**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.

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- The [MyBGSU portal](https://my.bgsu.edu) 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.

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**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**
<table>
<thead>
<tr>
<th>3. Choose type of tablet</th>
<th><img src="image" alt="Select iOS and Click on Continue" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select <strong>IOS</strong></td>
<td><img src="image" alt="My device is a..." /></td>
</tr>
<tr>
<td>• Click on <strong>Continue</strong></td>
<td><img src="image" alt="Back and Continue buttons" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Install Duo Mobile App</th>
<th><img src="image" alt="Install Duo Mobile for iOS" /></th>
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</thead>
<tbody>
<tr>
<td>• Launch the <strong>App Store</strong> app on your phone.</td>
<td><img src="image" alt="Install Duo Mobile for iOS" /></td>
</tr>
<tr>
<td>• <strong>Search</strong> for Duo Mobile</td>
<td><img src="image" alt="Install Duo Mobile for iOS" /></td>
</tr>
<tr>
<td>• Tap <strong>Get</strong> and then on <strong>Install</strong> to download the app</td>
<td><img src="image" alt="Install Duo Mobile for iOS" /></td>
</tr>
<tr>
<td>• Tap <strong>OK</strong> when asked if Duo Mobile should be able to send push notifications.</td>
<td><img src="image" alt="Install Duo Mobile for iOS" /></td>
</tr>
<tr>
<td>• On the computer, click on <strong>I have Duo Mobile installed</strong></td>
<td><img src="image" alt="Install Duo Mobile for iOS" /></td>
</tr>
</tbody>
</table>
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
7. Authentication Prompt

- **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.

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.

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.

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**.