

Enroll in Two Step Authentication – Cell Phone

OVERVIEW

Passwords are increasingly easy to compromise. They can often be stolen, guessed, or hacked — you might not even know someone is accessing your account.

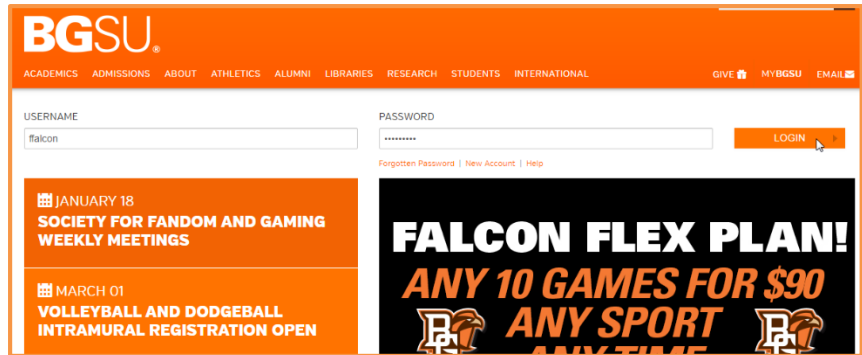
Two Step authentication adds a second layer of security, keeping your account secure even if your password is compromised. With Duo, you'll be alerted right away (on your phone) if someone is trying to log in as you.

This second step of authentication is separate and independent from your username and password — Duo never sees your password.

Duo prompts you to enroll when you log into a protected VPN, server, or web application.

Supported Browsers: Chrome, Firefox, Safari, Internet Explorer 8 or later, and Opera.

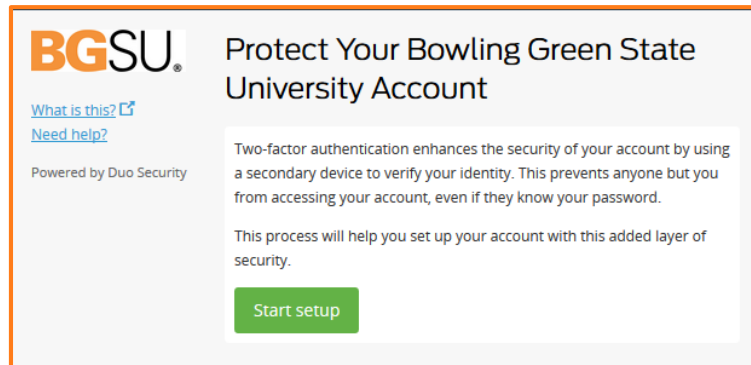
- The **MyBGSU portal** is now protected by Duo Two Step Authentication. Users will be required to authenticate using the Duo software every time they access the portal.
- If you have not previously enrolled in Duo, the first time you attempt to login to the **MyBGSU portal**, as of March 15, 2017, you will be prompted to set up your Two Step Authentication.



Duo Two Step Authentication

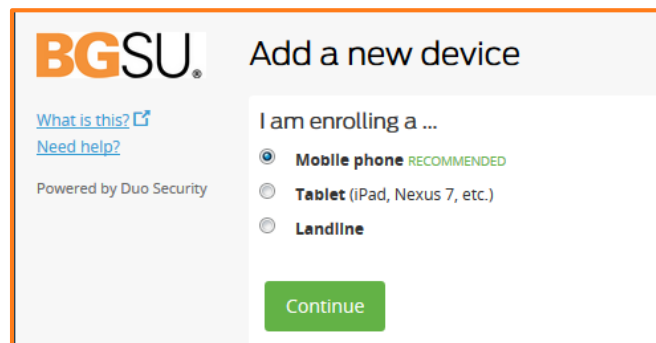
1. Welcome Screen

- Click on **Start setup** to begin enrolling your phone.

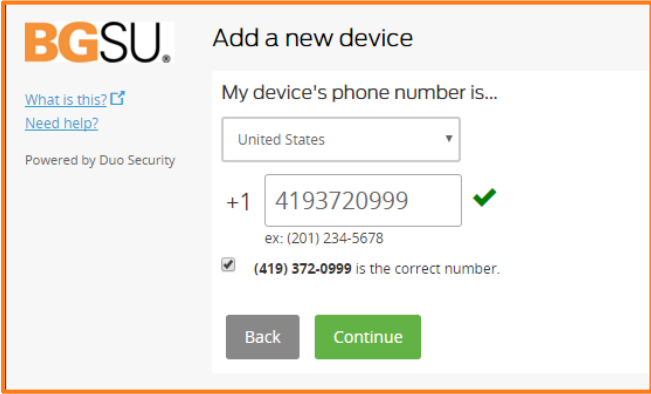
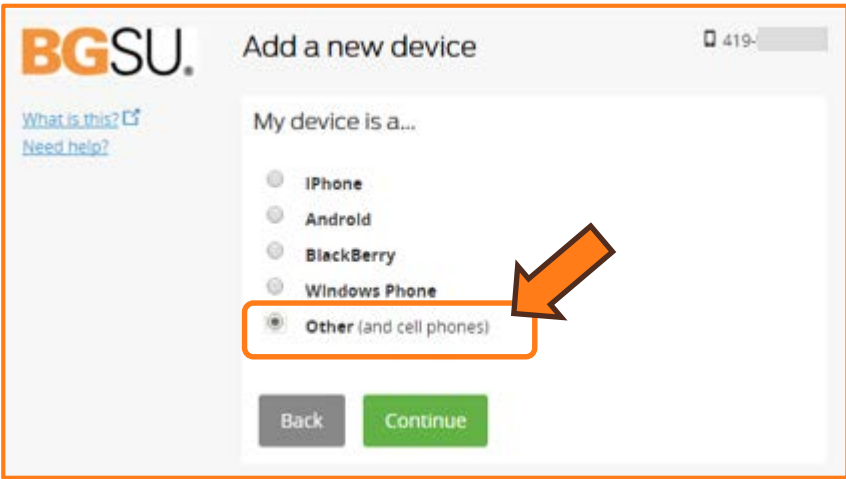
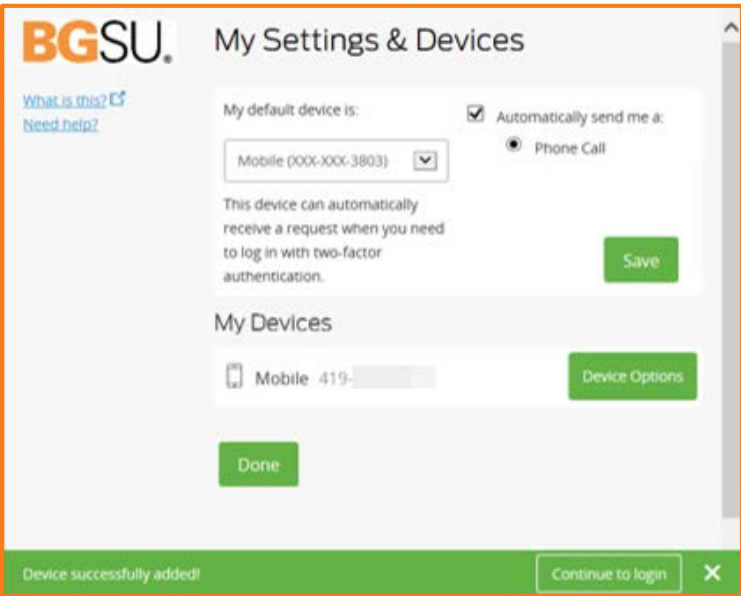


2. Choose your device

- Confirm you would like to add your mobile phone device on this screen.
- Click on **Continue**.



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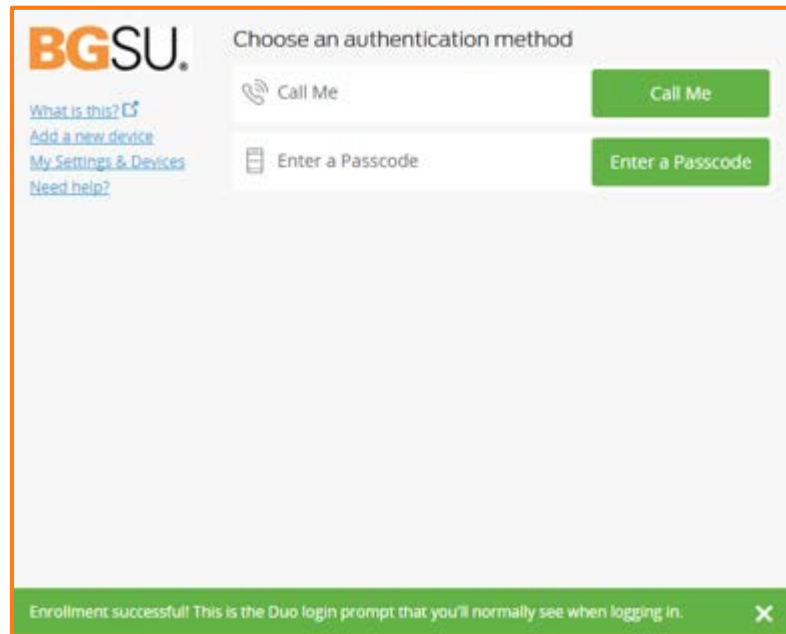
<p>3. Enter phone number</p> <ul style="list-style-type: none">• Select your country• Enter the number of your phone that you will have with you when logging in.• Double-check that you entered the number correctly and Check the box• Click on Continue	 <p>The screenshot shows the 'Add a new device' page for BGSU. It includes the BGSU logo, a 'Powered by Duo Security' notice, and links for 'What is this?' and 'Need help?'. The main form is titled 'My device's phone number is...' and features a dropdown menu for the country (set to 'United States') and a text input field for the phone number (containing '+1 4193720999'). A green checkmark is visible next to the number. Below the input field, there is a checkbox that is checked, with the text '(419) 372-0999 is the correct number.' At the bottom, there are 'Back' and 'Continue' buttons.</p>
<p>4. Choose type of phone</p> <ul style="list-style-type: none">• Select Other• Click on Continue	 <p>The screenshot shows the 'Add a new device' page for BGSU. It includes the BGSU logo, a 'Powered by Duo Security' notice, and links for 'What is this?' and 'Need help?'. The main form is titled 'My device is a...' and features a list of device types: iPhone, Android, BlackBerry, Windows Phone, and Other (and cell phones). The 'Other (and cell phones)' option is selected and highlighted with an orange box and an arrow. At the bottom, there are 'Back' and 'Continue' buttons.</p>
<p>5. Configure Automatic Phone Options (Optional)</p> <p>With this option enabled Duo automatically sends an authentication request via a phone call to your phone.</p> <ul style="list-style-type: none">• Click on Save• Click on Continue to login	 <p>The screenshot shows the 'My Settings & Devices' page for BGSU. It includes the BGSU logo, a 'Powered by Duo Security' notice, and links for 'What is this?' and 'Need help?'. The main form is titled 'My default device is:' and features a dropdown menu for the device type (set to 'Mobile (XXX-XXX-3803)'). To the right, there is a checkbox labeled 'Automatically send me a:' which is checked, and a radio button labeled 'Phone Call' which is selected. Below this, there is a green 'Save' button. The 'My Devices' section shows a list of devices with a 'Mobile 419-' entry and a 'Device Options' button. At the bottom, there is a green 'Done' button. A green banner at the very bottom of the page reads 'Device successfully added!' and includes a 'Continue to login' button with a close icon.</p>

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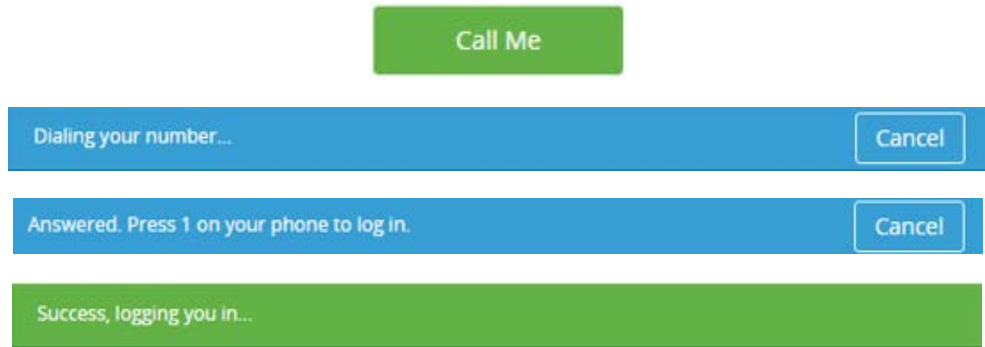
6. Authentication Prompt

- Call Me - Authenticate via phone callback
- Enter a Passcode - Log in using a passcode – **only works if you have texting capabilities on your phone.**

If you receive a call that you weren't expecting, you will be given an option to reject the request. You will also be given the choice to report it as fraudulent.



- If you click the **Call Me** button on the authentication prompt, Duo will call your phone. The status bar at the bottom of the authentication prompt updates that it is dialing your number.
- Answer the call and listen to the instructions to authenticate. The authentication prompt's status bar also tells you how to approve the request over the phone.



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- To authenticate using a passcode, click the **Enter a Passcode** button
- Click on **Send codes**
- **Type in the passcode** you received from Duo via text message
- Click **Log In**

Enter a Passcode

Create passcodes in Duo Mobile or have them texted to you.

Send codes



Successfully sent codes.



BGSU.

Choose an authentication method

[What is this?](#)

[Add a new device](#)

[My Settings & Devices](#)

[Need help?](#)

Call Me

Call Me

179021

Log In

Success, logging you in...