

2-Factor Authentication Setup

Step 1: Setup Device

As a first step to getting Two-Factor Authentication you will have to setup your device by downloading **Google Authenticator** app for Android or iOS devices (Supported Devices). If you don't have a supported device, you will have to get One Time Verification (OTV) Code Generator device. Choose one of the options applicable to you:

- **Setting up Google Authenticator on Supported Mobile Devices**

For a step-by-step guide to download, install, and setup Google Authenticator App, select the suitable option for your mobile device:

- [Android](#)
- [iOS \(iPhone, iPod Touch, iPad\)](#)
- [Blackberry](#)

Note: Ryerson Authenticator has been replaced with Google Authenticator. If you are experiencing issues with Ryerson Authenticator, please replace it with Google Authenticator.

- **OTV Code Generator (Non-Supported Devices)**

If you don't have the supported mobile device, you will have to consider One Time Verification (OTV) Code Generator device.

- [OTV Code Generator](#)


Step 2: Setup Two-Factor Authentication

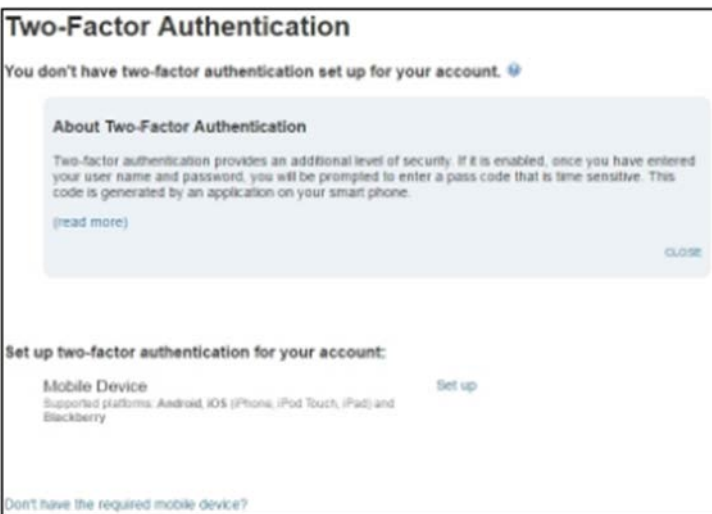
1. Log in to the my.ryerson portal with your username and password.
2. Under the 'Self Service' module, click on **Personal Account**.
3. Under the Security section, click on Two-Factor Authentication.

Mobile Devices

4. Under 'Set up two-factor authentication for your account:' click on Mobile Device Set Up:



(Note: You can click on the question mark  to get an expanded screen that elaborates on two-factor authentication. There is a (read more) link within the same box to get more information.)



5. Choose your mobile device option.



(Note: If you do not have the supported device, click the link **Don't have the required mobile device?** As shown in the image above to follow instructions or follow the OTV Code Generator Device page to get your two-factor authentication setup done).

6. Once a mobile device is clicked, the instructions specific to that mobile device will be shown next. For illustration purposes, only iOS (iPhone, iPod Touch, iPad) and Blackberry options are selected in the following two figures. The screen for Android is similar to iOS.

(Note: If you already have downloaded and setup Google Authenticator on your mobile device, you can skip to section 'Now open and configure' on the screen otherwise please follow [Step 1: Set up Device.](#))

Setup Mobile Device

Please select your mobile device:

Android iOS (iPhone, iPod Touch, iPad) BlackBerry

Install the verification application for Android.

1. On your mobile device, go to the Google Play Store.
2. Search for Google Authenticator.
3. Download and install the application.

Now open and configure Google Authenticator.

1. In Google Authenticator, select Add an account.
2. Select Scan barcode.
3. Use your device's camera to scan this Quick Response Code.



Can't scan the Quick Response Code?

Currently your two-factor authentication is applied to:

Applications that require two-factor authentication

All applications

Once you have either scanned the Quick Response Code or manually entered the secret key, enter the 6-digit verification code generated by the Authenticator app, and click "Verify and Save".

Code:

Figure: Screen for iOS and Android devices

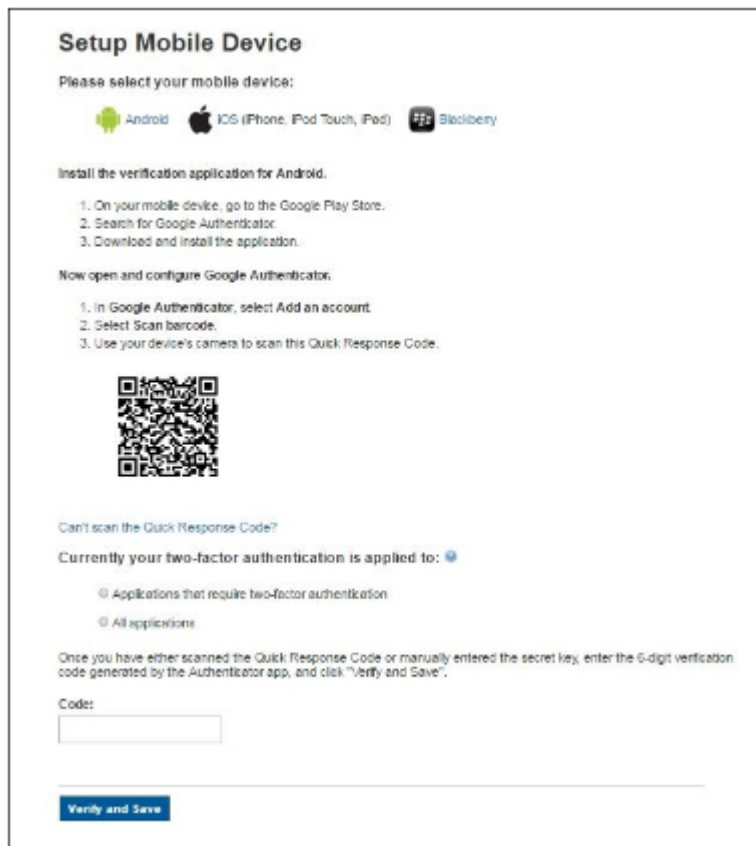


Figure: Screen for Blackberry devices

(a) Once the Quick Response Code (QRC) is scanned successfully, you will see the time-sensitive, auto-refreshed, 6-digit number on your mobile device.



(**Note:** please click the **Can't scan the Quick Response Code?** link if your iOS and Android devices can't scan QRC. The section expands with instructions on manually setting up your mobile device. The **secret key** shown in the figure below is randomly generated.)

Can't scan the Quick Response Code?

1. In **Google Authenticator**, select **Add an account**.
2. Select **Manually add account**.
3. In *Enter email address*, enter your @ryerson.ca email address.
4. In *Enter your secret key*, enter your secret key:

YKI67TUQNQVPS06Y

(b) You have the option to enforce two-factor authentication for either:

- applications that require two-factor authentication:
(only applications that require strong authentication, e.g. Research portal)
- all applications:
(every CASified application, as long as you are logged into CAS, you will only need to enter your two-factor authentication once)

This option can be updated at any time.

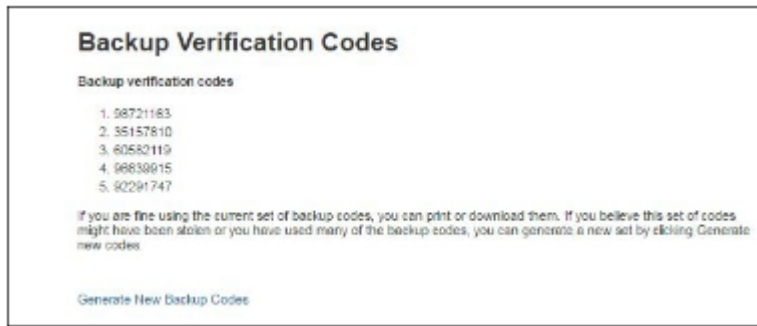
7. Now, **enter** the 6 digit code from Google Authenticator or the secret key (if can't scan) in the text field "Code:"

Click **Verify and Save** to save your Two-Factor Authentication settings.

8. Once the QR code is scanned or the secret key is manually entered correctly, you will get the confirmation screen.



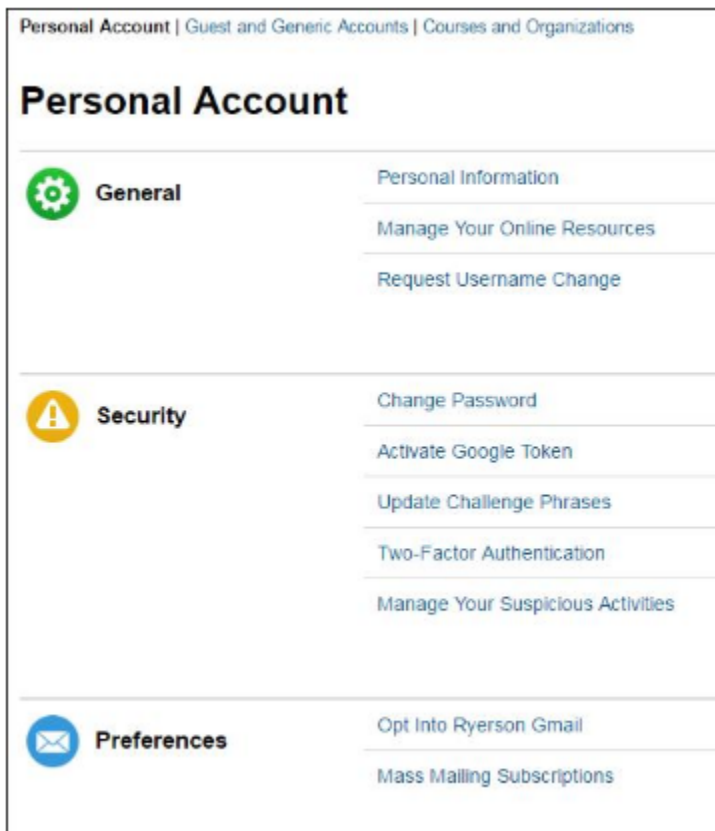
By using the option **Show/Generate Backup Codes**, you can generate backup codes in the event you are not able to access your mobile device for any reason. These are one-time use randomly generated codes.



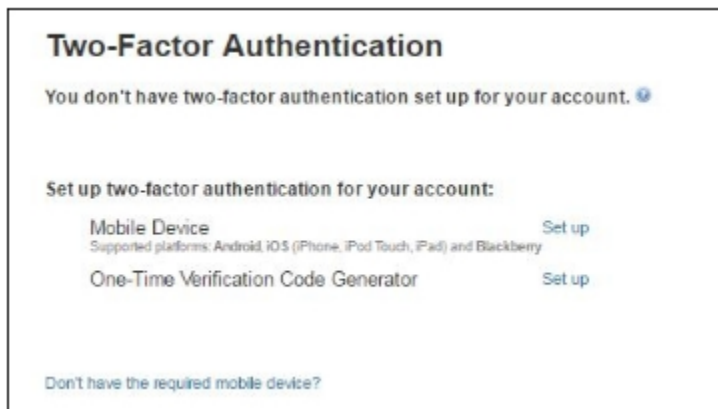
At this point, you can click **Generate New Backup Codes** to generate a new set of codes, or click **Back** to return to the Two-Factor Authentication menu.

OTV Code Generator

1. Under Security section click on **Two-Factor Authentication**.

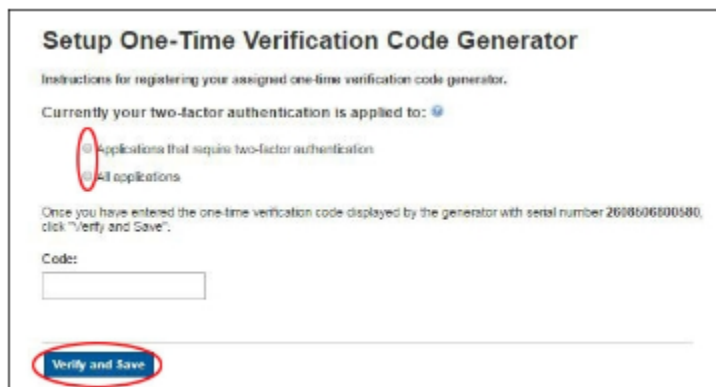


2. Next, you will see the Two-Factor Authentication screen. Click on the **Setup** button for 'One-Time Verification Code Generator' option as shown.



(Note: If your Mobile Device is already activated for two-factor authentication, you will have to **Revoke** it to be able to setup OTV Code Generator.)

3. The next page shows the Instructions for registering your assigned one-time verification code generator. You have the option to enforce two-factor authentication for either every CASified application (as long as you are logged into Ryerson's Central Authentication Service (CAS), you will only need to enter your two-factor authentication once), or only applications that require strong authentication (e.g. Research portal) This option can be updated at any time. Apply the OTV code generator and go to the next step.

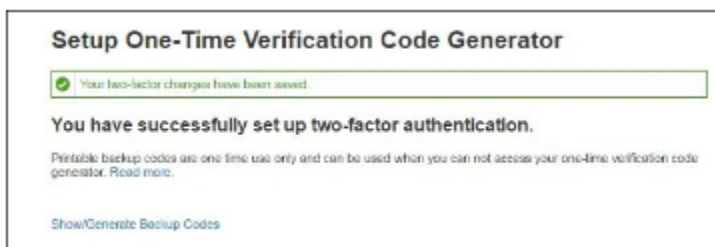


4. Turn on your OTV code generator and take note of the code shown. Do not mistake the serial number with the code (the serial number shown in these steps is used for illustration purposes only).
5. Your device will show a code similar to the one below.

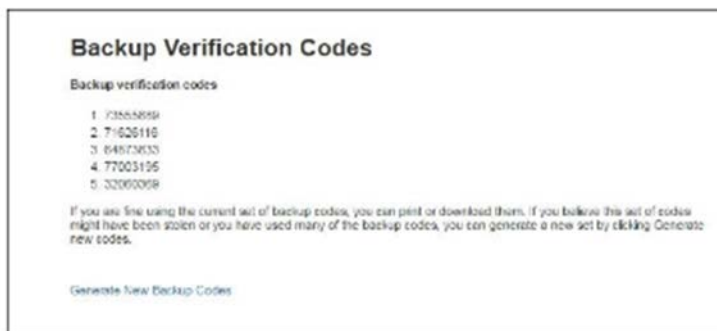


Input your code received from the OTV code generator in the box for **Code:** and press **Verify and Save**.

- Once the OTV code is accepted, you will get a confirmation screen.



- By using the option **Show/Generate Backup Codes**, you can generate backup codes in the event you are not able to access your OTV code generator for any reason. These are one-time use, randomly generated codes.



- At this point, you can click "Generate New Backup Codes" to generate a new set of codes, or click **Back** to return to the Two-Factor Authentication menu.