



# Obtaining your MIT Credentials

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Welcome to MIT. If you're reading this, you have recently received your new hire email, and are ready to begin setting up your online access to MIT's many systems.

## Step 1: Review this document

Setting up online access is easy, but you should read through this document first to be sure you have all of the information you need before getting started.

## Step 2: Obtain a Kerberos Account

A Kerberos account is needed in order to obtain an MIT email account, enroll in benefits, apply for a T pass, and set up direct deposit. In addition, a Kerberos account is what will allow you to access many of the standard administrative systems you'll need to do your job.

1. Click the link in the new hire email you received from the Welcome Center, which will bring you to the **MIT Kerberos Account Registration** site, and then click **Continue**.
  - ⇒ If you are creating an account directly from <https://accounts.mit.edu/register/> and not via the email, you will need to enter your first and last name and your MIT ID, a 9-digit number which should have been provided to you, and then click **Continue**.
2. Check the box to indicate that you have read the MITnet Rules of Use, and then click **Next**.
3. Select a Kerberos username. There may be suggestions listed based on your name, but you can enter your own choice as well. Once you have chosen a name, click **Set My Login Name**.
  - ⇒ Requirements for a username are: maximum of 8 characters; lowercase & numbers only; it must be unique, i.e. nobody else at MIT is using it.
4. If the name meets all of the requirements, you'll see a message indicating that it is available. You can **Try Again** if you want to change it, or click **OK** to proceed.
  - ⇒ NOTE: Your Kerberos username also becomes your MIT email address. Keep in mind that once your Kerberos username has been created, it is permanent and cannot be changed, so be sure you are comfortable with the username you select before proceeding.
5. Enter a password for your account, and click **Set My Password**. If your choice of passwords is not strong enough, you will be prompted to choose another. Check out tips on strong passwords [here](#).
6. You will be given the option to forward your MIT mail to another email address. Read the options carefully and make a selection before clicking **Continue**.
7. A message will confirm that you have set up your username and password.



### Step 3: Set up Duo Authentication

After creating your Kerberos account, you'll be automatically directed to set up **Duo authentication**, which is required for many of the systems you will need to access at MIT. Setting up Duo means registering at least one device, such as a phone or tablet. Later, when you log into a system that requires Duo, the MIT server will send a confirmation to your registered device so you can confirm your identity. For information on the types of devices that can be registered for use with Duo, see [this KB article](#).

#### To set up Duo:

1. At the Duo page (<https://duo.mit.edu/>) click **Next**.
2. Click the link for the type of device you wish to register and follow the prompts.
3. Once done, you can register another device if you wish, or just leave the page. Return to the Duo page anytime to register a new device or manage your existing devices.

### Step 4: Install your personal certificate

The last step in setting up your MIT credentials is installing a **personal certificate**, which is required to access certain MIT systems and applications. A certificate is a way for these web applications to securely identify you without the need for a username and password each time.

You will need to install a certificate on any computer you will use to access MIT's systems, in the browser you use on that computer. If you use more than one browser on the same computer (for example, both Chrome and Internet Explorer), or if you use multiple computers, you will need to install the certificate for each browser on each computer.

#### To install your certificate:

1. Go to <https://ca.mit.edu/ca/>
2. Follow the prompts for installing CertAid (recommended if available for your browser) and then getting your certificate. You will need your Kerberos username and password, and MIT ID number for the process.
3. Repeat for other browsers if desired.

NOTE: Unless you plan on logging in to MIT services from your home computer, you may want to wait until you are at your work station to obtain your certificate. **Never install your certificate on a public computer.**

### Step 5: Continue with New Hire Activities in Atlas

Continue with other New Hire activities in Atlas, such as:

- confirming your personal information
- completing MIT's required preventing sexual misconduct training
- obtaining your MIT ID card

To learn about benefits, commuting options and other perks and programs, visit the **New Employee Orientation & Onboarding** site at [welcome.mit.edu](https://welcome.mit.edu). Benefits-eligible employees can learn about our benefits, and everyone can explore commuting options and other perks and programs that will help you get started here at MIT.