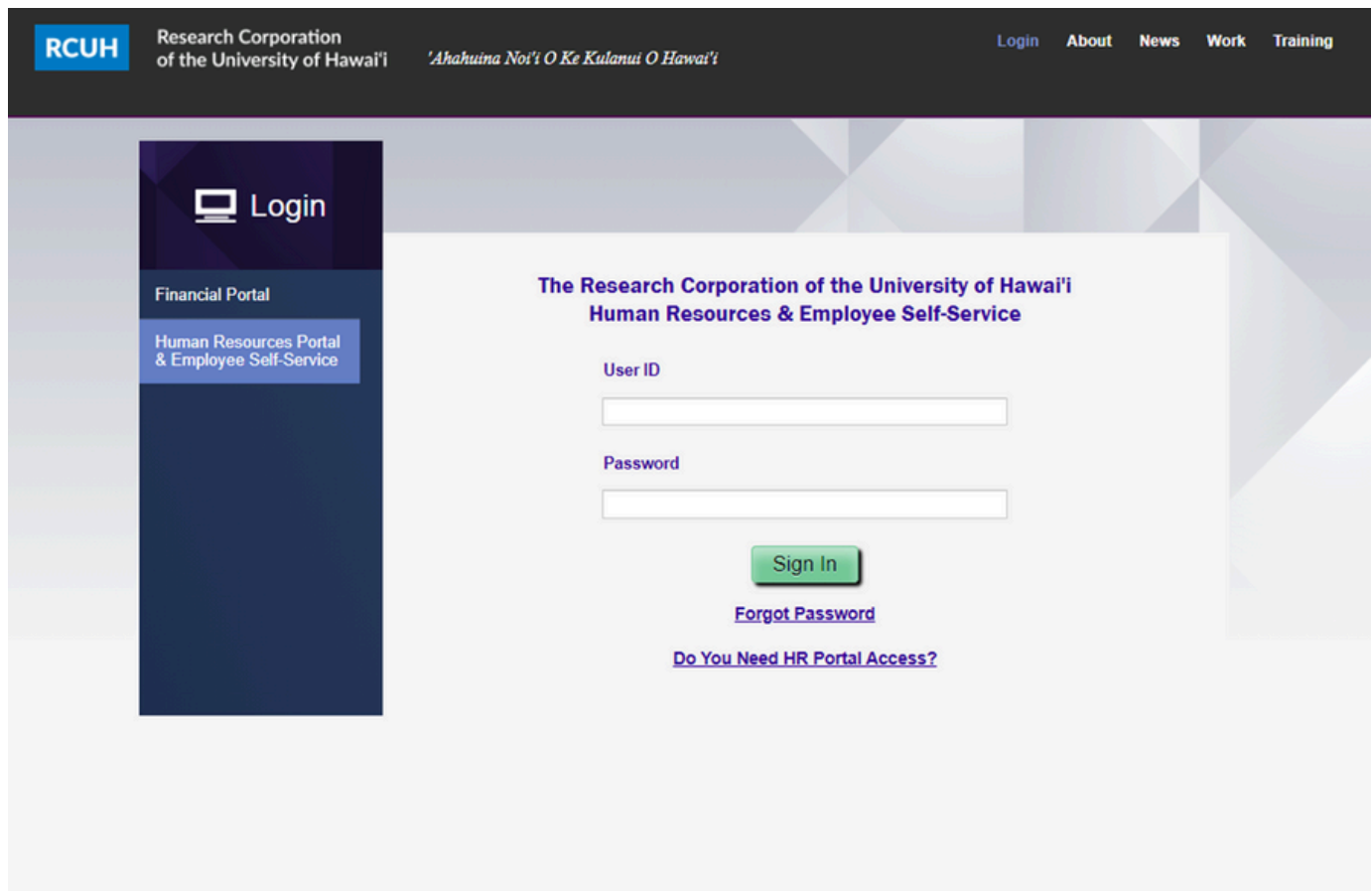


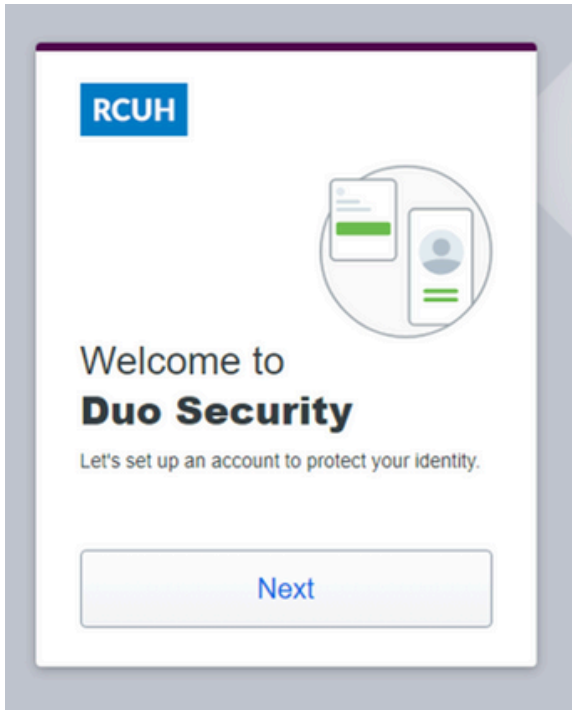
SETTING UP DUO TWO-FACTOR AUTHENTICATION WITHOUT A SMART DEVICE

NOTE: If you have access to both the Financial Portal and HR Portal/Employee Self-Service you will need to enroll in Duo Security for each system. You may use the same device for both.

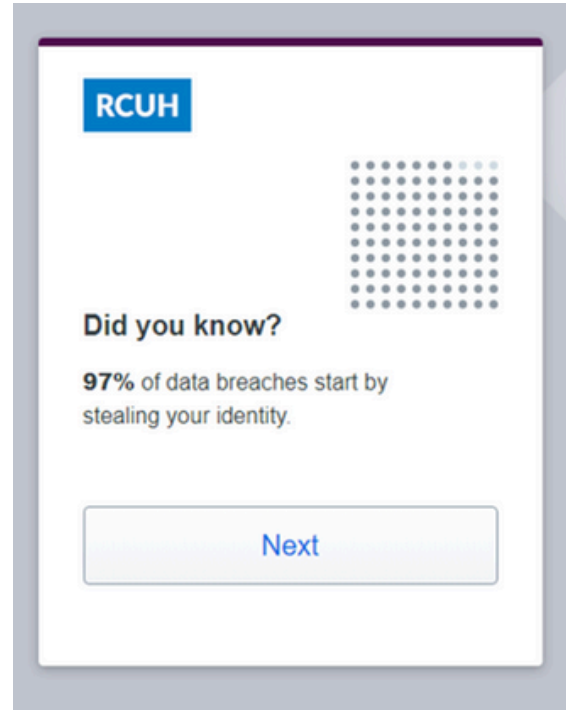
1. Log into the Financial Portal or HR Portal/Employee Self-Service.
2. Type in your Username and Password.
3. Click "Sign In."



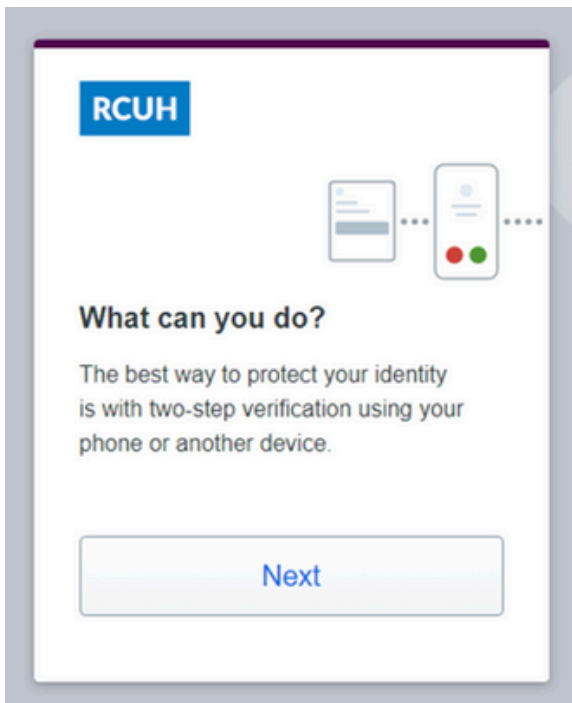
4. When you log in you will be prompted to set up your Duo Security. Click “Next.”



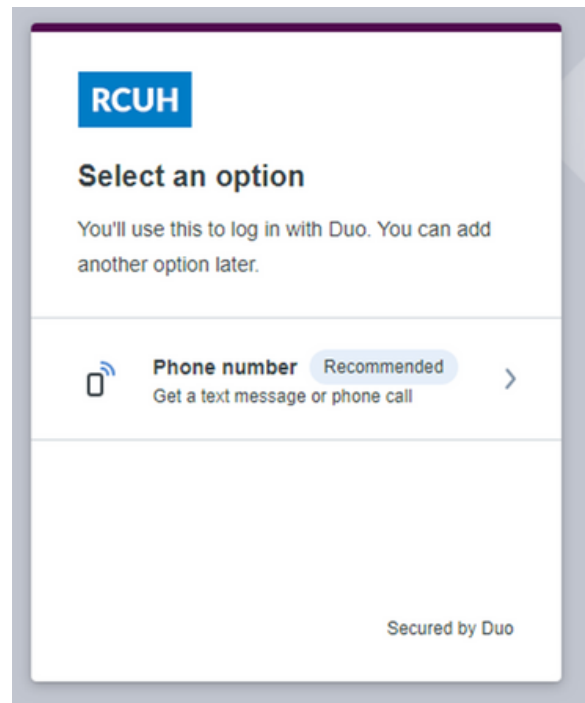
5. Click “Next.”



6. Click “Next.”



7. Select “Phone Number.”



8. Enter your phone number with your area code; no parentheses needed. Click “Continue.”

*If this is a landline, check “This is a landline phone.” If you have an extension you can enter it on the next screen.

< Back

Enter your phone number

You'll get codes from Duo at this number to use when you log in.

Country code Phone number

+1

Example: "201-555-5555"

This is a landline phone

Continue

Secured by Duo

9. Verify that your phone number is correct.

10. If your number is correct, click “Yes, it’s correct.”

< Back

Is this correct?

(###) ### -####

Yes, it's correct

[No, I need to change it](#)

Secured by Duo

11. It will confirm that your phone number has been added.

RCUH

✓ Added phone

You can now log in with Duo using a text message or phone call.

Continue

Secured by Duo

12. It will confirm that the setup is complete and you are ready to log in.

RCUH

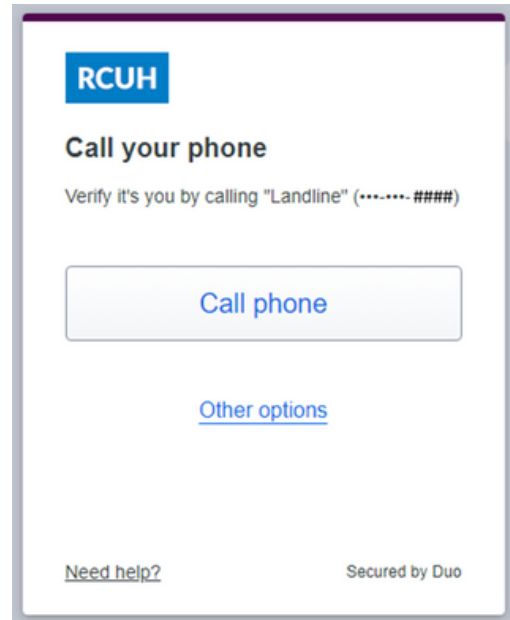
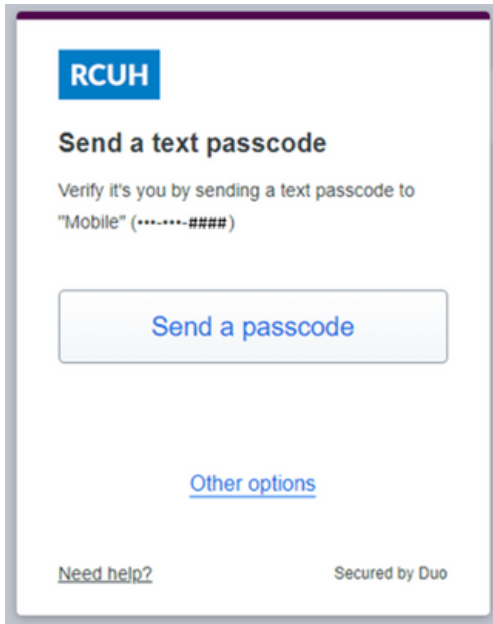
Setup completed!

You're ready to log in with Duo.

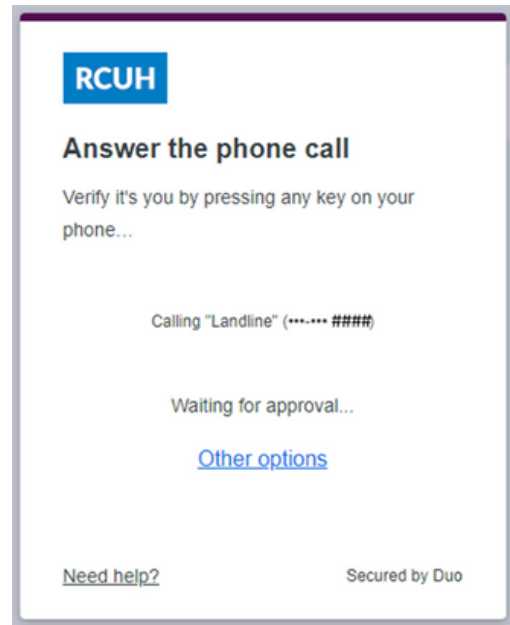
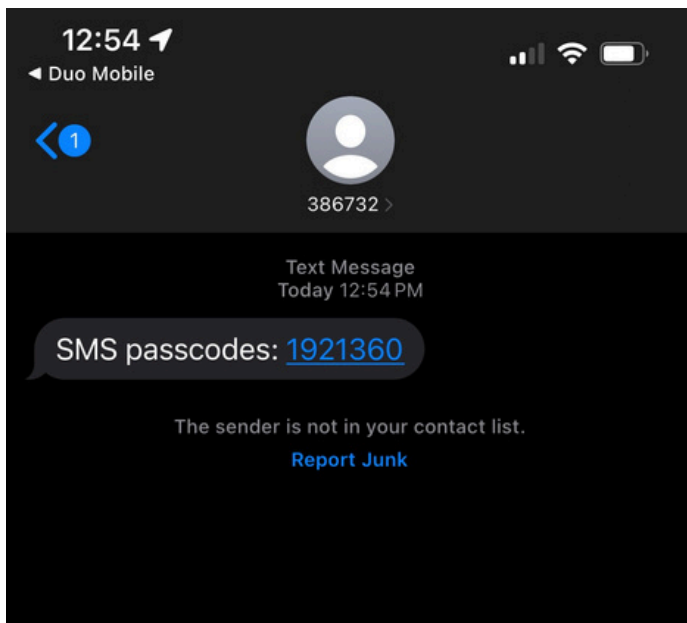
Log in with Duo

Secured by Duo

13. Upon logging in, if you would like to opt for a text passcode, click “Send a passcode.” If you would like to opt for a phone call, select “Other options” under the button and click, “Call phone.”

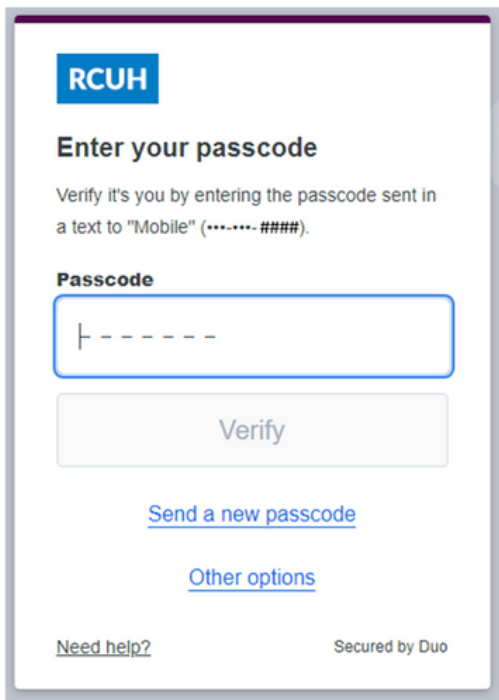


14. You should receive a text message or a phone call with a code.



15. Enter the passcode you were given, then click “Verify.” If you did not receive a passcode via SMS or phone call, click “Send a new passcode.”

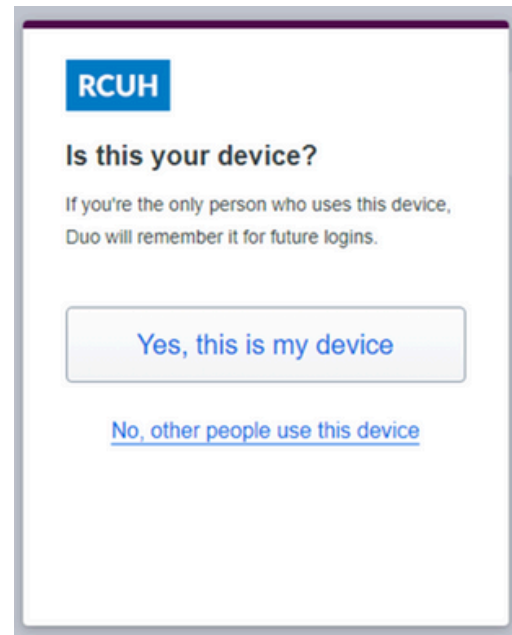
Remember to never share your passcode with anyone!



The screenshot shows the RCUH Duo login interface. At the top left is the RCUH logo. Below it, the heading "Enter your passcode" is displayed. A sub-heading reads: "Verify it's you by entering the passcode sent in a text to 'Mobile' (****-####)." There is a text input field labeled "Passcode" with a cursor and dashes. Below the field is a "Verify" button. At the bottom, there are links for "Send a new passcode" and "Other options". In the footer, there is a "Need help?" link and the text "Secured by Duo".

16. Users may click “Yes, this is my device” if they are logging on using a private workstation that is not used by anyone else. This allows the individual to skip the Duo login for seven days.


If logging on using a shared computer, click “No, other people use this device.”



The screenshot shows the RCUH Duo login interface for device confirmation. At the top left is the RCUH logo. Below it, the heading "Is this your device?" is displayed. A sub-heading reads: "If you're the only person who uses this device, Duo will remember it for future logins." There are two buttons: "Yes, this is my device" and "No, other people use this device".


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