

# Two Step Authentication – Landline 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.

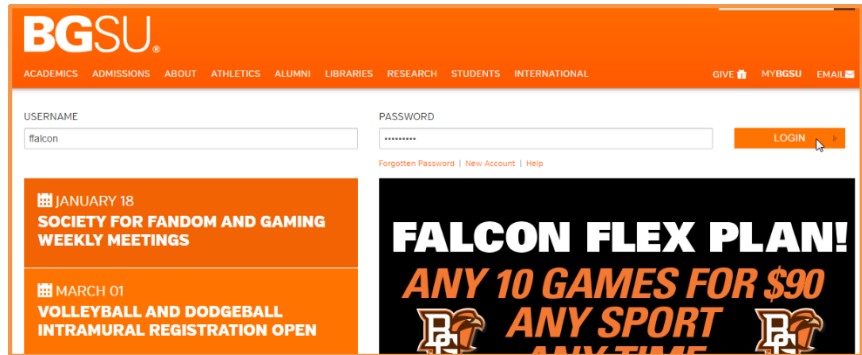
Two Step authentication adds a second layer of security, keeping your account secure even if your password is compromised. With Duo, you'll be alerted right away (on your phone) if someone is trying to log in as you.

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.

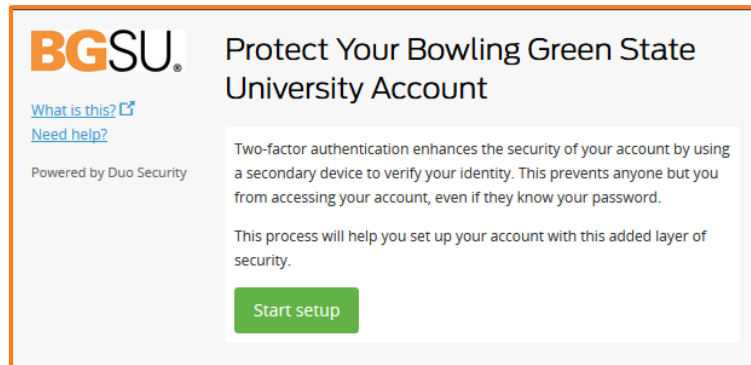
- The **MyBGSU portal** is now protected by Duo Two Step Authentication. Users will be required to authenticate using the Duo software every time they access the portal.
- If you have not previously enrolled in Duo, the first time you attempt to login to the **MyBGSU portal**, as of March 15, 2017, you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



## Duo Two Step Authentication

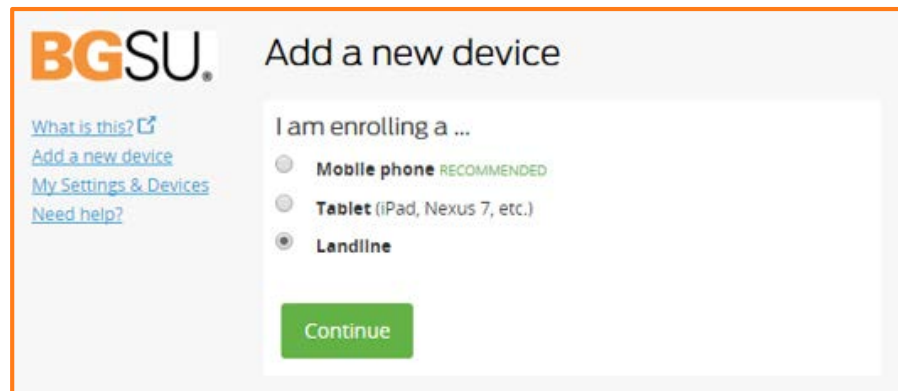
### 1. Welcome Screen

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

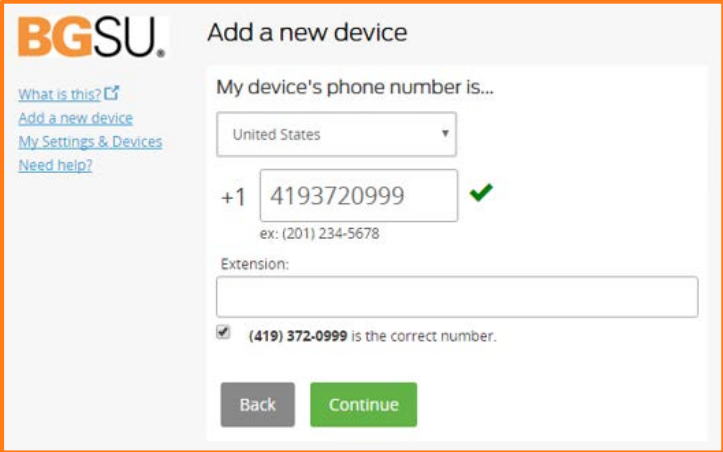
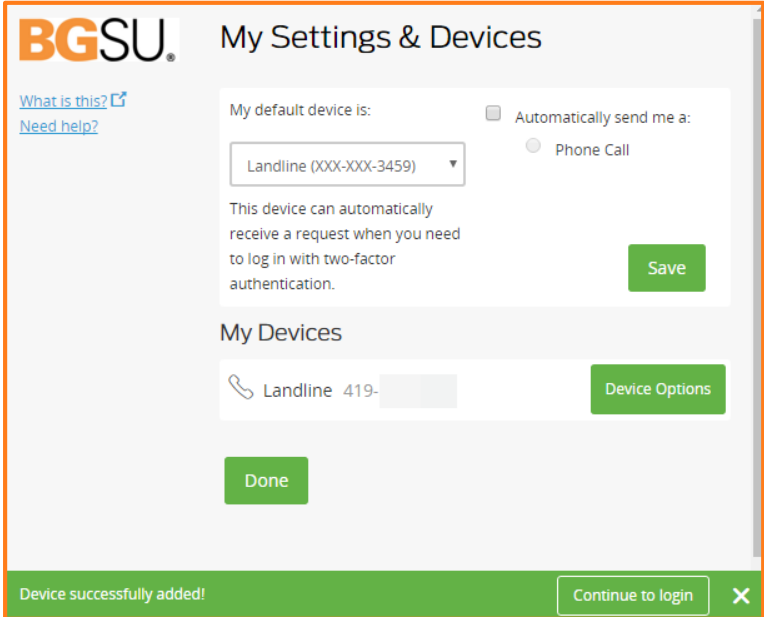


### 2. Choose your device

- Confirm you would like to add your Landline on this screen.
- Click on **Continue**.



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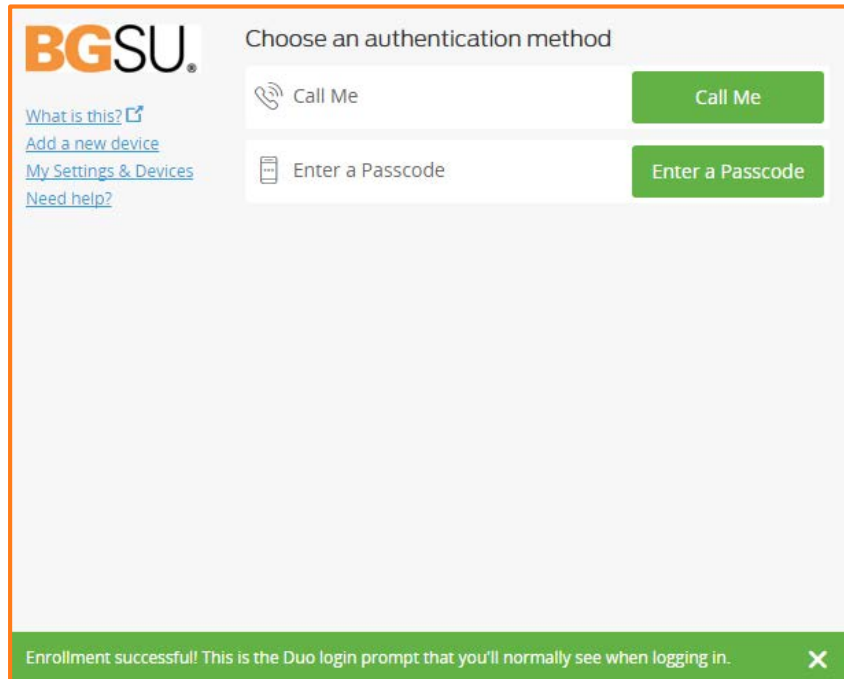
<p>3. Enter phone number</p> <ul style="list-style-type: none"><li>• Select your country</li><li>• Enter the number of your land line.</li><li>• Double-check that you entered the number correctly and <b>Check the box</b></li><li>• Click on <b>Continue</b></li></ul>	 <p>The screenshot shows the 'Add a new device' page on the BGSU portal. The page title is 'Add a new device'. Below the BGSU logo, there are links for 'What is this?', 'Add a new device', 'My Settings &amp; Devices', and 'Need help?'. The main form area is titled 'My device's phone number is...'. It features a dropdown menu for the country, currently set to 'United States'. Below that is a text input field for the phone number, containing '+1 4193720999', with a green checkmark to its right. An example number 'ex: (201) 234-5678' is shown below. There is an 'Extension:' label and an empty text input field. A checkbox is checked, with the text '(419) 372-0999 is the correct number.' below it. At the bottom, there are 'Back' and 'Continue' buttons.</p>
<p>4. Configure Automatic Phone Options (<b>Optional</b>)</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"><li>• Click on <b>Save</b></li><li>• Click on <b>Continue to login</b></li></ul>	 <p>The screenshot shows the 'My Settings &amp; Devices' page on the BGSU portal. The page title is 'My Settings &amp; Devices'. Below the BGSU logo, there are links for 'What is this?' and 'Need help?'. The main form area is titled 'My default device is:'. It features a dropdown menu for the device type, currently set to 'Landline (XXX-XXX-3459)'. To the right, there is a checkbox labeled 'Automatically send me a:' with two radio button options: 'Phone Call' (selected) and another option. Below this, there is a text input field for the phone number and a 'Save' button. A message states: 'This device can automatically receive a request when you need to log in with two-factor authentication.' Below this is the 'My Devices' section, which shows a list of devices. One device is listed as 'Landline 419-' with a 'Device Options' button next to it. A 'Done' button is at the bottom of the device list. At the very bottom of the page, there is a green notification bar that says 'Device successfully added!' and a 'Continue to login' button with a close icon.</p>

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## 5. Authentication Prompt

- Call Me - Authenticate via phone callback

*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.*



- When 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.

