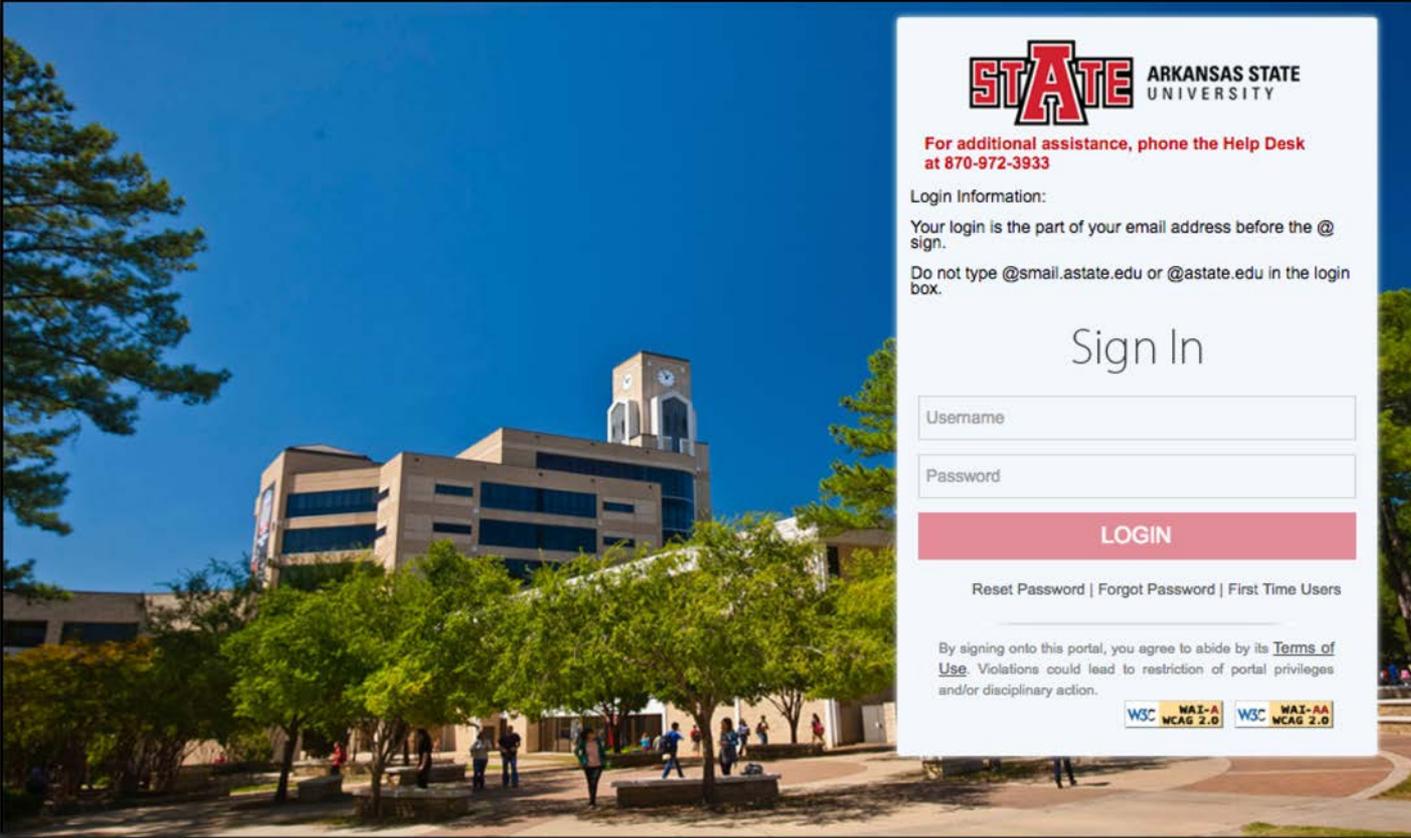


Information & Technology Services

Opting in for Multi-Factor Authentication



Login to mycampus.astate.edu



STATE ARKANSAS STATE UNIVERSITY

For additional assistance, phone the Help Desk at 870-972-3933

Login Information:
Your login is the part of your email address before the @ sign.
Do not type @small.astate.edu or @astate.edu in the login box.

Sign In

Username

Password

LOGIN

[Reset Password](#) | [Forgot Password](#) | [First Time Users](#)

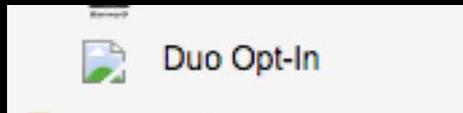
By signing onto this portal, you agree to abide by its [Terms of Use](#). Violations could lead to restriction of portal privileges and/or disciplinary action.



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?

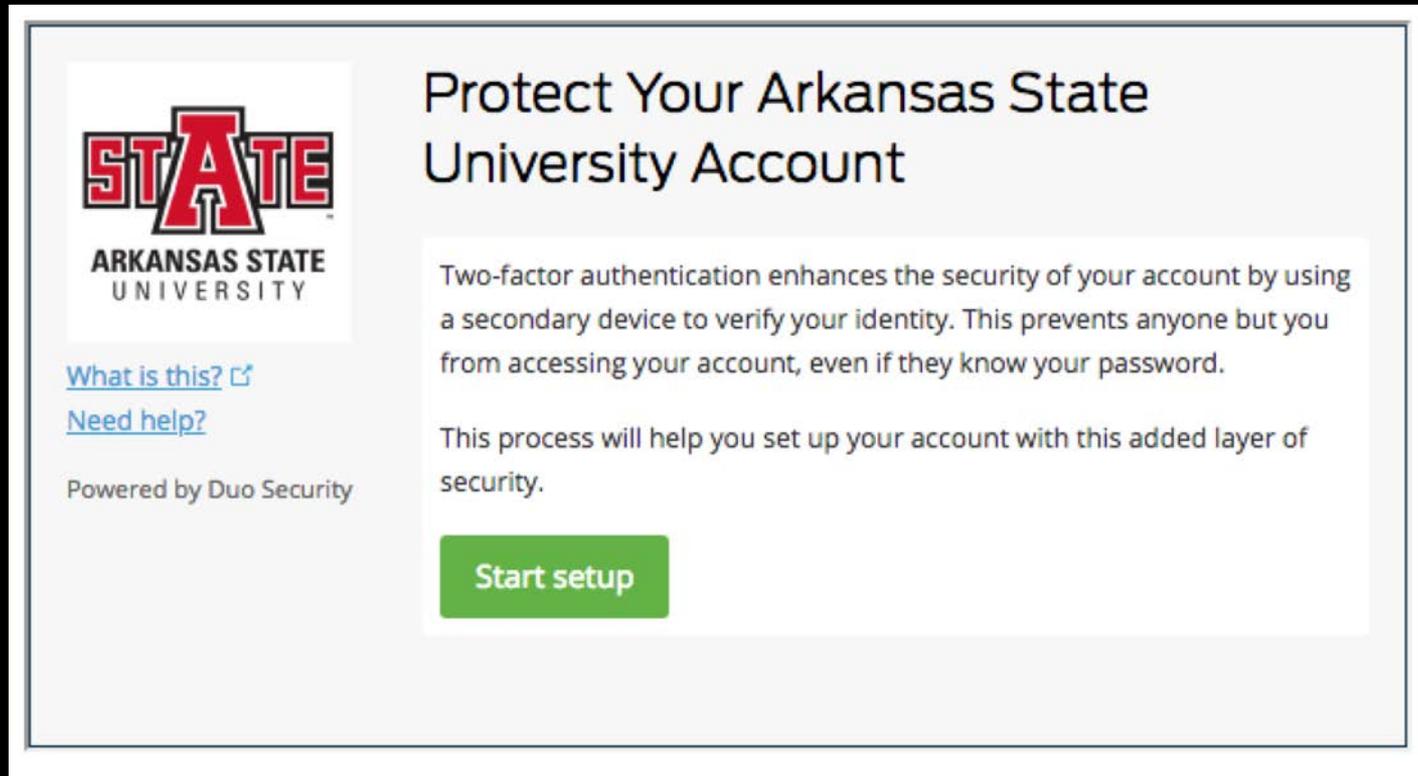
Are you ready to add Duo to your account?

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



The screenshot shows a web page for setting up Duo Security on an Arkansas State University account. On the left, there is the ASU logo (ST A TE ARKANSAS STATE UNIVERSITY) and links for 'What is this?' and 'Need help?'. Below these is the text 'Powered by Duo Security'. The main content area has the heading 'Protect Your Arkansas State University Account' and two paragraphs of text explaining that two-factor authentication enhances security and that the process will help set up the account. A green 'Start setup' button is located at the bottom of the main content area.

ST A TE
ARKANSAS STATE
UNIVERSITY

[What is this?](#) [Need help?](#)

Powered by Duo Security

Protect Your Arkansas State University Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

Start setup



What type of device will you add?



[What is this?](#) 

[Need help?](#)

Powered by Duo Security

What type of device are you adding?

- Mobile phone** RECOMMENDED
- Tablet** (iPad, Nexus 7, etc.)
- Landline**
- U2F token**

Continue



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.



[What is this?](#) 

[Need help?](#)

Powered by Duo Security

What type of device are you adding?

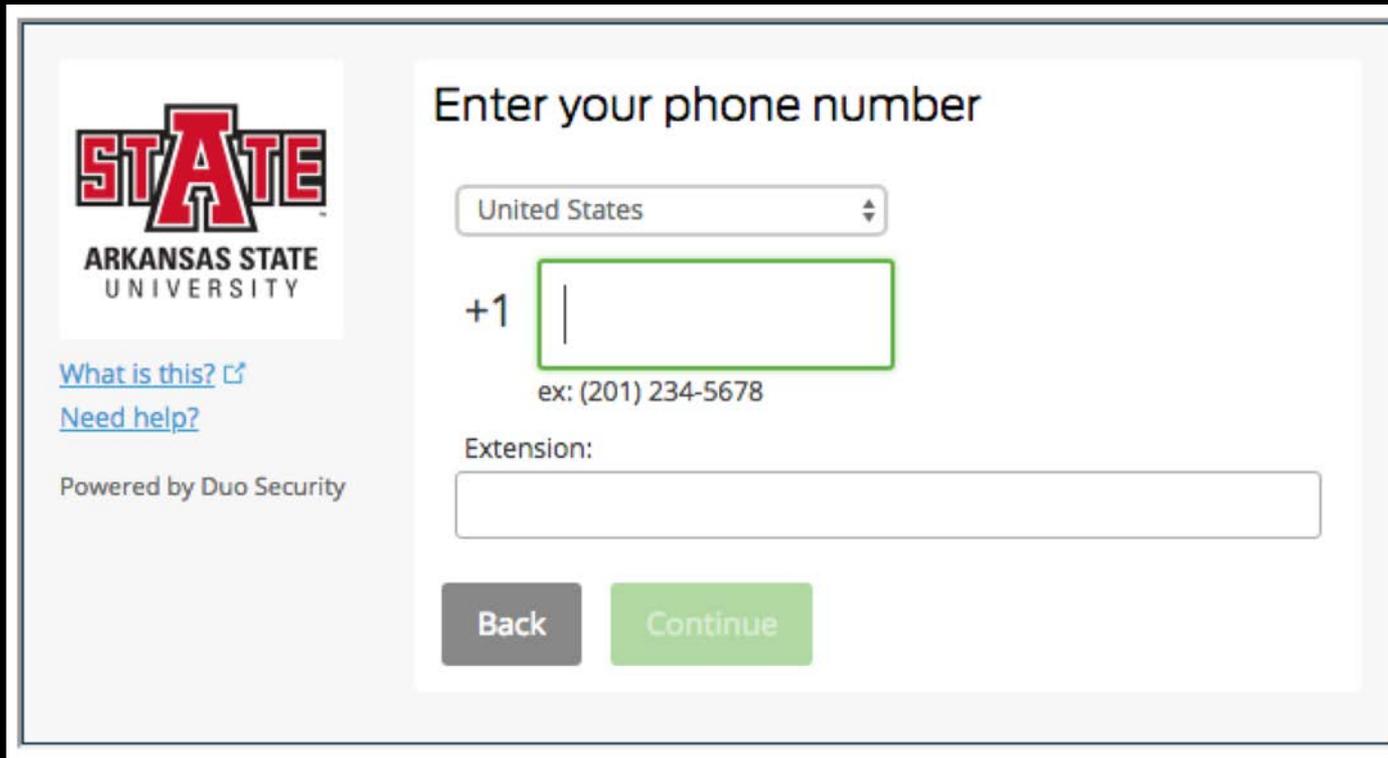
- Mobile phone** RECOMMENDED
- Tablet** (iPad, Nexus 7, etc.)
- Landline**
- U2F token**

Continue



Selecting Landline: You will be asked for Country and

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



The screenshot shows a web form for selecting a landline. On the left is the Arkansas State University logo and navigation links. The main form area is titled 'Enter your phone number' and includes a country dropdown menu set to 'United States', a text input field for the phone number with a '+1' prefix and an example '(201) 234-5678', and an 'Extension:' field. At the bottom are 'Back' and 'Continue' buttons.

STATE
ARKANSAS STATE
UNIVERSITY

[What is this?](#) [Need help?](#)

Powered by Duo Security

Enter your phone number

United States

+1

ex: (201) 234-5678

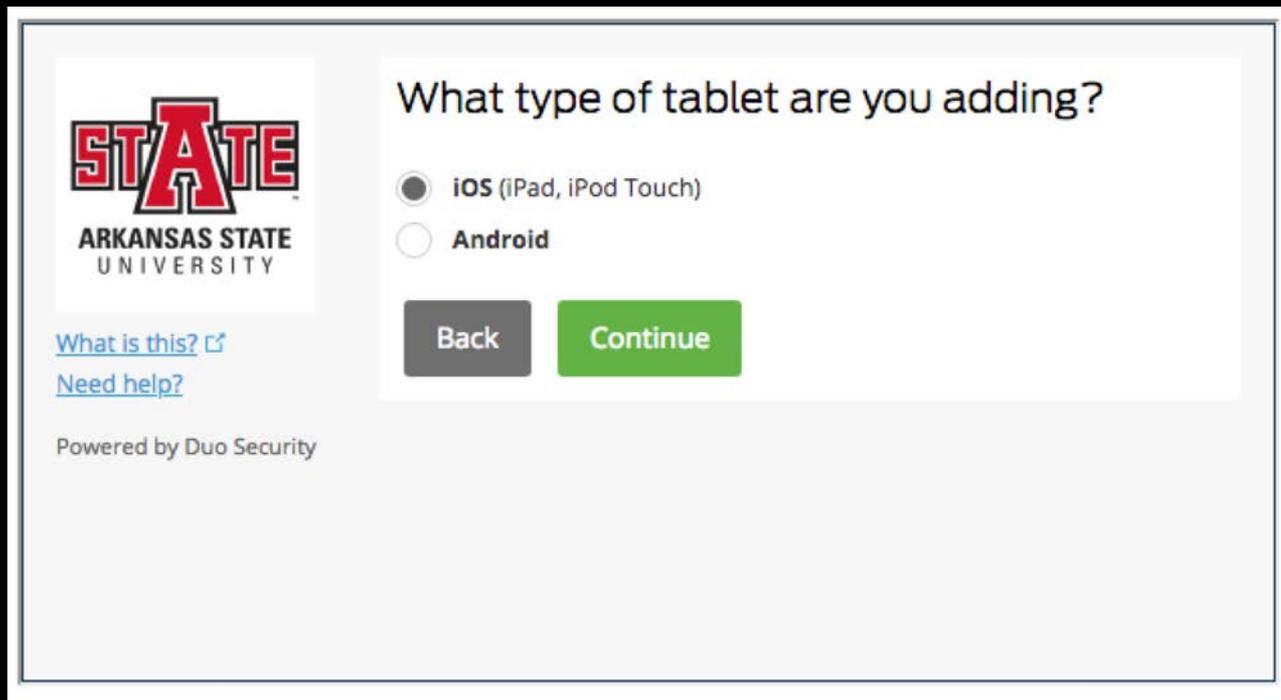
Extension:

Back Continue



If you select Tablet you will be asked the type.

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

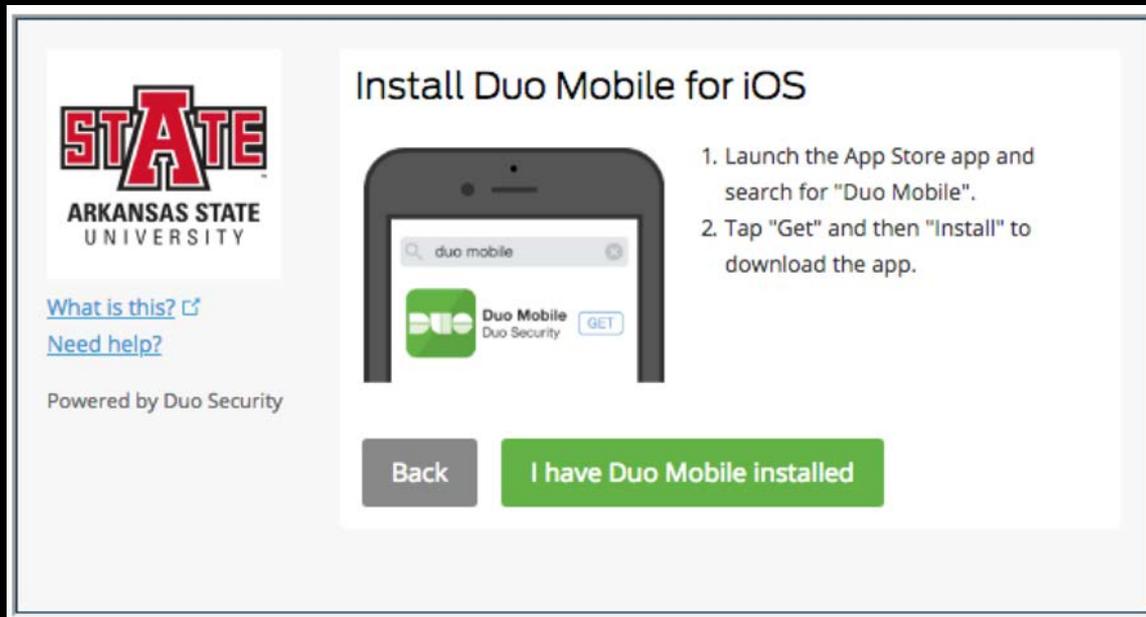


The screenshot shows a mobile application interface for Arkansas State University. On the left, there is the university's logo, which consists of the letters "STATE" in a large, stylized red font with a white outline, and "ARKANSAS STATE UNIVERSITY" in a smaller, black, sans-serif font below it. Below the logo are two blue links: "What is this?" and "Need help?". At the bottom left, it says "Powered by Duo Security". The main content area is titled "What type of tablet are you adding?". Below the title are two radio button options: "iOS (iPad, iPod Touch)" which is selected with a black dot, and "Android" which is unselected with a white dot. At the bottom of the form are two buttons: a grey "Back" button and a green "Continue" button.



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”.

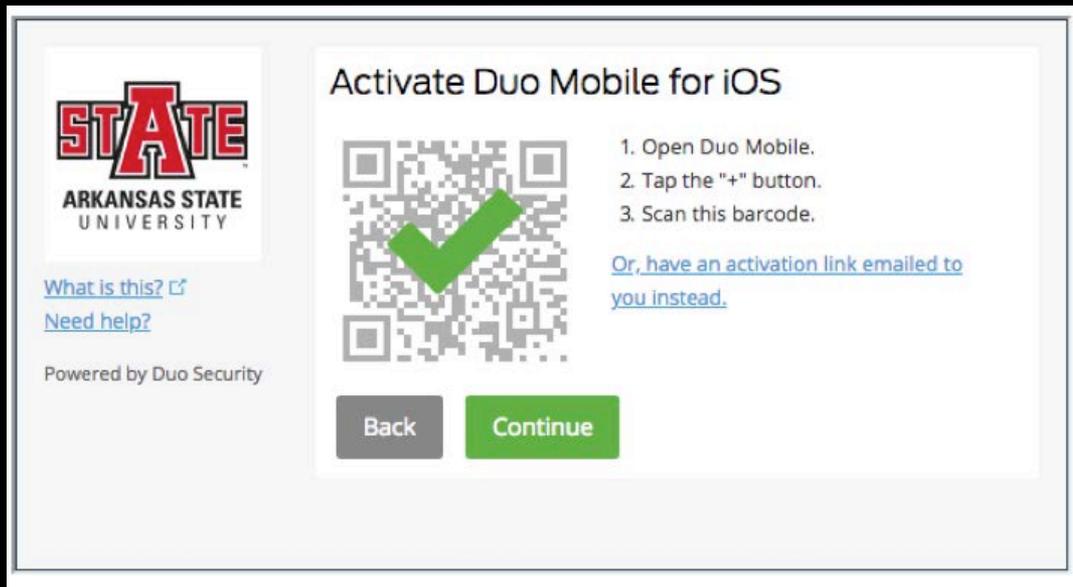


The screenshot shows a web page titled "Install Duo Mobile for iOS". On the left, there is the Arkansas State University logo and text: "STATE ARKANSAS STATE UNIVERSITY". Below the logo are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". The main content area features a smartphone displaying the App Store search results for "Duo Mobile" by Duo Security, with a "GET" button. To the right of the phone, there are two numbered instructions: "1. Launch the App Store app and search for 'Duo Mobile'." and "2. Tap 'Get' and then 'Install' to download the app." At the bottom of the page, there are two buttons: a grey "Back" button and a green "I have Duo Mobile installed" button.



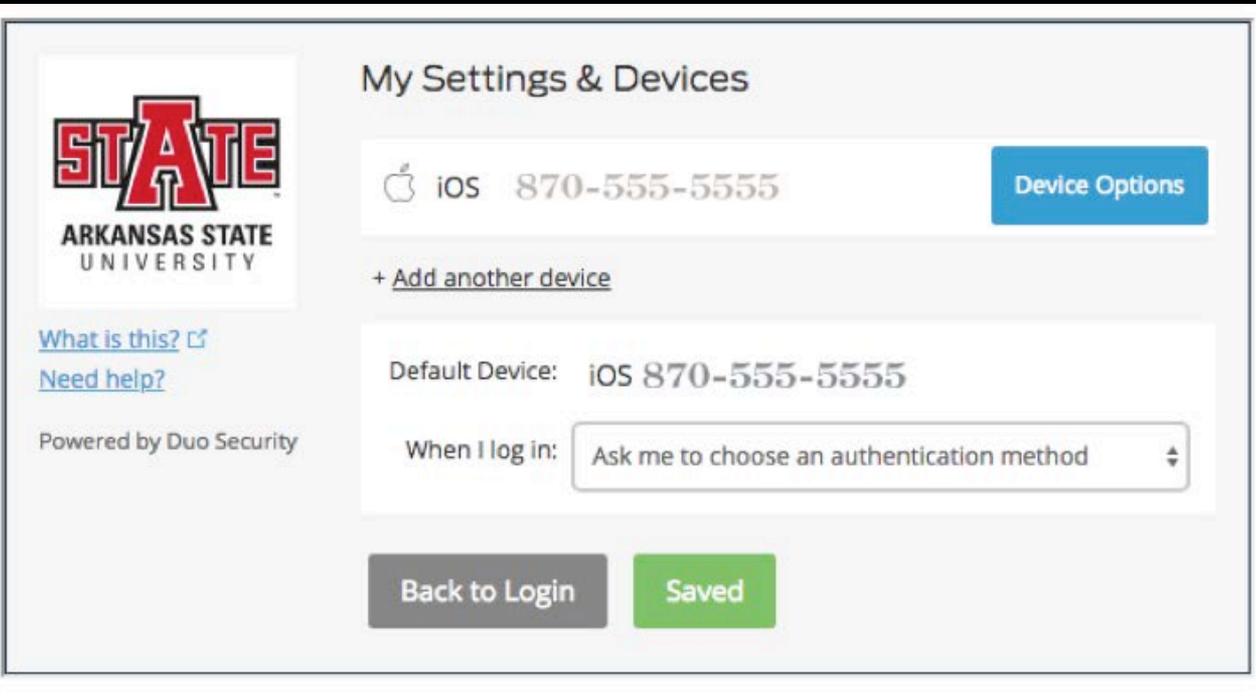
Installing Duo Mobile Continued:

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.



Arkansas State University

My Settings & Devices

ios 870-555-5555 [Device Options](#)

[+ Add another device](#)

Default Device: iOS 870-555-5555

When I log in: Ask me to choose an authentication method

[Back to Login](#) [Saved](#)

[What is this?](#) [Need help?](#)

Powered by Duo Security



When I login?

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

STATE
ARKANSAS STATE
UNIVERSITY

My Settings & Devices

🍏 iOS 870-565-5494 [Device Options](#)

+ [Add another device](#)

Default Device: iOS 870-565-5494

When I log in

- ✓ Ask me to choose an authentication method
- Automatically send this device a Duo Push
- Automatically call this device

[Back to Login](#) [Saved](#)

[What is this?](#) [Need help?](#)

Powered by Duo Security



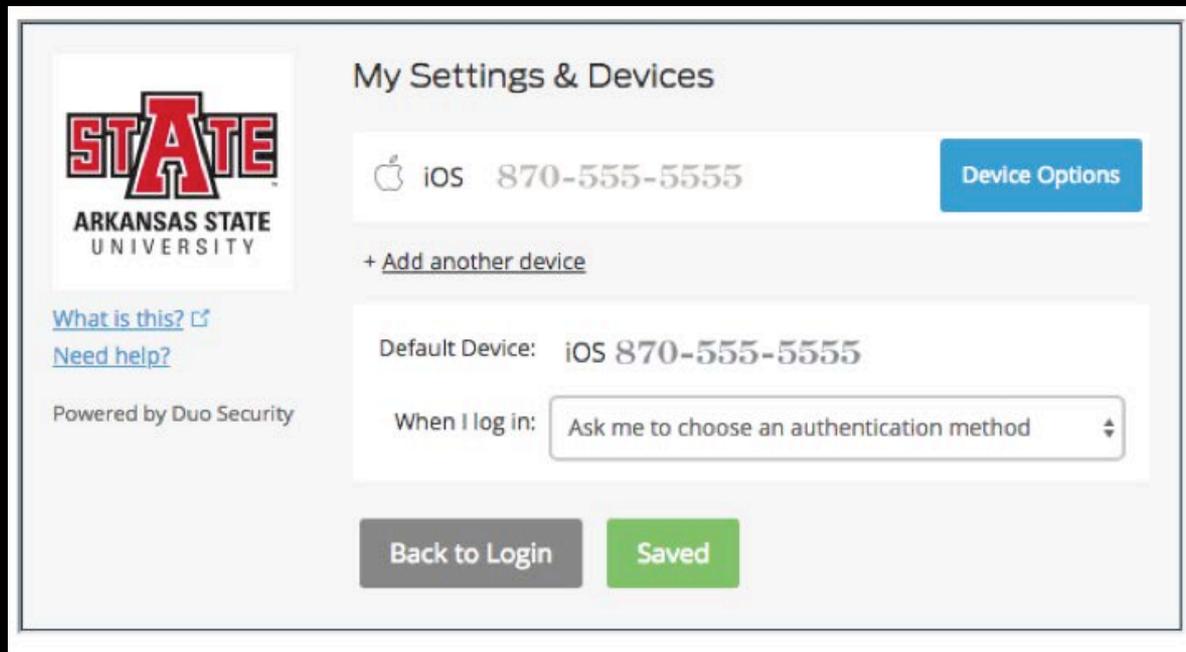
What Duo I want to happen?

- 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.



STATE
ARKANSAS STATE
UNIVERSITY

My Settings & Devices

Apple iOS 870-555-5555 [Device Options](#)

+ [Add another device](#)

Default Device: iOS 870-555-5555

When I log in: Ask me to choose an authentication method

[Back to Login](#) [Saved](#)

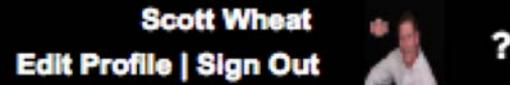
[What is this?](#) [Need help?](#)

Powered by Duo Security



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:



ARKANSAS STATE
UNIVERSITY

[What is this?](#) [Need help?](#)

Powered by Duo Security

What type of device are you adding?

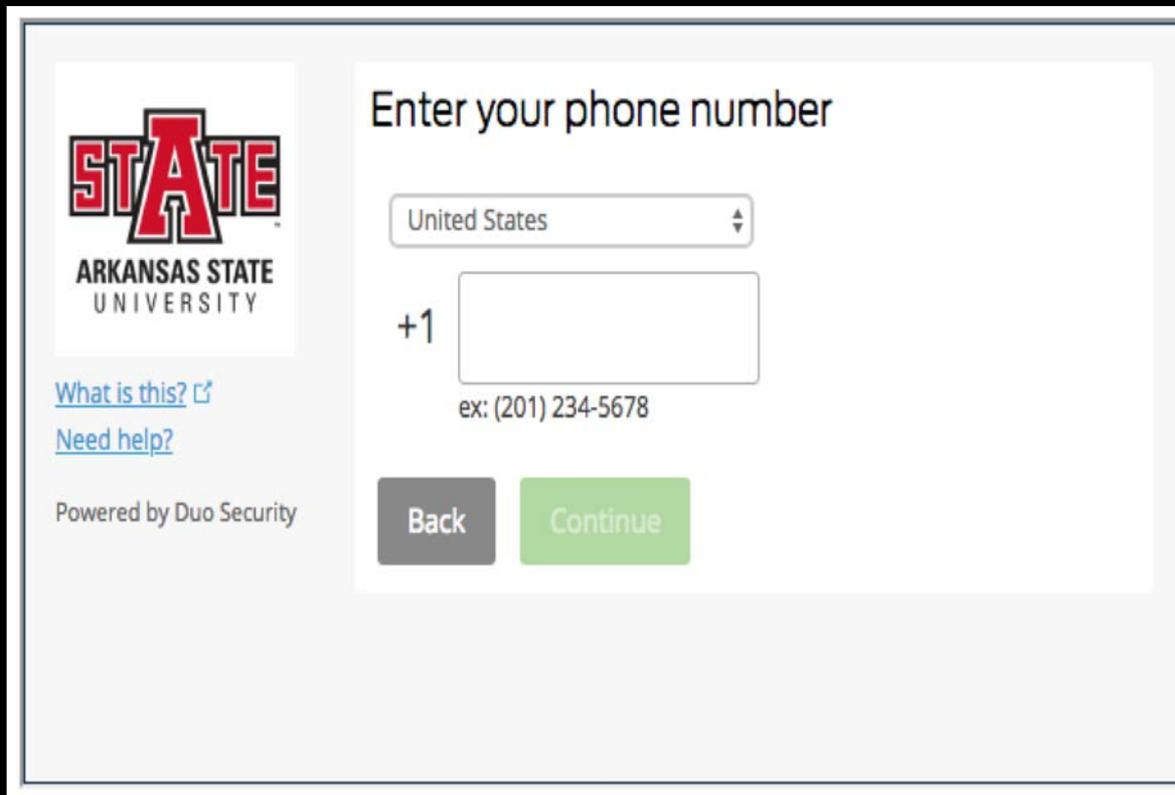
- Mobile phone** RECOMMENDED
- Tablet** (iPad, Nexus 7, etc.)
- Landline**
- U2F token**

Continue



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.



The screenshot shows a web interface for entering a phone number. On the left, there is the Arkansas State University logo, which consists of the word "STATE" in a large, stylized red font with a white outline, and "ARKANSAS STATE UNIVERSITY" in a smaller, black, sans-serif font below it. Below the logo are two blue links: "What is this?" and "Need help?". At the bottom left, it says "Powered by Duo Security". The main content area is titled "Enter your phone number". It features a dropdown menu currently set to "United States". Below this is a large text input field with a "+1" label to its left. Underneath the input field is an example number: "ex: (201) 234-5678". At the bottom of the form are two buttons: a grey "Back" button and a green "Continue" button.



Is this really you?

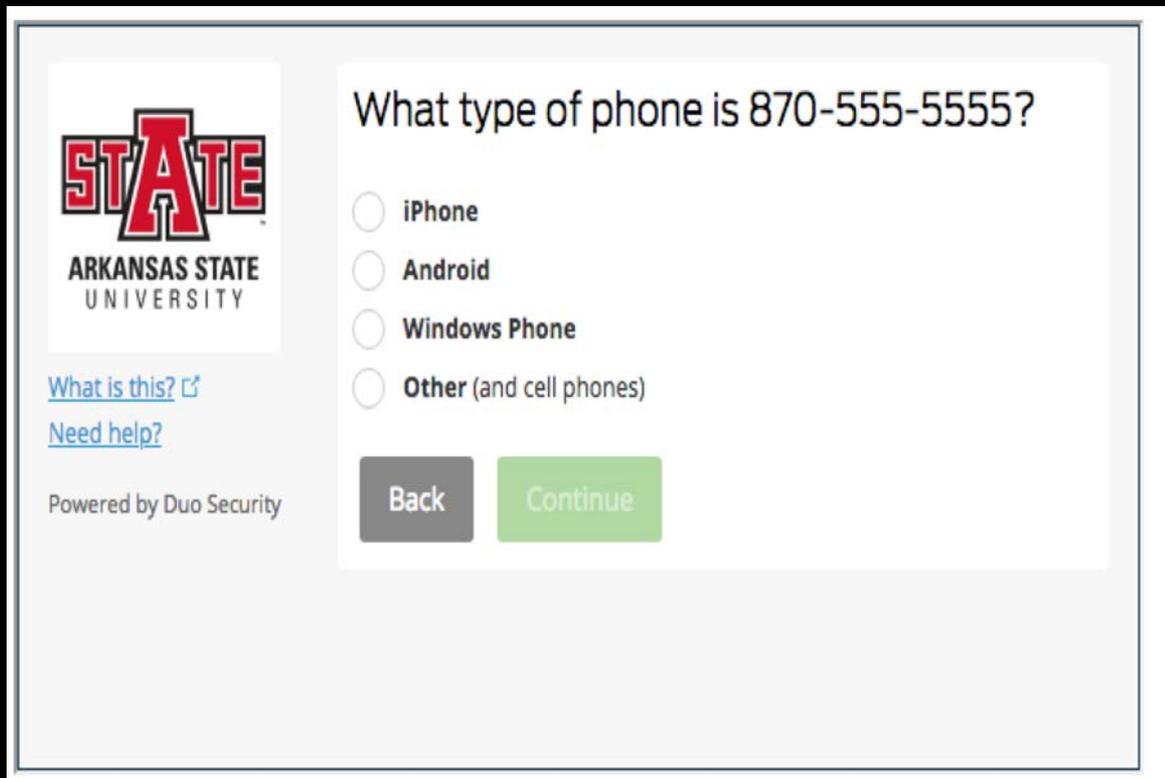
You will be asked to verify your phone number. Click the Check box to verify that you supplied the correct number.

(870) 555-5555 Is this the correct number?



Type of Phone:

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




ARKANSAS STATE
UNIVERSITY

[What is this?](#) 

[Need help?](#)

Powered by Duo Security

What type of phone is 870-555-5555?

iPhone

Android

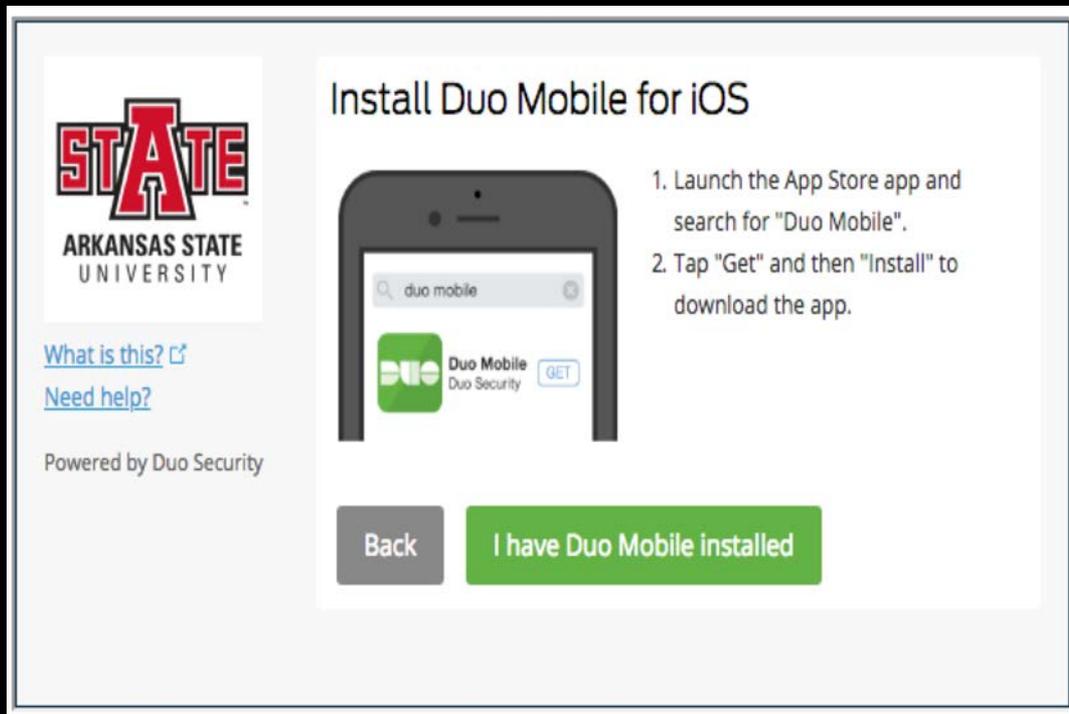
Windows Phone

Other (and cell phones)



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.

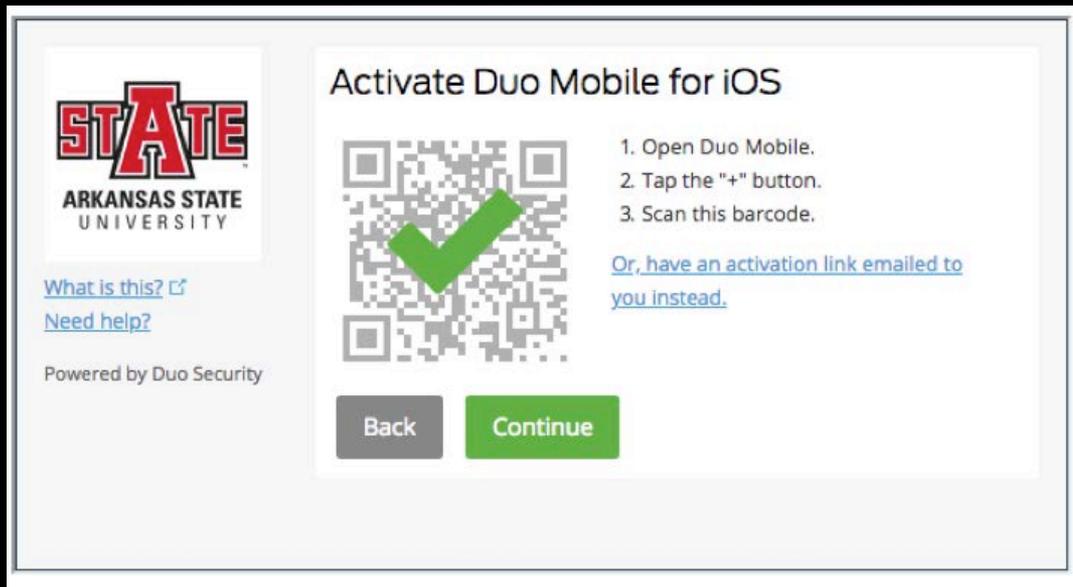


The screenshot shows a web page for installing Duo Mobile for iOS. On the left, there is the Arkansas State University logo and text: "ARKANSAS STATE UNIVERSITY". Below the logo are two links: "What is this?" and "Need help?". At the bottom left, it says "Powered by Duo Security". The main content area is titled "Install Duo Mobile for iOS". It features a smartphone graphic displaying the App Store search results for "Duo Mobile". The app card shows the Duo Mobile icon, the text "Duo Mobile Duo Security", and a "GET" button. To the right of the smartphone, there are two numbered instructions: "1. Launch the App Store app and search for 'Duo Mobile'." and "2. Tap 'Get' and then 'Install' to download the app." At the bottom of the main content area, there are two buttons: a grey "Back" button and a green "I have Duo Mobile installed" button.



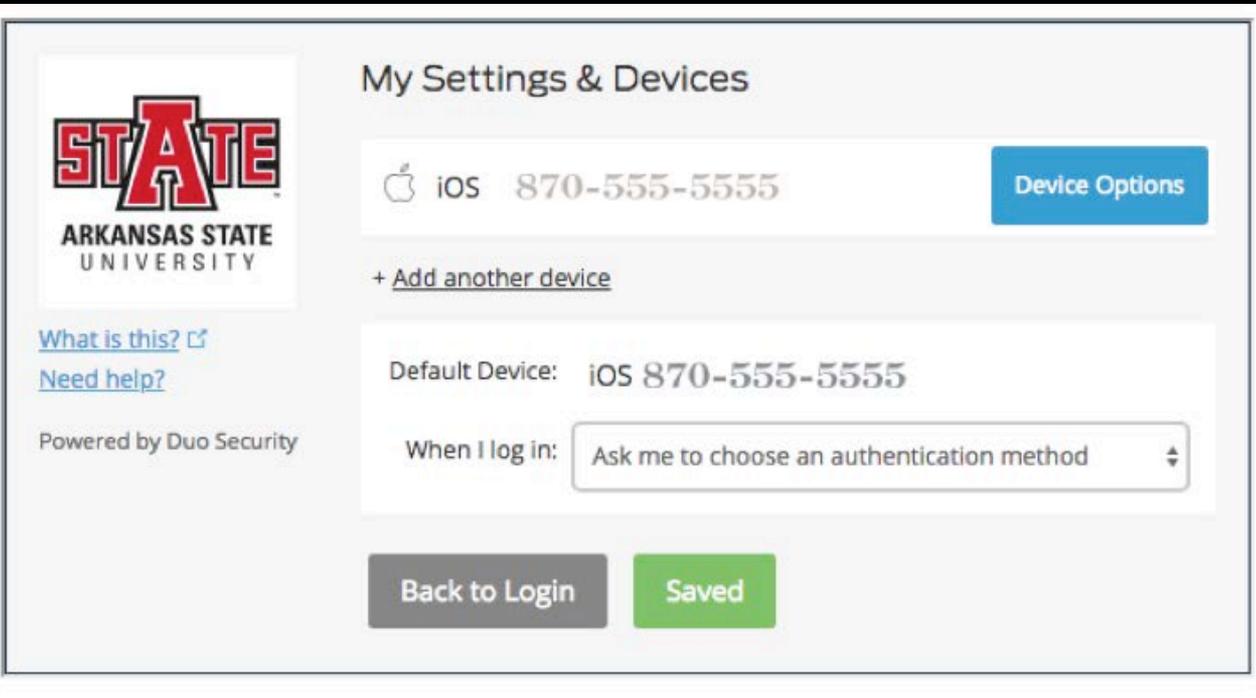
Installing Duo Mobile Continued:

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



Select Continue:

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



Arkansas State University

What is this? [Need help?](#)

Powered by Duo Security

My Settings & Devices

🍏 iOS 870-555-5555 [Device Options](#)

+ [Add another device](#)

Default Device: iOS 870-555-5555

When I log in:

[Back to Login](#) [Saved](#)



When I login?

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

STATE
ARKANSAS STATE
UNIVERSITY

My Settings & Devices

🍏 iOS 870-565-5494 [Device Options](#)

+ [Add another device](#)

Default Device: iOS 870-565-5494

When I log in

- ✓ Ask me to choose an authentication method
- Automatically send this device a Duo Push
- Automatically call this device

[Back to Login](#) [Saved](#)

[What is this?](#) [Need help?](#)

Powered by Duo Security



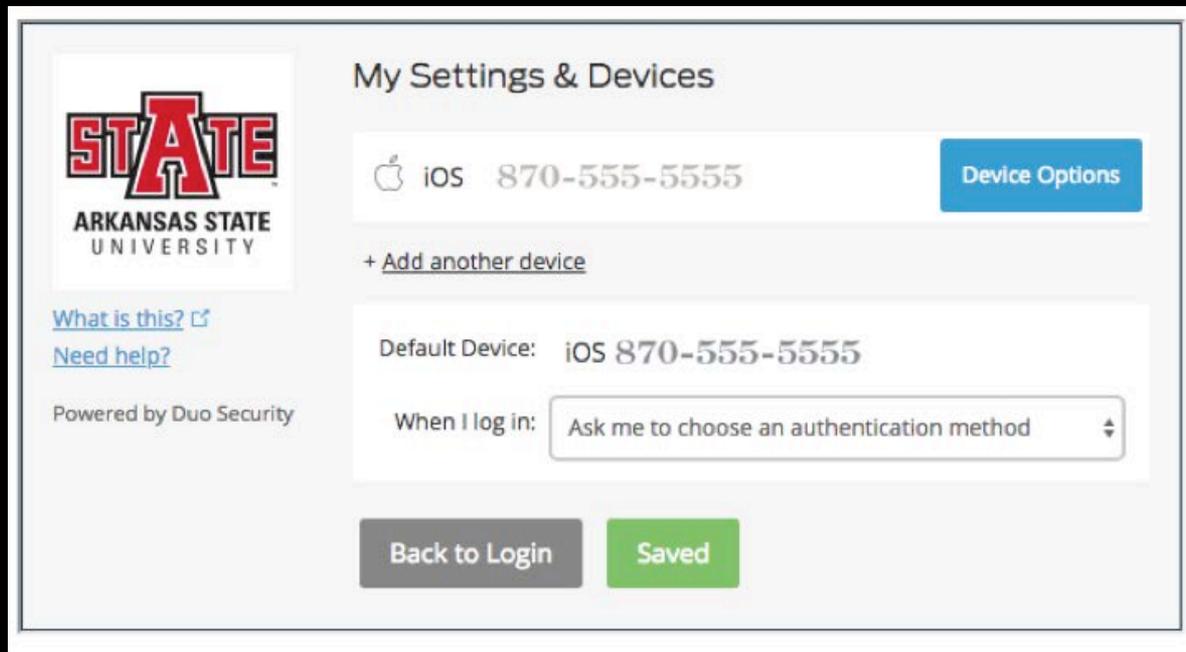
What Duo I want to happen?

- 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.



STATE
ARKANSAS STATE
UNIVERSITY

My Settings & Devices

🍏 iOS 870-555-5555 [Device Options](#)

+ [Add another device](#)

Default Device: iOS 870-555-5555

When I log in:

[Back to Login](#) [Saved](#)

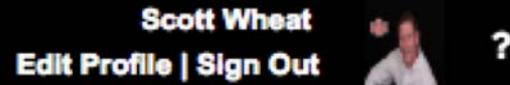
[What is this?](#) [Need help?](#)

Powered by Duo Security



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.



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.

