Setting up Two Factor Authentication

CHANGE YOUR UTAD PASSWORD:

1. Go to the UTAD account management site at: myutaccount.edu

2. Enter your UT Identifier (your UTAD account name or Rocket #); and

3. Enter your Identifier Qualification (your UTAD password, if not expired)

4. Click on Find Account – This will open a new screen, UTAD Account Management

5. Under Your Account, click on Set Your Password

6. Enter the desired new password (case sensitive)

7. Re-enter the desired new password to verify (case sensitive)

8. Click Set to submit your new UTAD password

Enroll or update your UTAD account for two-step authentication:

1. Go to the MyUT Web Portal at: myut.utoledo.edu

2. Login with your UTAD Credentials

3. Click on the Employee tab at the top of the page

4. Under My Toolkit, open one of the desired MyUT pages protected by the Two-Step Authentication service:

a. Under Personal/Office Information, click on Update Addresses & Phone (This will open a new screen, Personal Information); or

b. Under Pay Details & Leave Balances, click on Direct Deposit Information (This will open a new screen, Direct Deposit Allocation)

5. After the page refreshes, click on Two Factor Authentication.

6. Enter your UTAD credentials to sign in

a. New enrollees may provide a new SMS or voice telephone number at the Setup Two Factor Authentication screen; or

   b.   Current enrollees may provide an updated SMS or voice telephone number if
           desired

7.   Once enrolled, at the Send Authorization Code screen click Text Message or Voice Call -
        the authorization code will be sent to your registered telephone

8.   Enter the Authorization Code provided to you in the previous step

9.   Click Complete to continue on to the desired page

Update Your Personal Information

(For first-time use, see above for instructions to enroll in the two-step authentication service)

1.   Go to the MyUT Web Portal at: myut.utoledo.edu

2.   Login with your UTAD Credentials

3.   Click on the Employee Tab at the top of the page

4.   Under My Toolkit, under Personal/Office Information, click on Update Addresses &
        Phone

5.   At the bottom of the page, click on Update Address/Phone

6.   Complete the page with your information

7.   Click Submit