# Quickstart: Using 2FA while traveling

**Google Authenticator** is the recommended method of generating your 2FA code. If you do not have a smartphone or tablet, you can use other methods of receiving or creating your 2FA code. More information: http://www1.udel.edu/it/help/2fa

## Prepare to travel

Set up 2FA before your trip. This page will walk you through the required steps:

1. Download and install Google Authenticator.
2. Activate 2FA.
3. Print out your scratch codes and take them with you. Scratch codes are for emergency use when you cannot access 2FA codes through other means. Unlike the codes from Google Authenticator, these scratch codes will not expire.
4. Before traveling, assess whether you need to download the VPN client for your trip. For more information, see: http://www1.udel.edu/it/help/connecting/vpn/
   You will need to use VPN to:
   a. Access a file-transfer server at UD
   b. Access the copland server
   c. Access resources restricted for on-campus usage.

## Prepare your device

1. Go to the App store for your Android or iOS device. Download and install the Google Authenticator app.

2. A QR code scanner is required to set up Google Authenticator.
   a. Apple iOS devices have a native QR code scanner.
   b. If you are using an Android device, download and install a QR code reader from the Google Play Store.

## Register for 2FA

1. Use a computer connected to the internet to go to http://www1.udel.edu/myudsettings/twofactor.

2. On the Register for two-factor authentication page, select **Google Authenticator app** as the primary method under the **Method for receiving authentication code** section.

3. Select **Scan a QR Code** as the **configuration method**. A QR code will appear below.

4. Use the QR scanning app on your smartphone or tablet to scan the QR code. Follow the directions at http://www1.udel.edu/it/help/2fa/googauth.html to finish setting up Google Authenticator.

5. In addition to selecting a primary method, you are required to provide backup communication methods for receiving a 2FA code. This information is only used if your primary communication method is not available.

6. Go to the **Scratch codes** section. Print the 10 one-time use 2FA codes and take them with you on your trip.

7. At the bottom of the page, click **Finish & submit**.

## Other tips

- Google Authenticator works without a Wi-Fi or cellphone network.

- 2FA codes are time dependent. When selecting backup communication methods, choose ones that you or a trusted person can access within five minutes.

- Scratch codes are for emergency use when you cannot access 2FA codes through other means. Scratch codes will not expire, but each code can be used only once. Using codes from top to bottom and striking through used codes will avoid future confusion.

- Changing your 2FA settings will generate a notice sent to your UD email address.

- Not sure if you are enrolled in 2FA? Log in to **My UD Settings**. Your 2FA status is listed under **My account information**.

- Use your device's time zone settings instead of manually entering a new time on your 2FA device. Codes are time dependent.

- SMS and voice backup methods are currently restricted to US phone numbers. You may check with your carrier to determine if Wi-Fi calling is an option for your combination of phone and location.