

Cornell Two-Step Login (Duo two factor authentication)

April 20th 2017, five sections of Workday will require employees to use Cornell's Two-Step Login. Enable this service before you need it!

Why enroll in Two-Step Login?

You don't have to.

However, here are two reasons to consider enrolling sooner than later.

(A) Until you enroll, you will shortly not be able to access limited portions of your Workday data:

- <https://hr.cornell.edu/workday/two-step>

Beginning April 20, 2017, the university will require Two-Step Login to access your most sensitive data in Workday:

- i. Tax forms
- ii. Payment elections (direct deposit)
- iii. Address changes
- iv. Changes to dependents
- v. I-9 (Employment Eligibility Verification form)

(B) Enrolling now prevents a hacker with your password from enrolling first and thus getting to the above sensitive Workday pages.

How do I enroll in Two-Step Login?

1) Sign in to start the process:

- <https://twostep.netid.cornell.edu/>

2) Choose and enroll your Two-Step devices (2 or more!)

- <https://it.cornell.edu/twostep/choose-your-authentication-device-two-step-login>

Common devices are:

- Your **office desk phone**.
- Your **mobile device**, such as an iPhone, iPad, or Android device.
- Your **flip-phone**.
- Your **home phone**.

TIP: If using a mobile device and you cannot or don't want to download and use the Two-Step application (the Duo Mobile app), enroll the phone as a "Landline" device, not as a Mobile device.

- This also applies to any "non-smart" phone, such as a flip-phone.
- As with a Landline, your mobile phone can respond to a "Phone Callback" from Duo.
- The Duo Mobile app is necessary for the extremely handy "Duo Push" service.

2B) Enroll subsequent devices:

- <https://it.cornell.edu/twostep/manage-two-step-login-devices>

3) Optional step: Expand where you use Two-Step Login

CIT states that doing this extra, optional step "is one of the best measures you can take to safeguard your personal information and protect the university against hackers."

- <https://it.cornell.edu/twostep/expand-where-you-use-two-step-login>

3B) Optional if you did step 3, and useful: Select the "Remember me for 24 hours" checkbox in browsers, as appropriate.

- <https://it.cornell.edu/twostep/expand-where-you-use-two-step-login#section-2>

See also

- <https://it.cornell.edu/twostep>
 - <https://it.cornell.edu/twostep/get-started-two-step-login>
 - <https://it.cornell.edu/sites/default/files/Two-Step%20Login/CIT%20Two-Step%20Login%20Enrollment%20Guide.pdf>
- <https://hr.cornell.edu/workday/two-step>
- Humor:
 - <https://xkcd.com/1820/> (Security Advice)