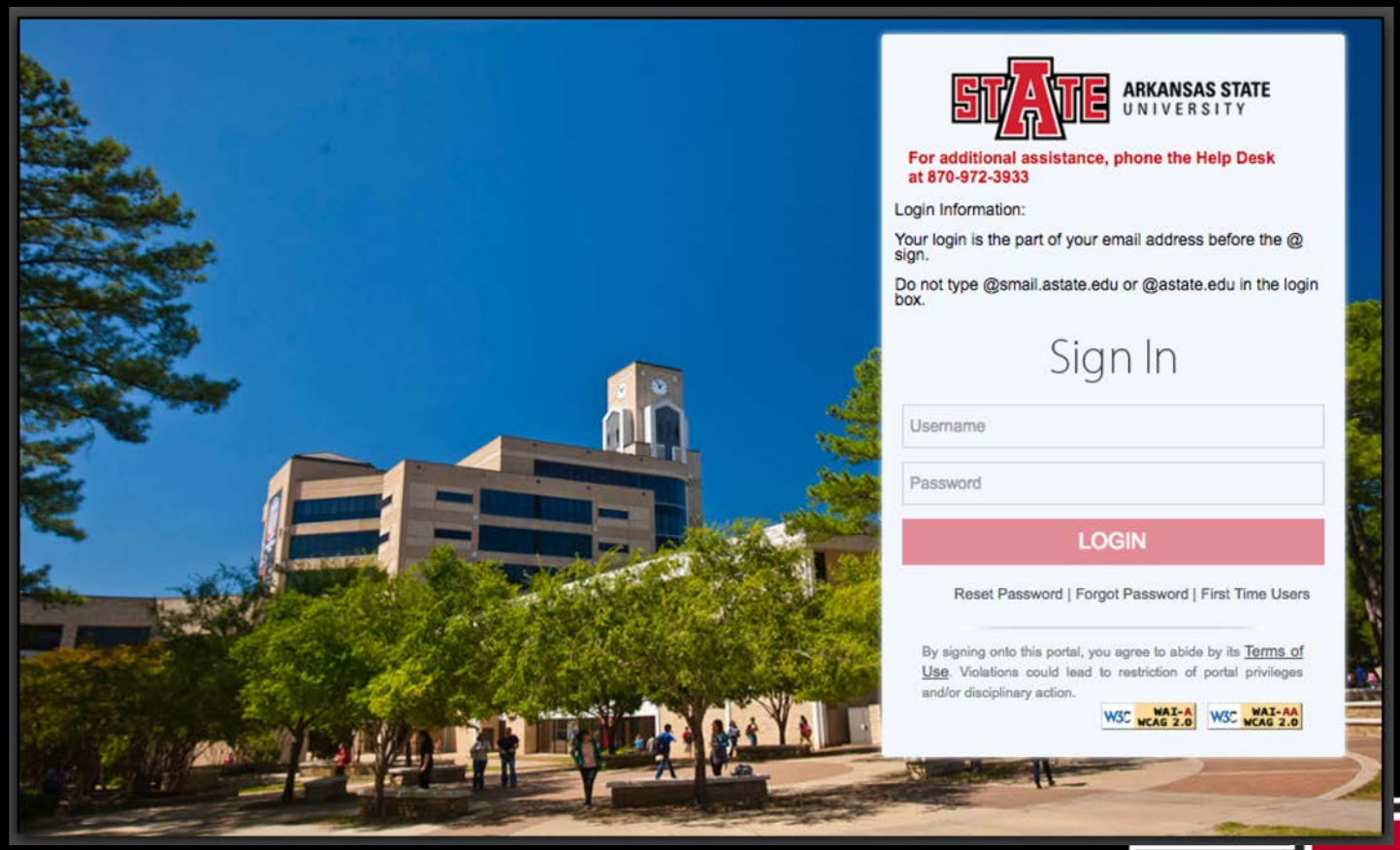
Information & Technology Services

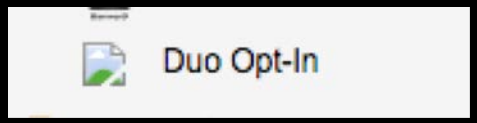
Opting in for Multi-Factor Authentication

Login to mycampus.astate.edu



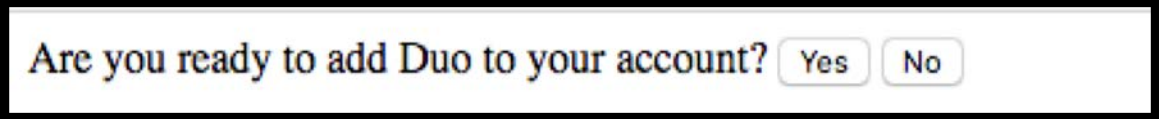
When logged in,

After you have logged in successfully, you should see folders on the left side of your screen. It shouldn't matter which folder you open (Faculty,Employee or Student), you should see a Duo Opt-In icon at the bottom of the list for that folder.



Click on the icon to select that option.

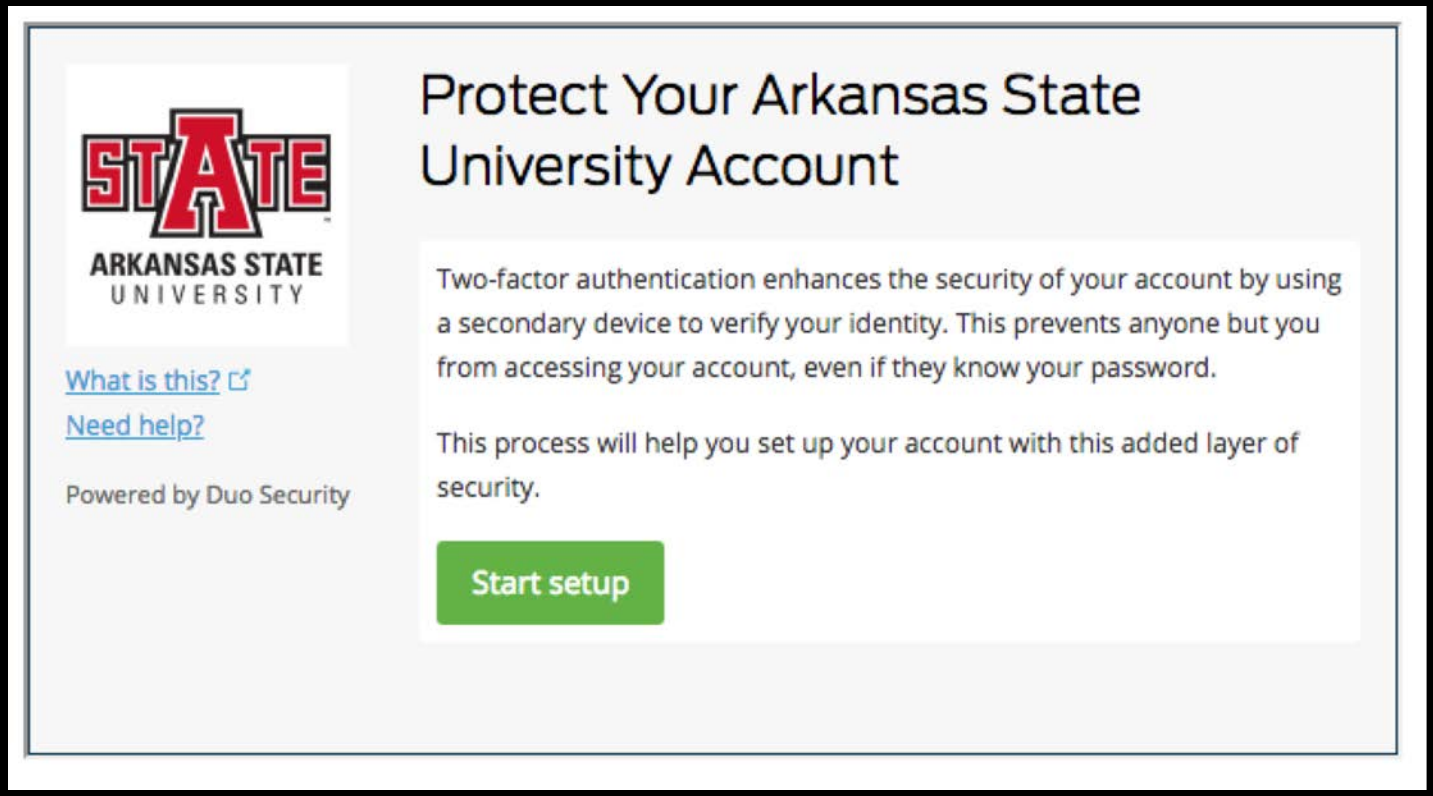
Are you Ready?



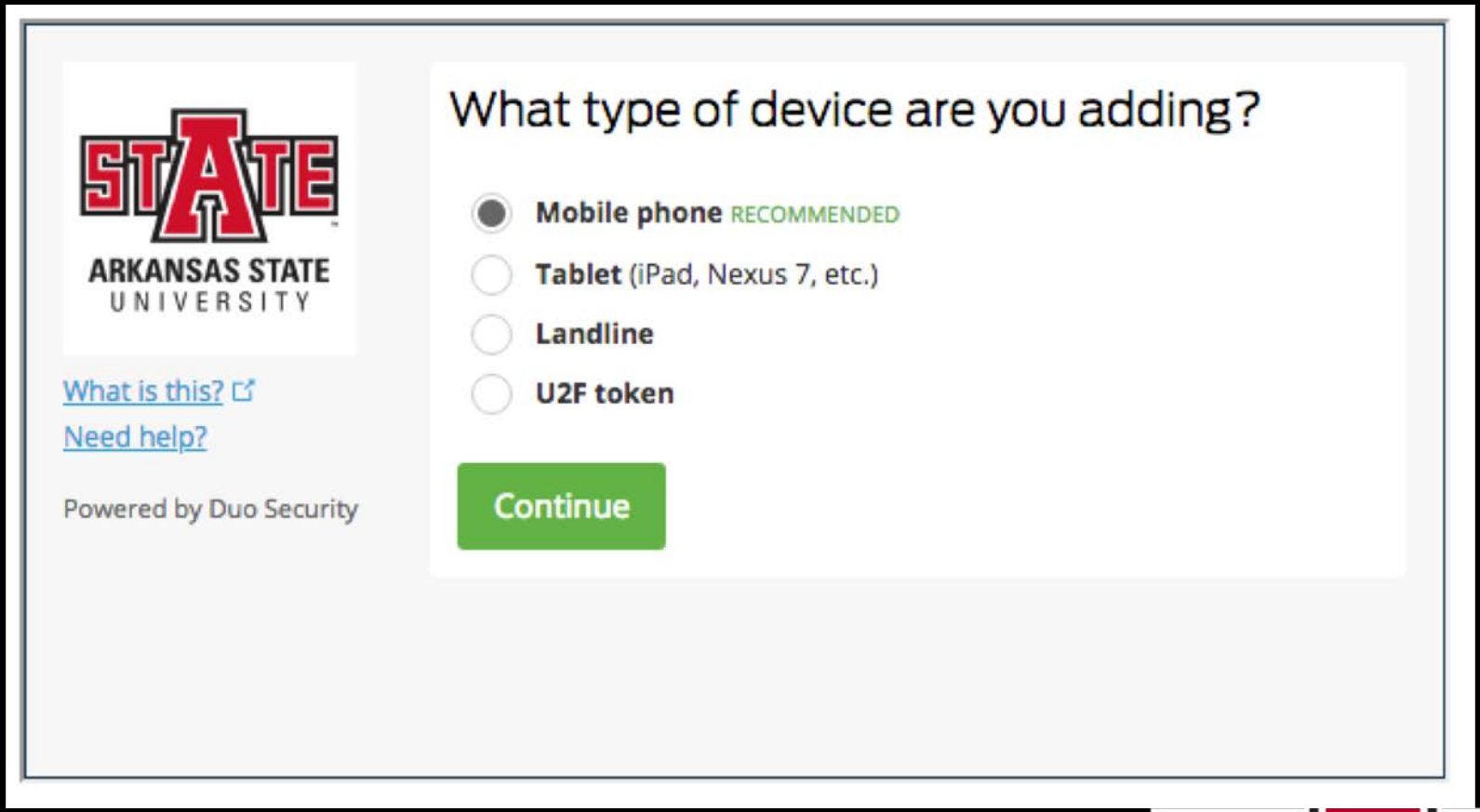
Your screen will display a message asking if you are ready to add Duo to your account. Select Yes.

Now we begin your Duo journey.

Your screen will display the box shown below, select Start setup



What type of device will you add?



Let's talk options:

- Smartphone (Mobile)
  - This option allows PUSH, TEXT or CALL.
    - PUSH- Download a mobile app and simply tap
    - TEXT-Receive a text with your access code
    - CALL- Receive a call with your access code

Options Continued:

- Tablet
  - This option allows PUSH and TEXT.
    - PUSH – Download a mobile app and simply tap
    - TEXT – Depends on the plan you have with your Tablet.

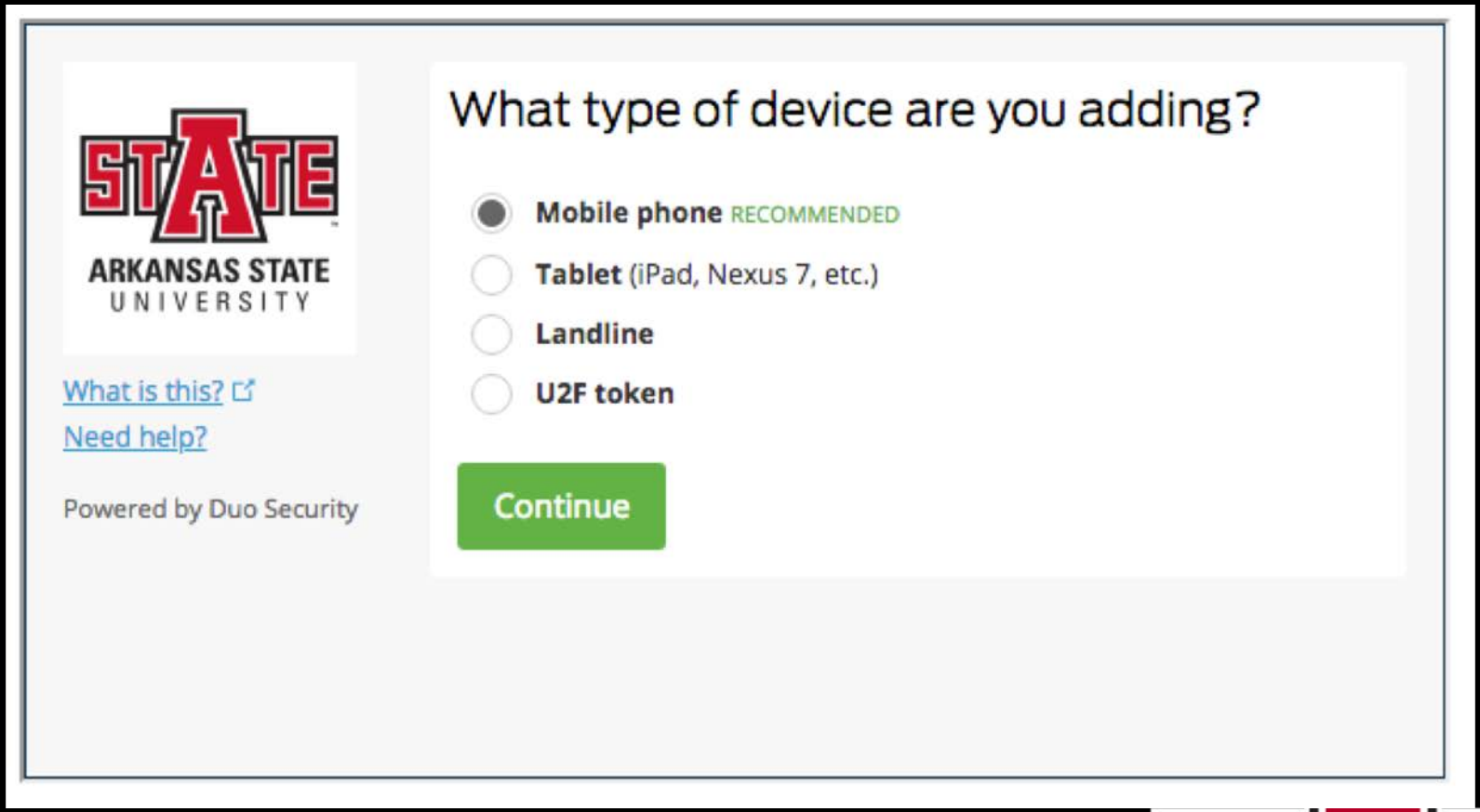
Options Continued:

- Landline
  - This option allows a call to your desk phone.
    - Call – Receive a call to your desk phone with your access code.
    - You would only be able to login to MyCampus from your office or near your desk phone.

Options Continued:

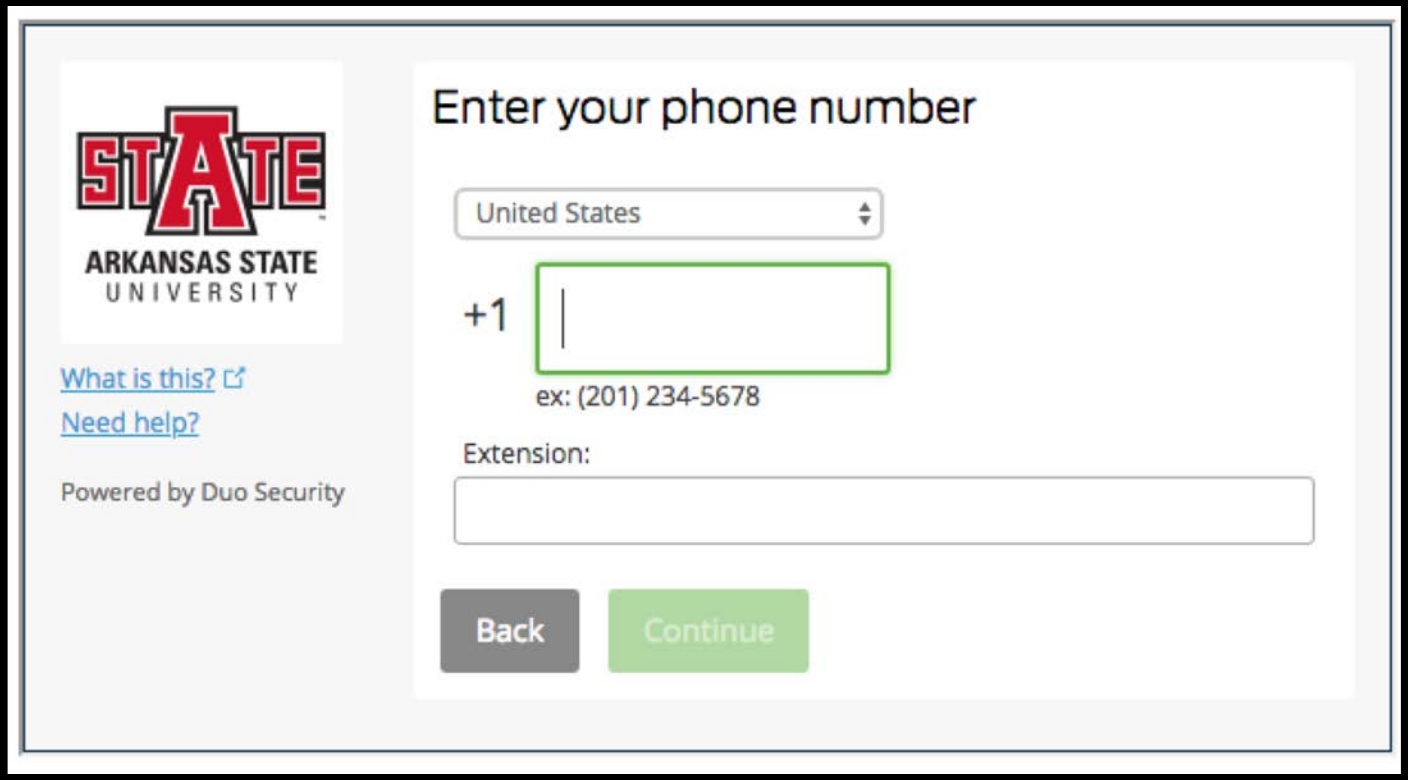
- Other
  - List of codes with expiration dates.
  - This method will only be offered if none of the other options can be used.
  - If this is needed, contact security@astate.edu.

Click the radio button to make your selection and then Continue.



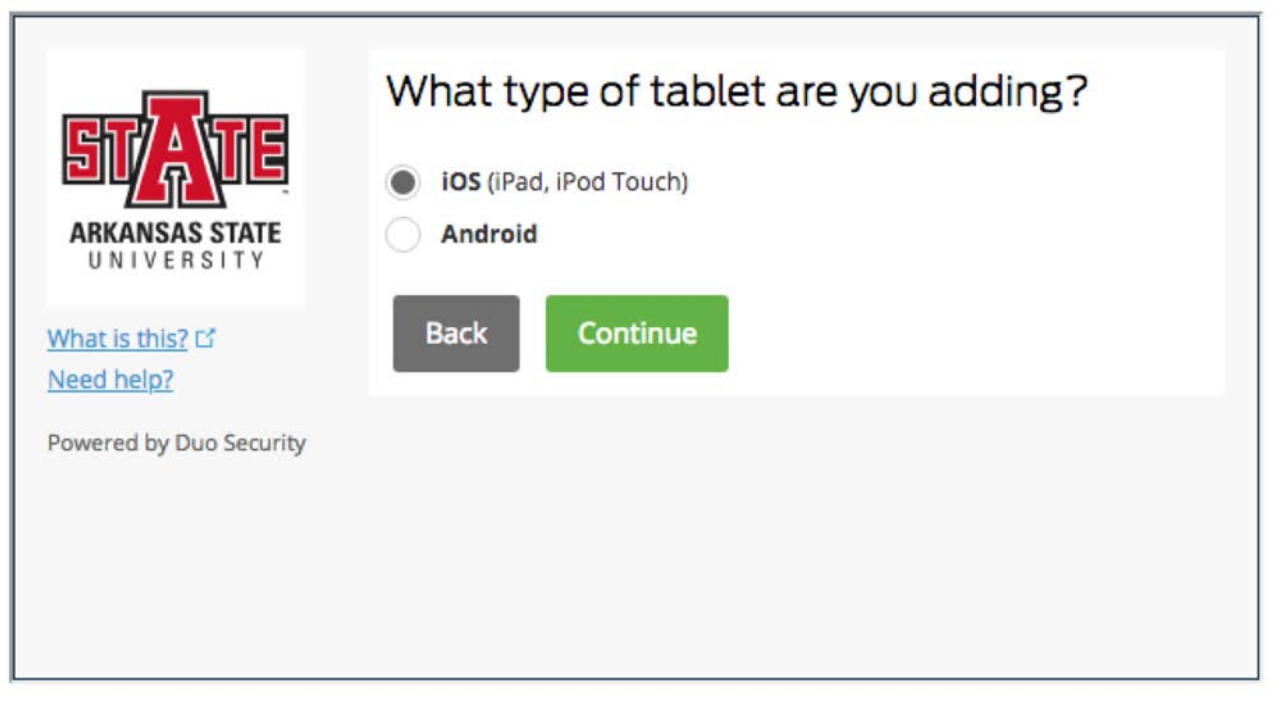
Selecting Landline:
You will be asked for Country and

If you have an extension, you may enter that as well.



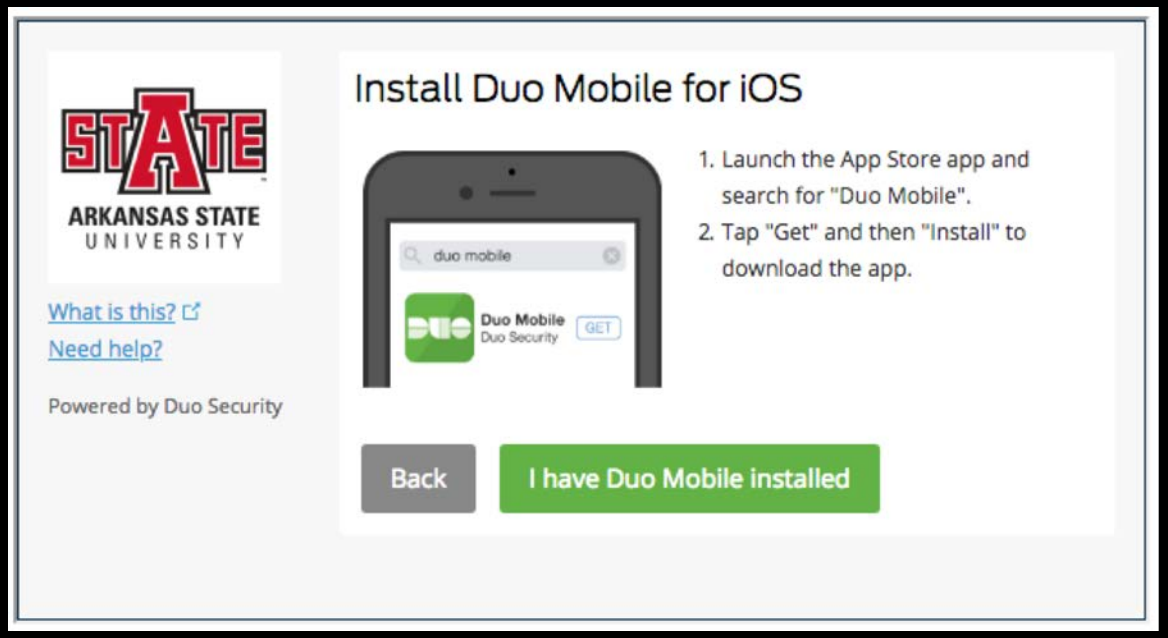
If you select Tablet you will be asked the type.

Currently, there are only two options for tablets. Select your Tablet and Continue.



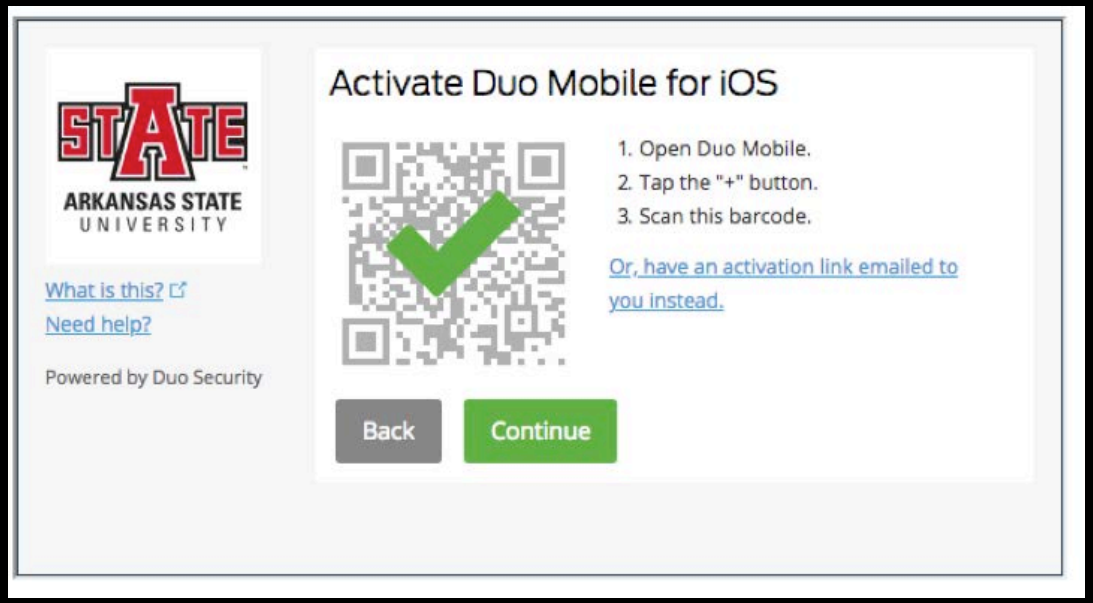
Install Duo Mobile for iOS:

You will be directed to your app store depending on your device. After installing “Duo Mobile”, select ”I Have Duo Mobile Installed”.



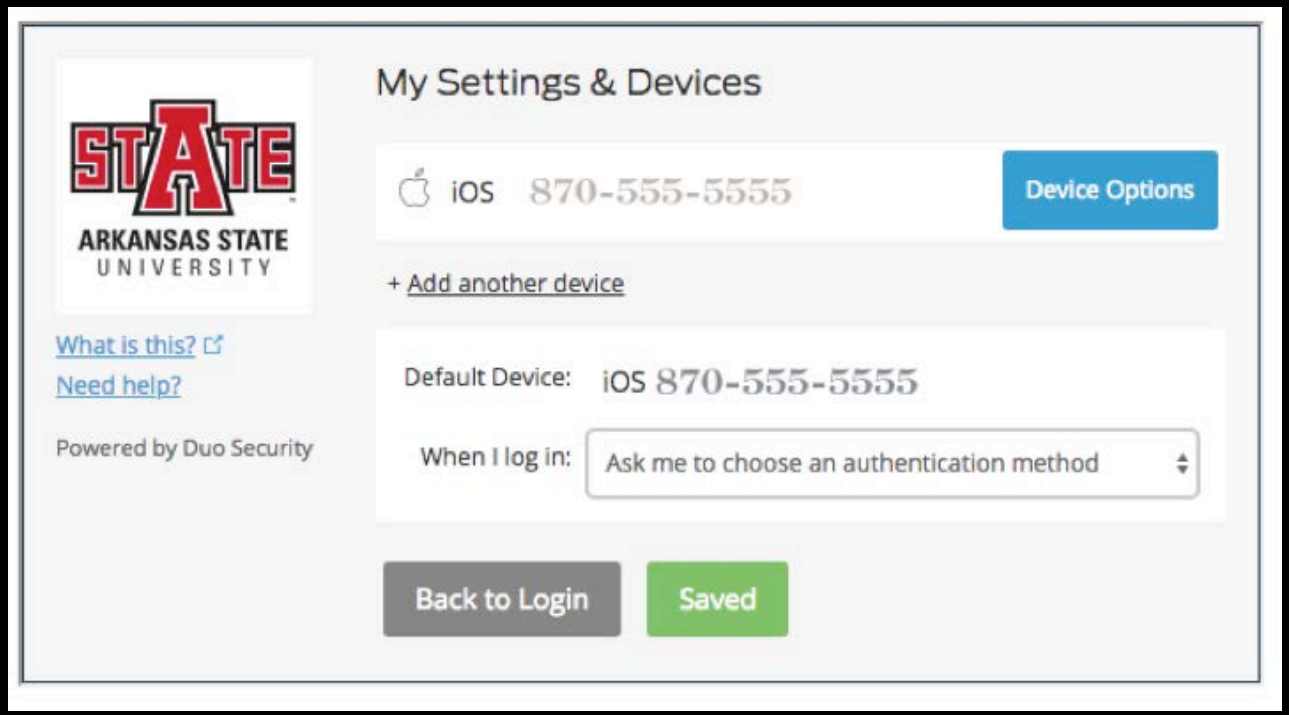
Installing Duo Mobile Continued:

On your computer screen, you should see a QR code. Your tablet should be on the Duo Mobile App screen that allows you to scan the code. After scanning the code, you should see a screen that has a green check mark to indicate that your tablet has been activated.



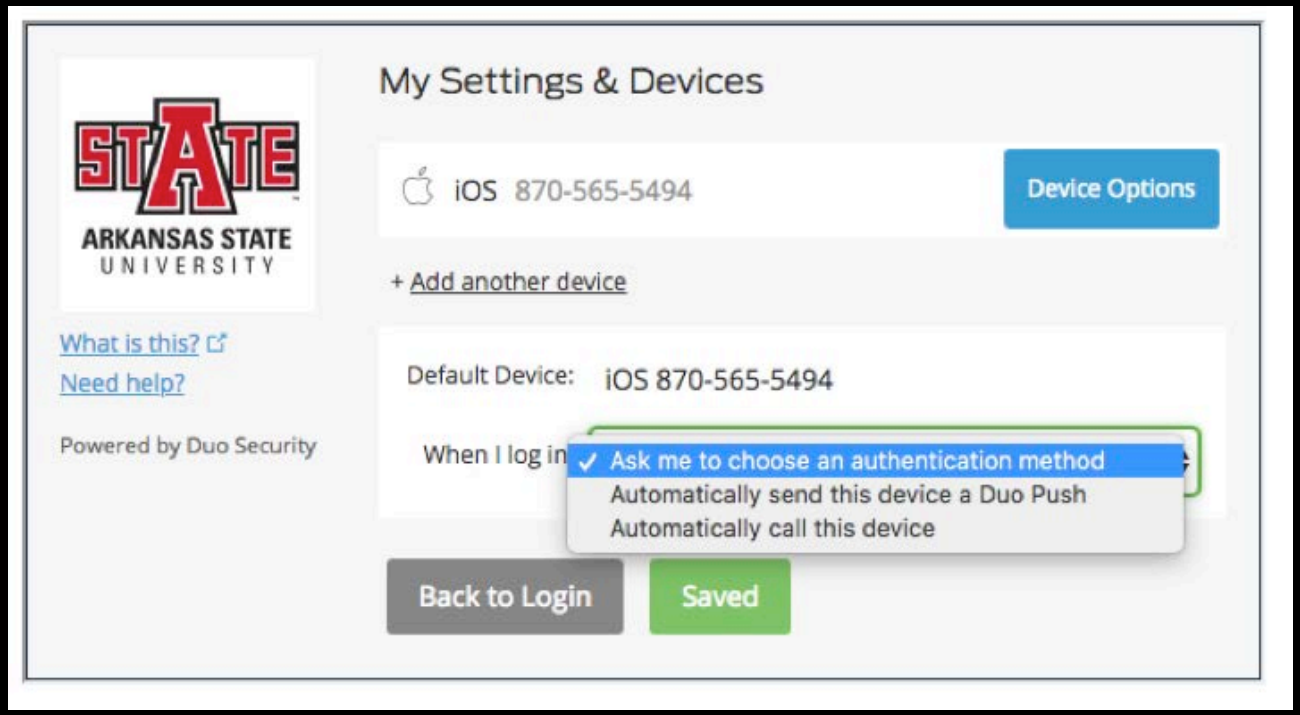
Select Continue:

You will be taken to a screen that shows your settings and Devices.



When I login?

Notice that it is asking you what you want Duo to do when you login.

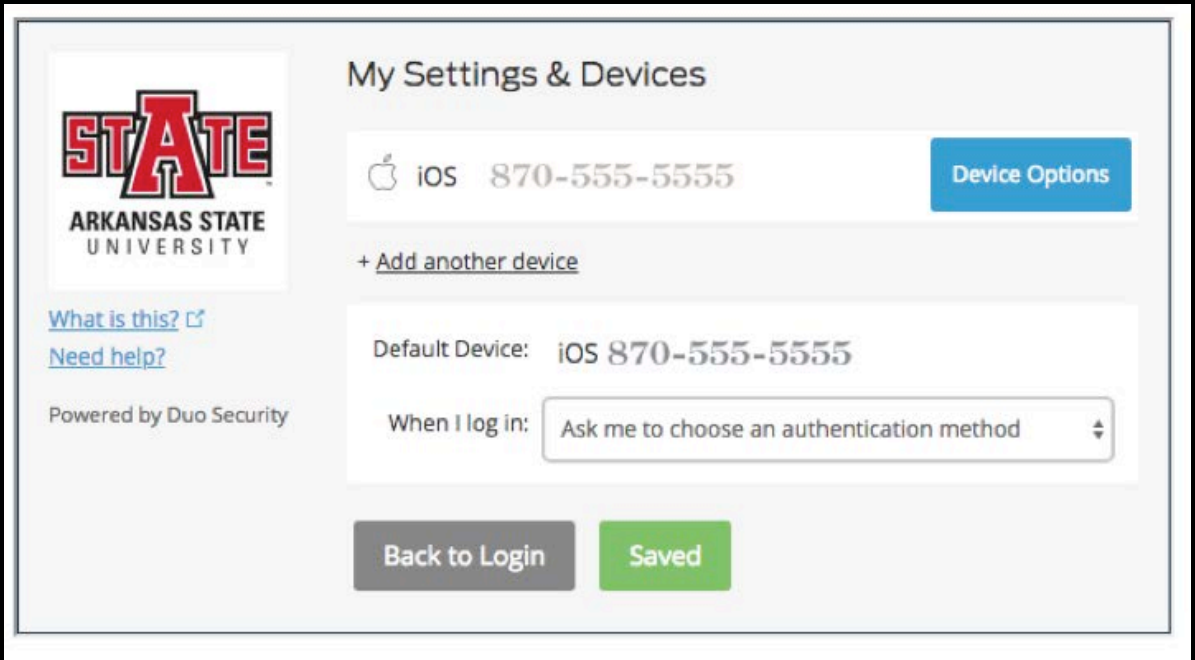


What Duo I want to happen?

- Ask me to choose and authentication method
  - You will choose a method every login.
- Automatically send this device a Duo push
  - Duo will push authentication to your device
- Automatically call this device
  - Duo will call your device

Click on the “Save” button:

After clicking the Save button, the button will now say Saved.
Once you have done this, click the “Back to Login” button.

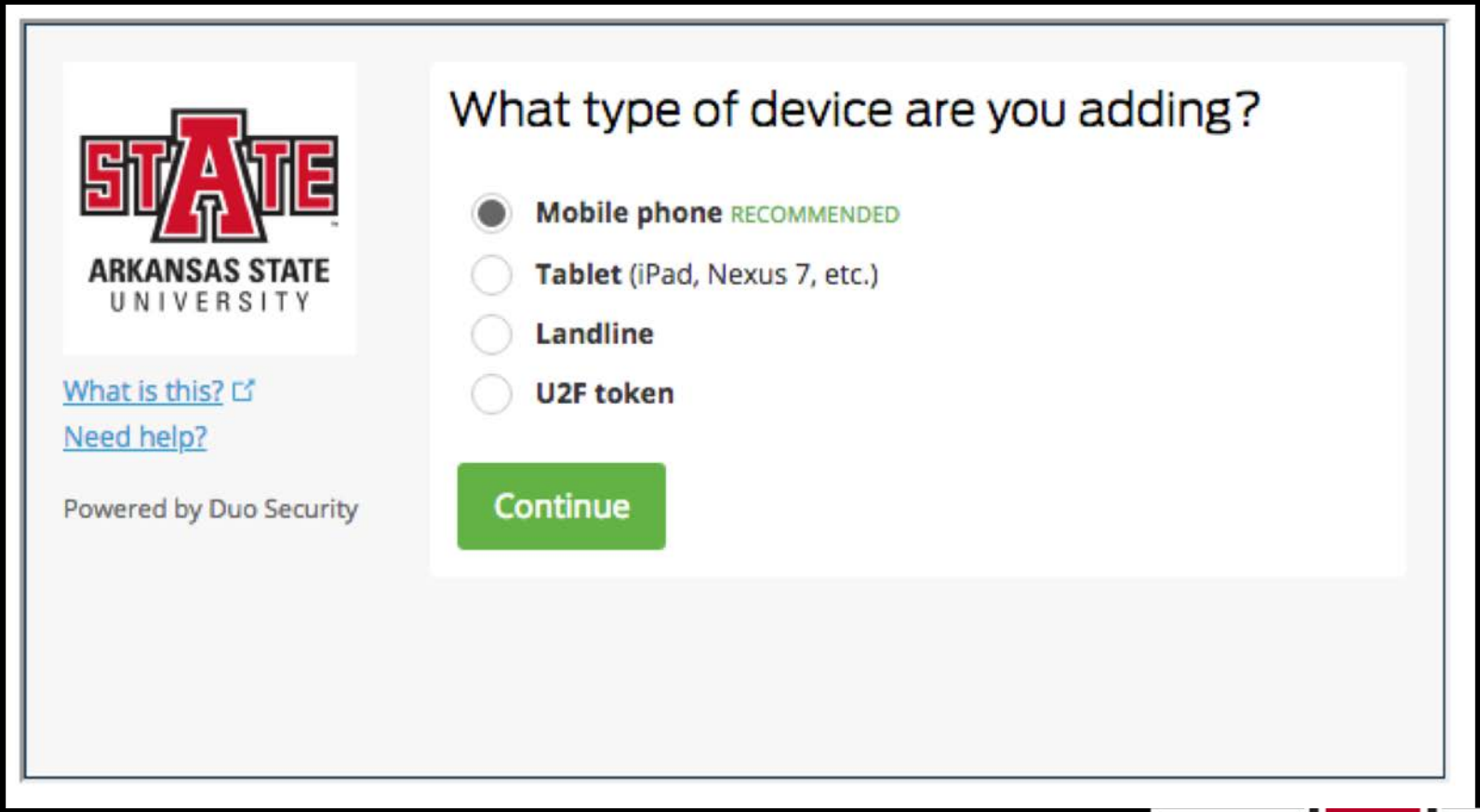


Back to Login

When you click “Back to Login”, you should get your notification from Duo on your device. Now Sign Out of MyCampus

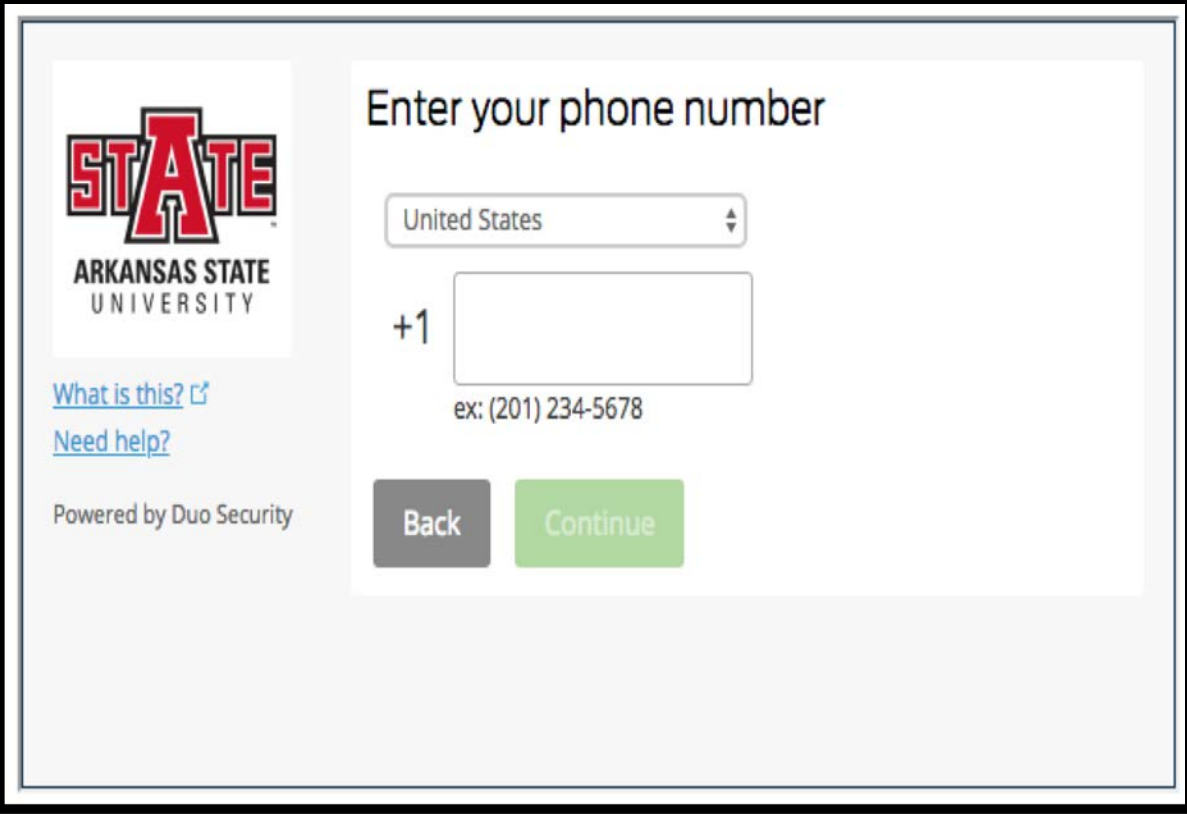
Then, sign back in. After entering your credentials, you should have been sent a notification from Duo. Once you verify on your device, you should gain entry to MyCampus.

Selecting Mobile Phone:



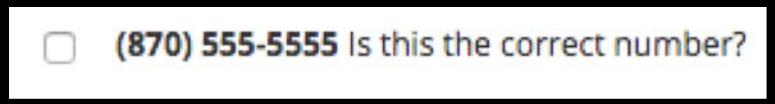
How Does Duo connect to your phone?

You will be asked for your phone number. There is also a country field in the event that you are in another country.



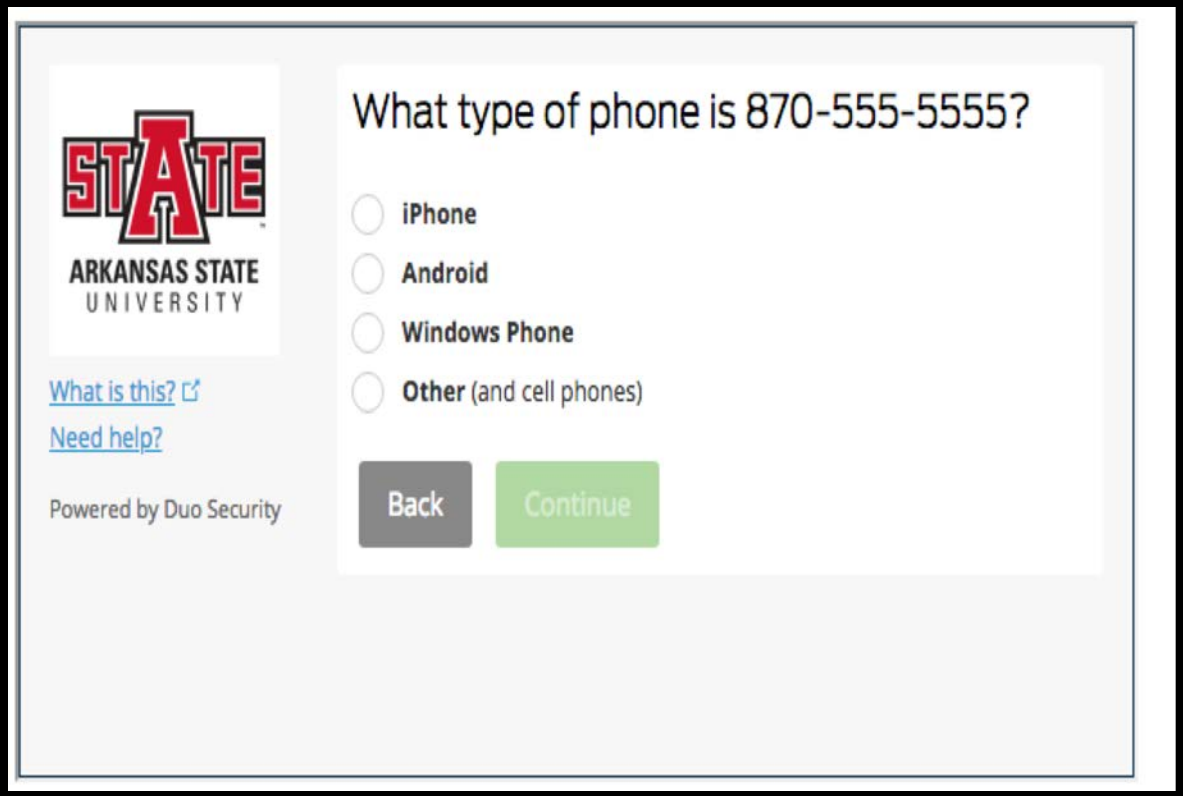
Is this really you?

You will be asked to verify your phone number. Click the Check box to verify that you supplied the correct number.



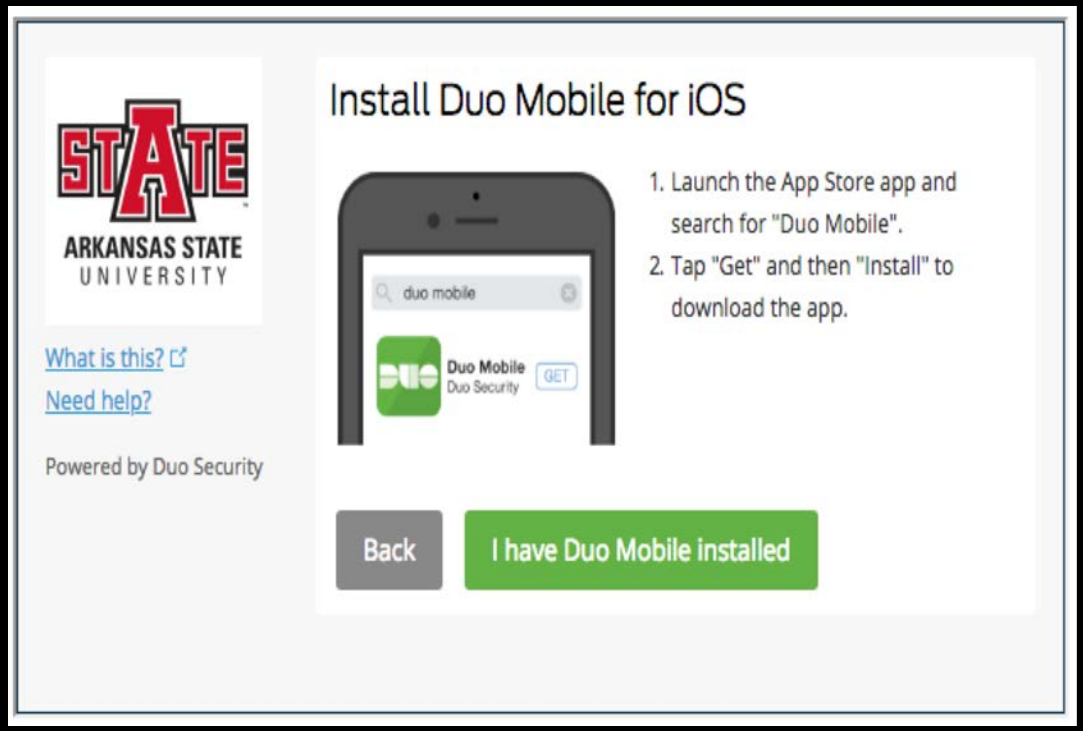
Type of Phone:

Click the button to the left of your type of phone to select your phone.



Where can I get the app?

Depending on the type of phone selected you will be instructed as to where and how to download the app.



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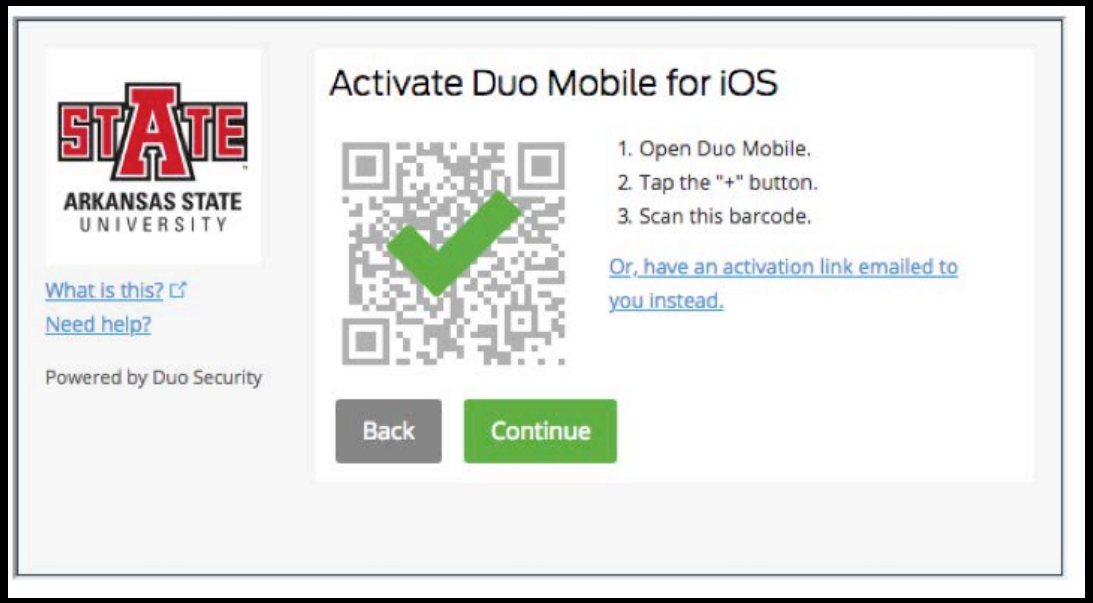

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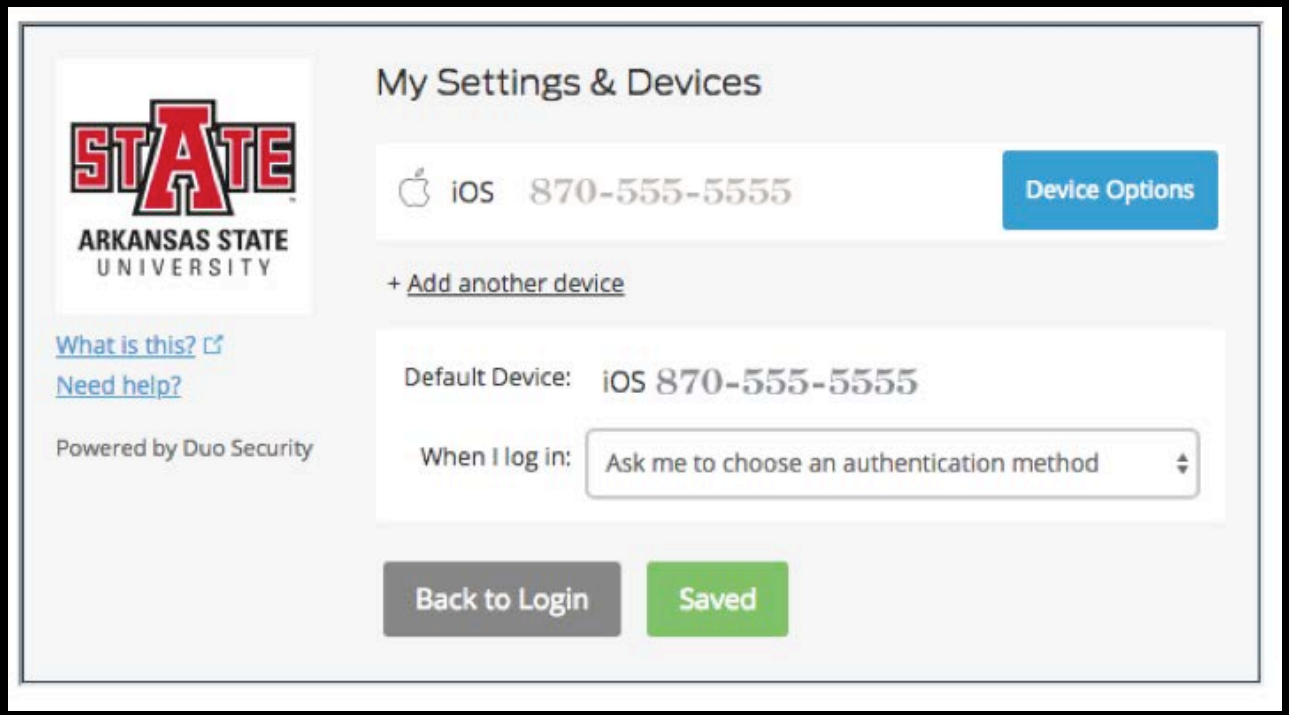

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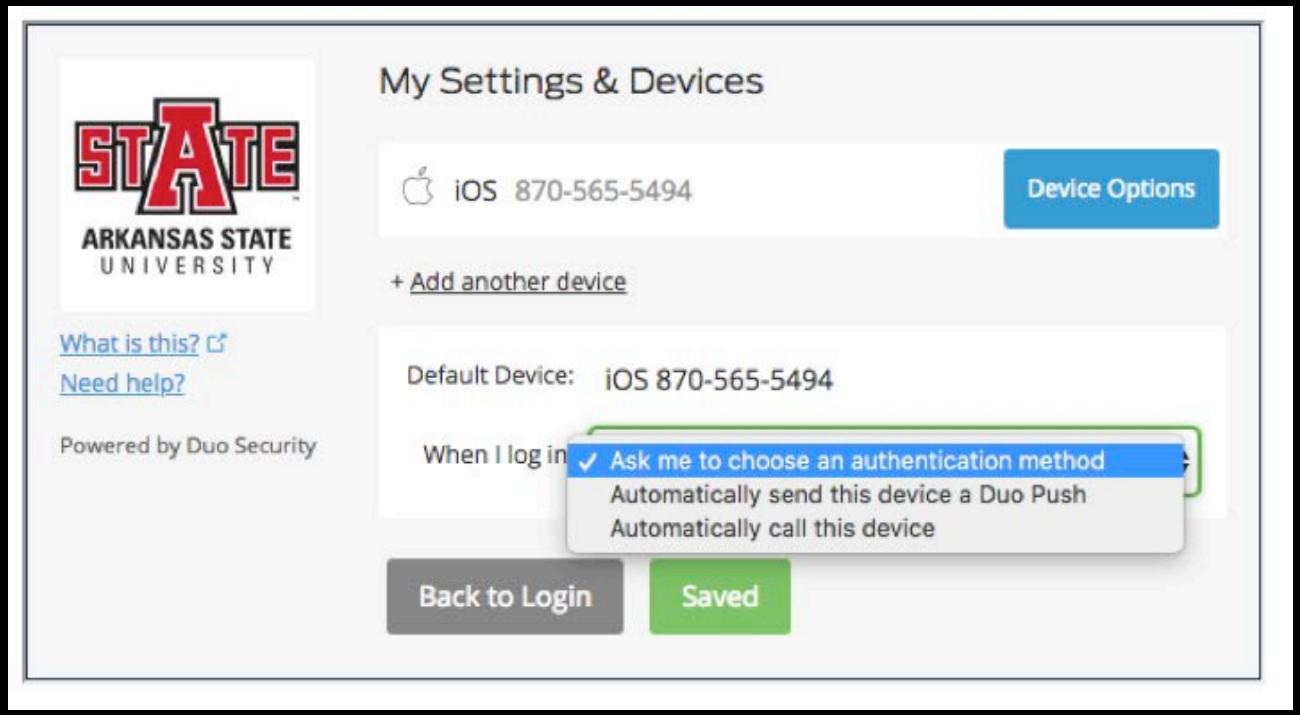

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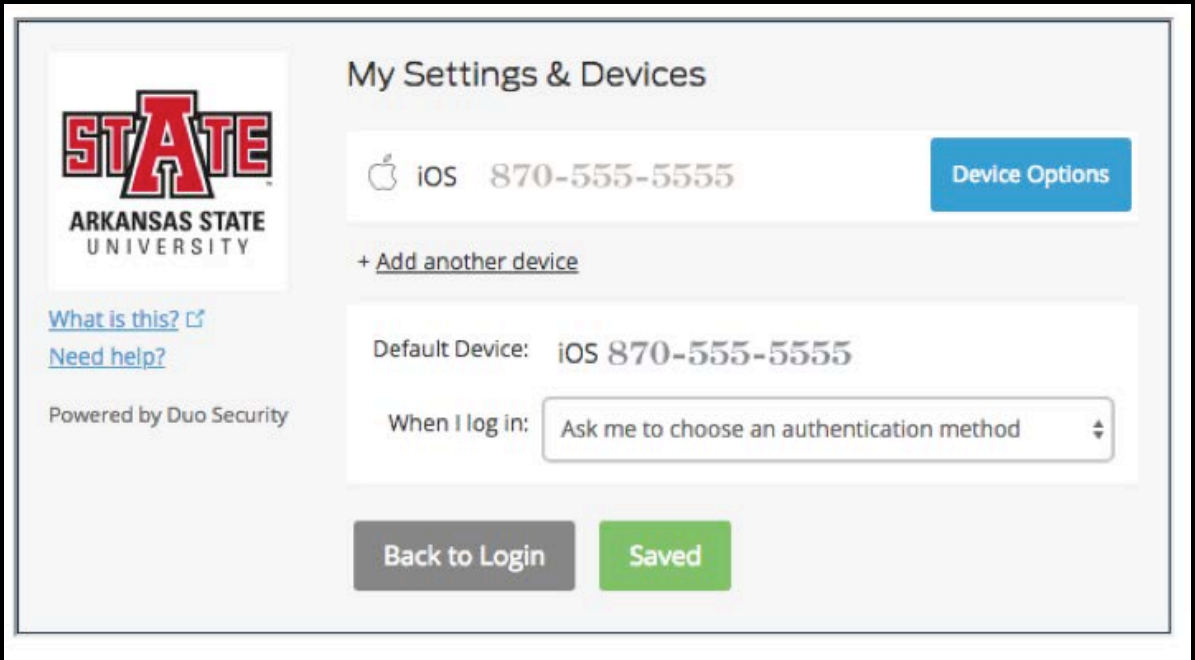

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Why Multifactor Authentication?

Arkansas State University is committed to your data security. We strive daily to keep our network as well as our users secure. I'm sure most of you have already seen this type of authentication used on many popular applications. We feel that the more secure our campus is, the more our Faculty, Students and Staff can concentrate on the mission of Arkansas State University. We are here to educate leaders, enhance Intellectual growth and enrich lives.