



Information Technology Services

DUO MFA for myGCSC/PortalGuard

You can now add Duo as your 2FA/MFA choice when logging into myGCSC/PortalGuard. To make this change log into your myGCSC portal.

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-6327

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

User ID (students use Axxxxxxxx)
jd a

Password
.....

2nd Factor / One Time Passcode
|

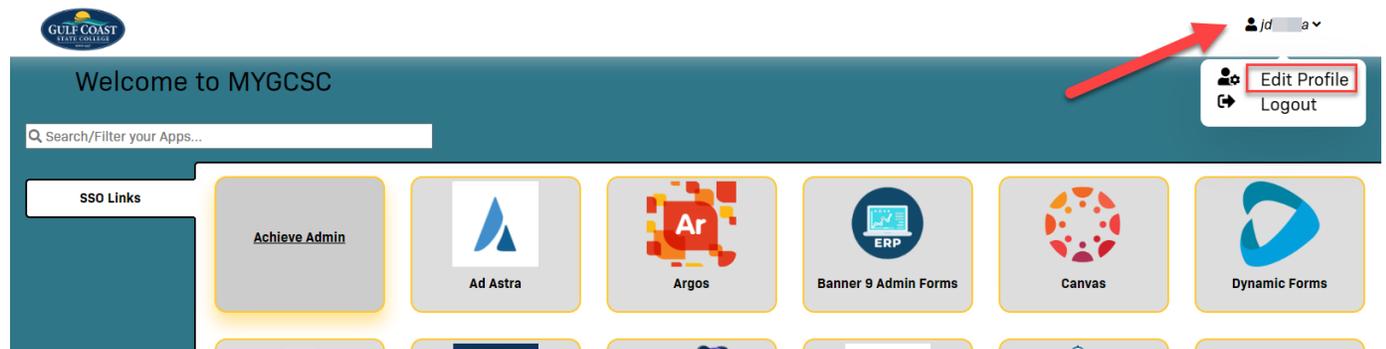
[Problems with this authentication option?](#)

Remember this device?

Login

Cancel

Once logged into myGCSC, in the upper right corner, click on your username and select 'Edit Profile' from the menu



This will bring you to the 'Account Management' page. From here find the 'OTP Delivery Methods' located mid-page

Account Management

- Account Details & Activity
- Challenge Questions
- Registered Email Address
- OTP Delivery Methods
- Registered Phones
- Printed One Time Passcodes
- Mobile Authenticator
- YubiKey Tokens
- Remembered Browser Sessions
- Duo Security Enrollment

Click 'OTP Delivery Methods' to expand the available options.

Under the Default OTP methods, all Action Methods are set to Phone by default

For the 'Website Login' click the 'Change' button to modify

- Account Details & Activity
- Challenge Questions
- Registered Email Address
- OTP Delivery Methods
- Registered Phones
- Printed One Time Passcodes

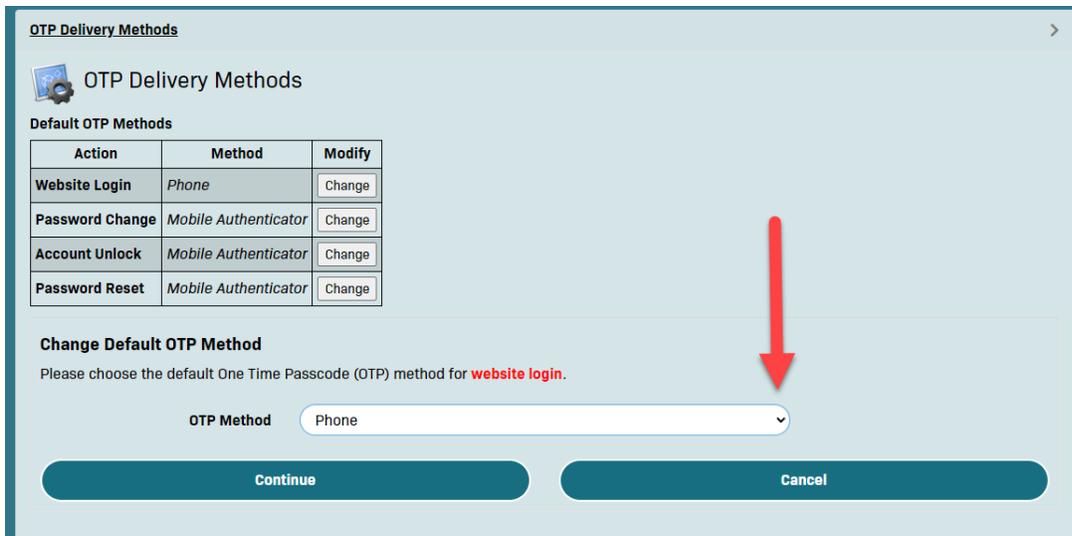
OTP Delivery Methods

Default OTP Methods

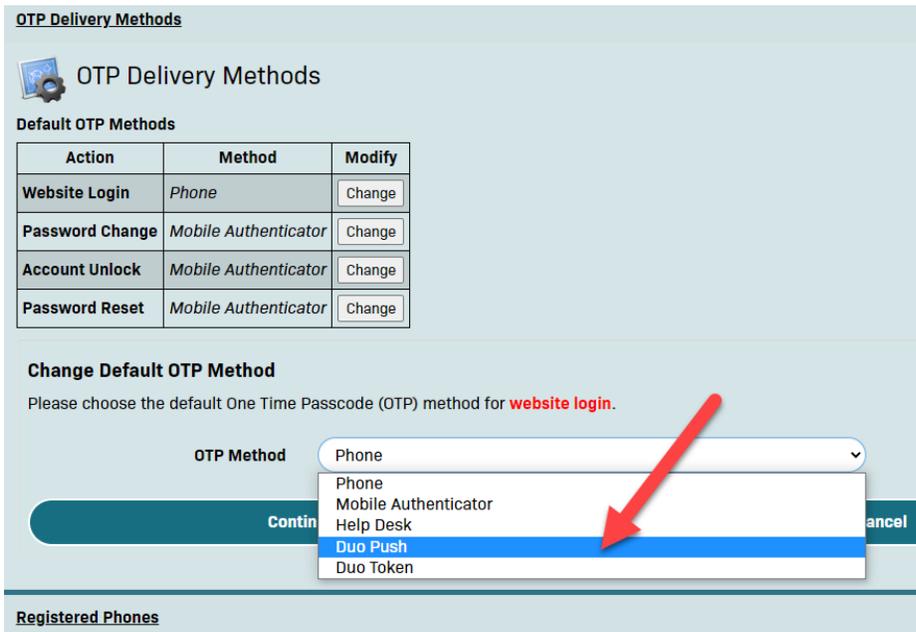
Action	Method	Modify
Website Login	Phone	Change
Password Change	Mobile Authenticator	Change
Account Unlock	Mobile Authenticator	Change
Password Reset	Mobile Authenticator	Change

A 'OTP Method' menu option will appear below to change the Default OTP Method.

Click the arrow to expand the menu



From the menu, select '**Duo Push**'



Once the OTP Method shows '**Duo Push**' proceed to click '**Continue**' to save your changes

OTP Delivery Methods

 **OTP Delivery Methods**

Default OTP Methods

Action	Method	Modify
Website Login	Phone	<input type="button" value="Change"/>
Password Change	Mobile Authenticator	<input type="button" value="Change"/>
Account Unlock	Mobile Authenticator	<input type="button" value="Change"/>
Password Reset	Mobile Authenticator	<input type="button" value="Change"/>

Change Default OTP Method

Please choose the default One Time Passcode (OTP) method for **website login**.

OTP Method 

Your OTP Delivery Methods should now appear as shown; if you wish you can repeat the steps outlined above to change the remaining OTP Methods to use Duo.

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Account Management

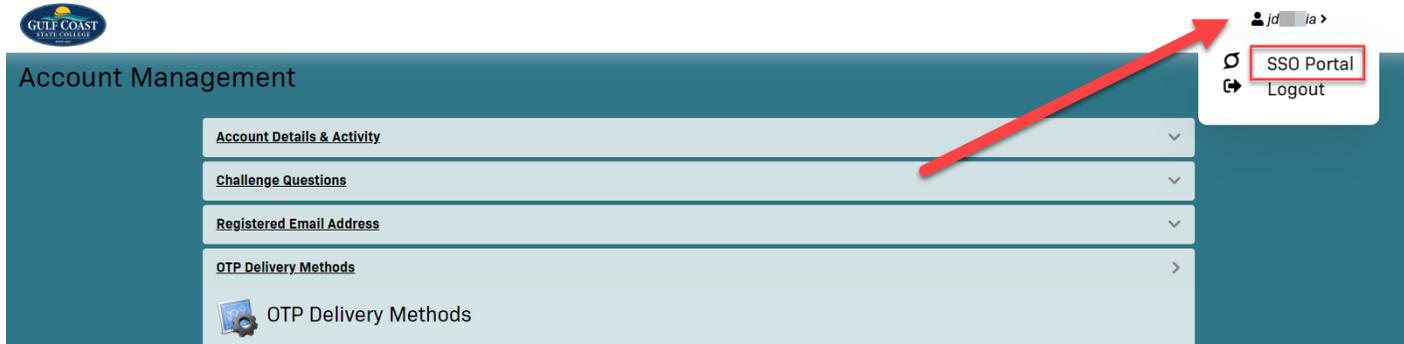
- Account Details & Activity
- Challenge Questions
- Registered Email Address
- OTP Delivery Methods**
- Registered Phones
- Printed One Time Passcodes

 **OTP Delivery Methods**

Default OTP Methods

Action	Method	Modify
Website Login	Duo Push	<input type="button" value="Change"/> 
Password Change	Mobile Authenticator	<input type="button" value="Change"/>
Account Unlock	Mobile Authenticator	<input type="button" value="Change"/>
Password Reset	Mobile Authenticator	<input type="button" value="Change"/>

Once you are finished, click your username in the upper right corner and select 'SSO Portal' to return to the main page



The next time you sign into myGCSC/PortalGuard, instead of receiving a text message with a code you will instead see the following Duo prompt;

- (1) Select one or both of the boxes to have Duo or the web browser remember your 2FA session.
- (2) Select your desired method for Duo to authenticate you

*** If during your initial device registration, you chose for Duo to automatically push, the authentication screen below may be shaded out and a Duo Push may be automatically sent to you for 2FA approval.*

MULTI-FACTOR LOGIN REQUIRED

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

User ID (students use Axxxxxxx)

Password



[What is this?](#)
[Add a new device](#)
[My Settings & Dev](#)
[Need help?](#)

Secured by Duo

Choose an authentication method

Duo Push RECOMMENDED

Call Me

Passcode

Remember me for 12 hours

[Problems with this authentication option?](#)

Remember this device?

Login

Cancel