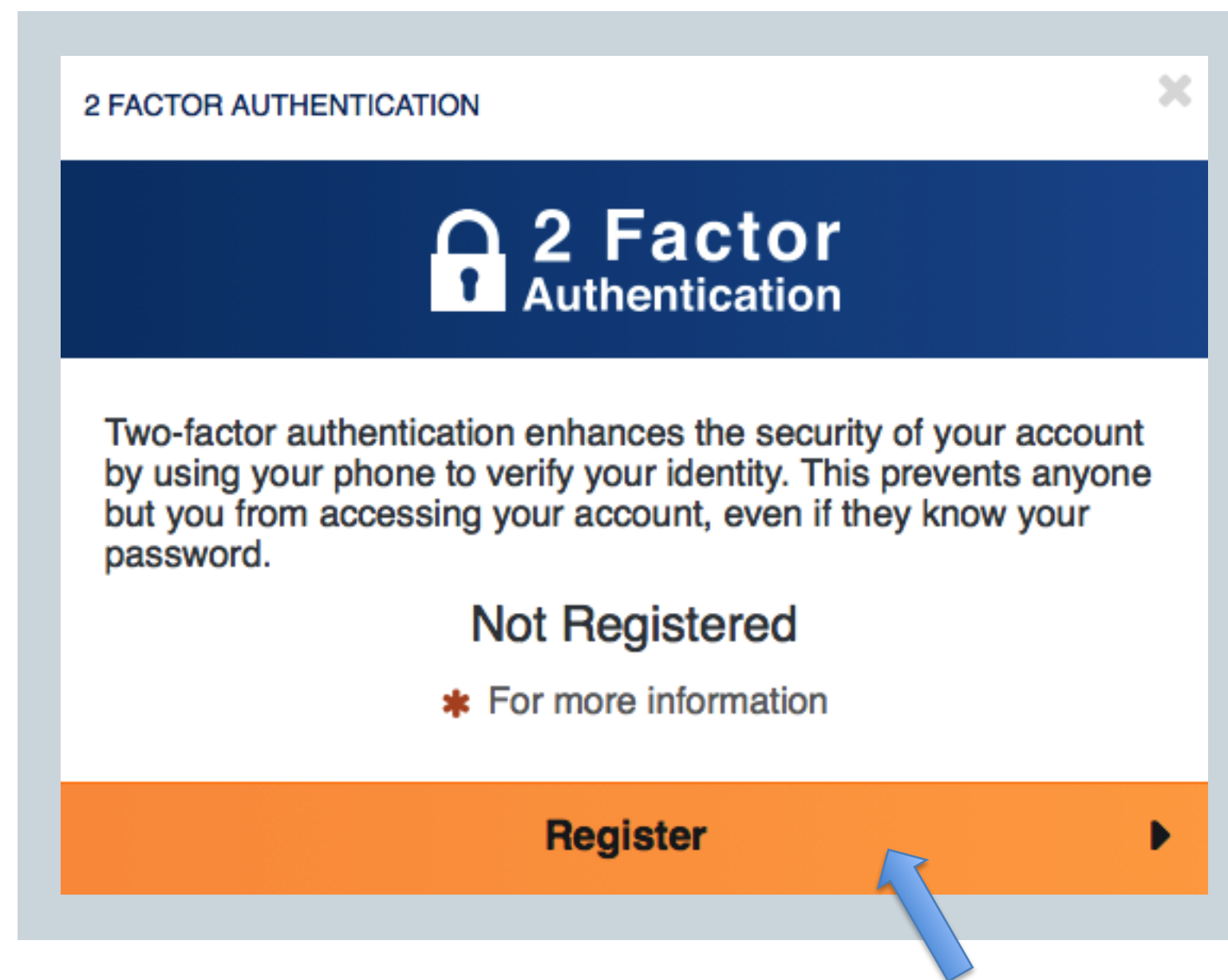
* For more information

Register

If you have not registered you will see a “Not Registered” message displayed on the portlet.





Click on the “Register” button at the bottom of the window to begin the registration process.



1. Welcome Screen

Click **Start Setup**



[What is this?](#) 

[Need help?](#)

Protect Your UTEP Account


Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.


This process will help you set up your account with this added layer of security.

Start setup

2. Choose Your Authenticator

We recommend using a smartphone for the best experience.



[What is this?](#) 

[Need help?](#)

Add a new device

I am enrolling a ...


- ☒ **Mobile phone** RECOMMENDED
- ☐ **Tablet** (iPad, Nexus 7, etc.)
- ☐ **Landline**

[Continue](#)

3. Type Your Phone Number

Select your country and type your phone number. You can enter an extension if you chose "Landline" in the previous step.

Then double-check that you entered it correctly, check the box, and click **Continue**



[What is this?](#) [Need help?](#)

Add a new device

My device's phone number is...

United States

+1 9154229809

ex: (201) 234-5678


☒ (915) 422-9809 is the correct number.


Back

Continue

4. Choose Platform

Choose your device's operating system.



[What is this?](#) 

[Need help?](#)

Add a new device

915-422-9809

My device is a...


- ☒ **iPhone**
- ☐ **Android**
- ☐ **BlackBerry**
- ☐ **Windows Phone**
- ☐ **Other** (and cell phones)


BackContinue

5. Install Duo Mobile

Duo Mobile is an application that runs on your phone and helps you authenticate. Without it you'll still be able to log in using a phone call or text message, but Duo strongly recommends that you use Duo Mobile to authenticate quickly and easily.

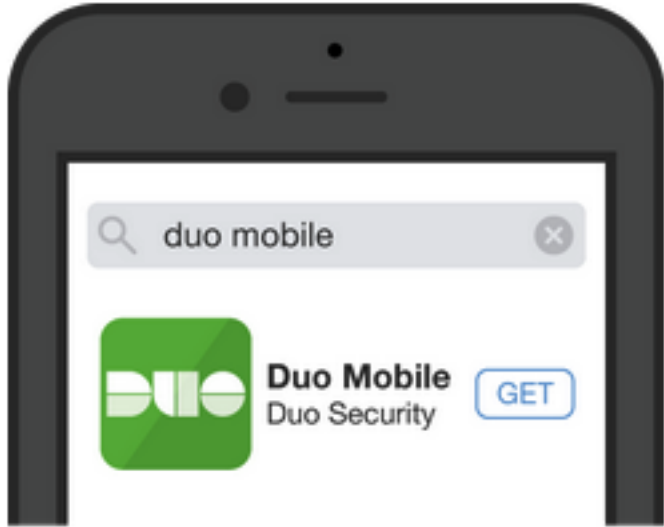
Follow the platform-specific instructions on the screen to install Duo Mobile.



[What is this?](#) 

[Need help?](#)

Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

Tap "OK" when asked if Duo Mobile should be able to send push notifications.

BackI have Duo Mobile installed

6. Activate Duo Mobile

Activating the application will link to your device/account so you can use it for authentication.

On iPhone, Android, Windows Phone, and BlackBerry 10, activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Choose your platform for specific instructions:



[What is this?](#) 

[Need help?](#)

Add a new device

Activate Duo Mobile for iOS

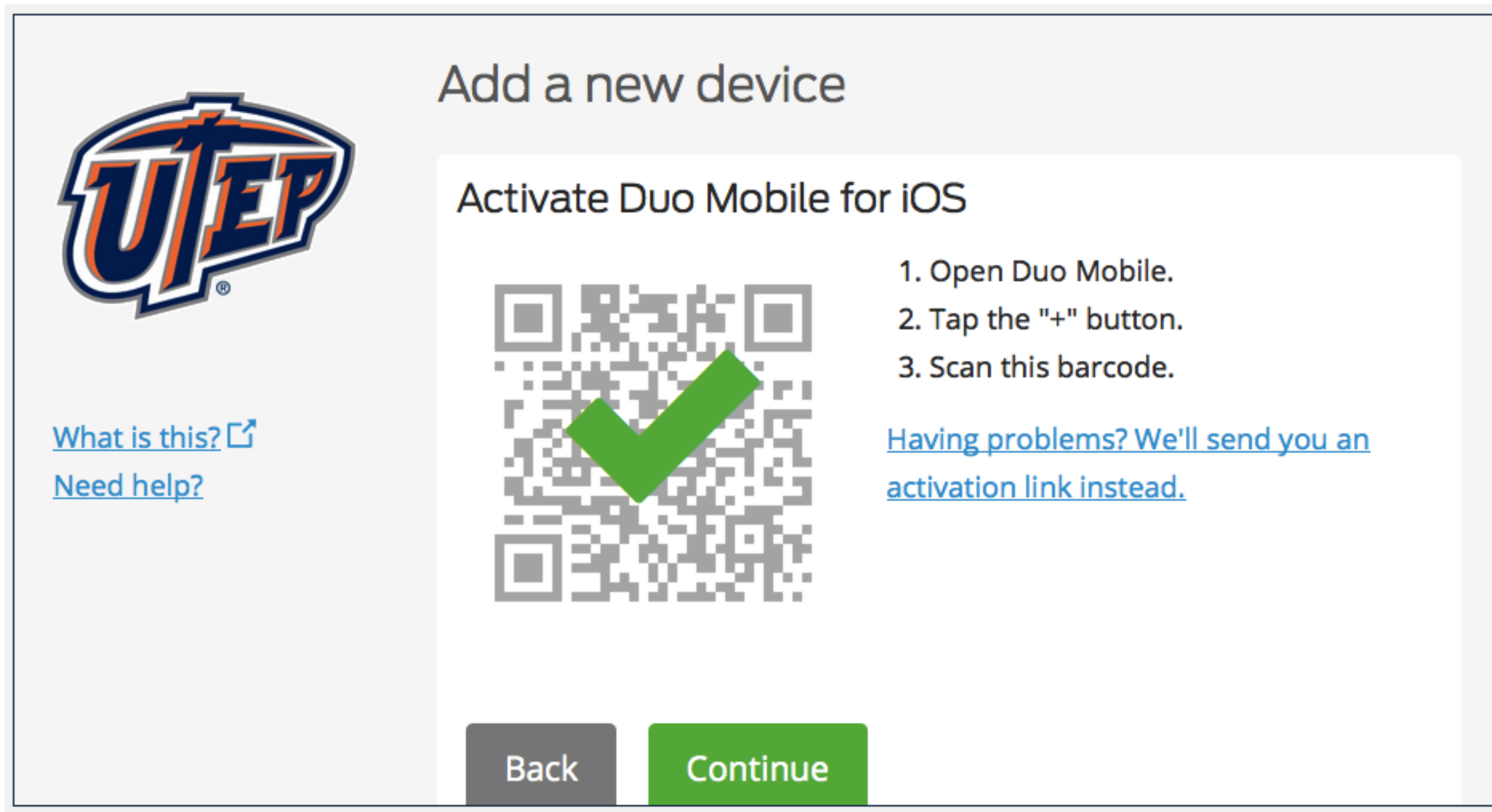


1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Having problems? We'll send you an activation link instead.](#)

BackContinue


The "Continue" button is clickable after you scan the barcode.



Can't scan the barcode? Click the link and then follow the instructions.

7. My Settings & Devices

Scroll down and click **Done**.



My Settings & Devices

[What is this?](#) [Need help?](#)

My default device is:

iOS (XXX-XXX-9809)

This device can automatically receive a request when you need to log in with two-factor authentication.

☐ Automatically send me a:

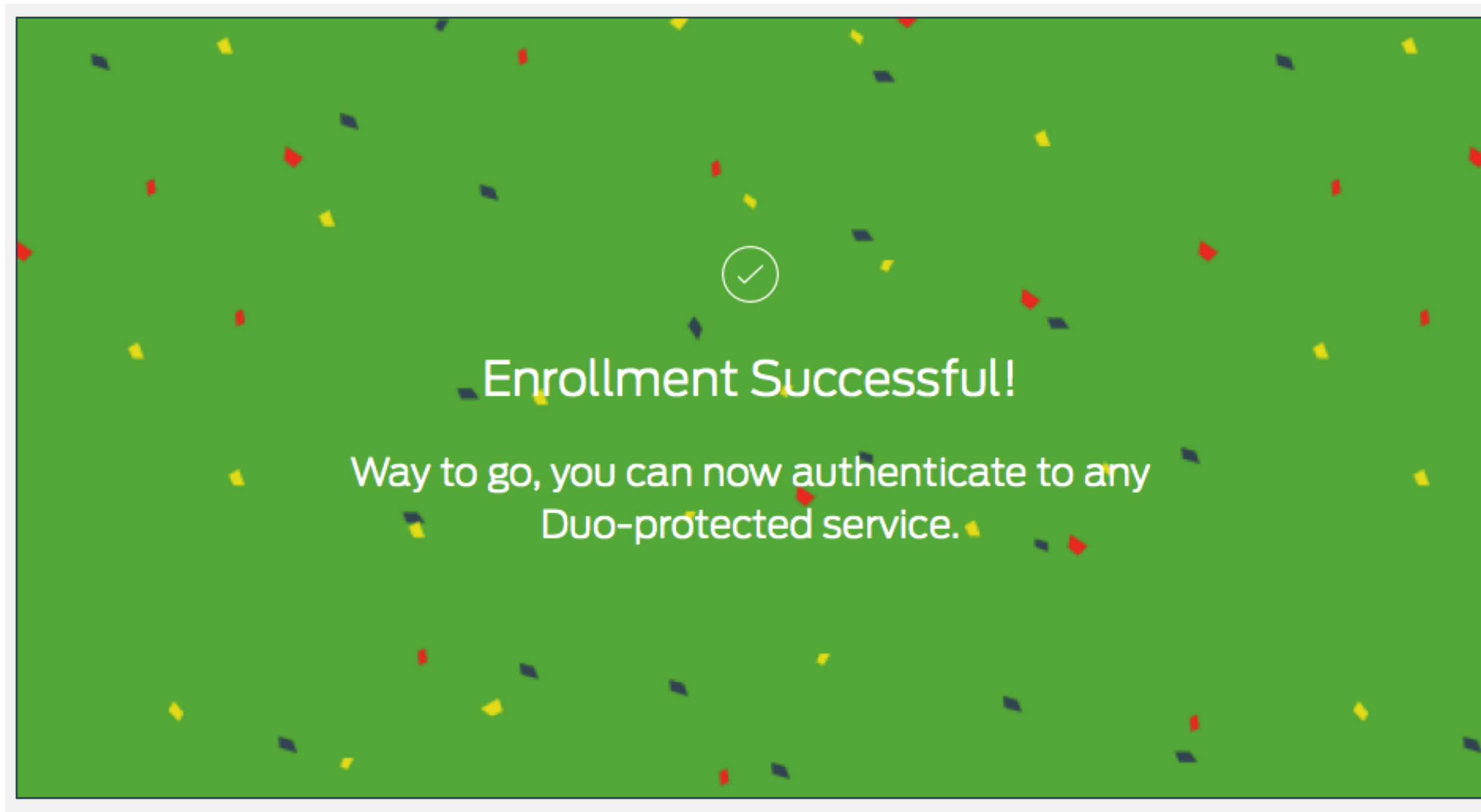
- ☐ Duo Push
- ☐ Phone Call

Save

My Devices

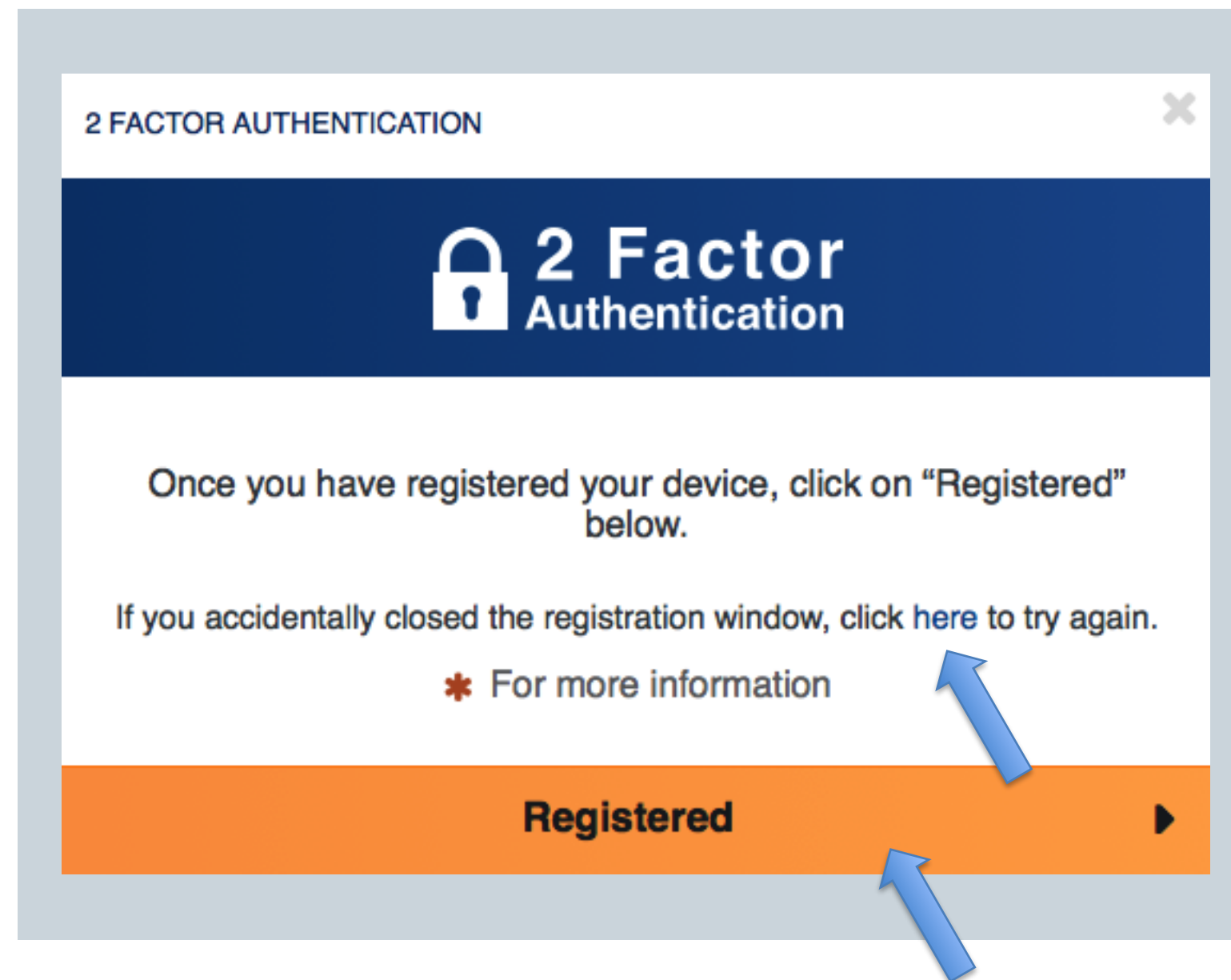
Device successfully added! [Continue to login](#) ✕

Enrollment Complete!



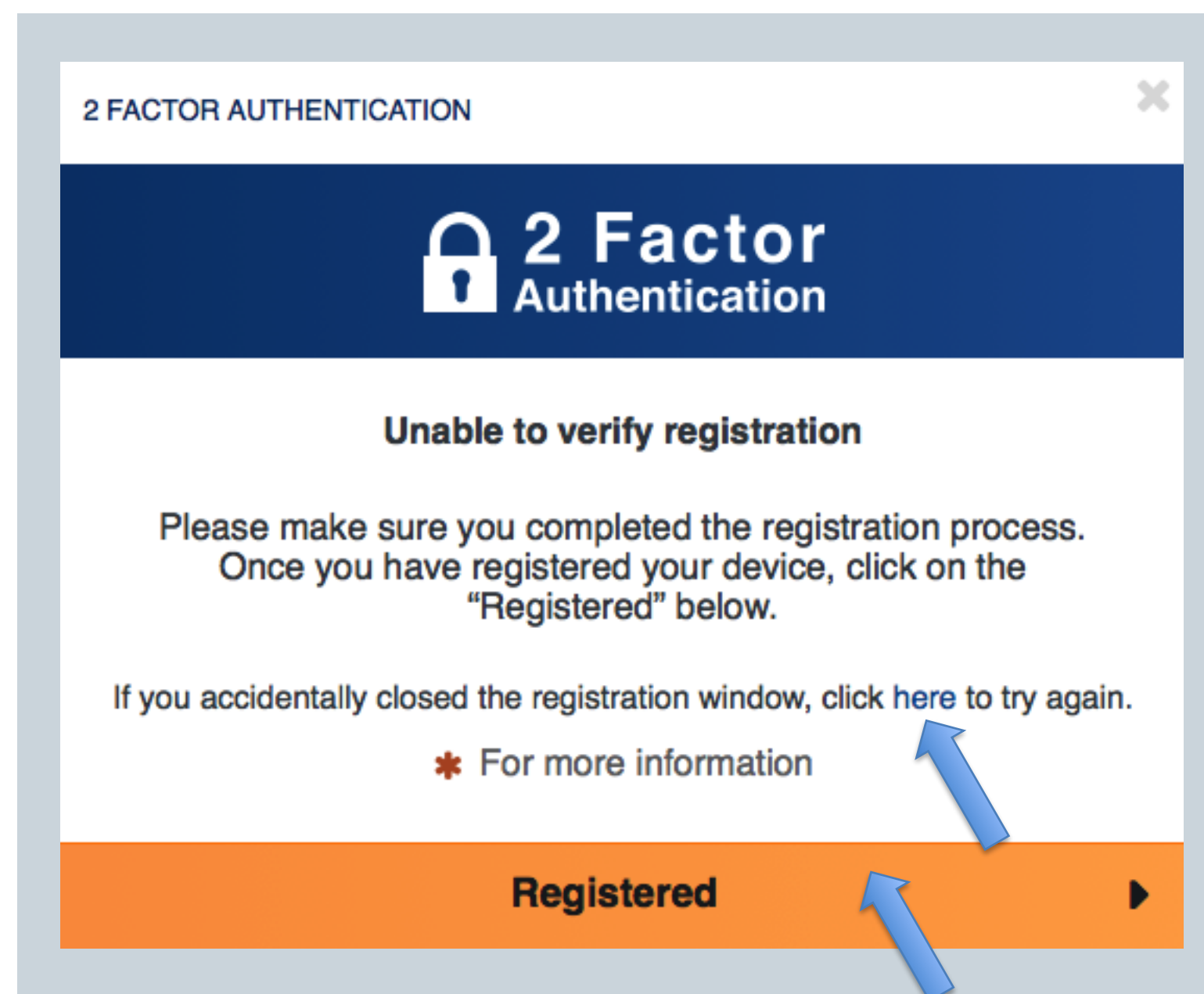
Once you have registered your device, click on “Registered” button.

If you accidentally closed the registration window, click the word “here” to try again.



If you get the “Unable to verify registration” message, please be sure you completed the registration process. Once you have registered your device, click on the “Registered” button.

If you accidentally closed the registration window, click the word “here” to try again.



Upon registration, the portlet will display a message that you have registered.

