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

5. Enter your first name, then click next

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

[Start setup]
26. Choose your authentication device type, then click “continue”

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

28. Choose your device’s operating system and click 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.
32. Select authentication method.

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