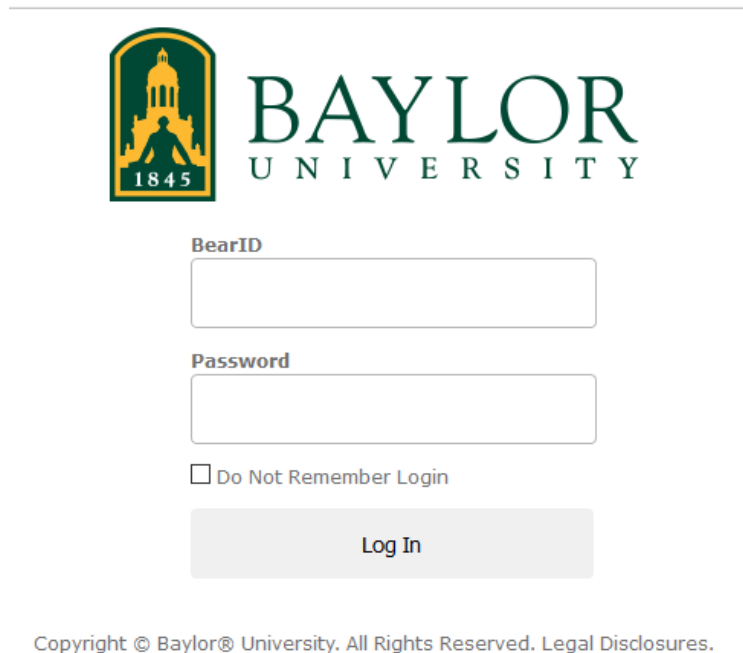


# Logging Into an Application That Uses Duo

You must be enrolled in the Duo system in order to log into an application that uses Duo two-factor authentication. To enroll, see the Enrollment Guide in the Documentation section. Duo two-factor authentication enhances the security of your online accounts by using your phone to verify your identity. When you log into an application that uses Duo, you will receive a notice on your mobile phone or a call on a landline, depending on the way you have Duo configured. If you receive a notification and are not attempting to log in, Deny the request. It is likely that someone is trying to use your credentials to gain access to your accounts.

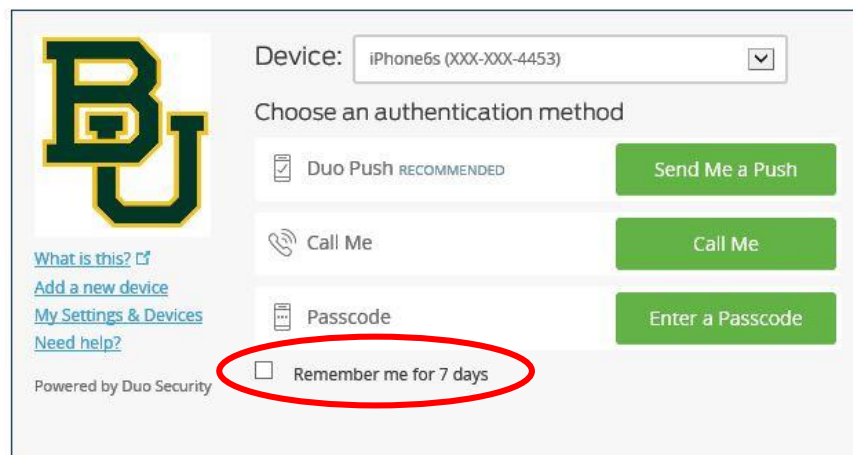
The first screen you see when you attempt to log into an application that utilizes Duo is this:



The image shows the Baylor University login interface. At the top left is the Baylor University logo, featuring a green and gold shield with a building and the year 1845. To the right of the logo, the word "BAYLOR" is written in a large, green, serif font, with "UNIVERSITY" in a smaller, green, sans-serif font below it. Below the logo and text are two input fields: "BearID" and "Password". Below the "Password" field is a checkbox labeled "Do Not Remember Login". At the bottom center is a grey button labeled "Log In".

Your BearID is the first part of your Baylor email address before the @ symbol. Your BearID may include a middle initial and/or a number (Bobby\_Baylor1). Enter your password and click the Log In button. This screen will appear:

## Duo Authentication



The image shows the Duo Authentication screen. On the left is the Baylor University logo (BU). Below the logo are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". Below these links is the text "Powered by Duo Security". On the right, there is a "Device:" dropdown menu showing "iPhone6s (XXX-XXX-4453)". Below this is the heading "Choose an authentication method". There are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a checkbox labeled "Remember me for 7 days" which is circled in red.

Send Me a Push

Using this option will send a notification to a smart phone. Access the Duo App and select “Approve” if you are attempting to log in. If you are not attempting to log into a system, select “Deny.” This option is for smartphones only.

Call Me

Use this option to receive a phone call from the Duo system. This option can be used for any phone – smartphone (if you have it set up as a landline, basic cell phone, or a landline. Listen for the instructions and respond appropriately.

Enter a Passcode

Use this option to receive a text message to your smartphone or basic cell phone. You will receive a code that will be entered on your log-in screen.

Note the checkbox under the authentication options. Checking this box will enable you to use this device for 7 days before having to re-authenticate.

If you approve the request, you will be taken into the application. If you deny the request, the application will not open.

For questions about this process, please contact the Help Desk at 254-710-4357.

More information about Duo Two-Factor can be found at [www.baylor.edu/its/2factor](http://www.baylor.edu/its/2factor).