

Outlined is a quick overview of the DUO Enrollment process as well as what the authentication process looks like once enrolled.

As of Fall 2022, Gulf Coast State College will require multi-factor authentication to log onto GCSC staff / faculty computers. In effort to make this process as simple as possible, GCSC has decided to use Cisco Duo which offers an easy to use mobile app with single tap 2FA approval. To see firsthand what the MFA approval process looks like in action, please visit: <https://duo.com/resources/videos/duo-push-demonstration>

Upon sign in to myGCSC, if you've not yet enrolled with Duo Security you will be prompted to do so here


Click Start Setup to begin the enrollment process.

MULTI-FACTOR LOGIN REQUIRED

Please interact with the controls below to prove your identity via MFA

User ID (students use Axxxxxxx)

Password



Protect Your Gulf Coast State College 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 is this?](#) [Need help?](#)

Secured by Duo

[Problems with this authentication option?](#)

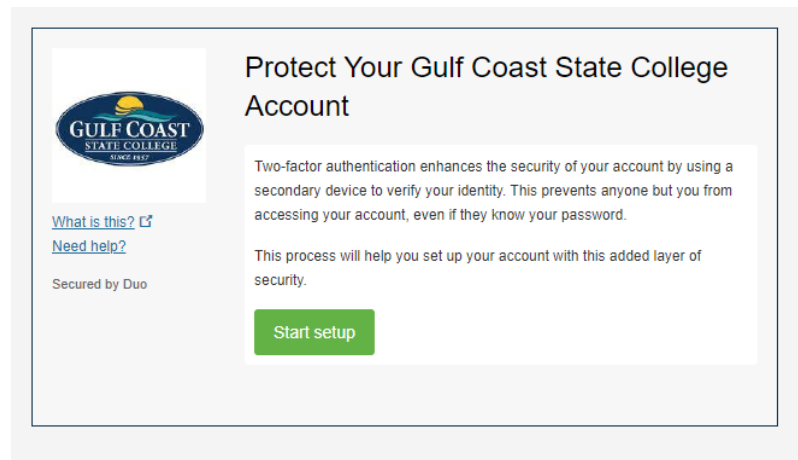
Remember this device?

Login

Cancel

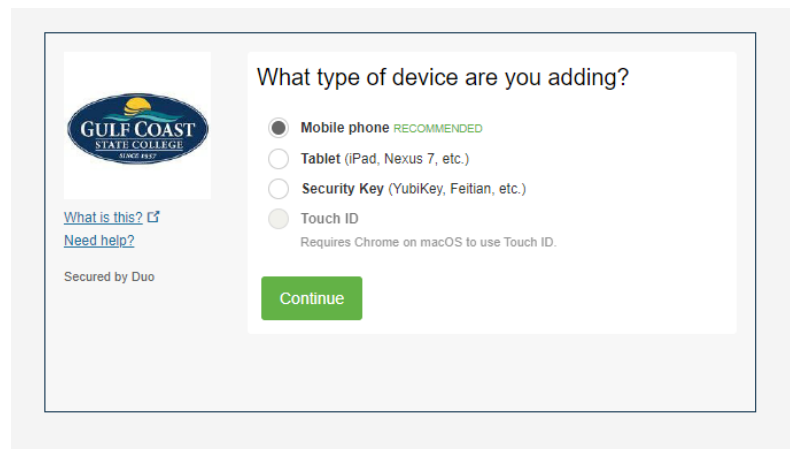
Following the enrollment URL in the email will begin the enrollment process. *For this process you will require your phone in order to complete the 2FA enrollment.*

Click Start Setup button to begin

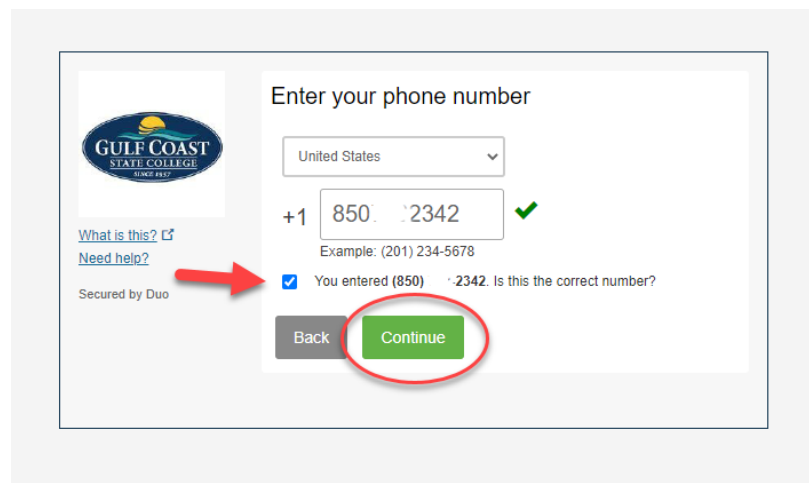


Choose your preferred 2FA device from the list of available choices; preferably this will be your cell phone using the Free Duo Mobile app.

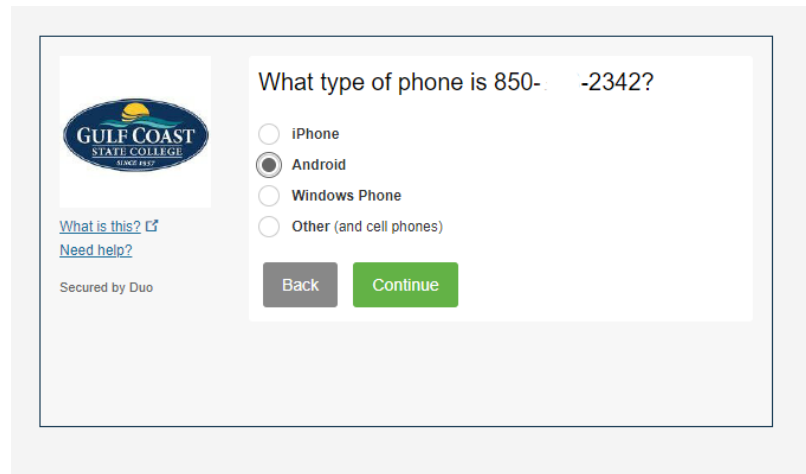
**Picture may not reflect GCSC approved/available options*



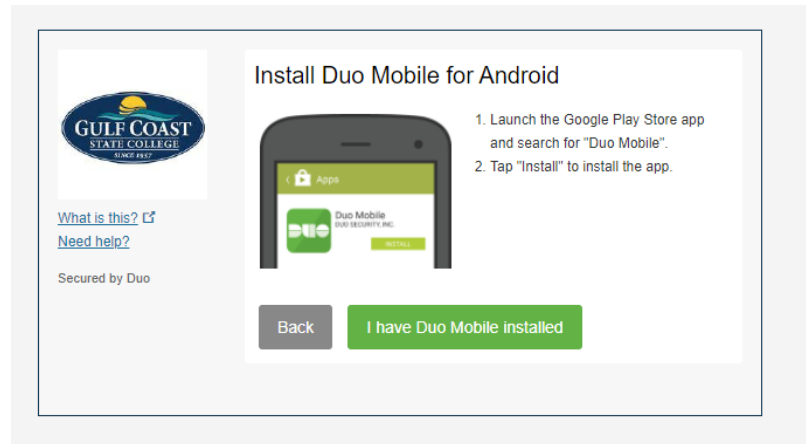
Input you cell phones number and click the box below to verify the number input is correct; click continue



Confirm the mobile devices Operating System



(You will be instructed to download and install **Duo Mobile** from the appropriate app store for your device selection)



On your mobile device, go to your devices 'App Store'

For Android this will be 'Play Store'; the icon will look something like:



For Apple / iOS this will be 'AppStore'; the icon will look something like:



Once in your devices Appstore search for "Duo Mobile"; it is the one with a green icon



Duo Mobile 4+

Security made simple

Duo Security LLC

#13 in Business

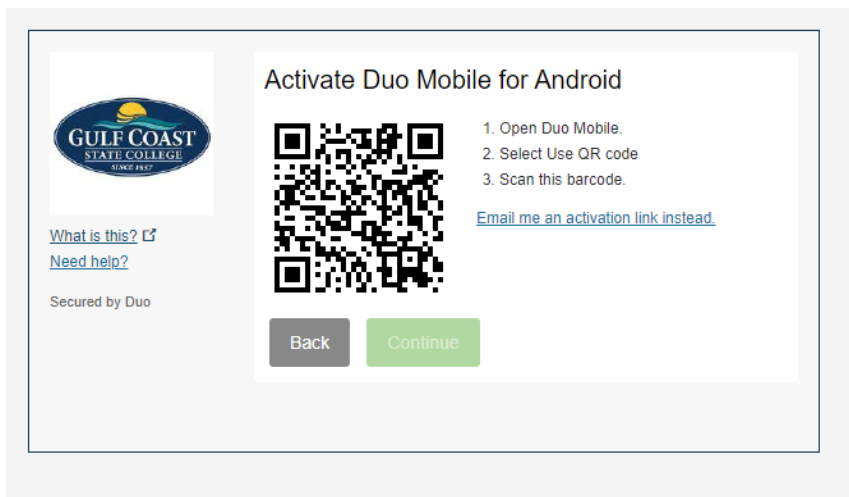
★★★★★ 1.9 • 8.3K Ratings

Free

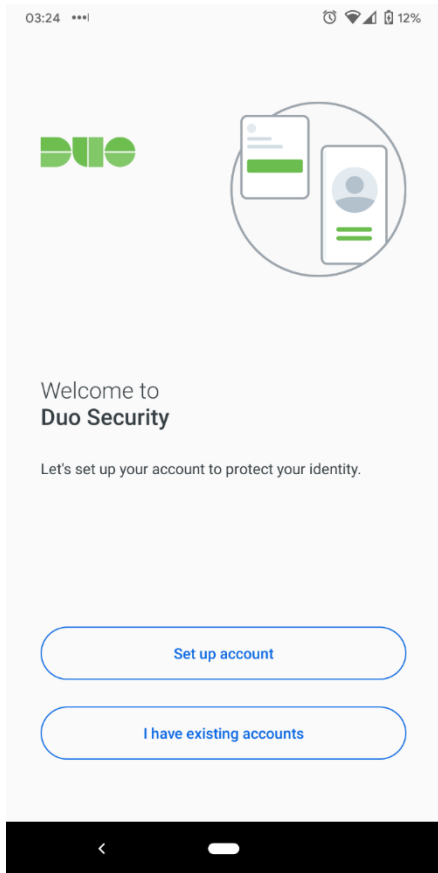
Proceed to install **Duo Mobile**

Once **Duo Mobile** is installed to your device, go back to your computer screen and click the '**I have Duo Mobile Installed**' button

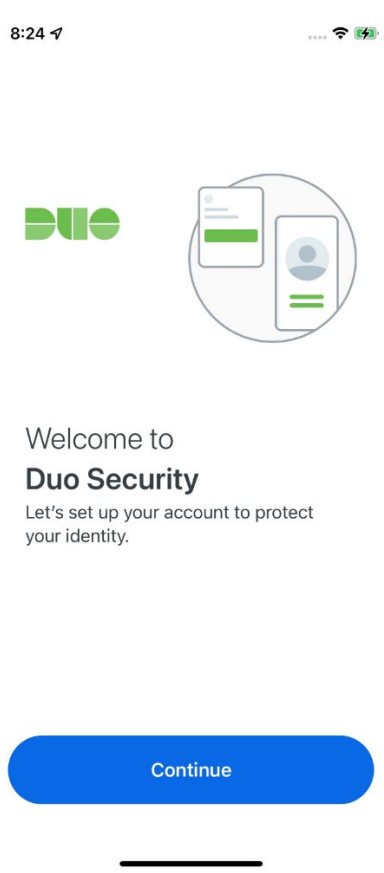
The setup will continue and provide you a QR barcode to scan



On your mobile device, proceed to open the Duo Mobile app and tap 'Set up Account' or 'Continue'

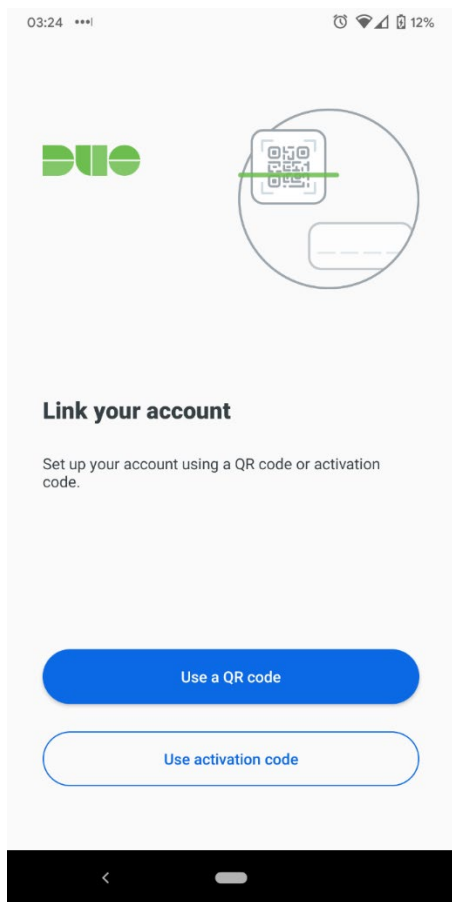


(Android)

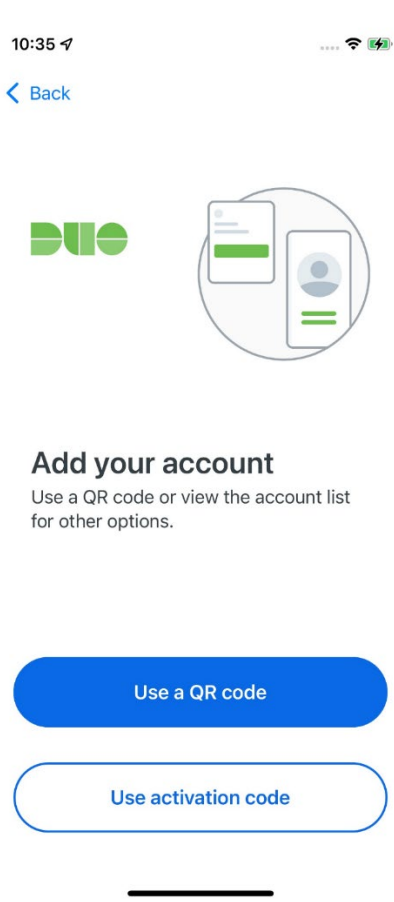


(Apple)

To proceed with adding your initial Duo account to Duo Mobile, tap **Use a QR code.**



(Android)



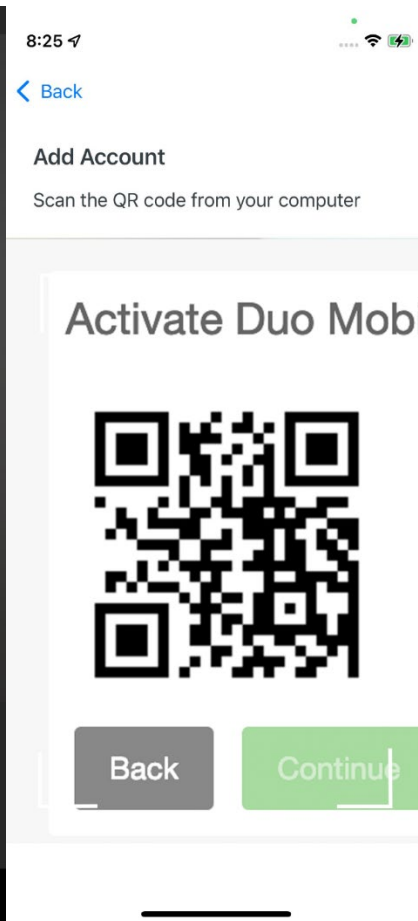
(Apple)

****Important** You may be prompted to allow Duo Mobile permission to take pictures and record video, please grant it.**

Use your camera to scan the barcode shown by Duo Enrollment in your browser.



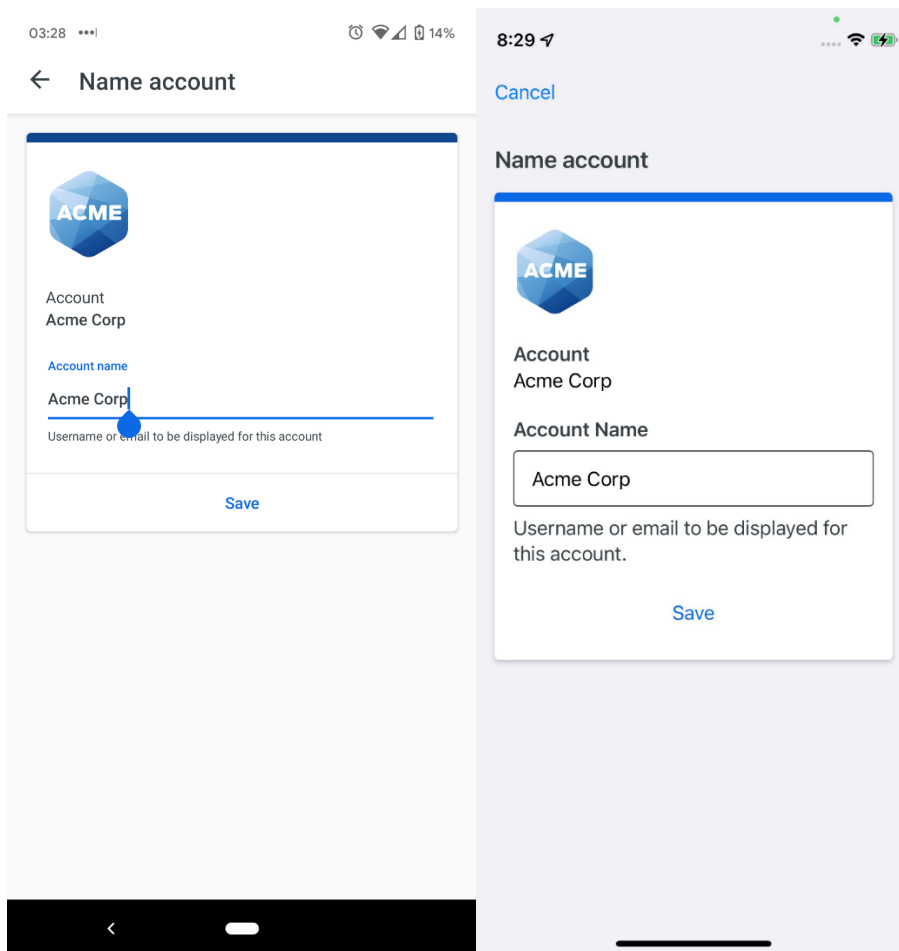
(Android)



(Apple)

Once added, name the account to continue and press **Save**

** In most cases you can just click **Save** as the name will pre-populate as 'Gulf Coast State College'



(Android)

(Apple)

You should now be linked and good to go on your mobile device.

Go ahead and press **Skip** to move on unless you would like to practice authenticating with Duo

Proceed through any remaining setup questions in the app screens until complete.

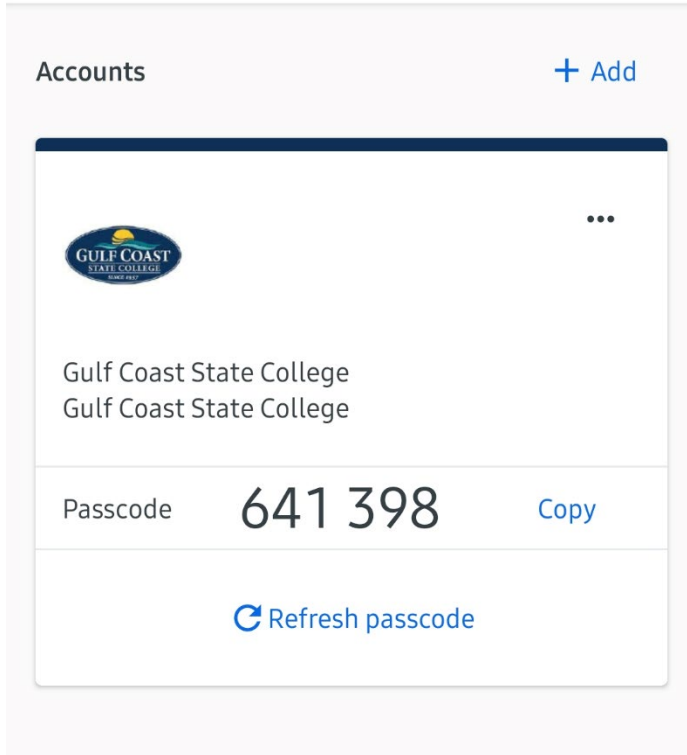
Improving your Experience (e.g. data collection)

Continue or **Turn off** (*Recommended*)

then **OK**

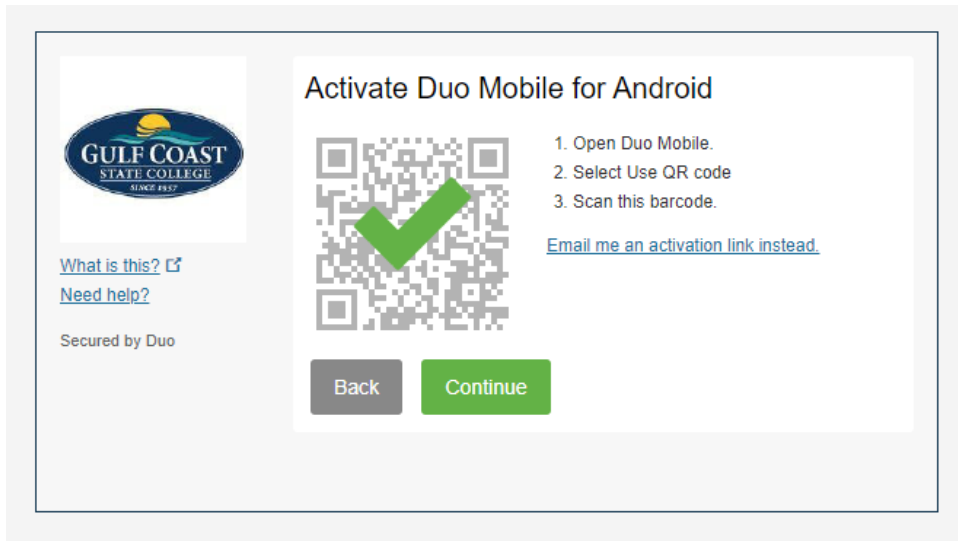
You are complete on the mobile device when the app appears as shown below

Go back to the computer and complete the remaining setup.




Back on the computer the enrollment screen QR will have changed to include a green check box.

Press Continue to proceed on



Lastly choose the default 2FA method from the pull down; the default option is recommended so proceed to click the Finish Enrollment

My Settings & Devices

 [What is this?](#) [Need help?](#)
Secured by Duo

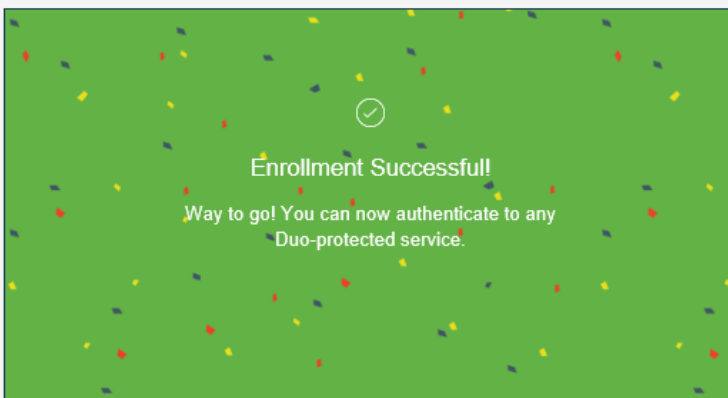
Android [blurred] JUST ADDED

Default Device: Android [blurred]

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

Saved **Finish Enrollment**

Congratulations, your enrollment is complete



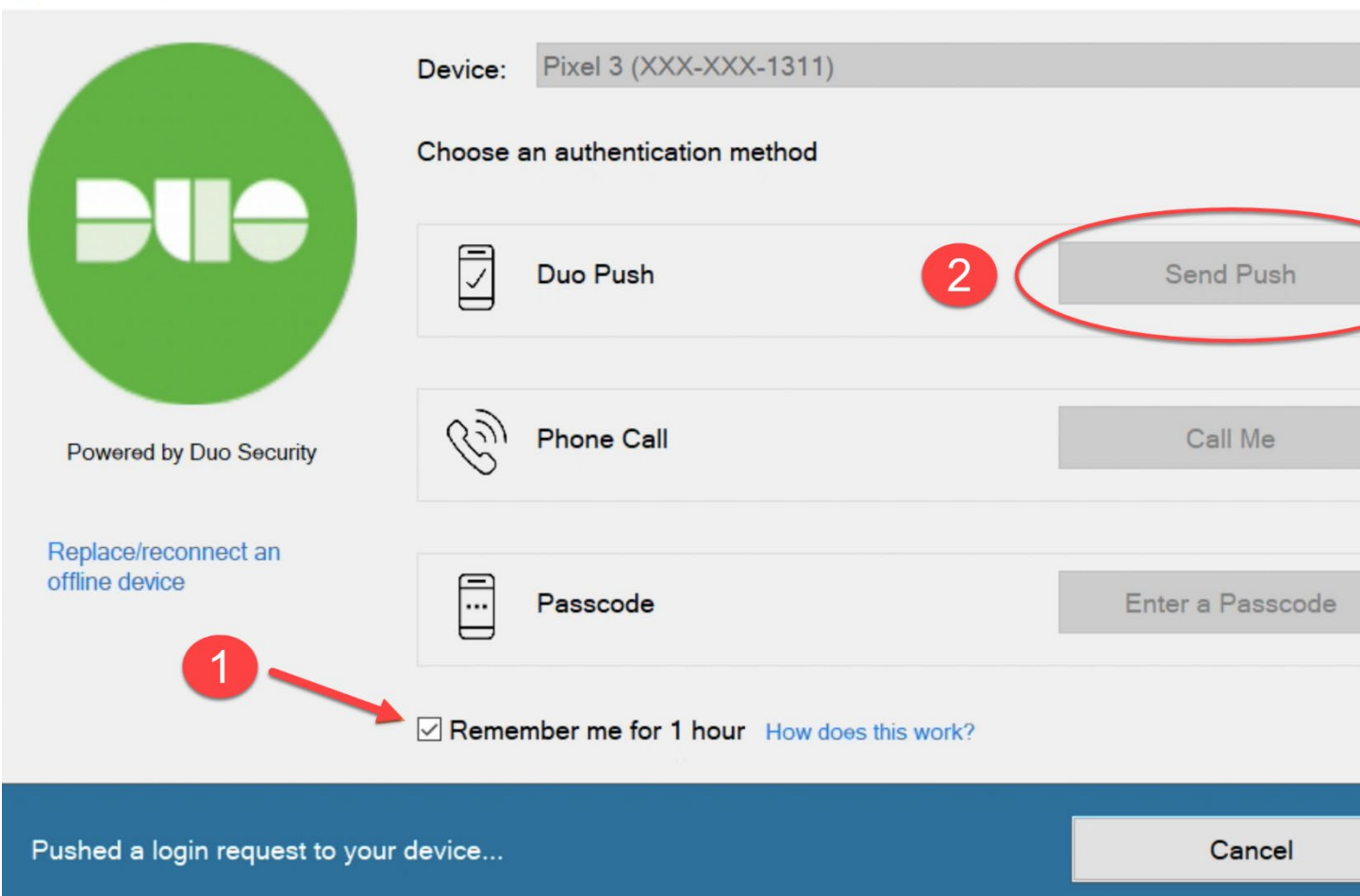
Nothing more is needed at this time, once Duo is installed to your desktop in the coming days, you will then begin to use Duo

What to expect once Duo is installed to your workstation?

Once Duo is installed to your computer, you will continue to sign in as usual with your network credentials. However after signing in you will be prompted by Duo with the window shown below.

This window is where you will choose how you want Duo to contact you for your second factor approval. The recommended method is to Send a Push but first:

1. Check the box to remember me for 4 hours (this will prevent you from having to do MFA at every sign on and remain checked once checked)
2. Press 'Send Push' (this will send the push notification to the mobile device you registered for approval)

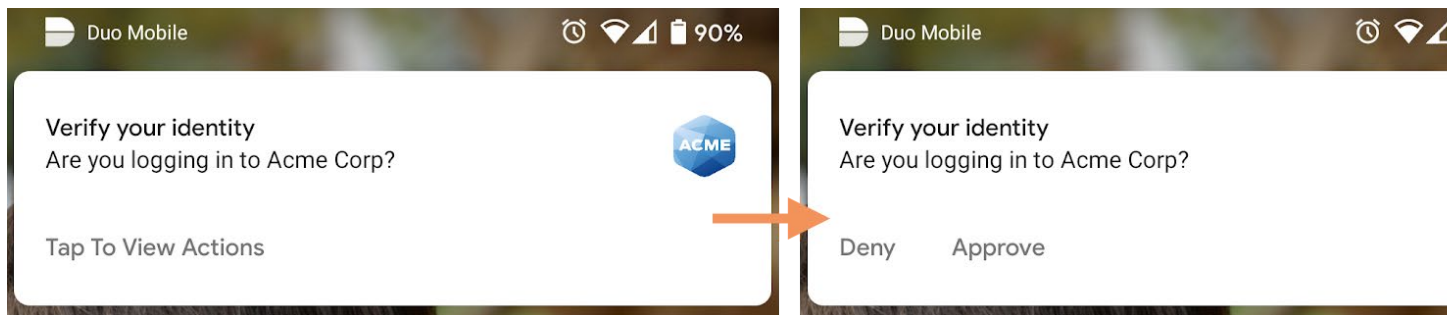


A notification will be send to your registered Duo device, on your mobile device you will press Approve and the computer will proceed with signing you in.

Refer to the information below about approving push notifications from Android, Apple and Apple Watch devices.

(Android) Duo Push and Notifications

When the Duo Push notification shows up on your screen, tap where indicated to view the available actions: **Approve** or **Deny**.



Tap **Approve** in the notification to finish logging in to the Duo-protected application.

Tapping on the push request notification itself (instead of tapping the notification actions) takes you to the full Duo Push screen in Duo Mobile.



Are you logging in to **Acme Corp?**

📍 Ann Arbor, MI, US

🕒 8:31 AM

👤 narrowway



Deny

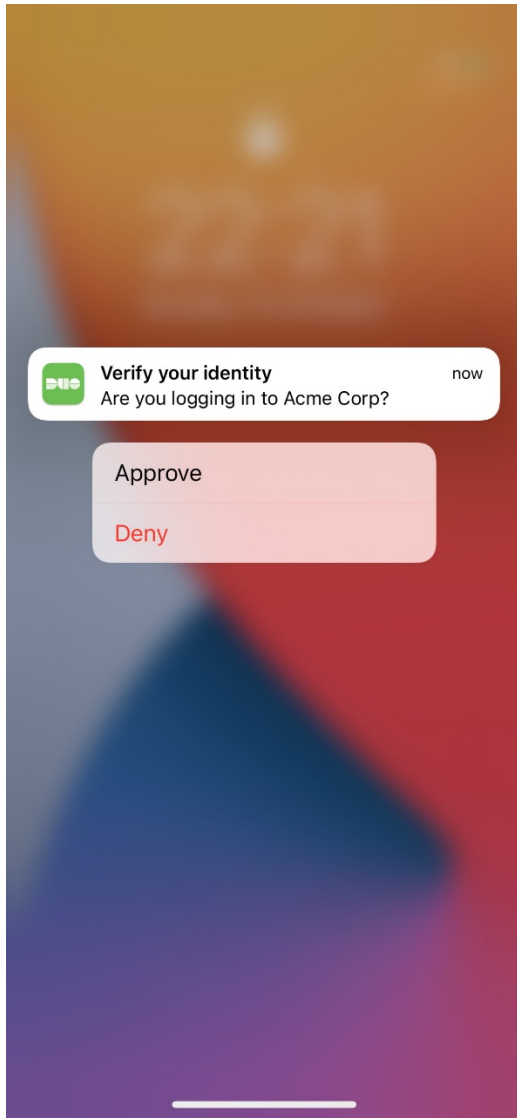


Approve

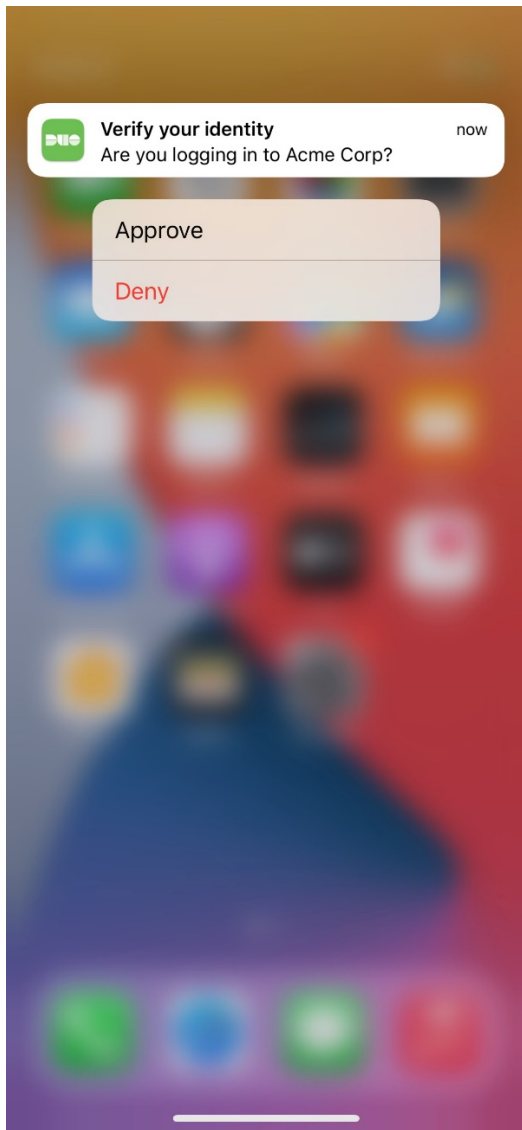
(Apple) Duo Push and Notifications

You can respond to Duo Push requests from the iOS lock screen or banner notification. The actions presented to you when you respond to the notification depend on your organization's Duo policy settings, such as whether or not you can approve the login request without PIN or biometric verification.

Perform a firm long press on the Duo Mobile notification from the lock screen to reveal the "Approve" or "Deny" actions. Tap an action and supply your passcode or biometric verification (face or fingerprint) to complete the action.



When your screen is unlocked, long-press or swipe down on the Duo Mobile banner notification received to reveal the authentication actions.



On devices that do not feature 3D Touch, swipe left on the Duo Mobile notification to reveal the actions.

Apple Watch Owners

Duo supports login request approval and passcode generation from an Apple Watch.

Apple Watch support requires Duo Mobile 3.8 or later. To see which version of Duo Mobile is installed on your device, go to the iOS Settings menu, then scroll down and tap Duo Mobile. The "System Info" section shows the app version.

You'll need to enable Apple Watch notifications for Duo Mobile. Open the Watch app on your phone, tap "My Watch", and scroll down then tap the entry for Duo. Enable "Show App on Apple Watch".

Duo Push

When you receive a push notification, you'll also see the notification on your paired Apple Watch if your phone is locked. Apple Watch's Taptic Engine is a linear actuator inside the device that produces haptic feedback, meaning it literally taps you on the wrist whenever you receive an alert or notification. That means you'll also feel a tap whenever a login request is sent via Duo Mobile, letting you quickly log in or deny the request.

You can approve the login or deny the login request without ever touching your phone.



You'll only see the Duo request on your watch when your phone is locked. Notifications won't go to your Apple Watch when your phone is unlocked.

Passcodes

You can also generate passcodes from the Duo Apple Watch app. Simply launch the app from the watch and tap an account to generate a passcode for that account.



It's a good idea to take a few minutes to practice approving and denying Duo authentication requests if you haven't used Duo before. Tap **Practice now** to go through some training screens like this one. If you feel comfortable using Duo Mobile to log in to applications you can tap **Skip**.