Account Setup Instructions for Instructor/ Moderators Utilizing Zoom Alt-Host Role:

Now that you received your Pitt User Id and Password, these are the steps you need to complete.

1. Below is a link where you will find a video on how to download the Duo Mobile app and set up your multifactor security identification: This is very important, it is a two-step process to log in, and you need to download the "Duo" app to make it all happen.

==**Please note, if you have already downloaded Duo Mobile and have successfully logged in and changed your password, please start at step 2.**==

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PittInformationTechnology

Registering a Smartphone for Multifactor Authentication at Pitt

Computing Services and Systems Development

[Registering a Smartphone for Multifactor Authentication at Pitt](#)
To get the full Panopto viewing experience, please install or enable: Click to install (It's a quick download. You'll be ready in just a moment.)
pitt.hosted.panopto.com

[Link](#) (If link to the video above does not work) (If you are having issues with **Duo Mobile,** please contact the University's Helpdesk Number at ==412-624-4357)==

2. Browse to https://my.pitt.edu/. After logging in you will be prompted to change your password. (Please write this down or store it somewhere for use in the future to log in).
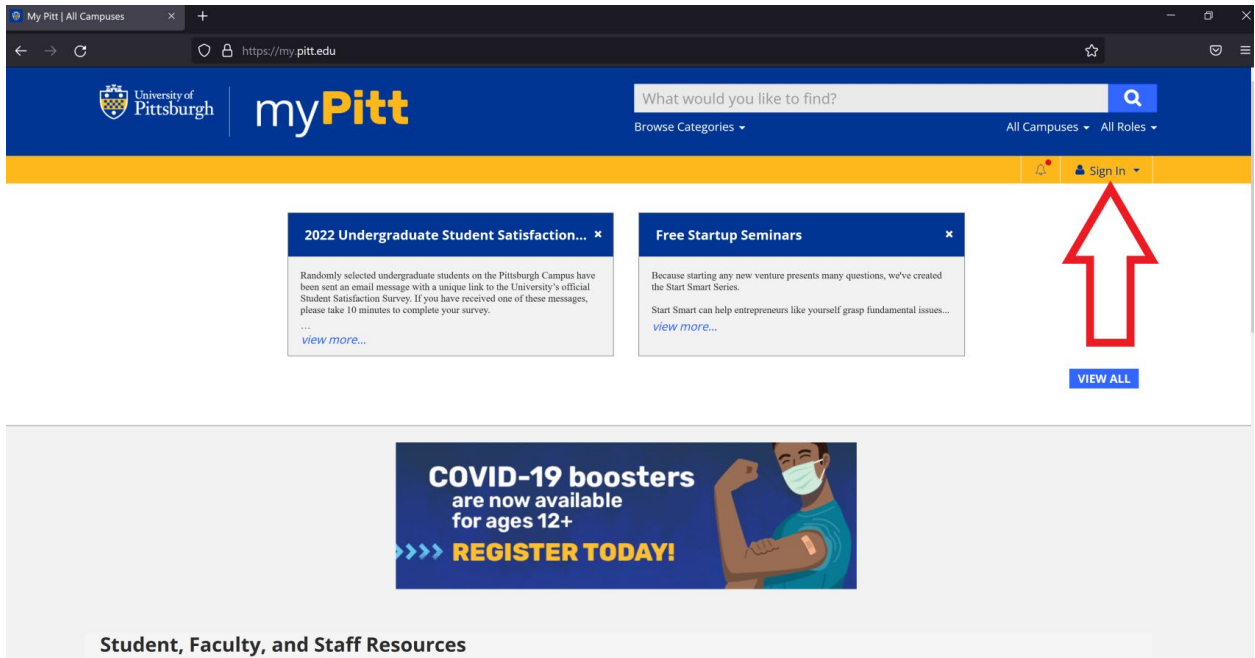
If you have issues with the Login information here, please contact CWRC's helpdesk at helpcwtp@pitt.edu and reference "Alt-host Account Creation Login Issue".

3. When logged into https://my.pitt.edu/ Click on the ZOOM option (picture below) to open it. If you have a Zoom Account (Personal or business) you **must** log out of that account first.
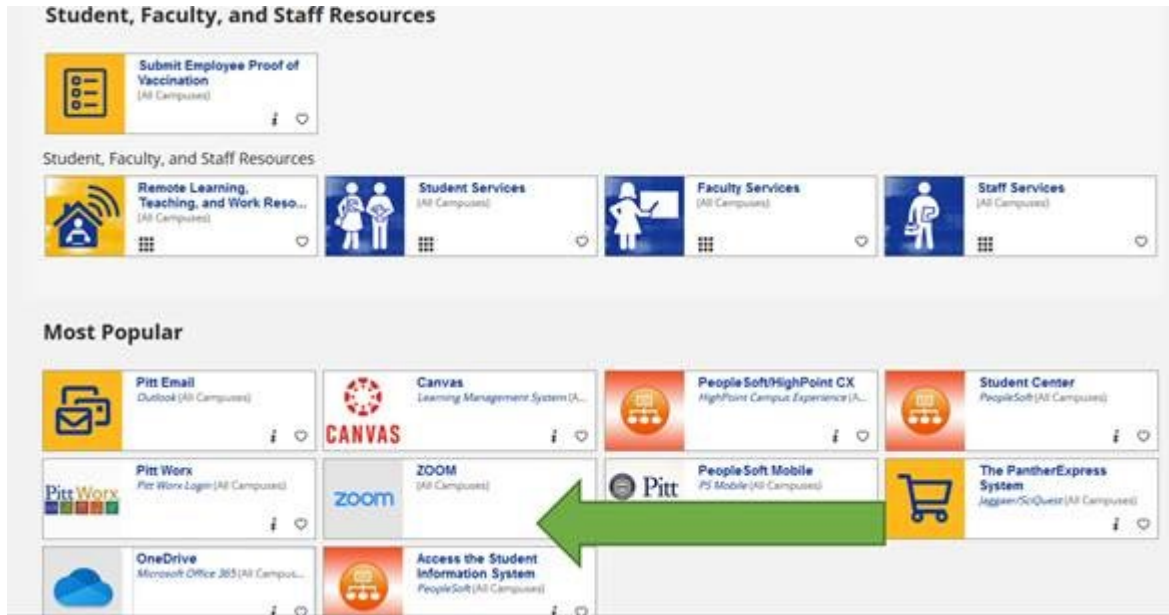
4. Once you are in ZOOM, please Sign In by clicking the "Sign in with SSO" button.

You do not have to put your email or password in on this screen, just click that button.

Once that is completed, you can close those windows and send an email to Jennifer Peachy at Jep181@pitt.edu to ensure that the process is complete.

Reminder:
When starting a Zoom Training, you must log into my.pitt.edu and click on the Zoom application, enter the Meeting ID (from the email you receive) and start the meeting.
The meeting should not be started by the link in the email that you receive. Please refer to the instructions titled "Starting a CWRC Zoom training from the CONFIRM account" for detailed step by step instructions.