

Setup Guide for Duo MFA

Duo Multi-Factor Authentication (MFA) is required to access Banner Application Navigator. This tutorial will guide you through the recommended way to set up Duo MFA on your personal device in order to access WSU Tech resources.

To start using Duo MFA, you will need **a desktop or laptop computer** as well as **a personal mobile device**, such as a smartphone or tablet that you have access to at work.


1. Log in to the myWSUTech Portal (<https://my.wsutech.edu/>) and navigate to the Employee tab.


2. Click the “Banner Application Navigator” link under Employee Links & Dashboard section.

The screenshot shows the myWSUTech Employee dashboard. On the left is a dark blue sidebar with the WSU Tech logo and a list of navigation items: WSU Tech, Employee (circled in red with a red box containing the number 1), Faculty, Student, Prospective Student, Library, Financial Aid, Career Services, and Human Resources. The main content area has a blue header with a hamburger menu icon and the text "Employee" and "myWSUTech / Employee". Below this is a yellow banner for "COVID-19 Communications" with links to "WSU Tech President's COVID Update April 2, 2021 (PDF)", "Sedgwick County Vaccine Scheduling", and "myWSU Vaccine Scheduling (PDF)". Another yellow banner for "Employee Links & Dashboard" contains a "CYBERSECURITY QUIZ - 2021" link, a "Banner" section with "Employee Dashboard" (circled in red with a red box containing the number 2), "Banner Application Navigator" (circled in red), "Single Sign-on to Banner", "Finance Self-Service Banner", "Student Advisor Profile", and "Student Attendance Tracking for Faculty".

3. A Duo Security Window will open in a new tab. Click the “Start Setup” button.

3.



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Protect Your WSU Tech Account

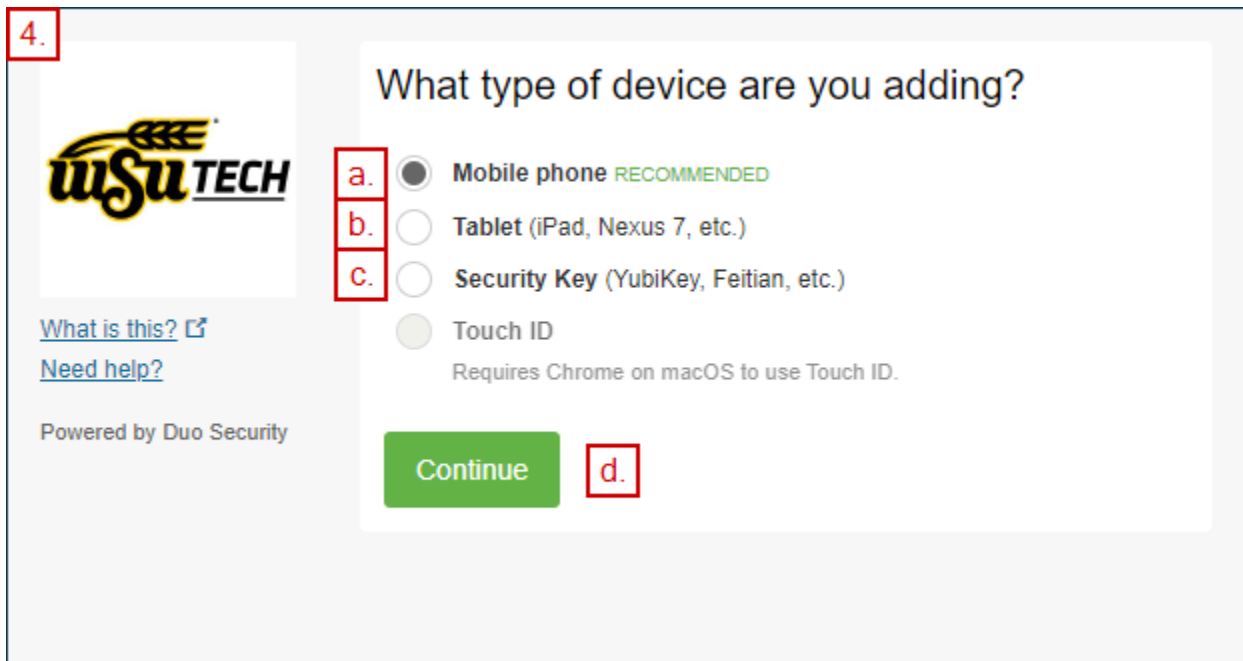
Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

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

[Start setup](#)

4. Next, select which type of device you will use to access Duo Mobile MFA. Note that the mobile device you choose must be accessible at work. **The IT Department recommends using your personal phone.**
- If you want to use your mobile phone, select “Mobile phone”
 - If you want to use another smart device that does not have a phone number (such as an iPad, iPod Touch, or an Android device without a phone number), select “Tablet”
 - If you want to use a Security USB Key, select “Security Key” and refer to page 14 for specific instructions.
 - Click Continue.

4.



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What type of device are you adding?

a. Mobile phone **RECOMMENDED**

b. Tablet (iPad, Nexus 7, etc.)

c. Security Key (YubiKey, Feitian, etc.)

Touch ID
Requires Chrome on macOS to use Touch ID.

Continue d.

5. If you selected “Mobile phone” in step 4, you will be asked to enter your device’s phone number. **If you selected “Tablet” in step 4, you may skip this step.**
- Enter your phone number.
 - Verify that the number is correct, and check the checkbox.
 - Click Continue

5.

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Enter your phone number

United States

a. +1 2012345678 ✓

Example: (201) 234-5678

b. You entered (201) 234-5678. Is this the correct number?

Back Continue c.

6. If you selected “Mobile phone” in step 4, you will be asked to identify the type of phone you have. **If you selected “Tablet” in step 4, you may skip this step.**
- Select what type of mobile phone you want to use with Duo MFA.
 - Click Continue

6.

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What type of phone is 201-234-5678?

iPhone

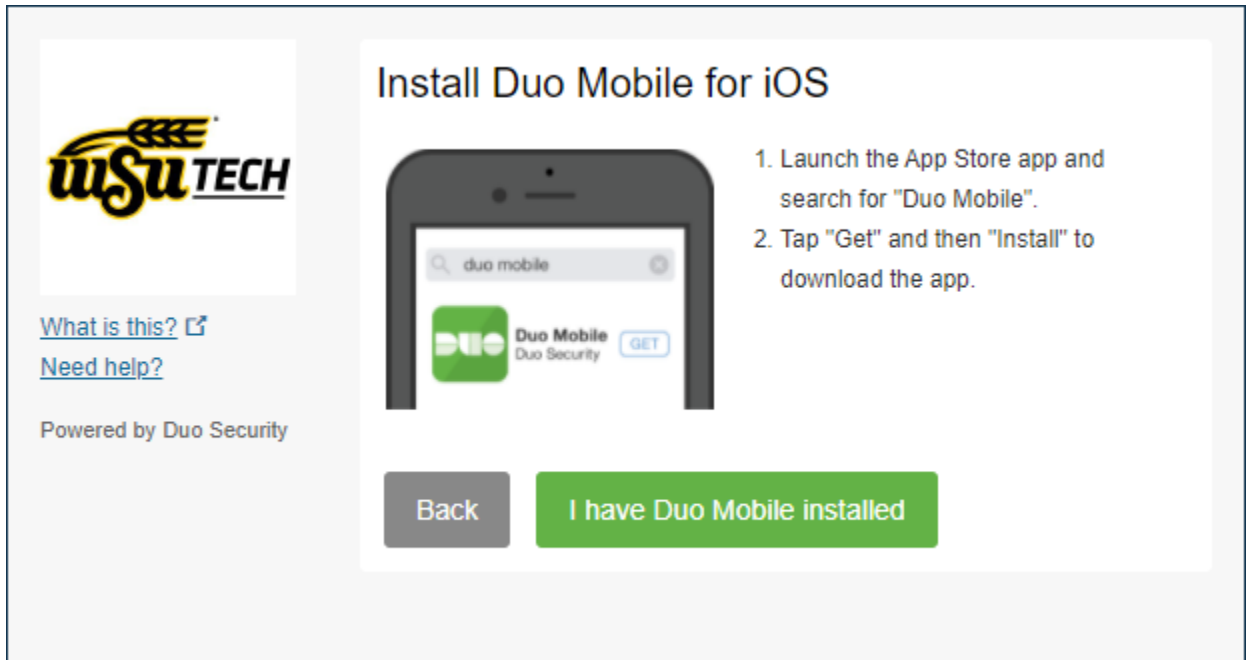
Android

Windows Phone

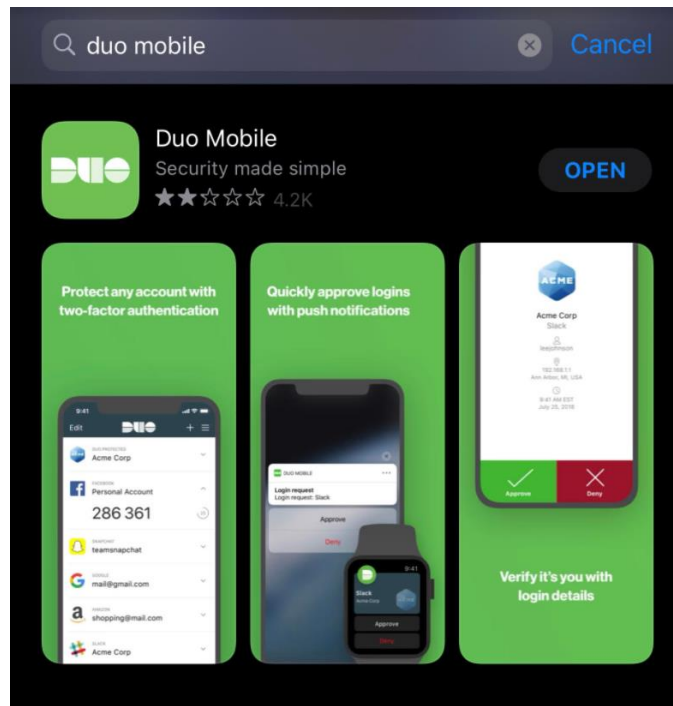
Other (and cell phones)

Back Continue b.

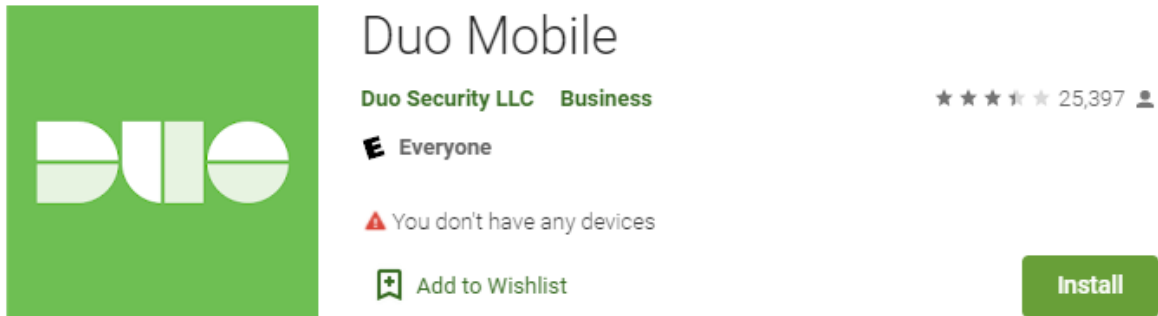
7. You will be asked to download the Duo Mobile App for your specific device.



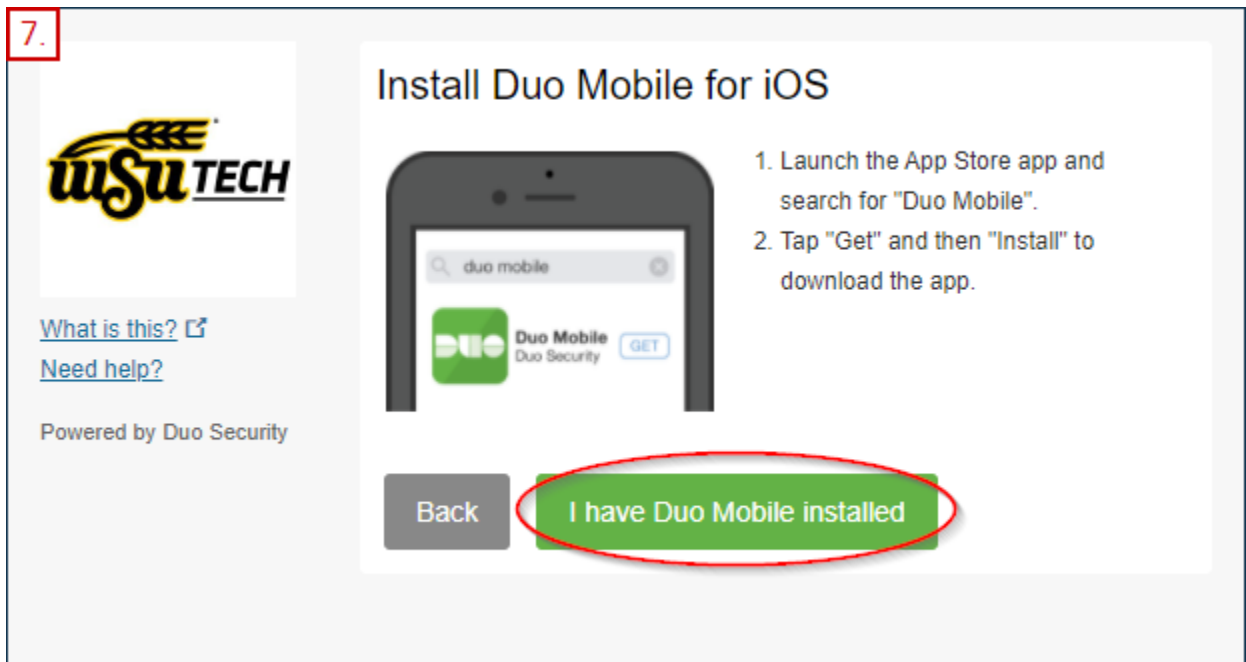
For iOS users, open the App Store and search for the “Duo Mobile” app. Tap the Get and then Install button.



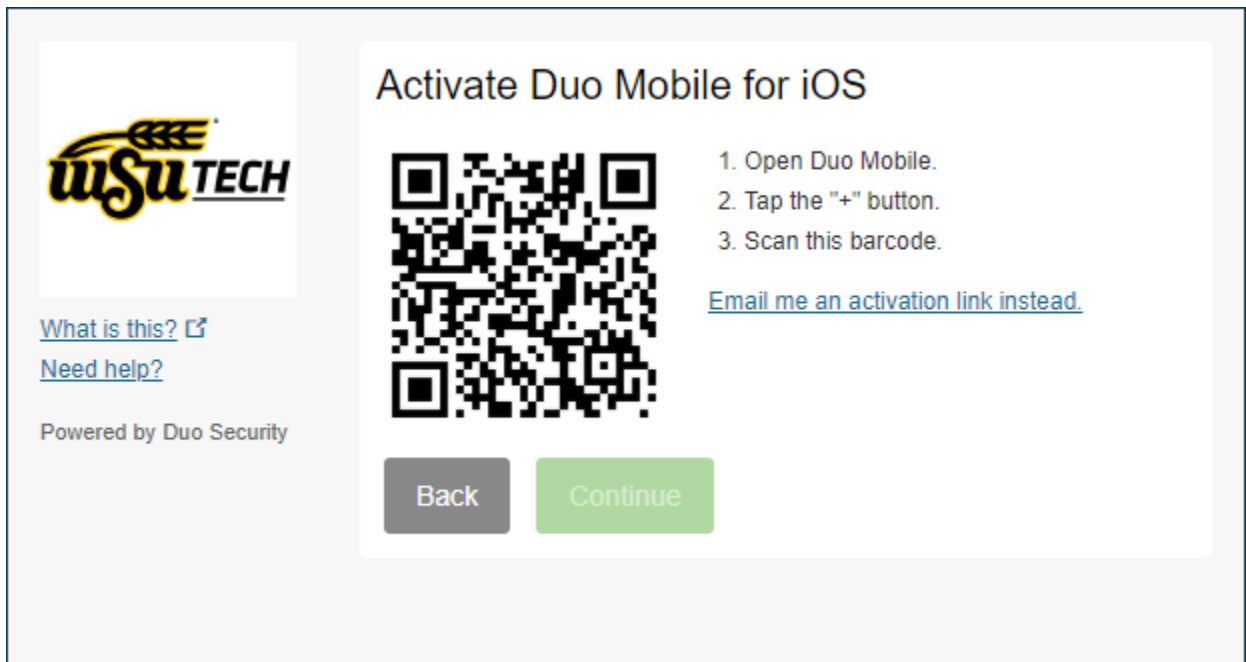
For Android Users, open the Google Play Store and search for the “Duo Mobile” app. Tap the Install button.



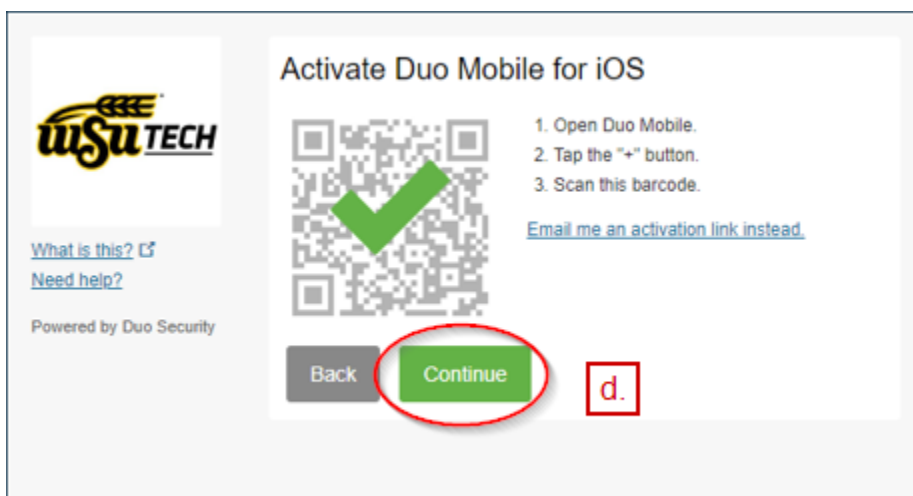
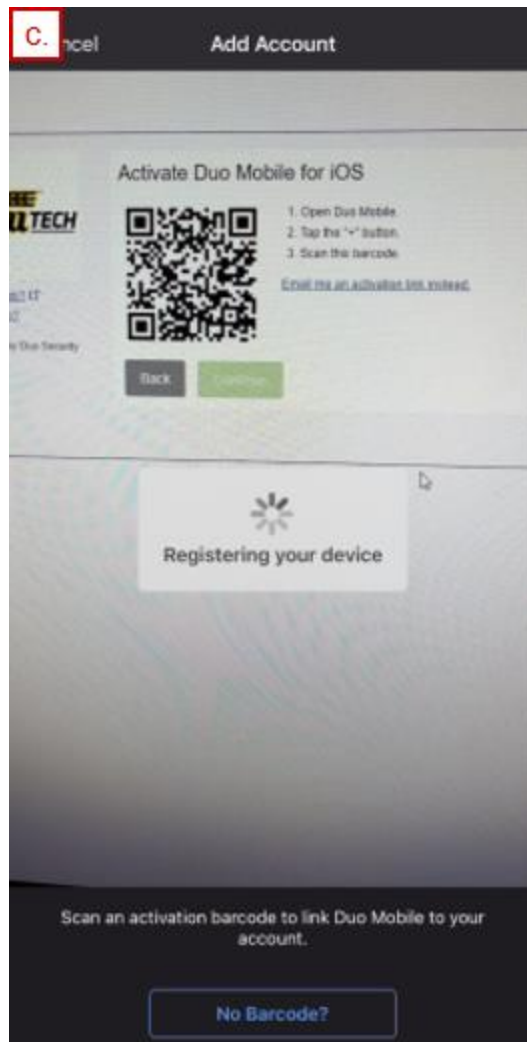
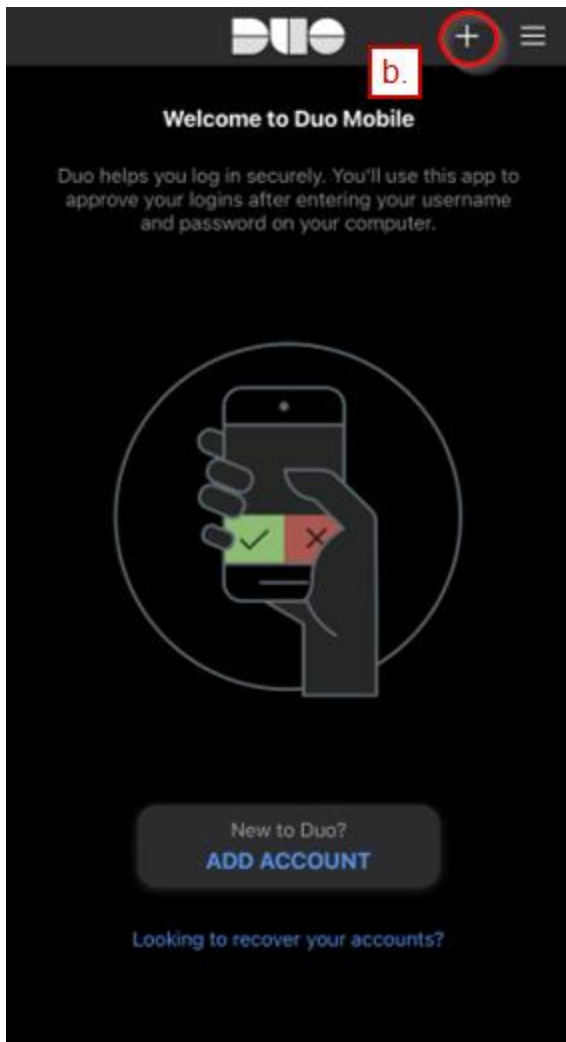
Back on your computer, click the “I Have Duo Mobile installed” button.



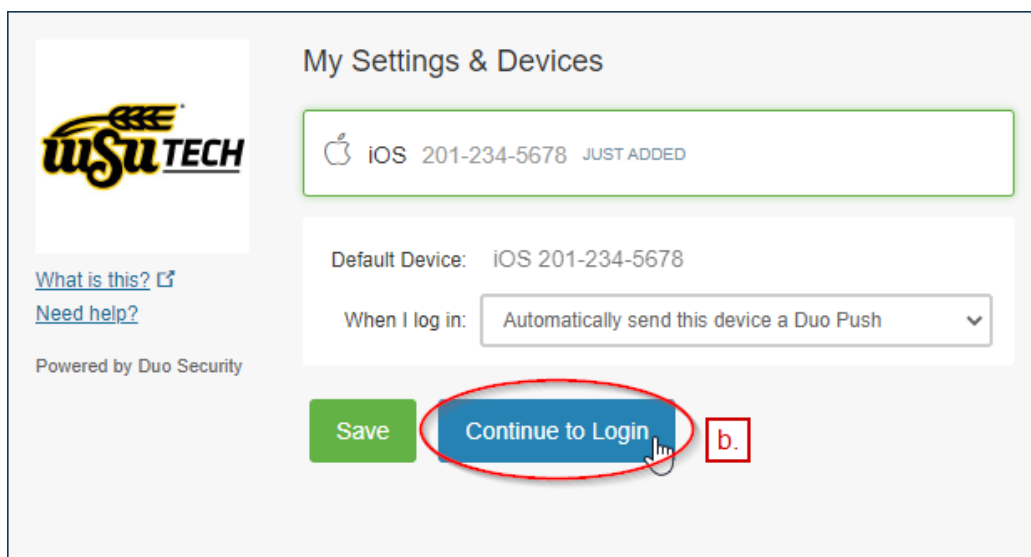
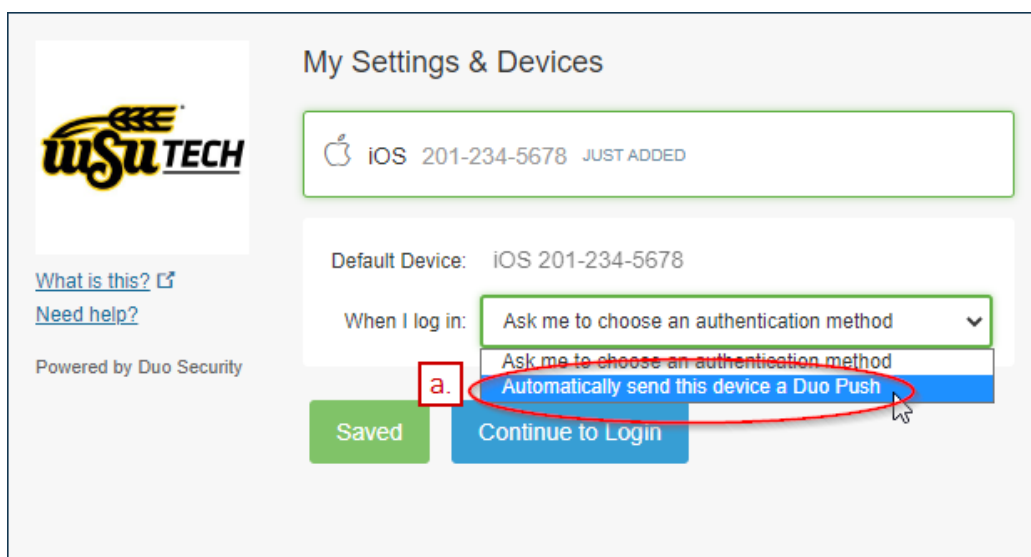
8. You will be presented with a barcode to scan using the mobile app.



- a. Open the Duo Mobile application on your smartphone or tablet device.
- b. Click the + Icon in the top right corner. If Duo Mobile asks for access to the camera, click "Ok" or "Allow".
- c. Point the camera at the barcode on your computer screen. A checkmark will appear on your computer screen, and your mobile app will show a WSU Tech account on the app's account page.
- d. On your desktop, click Continue

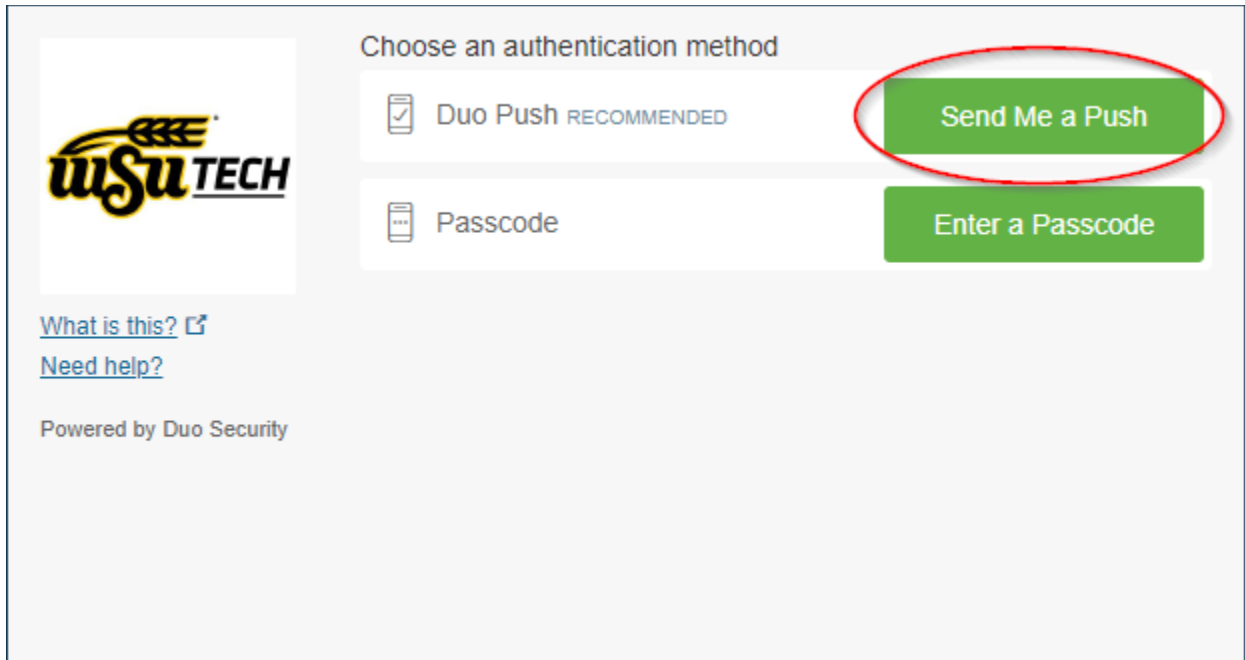


9. You will be sent to a Settings & Devices page.
- Under the “When I Log In” drop box, **it is highly recommended to select “Automatically Send This Device a Duo Push.”** This option will automatically send your linked mobile device a push notification when you attempt to log into a WSU Tech MFA Secured system.
 - Click “Continue to Login”

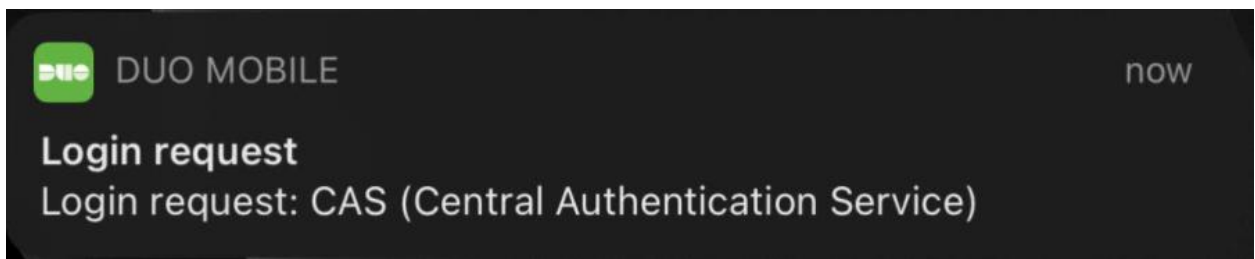


10. You will now be sent to the standard Duo Login prompt that you will see when accessing a WSU Tech MFA Secured system.

- a. Click “Send me a Push” to start the login.

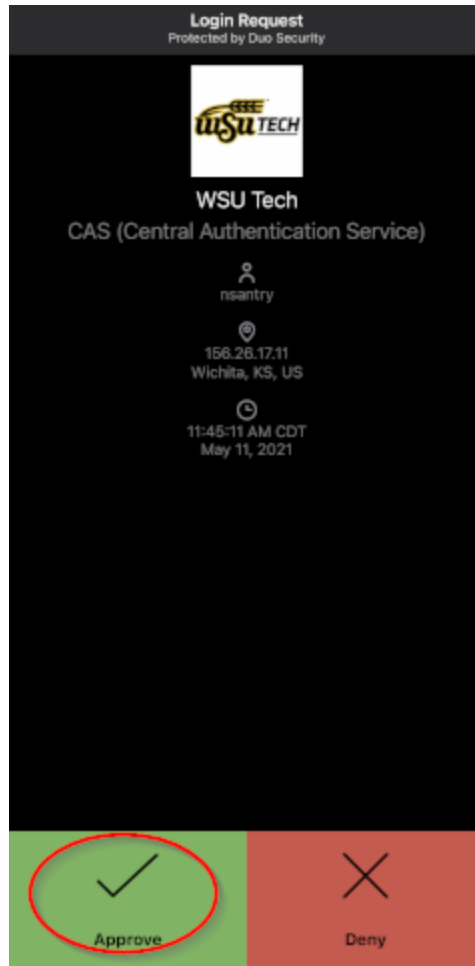


You will receive a push notification on your mobile device. Open the notification to open the app.



You will be prompted with an Approve or Deny choice on the Duo Mobile app.

- b. Press the “Approve” button to log on.

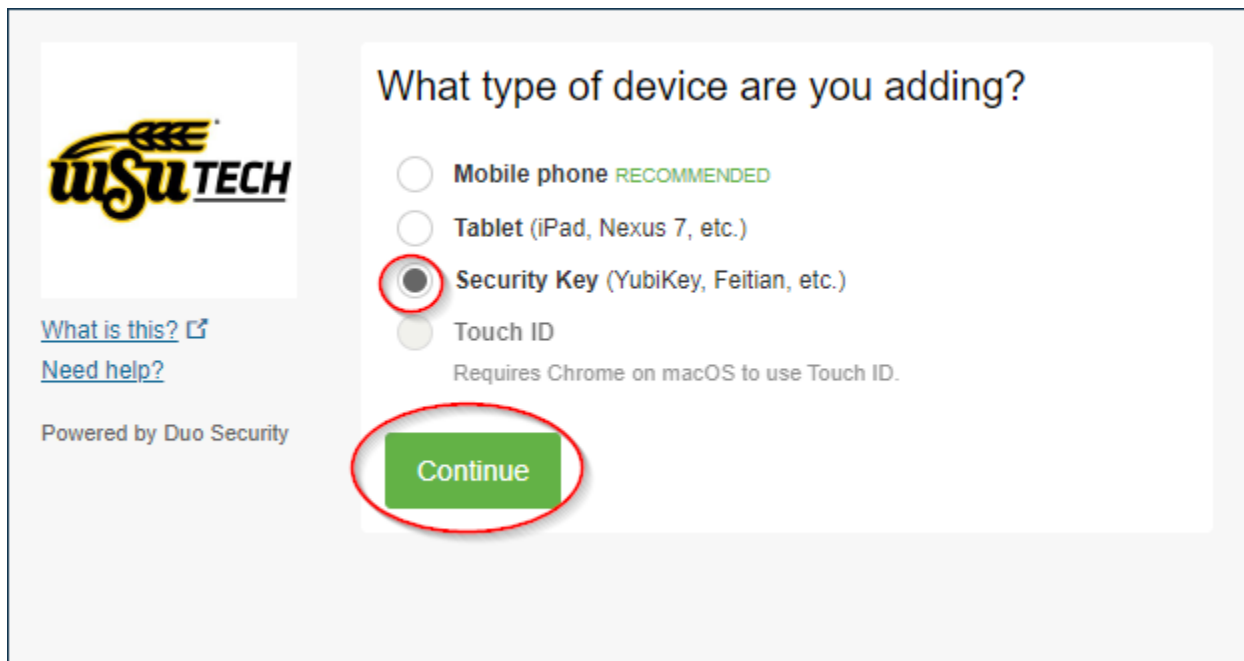


You will now be logged on to Central Authentication Service!

Instructions for Security Key (YubiKey Users)

In order to use Duo MFA with a Security Key, you will need a personal Security Key or ask IT for a YubiKey for work use. **If you use Duo MFA with a Security Key, you will be required to have the Key on your person in order to access a MFA protected system, whether at work or at home.**

1. Select "Security Key" and click Continue.



The screenshot shows a web interface for adding a device. On the left is the WSU TECH logo and links for help. The main area asks 'What type of device are you adding?' with four radio button options: 'Mobile phone RECOMMENDED', 'Tablet (iPad, Nexus 7, etc.)', 'Security Key (YubiKey, Feitian, etc.)', and 'Touch ID'. The 'Security Key' option is selected and circled in red. Below the options is a green 'Continue' button, also circled in red.

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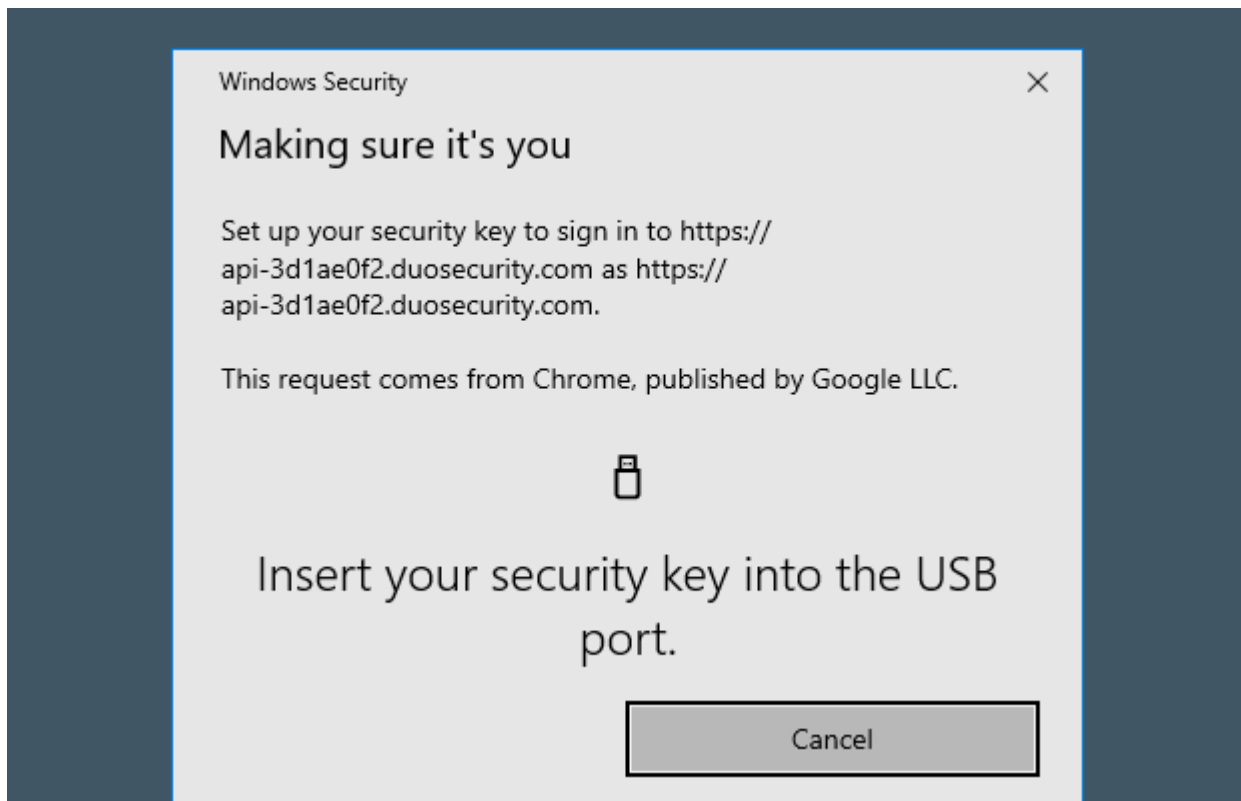
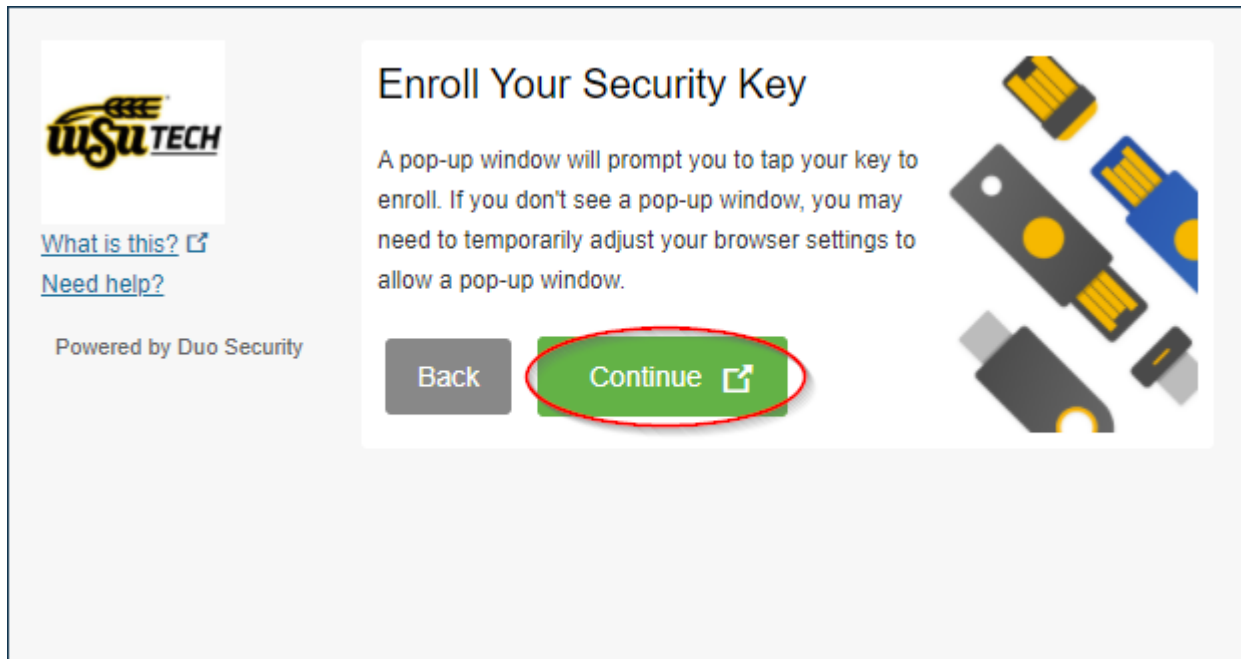
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What type of device are you adding?

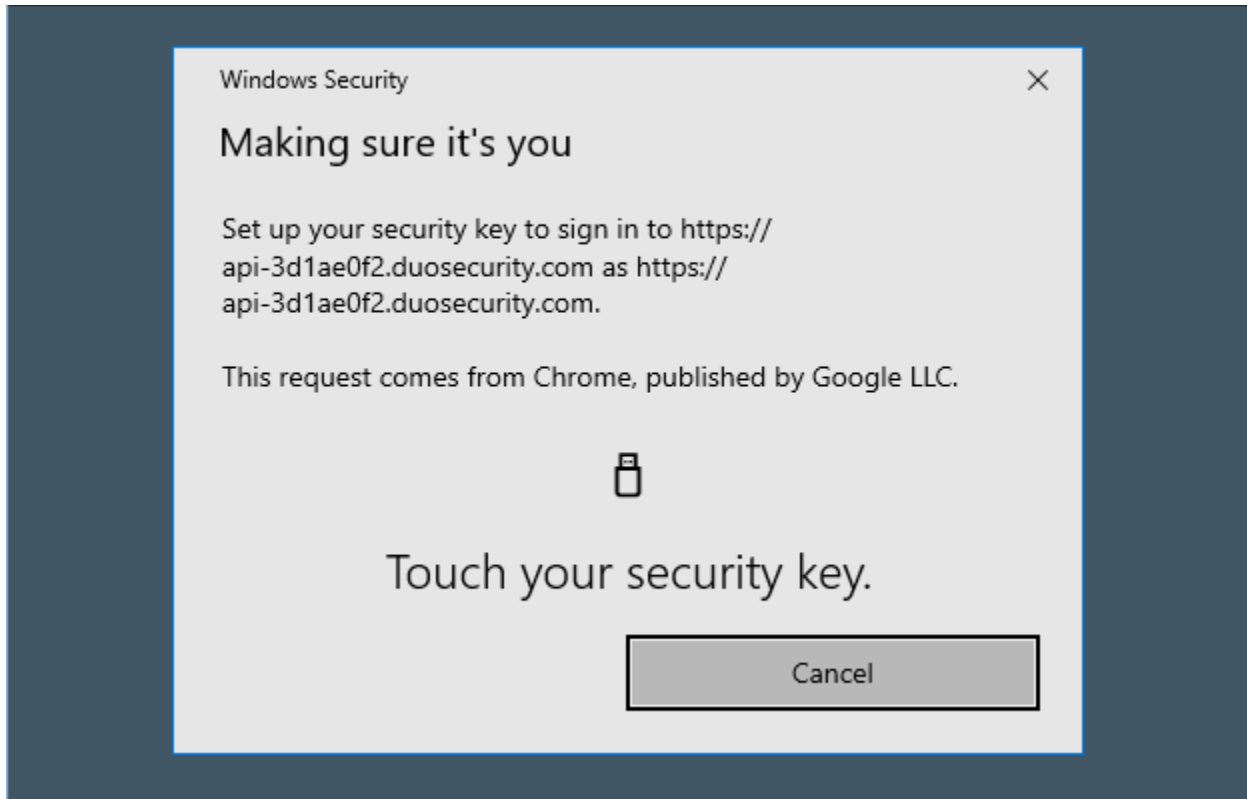
- Mobile phone RECOMMENDED
- Tablet (iPad, Nexus 7, etc.)
- Security Key (YubiKey, Feitian, etc.)
- Touch ID
Requires Chrome on macOS to use Touch ID.

[Continue](#)

2. You will now be prompted to enroll your Security Key through a pop-up window in your browser. Click "Continue." **Insert your Security Key into a USB port on your computer.**

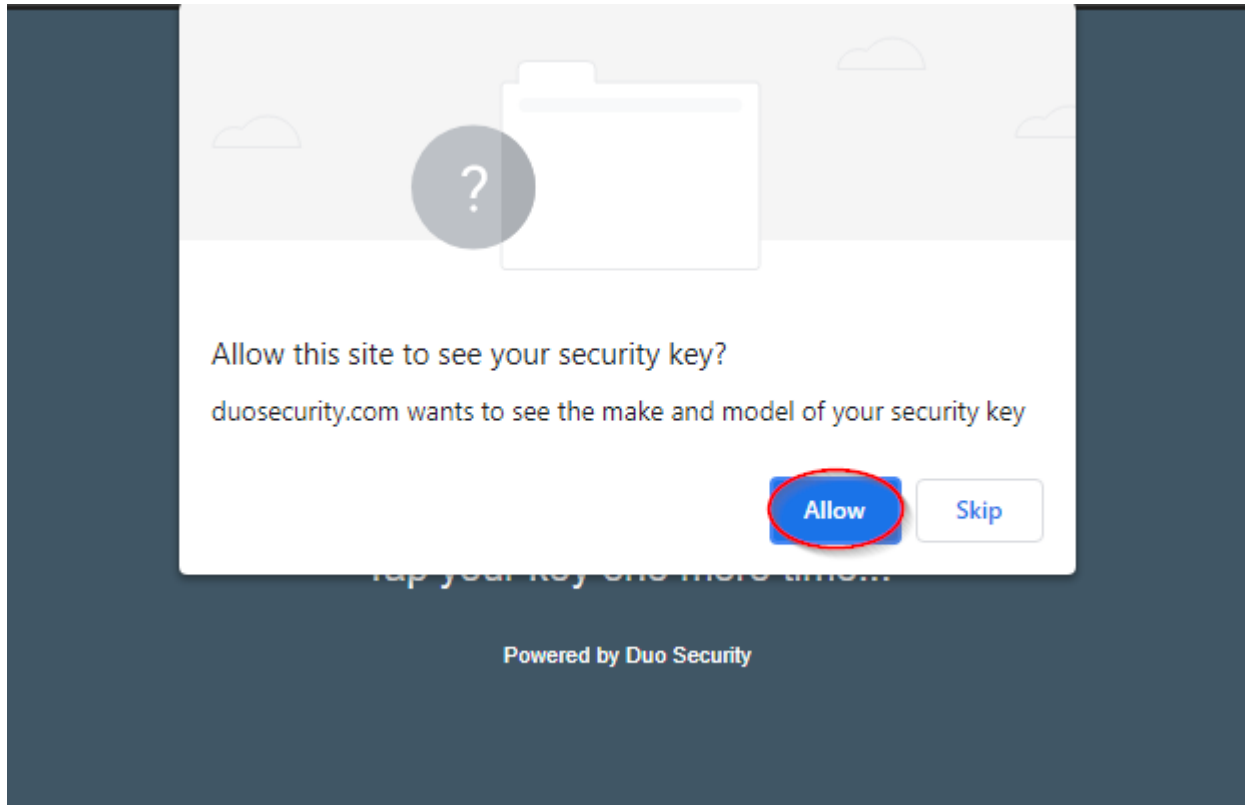


3. Follow the prompted instructions inside your pop up on your browser. You will be asked to tap the flashing key icon on your Security Key twice. Keep it plugged in and touch the icon when asked.

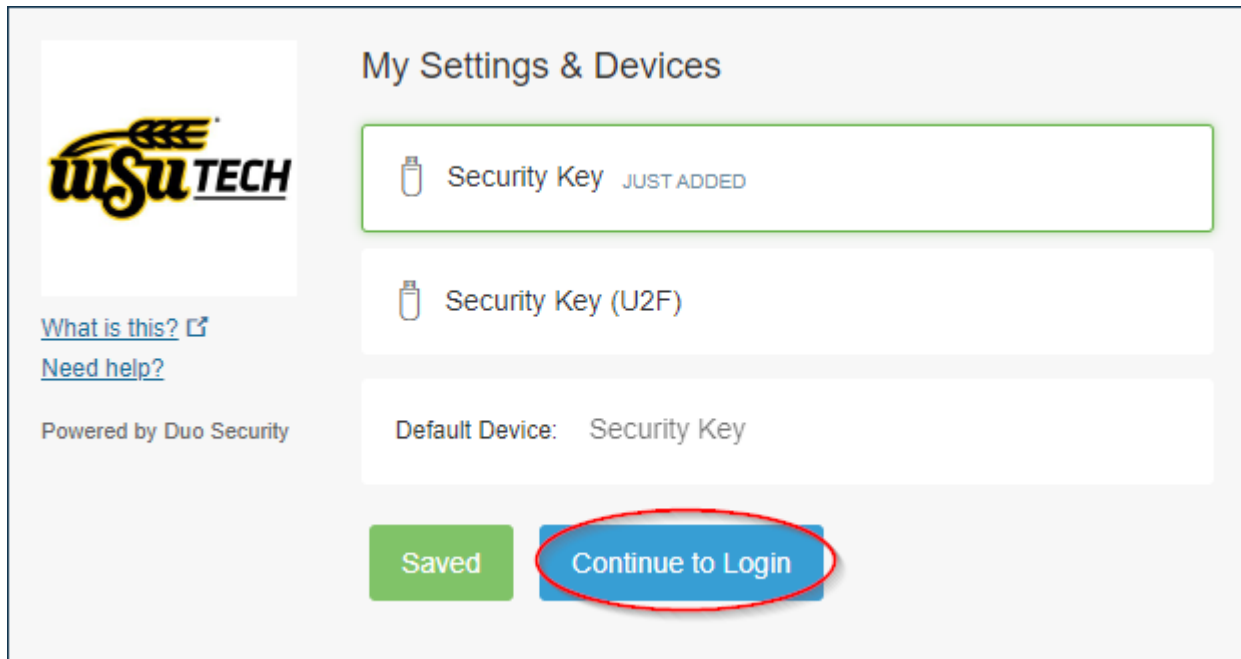





4. Your browser will ask your permission to access the Security Key. Give permission by clicking “Allow” or “Accept”, depending on which browser you are using.



5. You will be routed to the My Settings & Devices page with your new Security Key added to the list. Click “Continue to Login” to login using your Security Key.





My Settings & Devices



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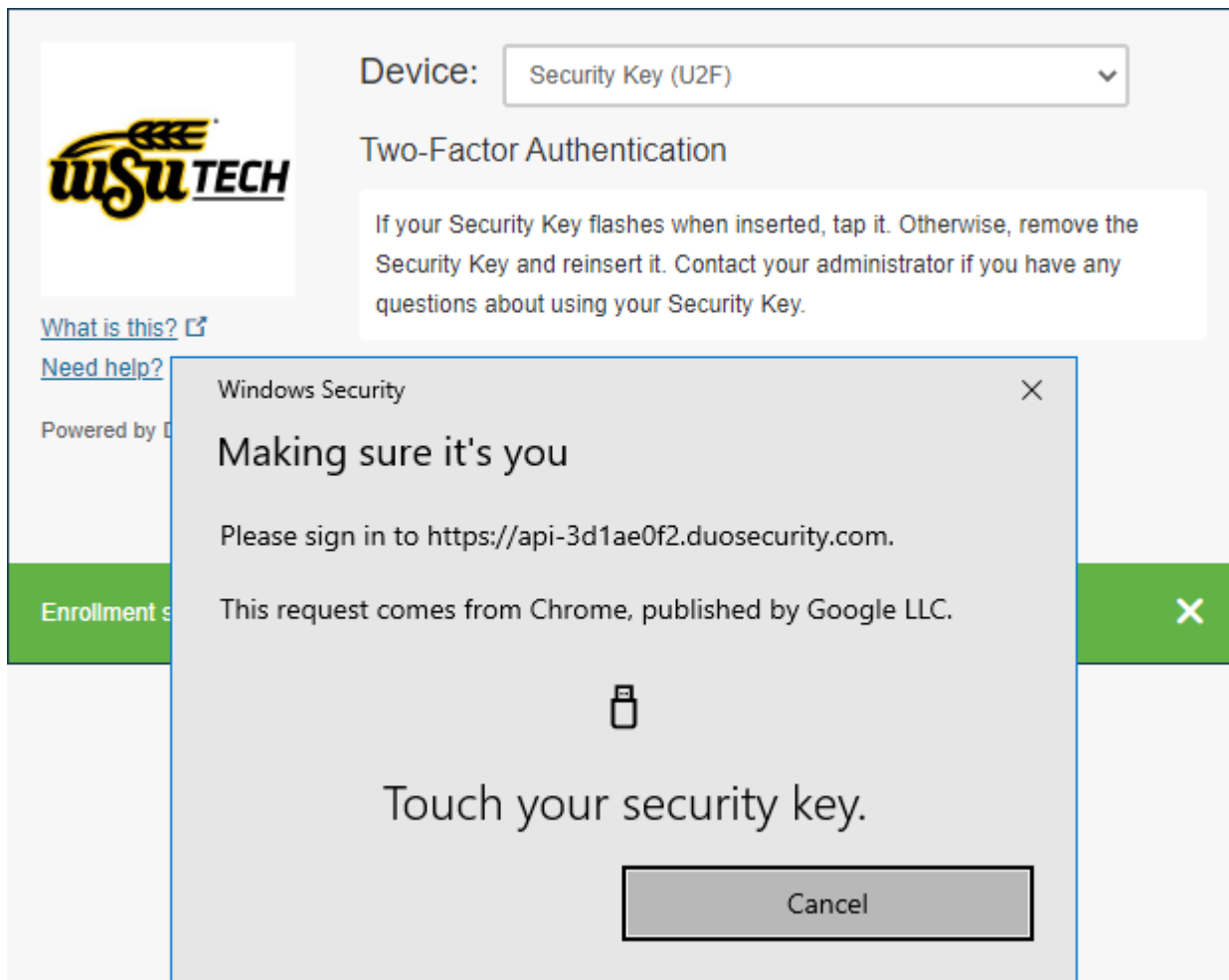
-  Security Key JUST ADDED
-  Security Key (U2F)

Default Device: Security Key

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

- 6. Your browser will ask you to touch your Security Key one more time in order to log in.

Touch the flashing key icon on your Security Key.



You will now be logged on to Central Authentication Service!