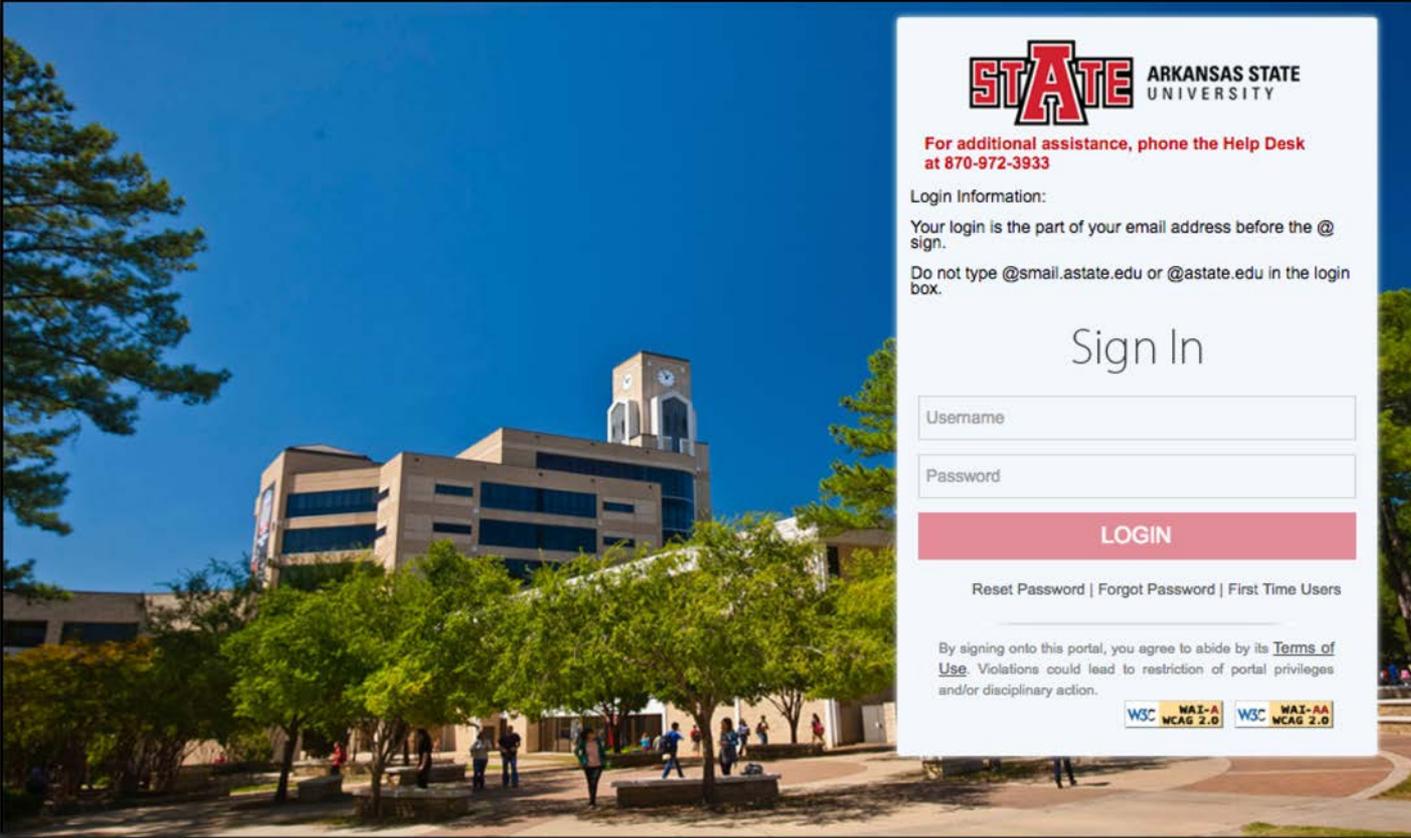


# Information & Technology Services

Two-Factor Authentication  
DUO



# Login to mycampus.astate.edu



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**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 logging into mycampus for the first time you will be prompted with this screen:



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[What is this?](#) 

[Need help?](#)

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## 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.

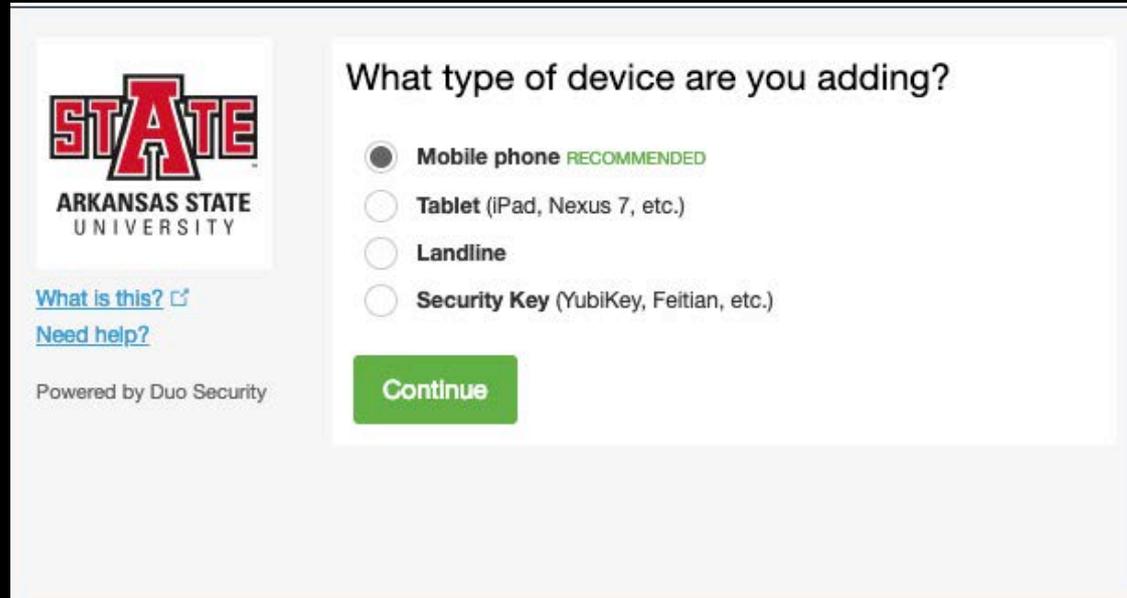
This process will help you set up your account with this added layer of security.

[Start setup](#)

Click on green box that says start setup.



# What type of device are you adding?



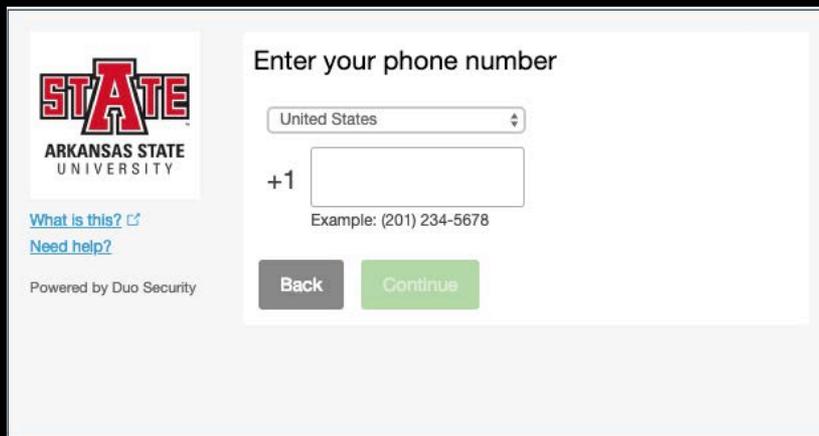
The screenshot shows a web interface for adding a device. On the left, there is the Arkansas State University logo (ST A TE ARKANSAS STATE UNIVERSITY) and links for 'What is this?' and 'Need help?'. Below the logo, it says 'Powered by Duo Security'. The main content area is titled 'What type of device are you adding?' and contains four radio button options: 'Mobile phone RECOMMENDED' (selected), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', and 'Security Key (YubiKey, Feitian, etc.)'. A green 'Continue' button is located at the bottom of the options.

Make sure the circle next to the device you are adding is selected and click continue.



# Mobile Device

Your screen will display the box shown below, enter you phone number continue



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Enter your phone number

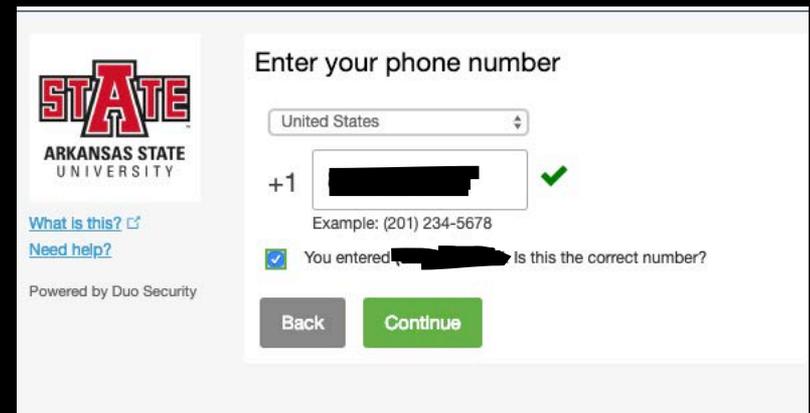
United States

+1

Example: (201) 234-5678

Back Continue

You must then verify your number by checking the box and hitting continue.



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Enter your phone number

United States

+1

Example: (201) 234-5678

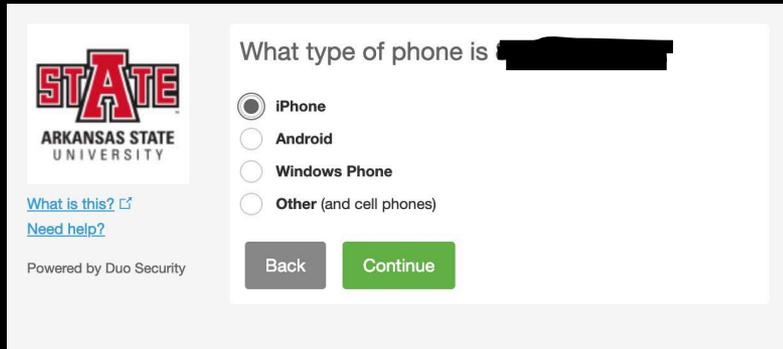
You entered [redacted] Is this the correct number?

Back Continue



# Mobile Device

Next you will select what type of mobile phone you have. Make sure your phone type is selected and hit continue.



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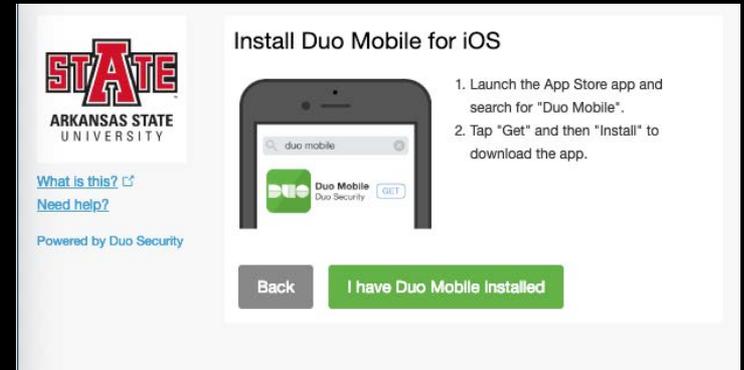
What type of phone is [redacted]

iPhone  
 Android  
 Windows Phone  
 Other (and cell phones)

Back Continue

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Install Duo Mobile for iOS

1. Launch the App Store app and search for "Duo Mobile".  
2. Tap "Get" and then "Install" to download the app.

Back I have Duo Mobile installed

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

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You will need Duo Mobile installed from the app store before you can go on. Then click on the I have Duo mobile installed.

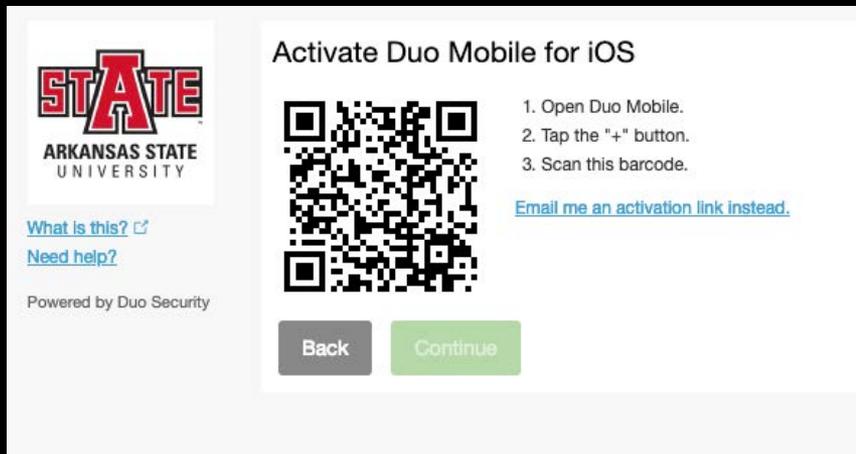


# Mobile Device

Now you will need to open Duo App tap the + button and scan the barcode on the screen. Once you scan the barcode hit continue.

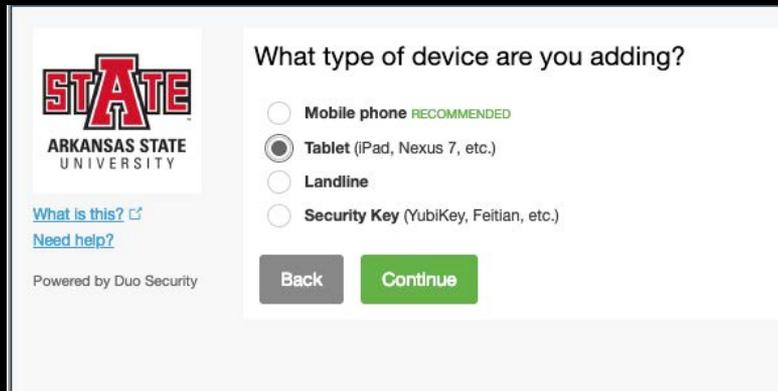
The next screen will have your information on it and you can chose what you want Duo to do when you log in. Your options are:

1. Ask Me to choose and authentication method.
  2. Automatically send this device a Duo Push
  3. Automatically call this device.
- Make your selection in the drop down and hit the continue to login button.



# Tablet

To add your tablet make sure the circle next to tablet is selected and hit continue



Arkansas State University logo

What type of device are you adding?

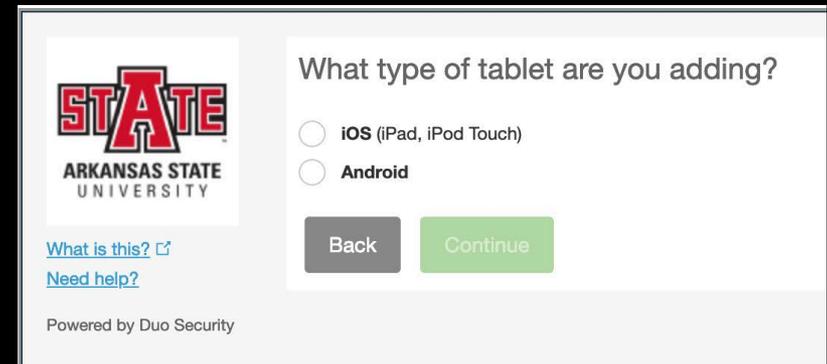
- Mobile phone **RECOMMENDED**
- Tablet (iPad, Nexus 7, etc.)
- Landline
- Security Key (YubiKey, Feltian, etc.)

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**Back** **Continue**

Next you will select the type of tablet you are using. (iOS or Android)



Arkansas State University logo

What type of tablet are you adding?

- iOS (iPad, iPod Touch)
- Android

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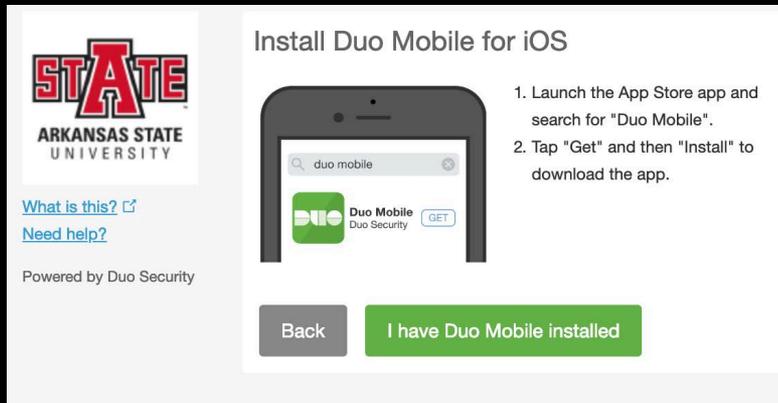
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**Back** **Continue**

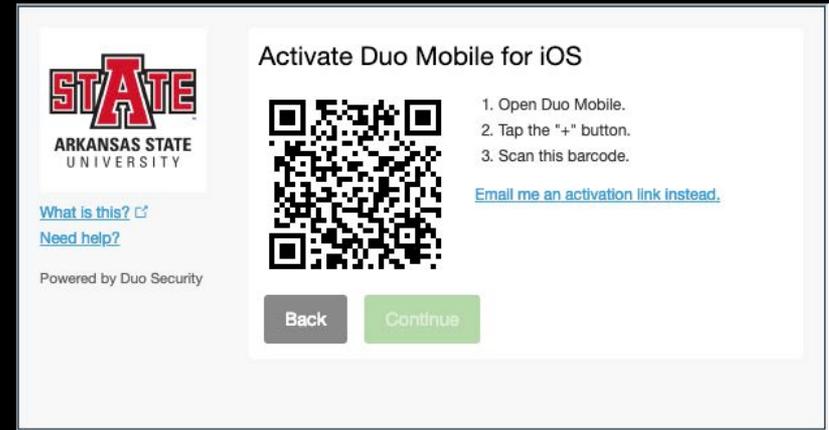


# Tablet

Install Duo Mobile on your tablet and hit the I have DUO Mobile installed.



Open the app, press the "+" button in the top right and scan the barcode.

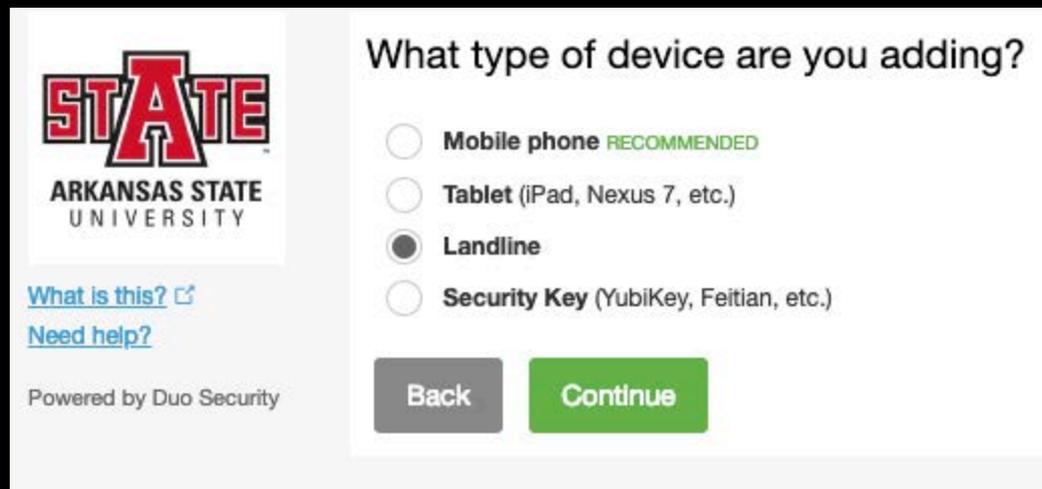


Hit continue and you are now ready to use your tablet with DUO.



# Landline

To add your landline you will need to make sure the circle next to Landline is selected and hit continue.



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What type of device are you adding?

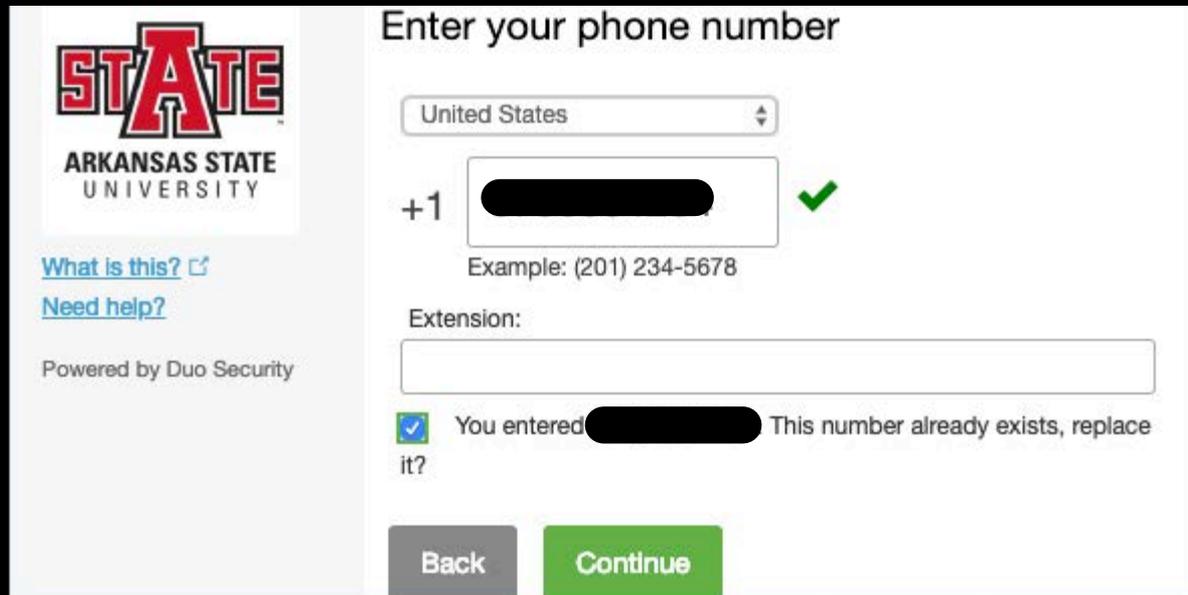
- Mobile phone **RECOMMENDED**
- Tablet (iPad, Nexus 7, etc.)
- Landline
- Security Key (YubiKey, Feitian, etc.)

**Back** **Continue**



# Landline:

Add your phone number and make sure the box at the bottom is checked and hit continue. Now your landline is ready for use with DUO



The screenshot shows a web form for adding a phone number. 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 set to 'United States', a phone number input field with a green checkmark, an example number '(201) 234-5678', an extension input field, and a checkbox that is checked with the text 'You entered [redacted] This number already exists, replace it?'. At the bottom are 'Back' and 'Continue' buttons.

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### Enter your phone number

United States

+1 [redacted] ✓

Example: (201) 234-5678

Extension:

You entered [redacted] This number already exists, replace it?



# Why Multifactor Authentication?

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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.

