

BoilerKey Setup Instructions

Go to <https://www.purdue.edu/apps/account/BoilerKeySelfServe>

If you are a new employee setting up BoilerKey for the first time, you will sign in with your regular career username and password. After BoilerKey is set up, from that point on you will use a BoilerKey passphrase.

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BOILERKEY

TWO-FACTOR AUTHENTICATION



+ [Set up a new Duo Mobile BoilerKey](#)

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+ [Request a BoilerKey Token \(if you can not use the Duo Mobile app on your phone\)](#)

⚙️ [Manage my BoilerKey Tokens \(fix a token, return a token, etc\)](#)

First, set your 4-digit BoilerKey PIN number. If you ever forget your PIN number you will need to email ithelp@purdue.edu and CLA-IT can reset it for you.

Note: Your 4-digit BoilerKey PIN should NOT be your ATM PIN, or any other 4-digit PIN that you already use. It should NOT be easily guessable like 1111 or 1234.

You can use BoilerKey in 2 ways: with a key fob-style token that generates 6-digit numbers, or by using the Duo Mobile app on your smartphone.

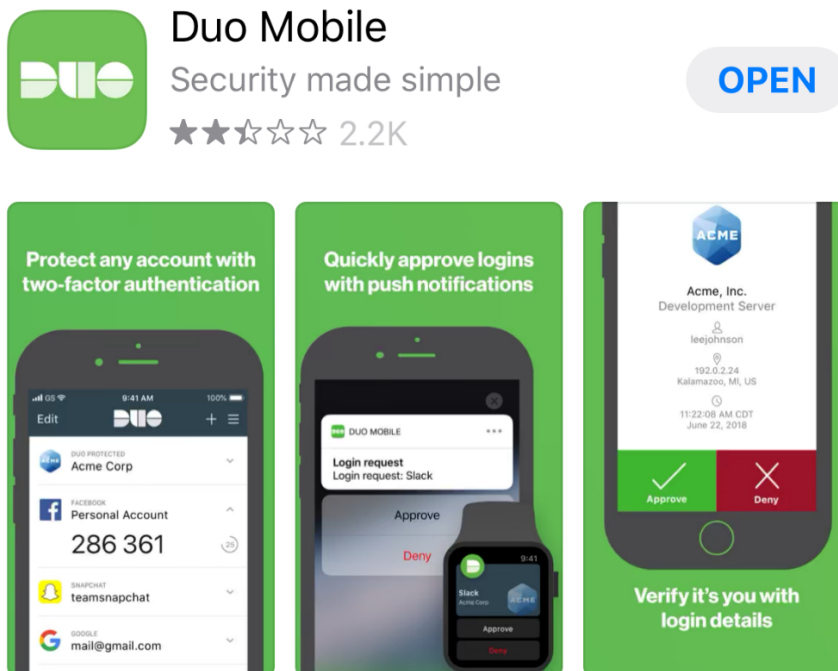
Key Fob Token



Click the link “Request a BoilerKey Token” and after submitting your request one will be assigned to you. It will be sent via campus mail within 2-3 business days or you will be asked to pickup it up.

Install the Duo Mobile app on your iPhone or Android phone

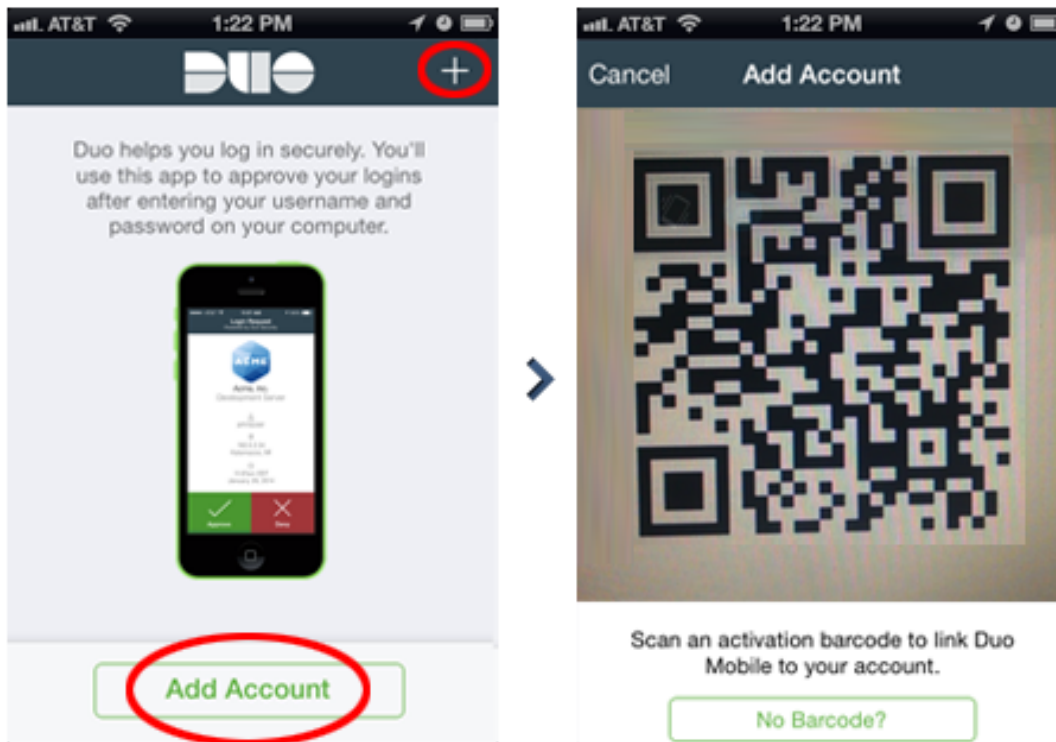
Go to the App Store (iPhone) or Google Play (Android) and search for “Duo Mobile”. Install the app – it looks like this:



NOTE: When asked to allow notifications or grant permissions to use the camera, allow the requests. The Duo Mobile app will need to take a picture of what's on your monitor screen.

Register your phone

1. Click on "Set up a new Duo Mobile BoilerKey".
2. Enter your 4-digit PIN number where prompted.
3. Enter a name for your device, such as "MyPhone" or any name you like (no spaces).
4. Open the Duo app on your phone, then you will see "Add Account" or, in the top right corner, the plus (+) symbol. Choose either of those, point your smartphone's camera at the activation barcode until the app scans it.



5. Enable notifications for the Duo app. Go to your phone's system settings, then Notifications, and allow Duo.
6. You can now test your device. Put in your Purdue username, and for the passphrase use ONE of the following:
 - a) PIN#,6-digitBoilerKeyNumber (Open the Duo app and tap 'Purdue University' to generate a unique 6-digit code. They can be used only once.)
 - b) PIN#,push (you will receive a notification on your device. Tap that to open the Duo app, then tap "Approve" and you will be signed in.)
 - c) If you have a second phone or iPad, register that device with a different name. Then, if using the "push" method, you would use the passphrase "PIN#,push2".
7. Enable BoilerKey self-recovery by registering your cell phone number to enable mobile text notifications.
8. Download a list of one-time use BoilerKey codes. These are 9 digits vs. 6 digits.

Where to use

- CAS websites (Black & Gold login)
- Career account page
- Employee portal
- Adobe Creative Cloud (Enter your email address first, then username & BoilerKey)
- Cisco VPN (username & BoilerKey)

Troubleshooting

- Forgot your PIN number? Email ithelp@purdue.edu and we will reset it. Then temporarily use careerpassword,push or careerpassword,BoilerKey. After that, set a new PIN number.
- Don't have phone or token with you? Use one of your downloaded codes: PIN,9digitkey
- Have phone but Duo not working? Click link that is directly below the BoilerKey login. Put in your info and cell phone number. You will receive a text message with a BoilerKey code.

If your BoilerKey Key Fob token is not used for a long time, it may go out of sync. If this happens, go to this page and sign in using either your smartphone, a 9-digit backup code that you downloaded previously, or by using the Boilerkey text message recovery:

<https://www.purdue.edu/apps/account/flows/BoilerKey>

Choose "Manage my BoilerKey Tokens". There's an option to fix your token, that will require you to enter three codes from your token to "resynchronize" it.

More information can be found at:

<https://www.purdue.edu/securepurdue/identity-access/boilerkey>

YouTube instructional videos

Duo Mobile application:

https://www.youtube.com/watch?v=WH7iPJQqL1U&_ga=2.54392552.195630426.1593108393-1528054686.1587147787

Key Fob / Hardware Token:

<https://www.youtube.com/watch?v=Wu0-7csTP9w>