## 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.
3. Enter phone number

- Select your country
- Enter the number of your land line.
- Double-check that you entered the number correctly and **Check the box**
- Click on **Continue**

4. Configure Automatic Phone Options *(Optional)*

With this option enabled Duo automatically sends an authentication request via a phone call to your phone.

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