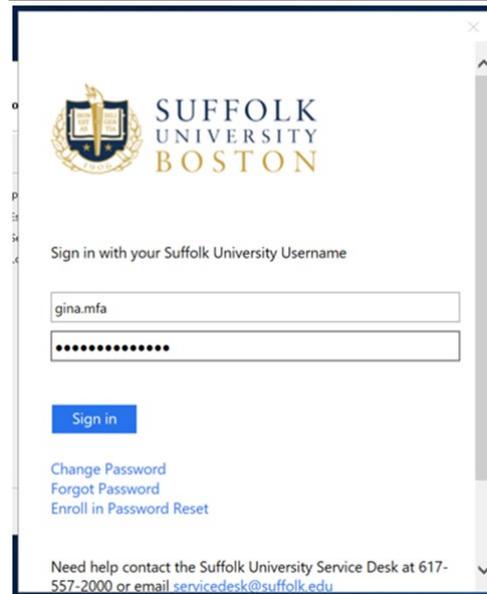
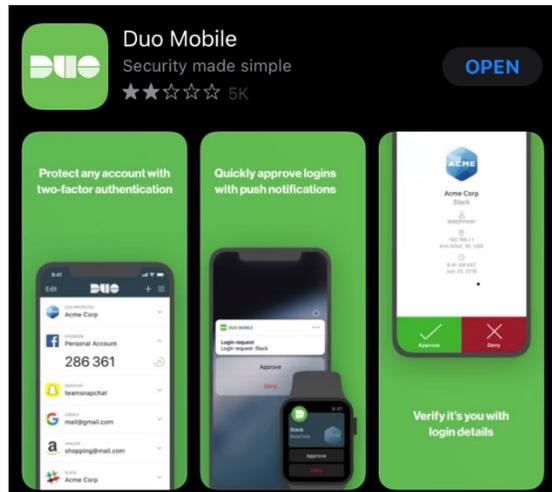


DUO Two Factor Authentication (2FA) for New Users

Requiring Two Factor Authentication is an important part of ongoing efforts to secure Suffolk University user's accounts, services, and data contained in the services.

See the steps below to set up 2Factor:

1. Download the Duo Mobile app on your mobile phone.
2. When accessing your Suffolk-protected Two Factor Service (O365, Workday, VPN, MySuffolk, WebAdvisor), you will be redirected to Single Sign on Page.
3. Type your Suffolk credentials and Click Sign in
4. A setup window will launch, click Start Setup



Welcome ADM\gina.mfa

For security reasons, we require additional information to verify your account



5. Choose Mobile Phone and click Continue



What type of device are you adding?

Mobile phone RECOMMENDED

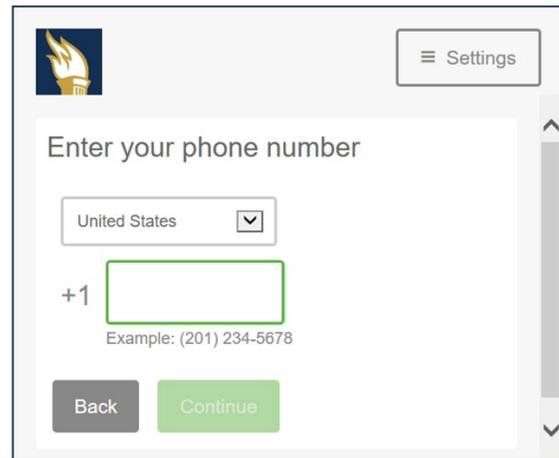
Tablet (iPad, Nexus 7, etc.)

Landline

Security Key (YubiKey, Feitian, etc.)
Requires Chrome to use Security Keys.

Continue

6. Type in your cell phone number and click Continue



Enter your phone number

United States

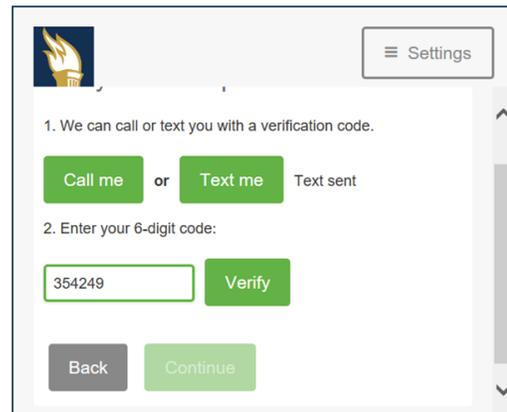
+1

Example: (201) 234-5678

Back Continue

7. Choose either Call me or Text me for verification code

8. Once received, type in the 6-digit code and click Verify



1. We can call or text you with a verification code.

Call me or Text me Text sent

2. Enter your 6-digit code:

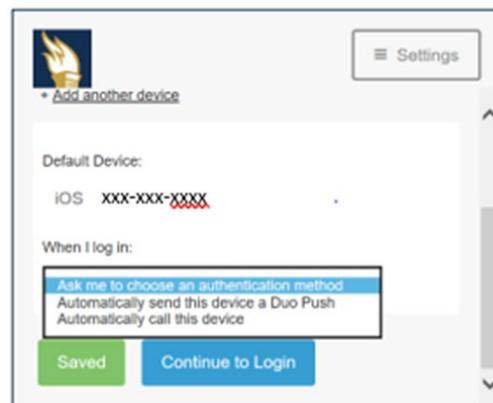
354249 Verify

Back Continue

9. Click Continue

10. At the When I log in: drop-down choose, Automatically send this device a Duo Push

11. Click Continue to Login



Add another device

Default Device:

iOS XXX-XXX-XXXX

When I log in:

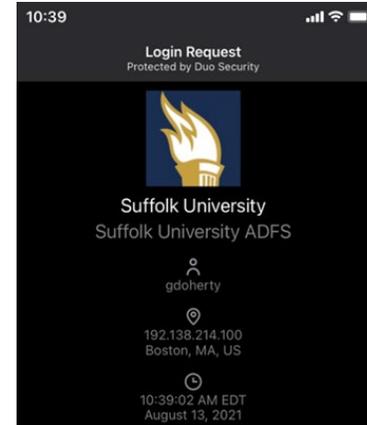
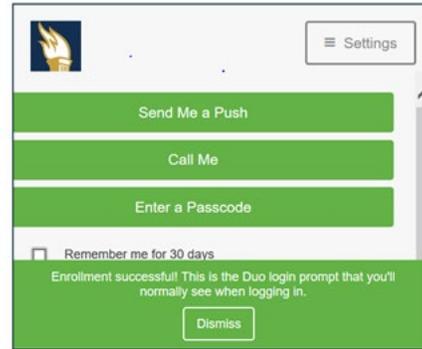
Ask me to choose an authentication method
Automatically send this device a Duo Push
Automatically call this device

Saved Continue to Login

Welcome ADM\gina.mfa

For security reasons, we require additional information to verify your account

12. The Login screen will appear and your phone will send a Duo Push. Choose Approve and the Email will launch pop up:



Need Additional Assistance

Please contact the Service Desk Email us at servicedesk@suffolk.edu or call 617-557-2000 (x2000 on-campus)