

Using a Hardware Token for DUO Login

You can use a hardware token as your second method of authentication. Hardware tokens can be purchased at the Baylor bookstore or from other retailers, such as Amazon. (Contact the Help Desk at 254-710-4357 if you want to purchase your token from somewhere other than the Baylor Bookstore) Once you acquire your token, contact the Help Desk to have your token added to your account. Once the token has been added, you can use it to generate a code to enter at the two-factor prompt. If you receive a notification for Duo authentication 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.

Here is a Duo hardware token:



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



BearID

Password

Do Not Remember Login

Log In

Copyright © Baylor® University. All Rights Reserved. Legal Disclosures.

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. On the next screen, select "Token" for Device. Check the "Remember me for 7 days" box and then click the **Enter a Passcode** button.

A screenshot of the Duo login screen. The "Device" dropdown menu is set to "Token". The "Remember me for 7 days" checkbox is checked and circled in red. Two red arrows point to the "Device" dropdown and the "Enter a Passcode" button. The Baylor logo is on the left. Links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?" are at the bottom left. The text "Powered by Duo Security" is at the bottom left.

Device: Token

Enter a Passcode

Enter a Passcode

Remember me for 7 days

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security

Copyright © Baylor® University. All Rights Reserved. Legal Disclosures.

You are now ready to generate a passcode. Press the green button on the Duo hardware token and a 6-digit number will appear.



Enter this number in the passcode field on your computer and click the **Log In** button and you will be taken into the application..

Copyright © Baylor® University. All Rights Reserved. Legal Disclosures.

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.

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.