# Mobile App: How to Download the USFMobile App        All Employees
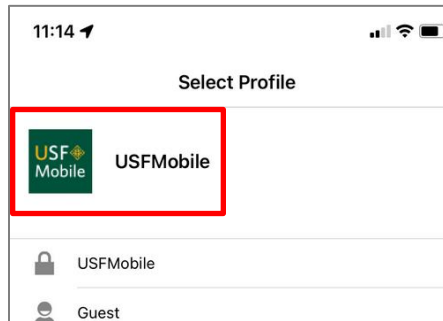
## WHERE DO I DOWNLOAD THE USFMOBILE APP?

Install the USFMobile App by accessing the ITS Portal and reviewing the knowledge article Where do I download the USFMobile App? The article will provide detailed instructions for downloading the app to your Apple, Android or other devices.

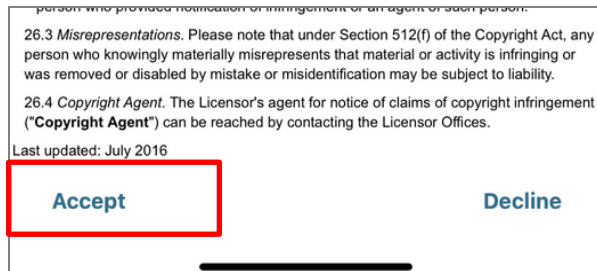## HOW DO I SIGN INTO THE USFMOBILE APP?

Sign into the USFMobile app using SSO (Single Sign On).  For staff and faculty, DUO Authentication is required.

1. Open the USFMobile App.



2. Agree to the **Terms of Use**.

   Read through the agreement; and select **Accept** at the bottom of the screen.
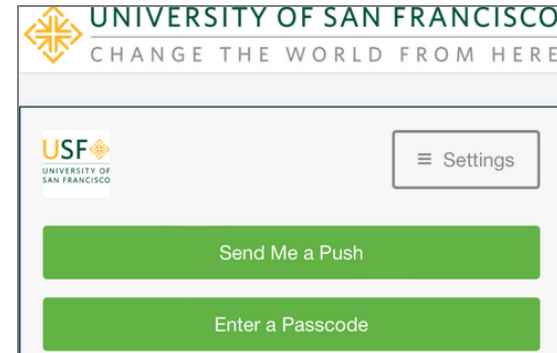


3. Log in.

   Log in using your USF username and password, as usual. NOTE: If you are staff/faculty or have DUO Authentication set up, continue to Step 4; if not, skip down to Step 5.

4. Authenticate your log in.

   Tap **Send Me a Push** or **Enter a Passcode** depending on your preference.



5. Approve the authentication.

   Tap **Approve** through your incoming notification, or through the DUO app.  **NOTE:** Select Student, Faculty, or Staff  - After approving or logging into the app, first time users will be prompted to select your role:  **Student**, **Faculty**, or **Staff**.



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6.   (Optional) Click **Enable Face ID**.

If you have facial recognition installed on your device,
click **Enable Face ID**; if not, click **skip**.