

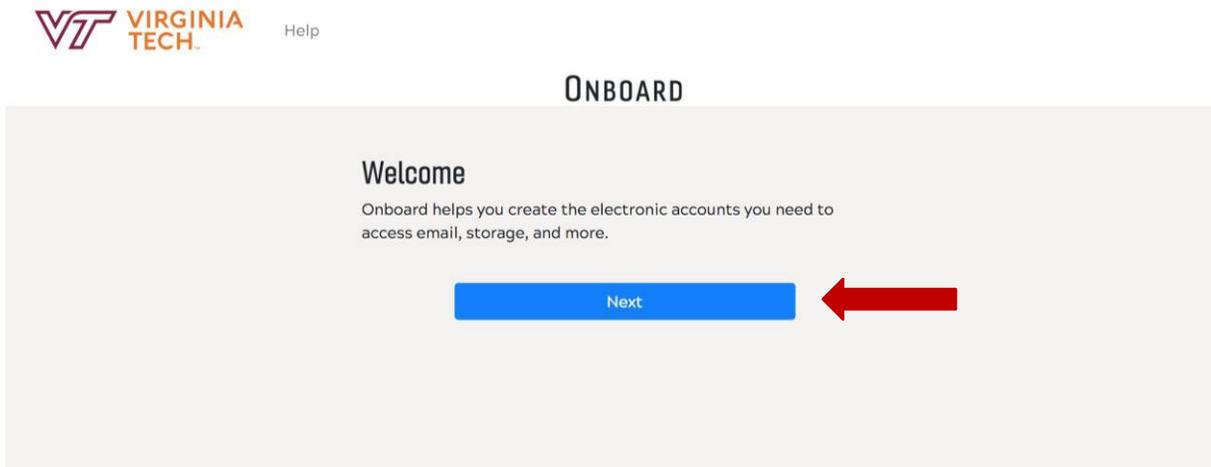
## Create your VT PID/Username

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.

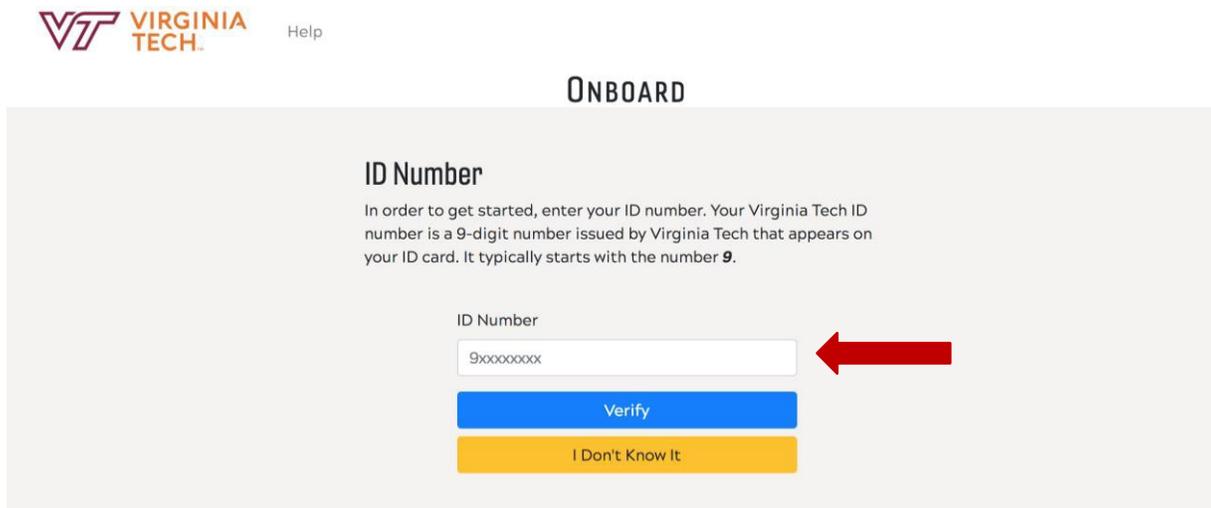
*Be sure to have your 9-digit Virginia Tech ID number ready.*

**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](https://onboard.it.vt.edu)



2. Click "Next" to continue
3. Enter your 9-digit Virginia Tech ID number



#### 4. Click “Verify” to continue

### ONBOARD

#### 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

Verify

I Don't Know It



#### 5. Enter your first name, then click next

### ONBOARD

#### Identity Challenge

0 of 3 questions answered correctly.

What is your first name?

Next



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

### ONBOARD

#### 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



## ONBOARD

### Identity Challenge

2 of 3 questions answered correctly.

When is your birth day (ex. 09/22/1985)?



Next

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



## ONBOARD

### Acceptable Use

The [acceptable use policy](#) covers all computer and network use at Virginia Tech. Acceptable use is always ethical, reflects academic honesty, and uses only your fair share. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Next



9. Accept the “sensitive data” policy, then click next



## ONBOARD

### Sensitive Information

You're also responsible for [sensitive data](#) that you may handle. You need to know what information is available to you, where that data is stored, and what data is covered by laws such as FERPA, HIPPA, and GLBA. You should destroy data that is no longer needed and mitigate risks of data exposure.

Next



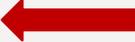
10. Agree to the information security policies, then click next



ONBOARD

Agreement

I will comply with the University's information security policies and associated standards for [sensitive data](#) and [acceptable use](#).

Yes 

No

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



ONBOARD

Cloud Services

Use of Microsoft Office 365 and G Suite for Education accounts means you are agreeing to abide by the [terms of service](#).

Next 

12. Read about the VT Username Purpose, then click next



ONBOARD

VT Username Purpose

Your *VT Username* identifies a handful of electronic accounts held by most people at Virginia Tech. You must provide your username and password to access university e-mail, the Canvas learning management system, your grades, your payments, the library, and almost everything you do at Virginia Tech.

Next 

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



## ONBOARD

### Choose Your VT Username

Please choose a VT Username, which determines your email address.

Suggestions

- cbarbara
- rbarbara
- barbararc
- cbarbara18
- rbarbara18

Selected username

myusername @vt.edu

Must start with a letter and contain 3 to 16 letters and numbers.

←

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



## ONBOARD

### Confirm Your VT Username

Your VT Username is permanent and cannot be changed. You will use it every day you are at the university. Choose carefully.

Please make note of your username. You're going to need it.

Your username: ██████████

Your email address: ██████████

←

15. Choose a passphrase, click next to continue



## ONBOARD

### Choose a Passphrase

Passphrases tend to be longer and simpler than passwords. A passphrase might be a **series of words** or a **sentence**; and while passphrases might contains numbers or symbols, they don't need to if they are long enough.

←

## 16. Read through the passphrase examples, click next to continue

### ONBOARD

#### Choose a Passphrase

There are lots of ways to make a strong passphrase but here are some examples:

- horse battery staple correct
- gibson fender van dumptruck
- Lily Lavender Emmeline Hermione
- taylorswiftincatears
- The Dawgs play on Saturday.
- my black cat is named blue
- Hhcc1rejoice
- Toget#3rForever



## 17. Type a passphrase

### ONBOARD

#### Choose a Passphrase

Think of **four unrelated words**. Spaces are allowed between words.

Passphrase strength

Passphrase



## 18. Type the passphrase again

### ONBOARD

#### Choose a Passphrase

Think of **four unrelated words**. Spaces are allowed between words.

**longer is even better**

Passphrase strength

Passphrase



Passphrase again



19. Click "Create Account" to continue

## ONBOARD

### Choose a Passphrase

Think of **four unrelated words**. Spaces are allowed between words.

longer is even better

Passphrase strength



Passphrase

Passphrase again



20. Write down your VT username and VT email address, then click next

## ONBOARD

### Write It Down

Your account has been created and is ready for use.

VT Username: XXXXXXXXXX

Email address: XXXXXXXXXX@vt.edu

Use your VT Username without the @vt.edu part at the Login Service.

We suggest that you **write down your password** and keep this information in a safe place like a wallet.



## Enroll in 2-Factor Authentication

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



### ONBOARD

#### Set Up 2-Factor

The next step is to authenticate to the *Login Service* with your new username,  and passphrase.

You'll then **set up a cell phone** or other 2-factor authentication device that you will use for every subsequent login. You'll need this device at orientation and any time you need to access email or other university services.

Finally, you'll end up in *My Accounts* where you can set up **passphrase recovery options** and get **2-factor bypass codes**.

Log In



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

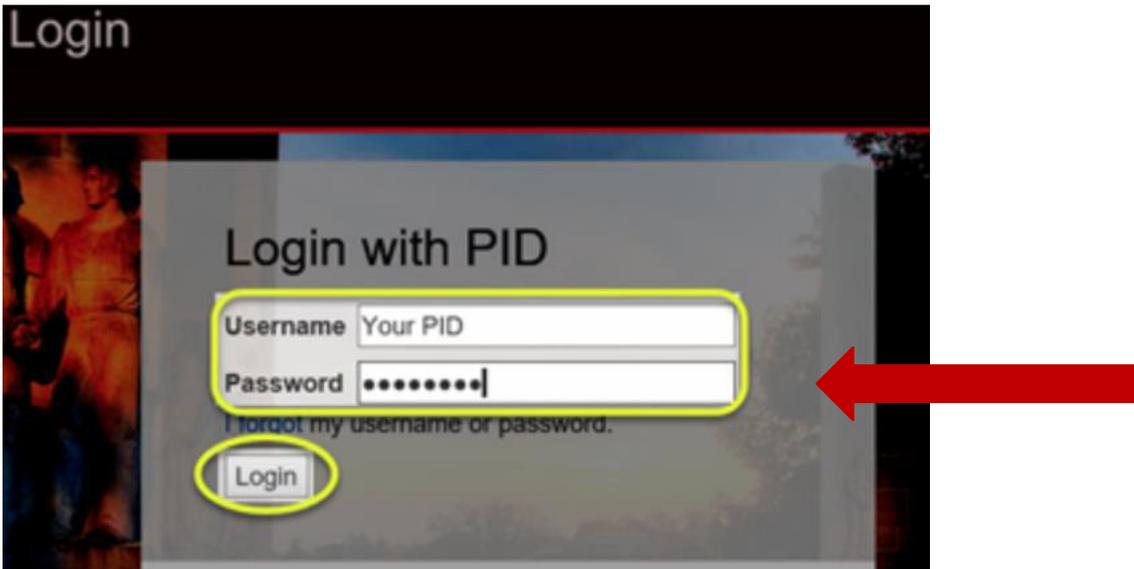
### For Chinese Android Users

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.

Start setup



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**

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 ✓

ex: (201) 234-5678

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

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)

29. Install Duo Mobile. After installing Duo Mobile click **I have Duo Mobile installed**.

### Install Duo Mobile for iOS



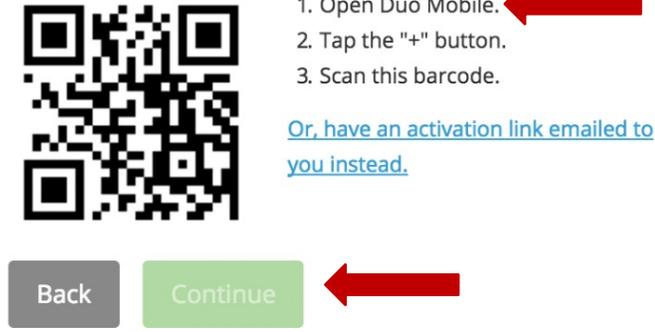
1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

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

Back **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.

### Activate Duo Mobile for iOS



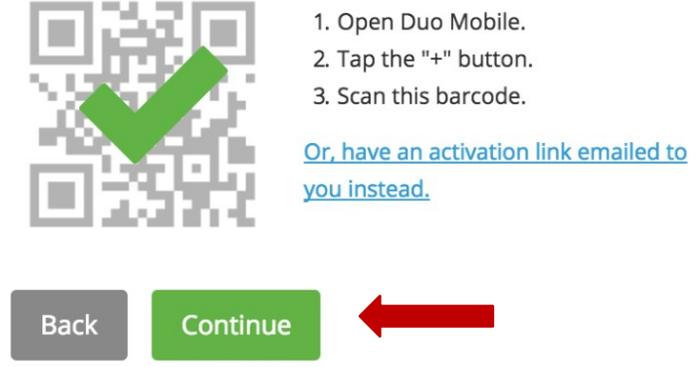
1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Or, have an activation link emailed to you instead.](#)

Back **Continue**

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

### Activate Duo Mobile for iOS

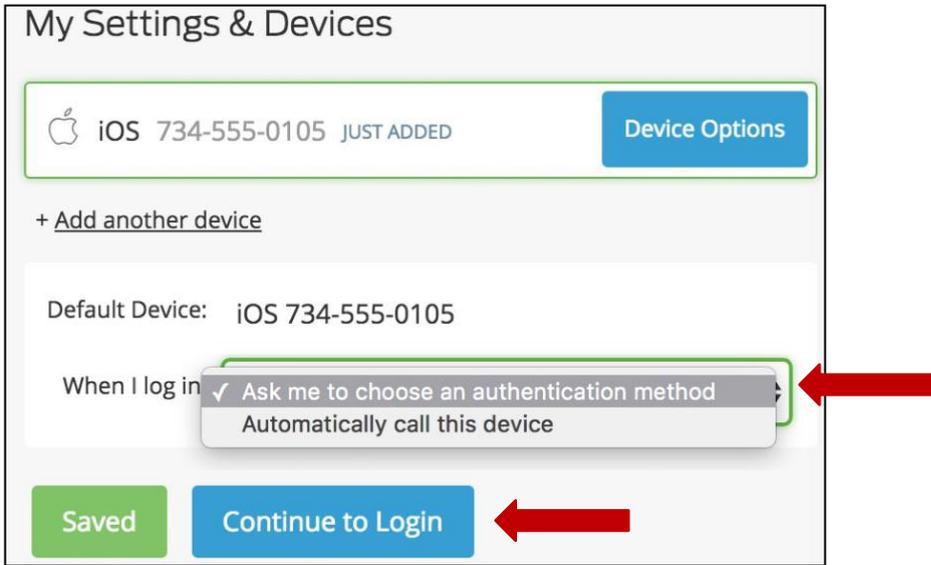


1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Or, have an activation link emailed to you instead.](#)

Back **Continue**

32. Select authentication method.



33. Click **Send me a Push** to test the authentication method.

