Create your VT PID/Username

Your PID (Personal IDentifier) is the username you will use to log in to various Virginia Tech services; it will also be your email address.

Be sure to have your 9-digit Virginia Tech ID number ready.

Important: Remember that you may use your VTUsername@vt.edu email address for job offers or other official communications, so selecting inappropriate or silly words or phrases for your VT Username may not be desirable.

1. Go to this website: onboard.it.vt.edu
2. Click “Next” to continue
3. Enter your 9-digit Virginia Tech ID number
4. Click “Verify” to continue

ID Number
In order to get started, enter your ID number. Your Virginia Tech ID number is a 9-digit number issued by Virginia Tech that appears on your ID card. It typically starts with the number 9.

ID Number: 90000000

Verify
I Don’t Know It

5. Enter your first name, then click next

Identity Challenge
0 of 3 questions answered correctly.

What is your first name?
Next

6. Enter your last name (family name), then click next

Identity Challenge
1 of 3 questions answered correctly.

What is your last name?
Next
7. Enter your birth day (Month/Day/Year), then click next

8. Accept the “acceptable use policy”, then click next

9. Accept the “sensitive data” policy, then click next
10. Agree to the information security policies, then click next

11. Agree to the “Cloud Services” terms of service, then click next

12. Read about the VT Username Purpose, then click next
13. Choose your VT Username. Suggestions are provided, or you may create your own. Once selected or entered, then click next.

14. Confirm your VT Username, click “confirm” to continue.

15. Choose a passphrase, click next to continue.
16. Read through the passphrase examples, click next to continue

17. Type a passphrase

18. Type the passphrase again
19. Click “Create Account” to continue

20. Write down your VT username and VT email address, then click next
Enroll in 2-Factor Authentication

21. Click “Log-In” to begin 2-Factor Authentication set up.

22. Download and install the Duo Mobile app 📲. In the app store app on your mobile device, search for **Duo Mobile**.

**For Chinese Android Users**

Because the Google Play Store is blocked in China, Chinese Android users have two options:

1. Register your mobile phone number and purchase a new device upon arriving to the United States or

2. Register a non-Android device (such as an iPad, laptop, etc.)

If you choose to register your mobile phone and purchase a new one, you should print out **login bypass codes** from [MyVT](#), which will help with the transition to your new device. Printing out these codes will allow you to login and register your new device without having to use your old phone. You should print out the codes **prior** to arriving to the U.S., and make sure you put them somewhere safe so they don't get lost during the journey. After you purchase and set up your new phone/tablet in the U.S., you can then register that device by logging in to your 2-Factor Authentication settings using one of the bypass codes. You can find instructions for printing out bypass codes [here](#).
23. Use your VT username and passphrase to log-in.

24. When prompted to enroll, click the Enroll Now button

25. Click Start setup

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.
26. Choose your authentication device type, then click “continue”

What type of device are you adding?

- Mobile phone (RECOMMENDED)
- Tablet (iPad, Nexus 7, etc.)
- Landline
- U2F token

Continue

27. Type your phone number. Select your country from the drop-down list and type the phone number.

Enter your phone number

United States

+1 7345550105

(734) 555-0105 This is the correct number.

Back Continue

28. Choose your device’s operating system and click Continue

What type of phone is 734-555-0105?

- iPhone
- Android
- Windows Phone
- Other (and cell phones)

Back Continue
29. Install Duo Mobile. After installing Duo Mobile click I have Duo Mobile installed.

30. Activate Duo Mobile. On IPhone, Android, and Windows Phone activate Duo Mobile by scanning the barcode with the app’s built-in barcode scanner.

31. The “Continue” button is clickable after you scan the barcode successfully.
33. Click **Send me a Push** to test the authentication method.