

Enroll in Two Step Authentication - iPad

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.

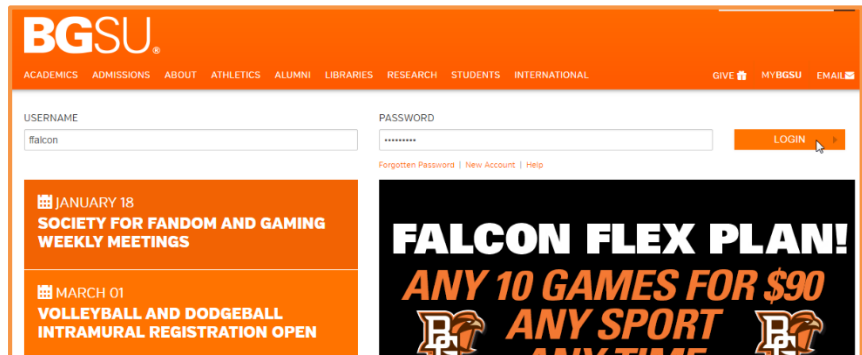
Two Step authentication adds a second layer of security, keeping your account secure even if your password is compromised. With Duo, you'll be alerted right away (on your phone) if someone is trying to log in as you.

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.

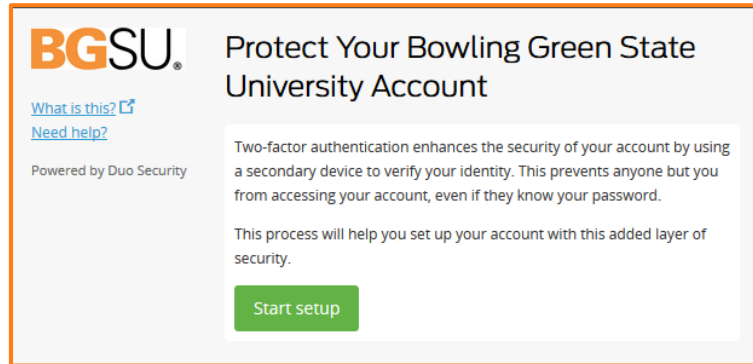
- The **MyBGSU portal** is now protected by Duo Two Step Authentication. Users will be required to authenticate using the Duo software every time they access the portal.
- If you have not previously enrolled in Duo, the first time you attempt to login to the **MyBGSU portal**, as of March 15, 2017, you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



Duo Two Step Authentication

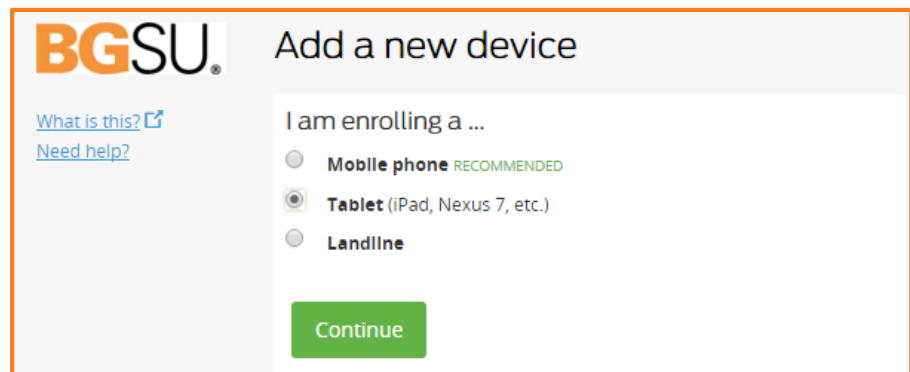
1. Welcome Screen

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

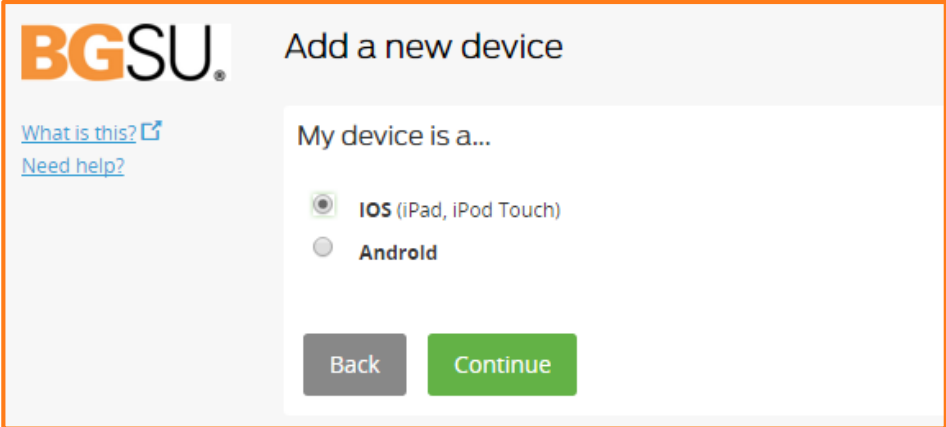
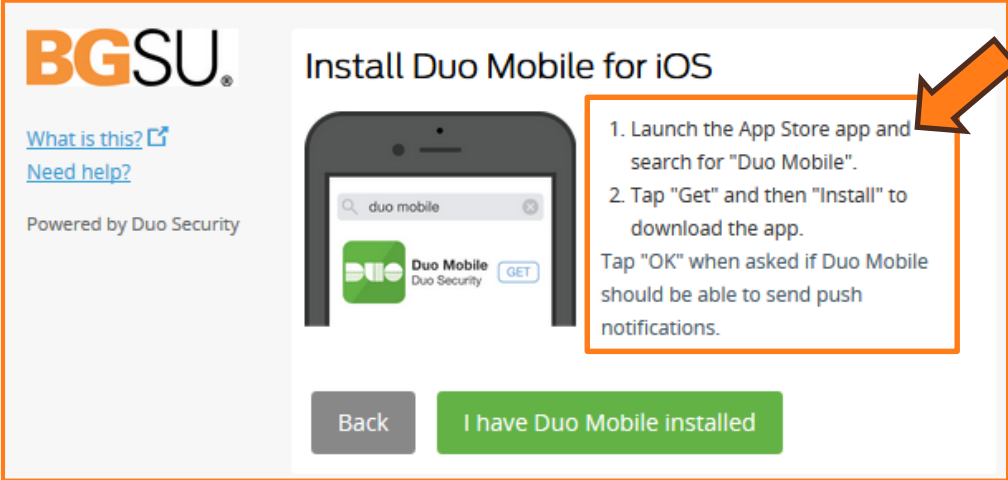


2. Choose your device

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



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<p>3. Choose type of tablet</p> <ul style="list-style-type: none">• Select IOS• Click on Continue	 <p>The screenshot shows the BGSU 'Add a new device' screen. On the left, there are links for 'What is this?' and 'Need help?'. The main heading is 'Add a new device'. Below it, the text says 'My device is a...'. There are two radio button options: 'IOS (iPad, iPod Touch)' which is selected, and 'Android'. At the bottom, there are two buttons: 'Back' and 'Continue'.</p>
<p>4. Install Duo Mobile App</p> <ul style="list-style-type: none">• Launch the App Store app <u>on your phone</u>.• Search for Duo Mobile• Tap Get and then on Install to download the app• Tap OK when asked if Duo Mobile should be able to send push notifications.• <u>On the computer</u>, click on I have Duo Mobile installed	 <p>The screenshot shows the BGSU 'Install Duo Mobile for iOS' screen. On the left, there are links for 'What is this?' and 'Need help?'. Below them, it says 'Powered by Duo Security'. The main heading is 'Install Duo Mobile for iOS'. In the center, there is a graphic of an iPad displaying the App Store search results for 'Duo Mobile Duo Security' with a 'GET' button. To the right of the iPad graphic, there is a list of instructions: '1. Launch the App Store app and search for "Duo Mobile".', '2. Tap "Get" and then "Install" to download the app.', and 'Tap "OK" when asked if Duo Mobile should be able to send push notifications.' An orange arrow points to the first instruction. At the bottom, there are two buttons: 'Back' and 'I have Duo Mobile installed'.</p>

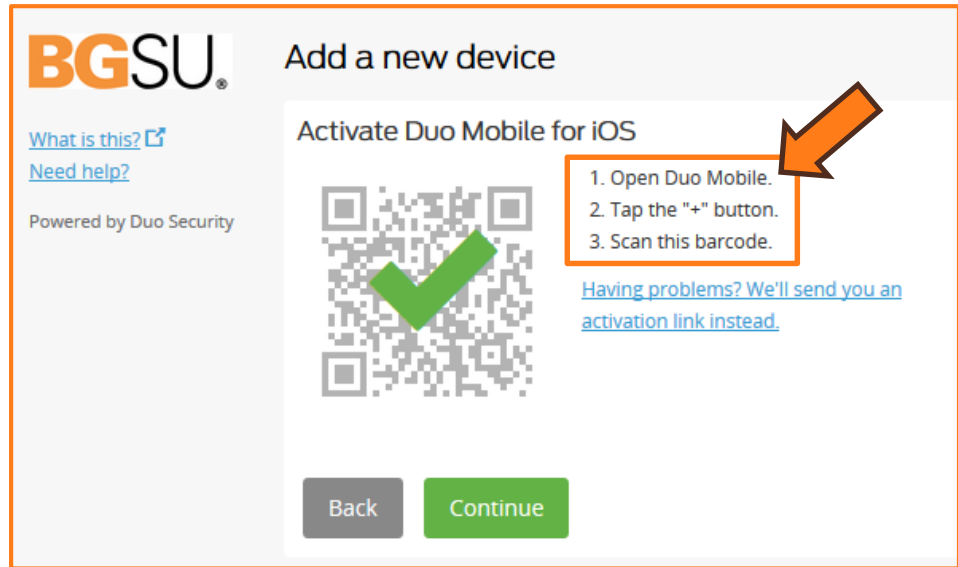
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5. Activate Duo Mobile

- Tap **Open** on your phone
- Tap to **Accept** License Agreement
- Tap on **Add Account**
- **Use your tablet to scan the bar code on the computer screen.**

If you are unable to scan the bar code, click on the link, "Having problems? ..." and then follow the directions given.

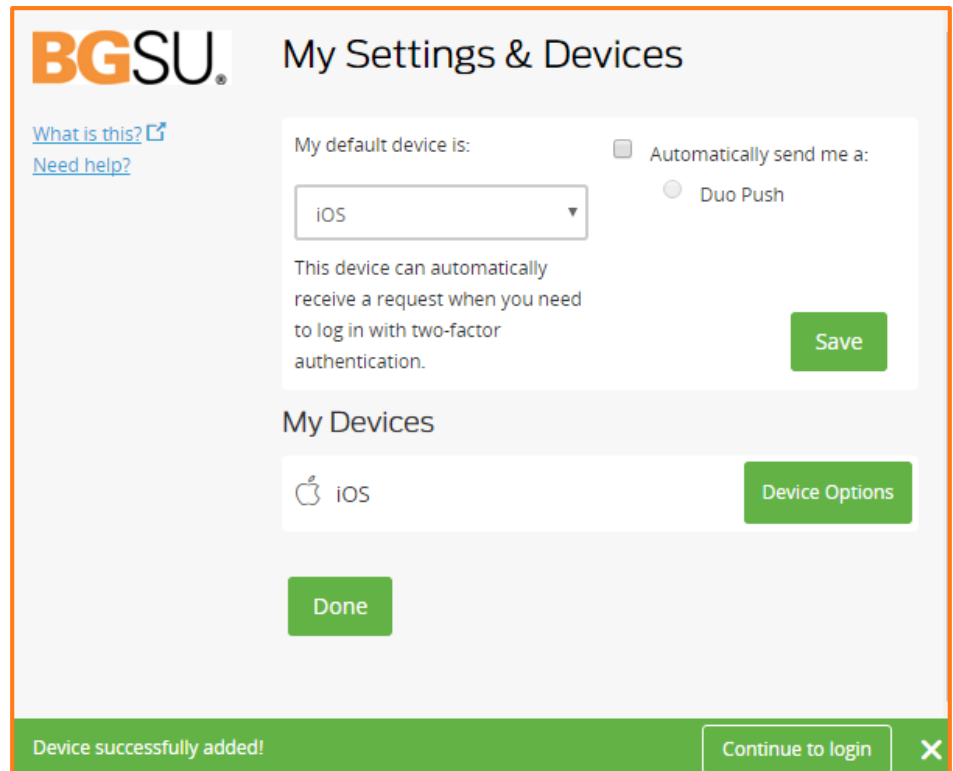
- After the bar code has been scanned successfully, click on **Continue** on the computer.



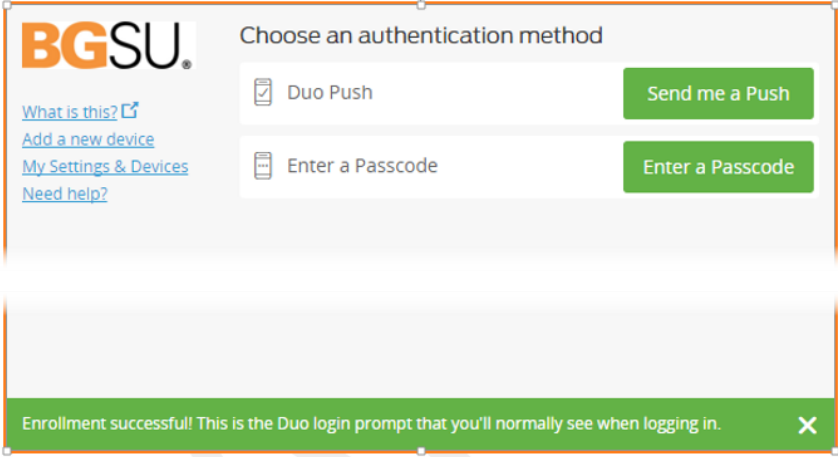
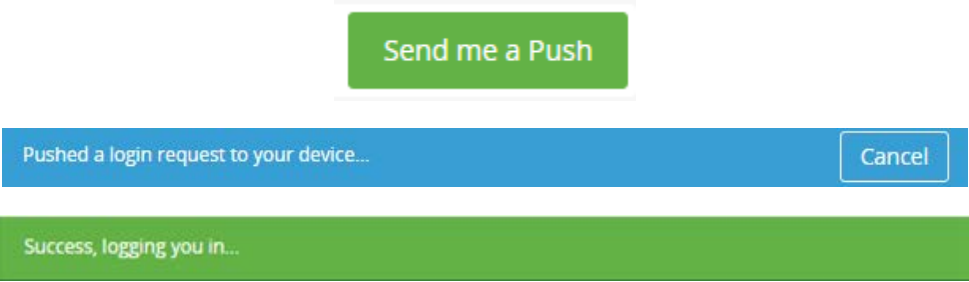
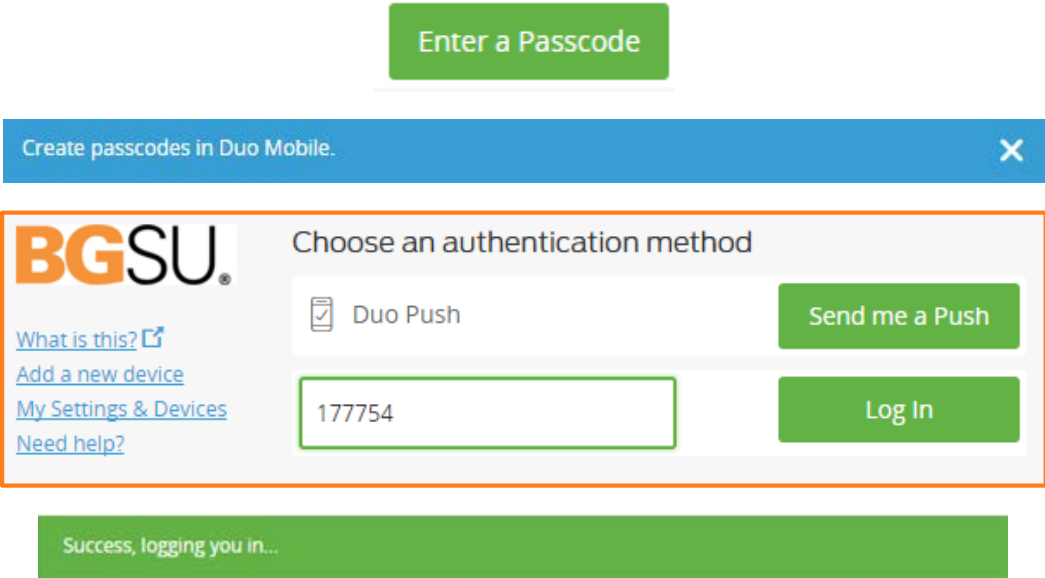
6. Configure Automatic Phone Options (Optional)

With this option enabled Duo automatically sends an authentication request via push notification to the app on your smartphone or a phone call to your phone (depending on your selection).

- Click on **Save**
- Click on **Continue to login**



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<p>7. Authentication Prompt</p> <ul style="list-style-type: none"> • Duo Push - Pushes a login request to your phone. Just review the request and tap Approve to log in. • Enter a Passcode - Log in using a passcode, generated with Duo Mobile. Click Send codes to get a new batch of passcodes texted to your phone. 	 <p>The screenshot shows the BGSU authentication interface. At the top left is the BGSU logo. Below it are links: 'What is this?', 'Add a new device', 'My Settings & Devices', and 'Need help?'. The main heading is 'Choose an authentication method'. There are two options: 'Duo Push' with a 'Send me a Push' button, and 'Enter a Passcode' with an 'Enter a Passcode' button. At the bottom, a green banner states 'Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.'</p>
<ul style="list-style-type: none"> • Duo Push is the easiest and quickest way of authenticating. • If you click the Send me a Push, you will get a login request sent to your phone — just press Approve to authenticate. <p><i>If you get a login request that you weren't expecting, press Deny to reject the request. You'll be given the ability to report it as fraudulent, or you can tap It was a mistake to deny the request without reporting it.</i></p>	 <p>The screenshot shows the 'Send me a Push' button. Below it is a blue notification banner that says 'Pushed a login request to your device...' with a 'Cancel' button. Below that is a green notification banner that says 'Success, logging you in...'.</p>
<ul style="list-style-type: none"> • 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. 	 <p>The screenshot shows the 'Enter a Passcode' button. Below it is a blue notification banner that says 'Create passcodes in Duo Mobile.' with a close button. Below that is the BGSU authentication interface, which is highlighted with an orange border. It shows the 'Choose an authentication method' screen with 'Duo Push' selected. A text input field contains the passcode '177754'. There are 'Send me a Push' and 'Log In' buttons. At the bottom, a green notification banner says 'Success, logging you in...'.</p>