# WE ARE YOUR
## IT SOLUTIONS
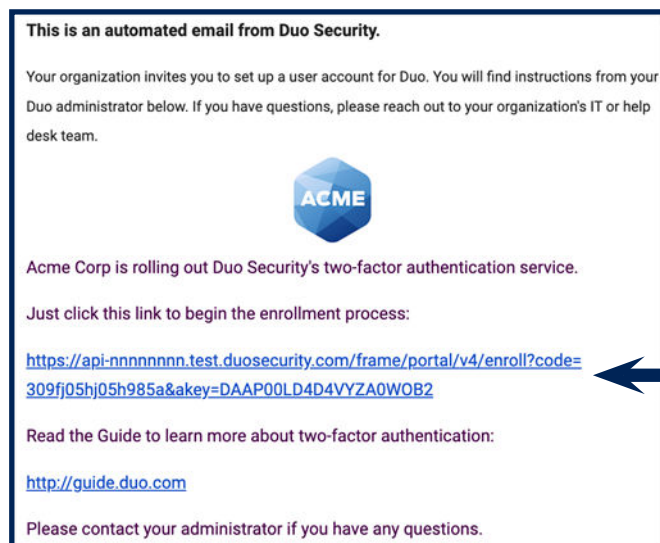### PROVIDER

**DUO**

MULTI-FACTOR AUTHENTICATION

## DUO

Improve your security posture by incorporating Duo Security, a multi-factor authentication solution, into your existing IT infrastructure. **Duo Push** is a method of Duo Security that authentication request type you will receive on your mobile device. **Duo Push** is as **simple as approving a notification** on your mobile device. The **Duo Push** screen displays detailed information about the application and source device that initiated the authentication request. This is to verify that the user trying to gain access is you!

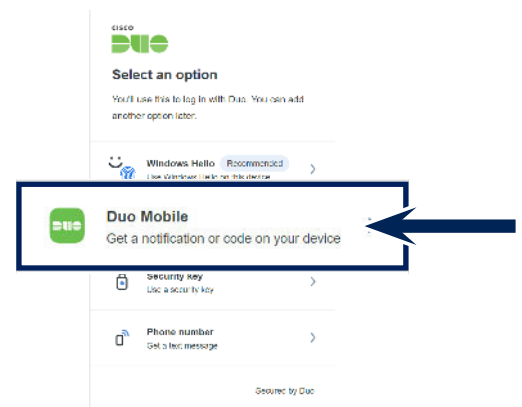## HOW DO I ACTIVATE MY DUO SECURITY?

During the enrollment process, your network administrator will send you an enrollment email from **Duo Security.** This email will contain a **personalized link** allowing you to **enroll with Duo**. This 2-minute self-enrollment process makes it easy to register your mobile device and install the **Duo Mobile** application.

Follow the **Duo** on screen step-by-step directions for setting up your multi-factor authentication.



**This is an automated email from Duo Security.**

Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.

Acme Corp is rolling out Duo Security's two-factor authentication service.

Just click this link to begin the enrollment process:

https://api-nnnnnnnn.test.duosecurity.com/frame/portal/v4/enroll?code=309fj05hj05h985a&akey=DAAP00LD4D4VYZA0WOB2

Read the Guide to learn more about two-factor authentication:

http://guide.duo.com

Please contact your administrator if you have any questions.

**Example of your email message from your network administrator.**



cisco **Duo**

**Select an option**

You'll use this to log in with Duo. You can add another option later.

Windows Hello  Recommended
Use Windows Hello on this device

**Duo Mobile**
Get a notification or code on your device

Security Key
Use a security key

Phone number
Get a text message

Secured by Duo

Here at West Central Technology we recommend selecting the **Duo Mobile** option.

# MULTI-FACTOR AUTHENTICATION

## HOW TO USE DUO PUSH

**1|** Login to your MFA-protected resources using your standard username and password. You will see on your device that the Duo Push was sent. **Check your mobile device** to see if your message appears.
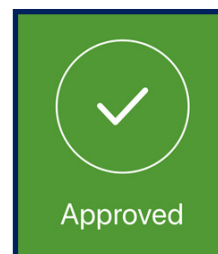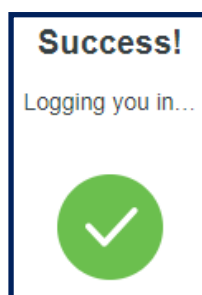
**2|** On your mobile device, you will see a push notification.

Open the notification and enter the **3-digit verification code**.

**Enter code in Duo Mobile**

Verify it's you by entering this verification code in the Duo Mobile app...

**775**

Sent to "Personal Cell" (•••-•••-5316)

Other options

**Are you logging in?**

For your security, enter the code displayed on your login screen. Never enter a code from a text or phone call.

**Verification code**

Verify

I'm not logging in

**3|** Once verified, you will receive a **check mark** on your mobile device stating **Approved.**

Approved

**4|** You will also receive a **verification message** on the browser you are logging in with.

Login will automatically occur after a couple seconds.

**Success!**

Logging you in...

## ADDITIONAL LINKS FOR DUO

| Guide to Multi-Factor Authentication | Duo Mobile on Android | Duo Mobile on iOS |
|---|---|---|

## NEED ADDITIONAL HELP?

If you are having issues during the login process or have other questions about the service, please visit our Knowledge Center at **www.WestCentralTechnology.com/Knowledge-Center**. You can also create a support ticket by emailing us at **support@wcthelp.com** or by calling **320-441-7050.**