

## MIT Affiliate Account

If you have never had an MIT computer account before, send your day and month of birth to Julia Westwater (julia@whoi.edu). She will contact MIT, and they'll assign an ID number and send you instructions. Keep track of your MIT ID - you will need it every year to renew your certificate.

1. Register for an **MIT Kerberos/Athena/email account** by going to <http://web.mit.edu/register/>. You must download the Java applet, and you will need your MIT ID. The system will prompt you for a user name and password. This user name becomes your MIT email address, so choose carefully because it cannot be changed. Julia keeps a list of MIT ID numbers but not passwords. You can find more information on MIT accounts at <http://ist.mit.edu/services?category=6>.
2. Get an **MIT Certificate Authority (CA)** by going to <https://ist.mit.edu/certaid> and download for your type of computer. Double click on the app and it will install. Note that you will need to input your MIT username, password, and MIT ID. Also note that you will need to repeat this process for each device you want to use. These certificates expire each year in July and need to be renewed on each device you've registered. More info can be found at: <http://ist.mit.edu/certificates/guide>.
3. A **dual authentication process called Duo** is required to access MIT's internal web pages. [Duo](#) requires both a credential (certificate, username/password) *and* a registered device (smart phone, tablet, yubikey) to allow system access to applications that require [Touchstone Authentication](#). There is a lot of information here: <https://ist.mit.edu/services?category=6>.

In order to leverage Duo's two-factor authentication system, you must first register your device(s) with MIT Duo at <https://duo.mit.edu>.

Each time a website prompts you to login via Touchstone, you will get a Duo prompt to approve the login. This is usually once per day, or whenever you restart your web browser. If you prefer to be prompted less frequently, the Duo login page has a "Remember this device" checkbox. If this option is selected, you will not be prompted again for 30 days. For more information, see: [Duo Remember My Device for 30 Days FAQ](#).

**If you have had an account**, but can't remember your ID or password, first contact Julia for your ID number, then contact the IT group at MIT (<https://ist.mit.edu/help>) to reset your password.

MIT help desk: helpdesk@mit.edu