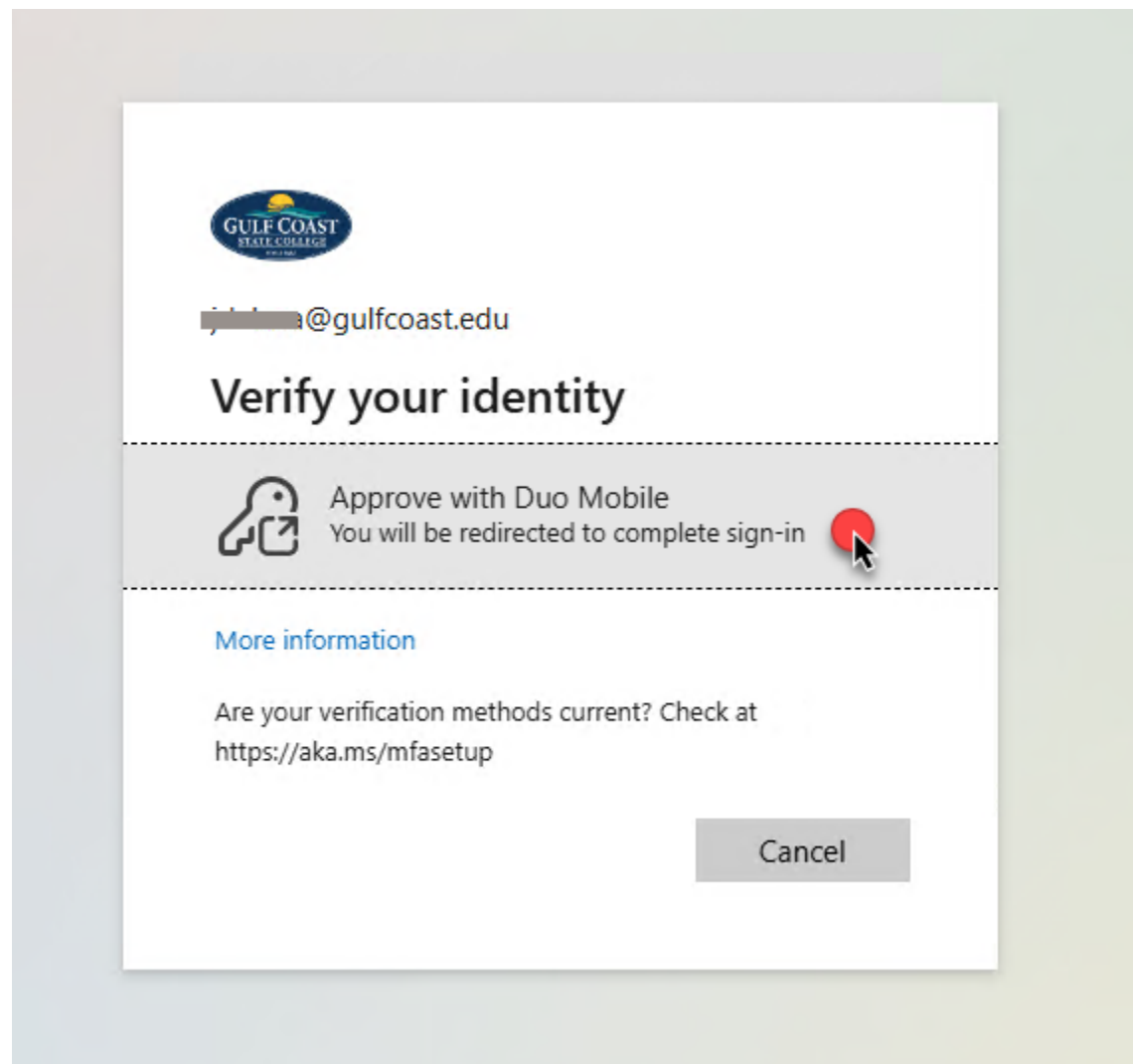


Gulf Coast State College requires multi-factor authentication to log onto GCSC staff / faculty computers. GCSC uses Cisco Duo which offers an easy to use mobile app with single tap 2FA please visit

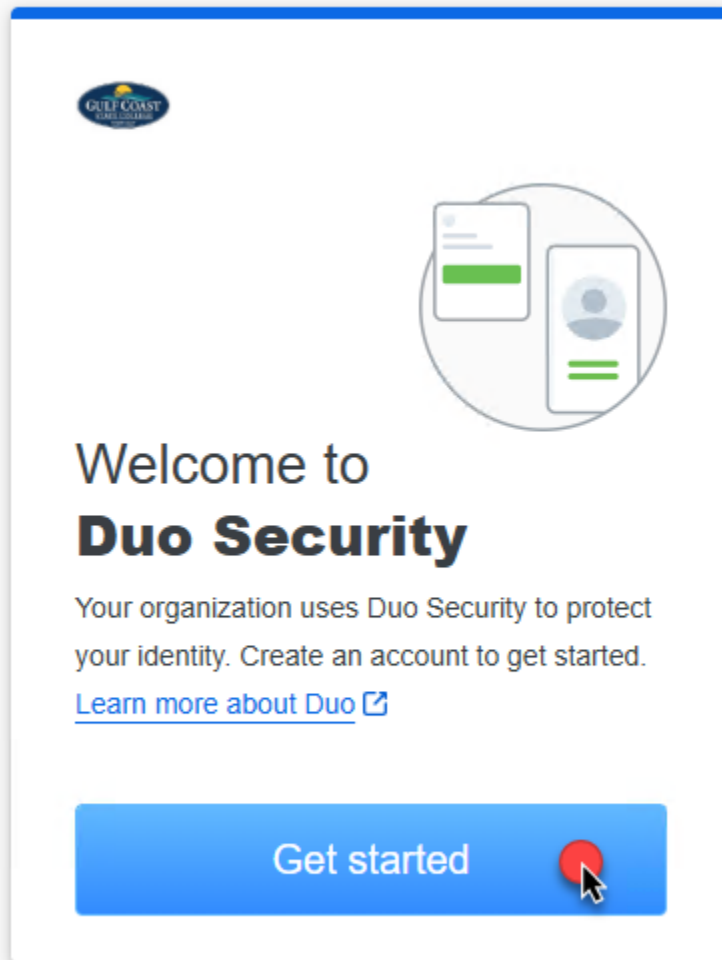
<https://www.youtube.com/watch?v=rv12VryxlE>

Upon initial sign in to myGCSC or Microsoft 365, you will be prompted to enroll with Duo

Click on the '**Approve with Duo Mobile**' to proceed




You will be redirected to Duo to begin Enrollment, click the '**Get Started**' button to continue



Next you will add your mobile device


Select the '**Duo Mobile**' option to proceed

\*While there are other available options such as Windows Hello, Passkey and SMS we strongly encourage using Duo Mobile as SMS will soon be depreciated and Passkeys/Windows Hello can be advanced for some users.




## First, add a device


You'll use this to log in with Duo. You can add another option later.




**Windows Hello** Recommended  
Use Windows Hello on this device



**Duo Mobile**  
Get a notification or code on your device



**Security key**  
Use a security key



**Phone number**  
Get a text message

[Need help?](#)


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Input your cell phone number and click continue


[< Back](#)

## Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code	Phone number
 +1 ▾	850 42

Example: "201-555-5555"

[Continue](#) 

[I have a tablet](#)

[Need help?](#) Secured by Duo

Duo will ask you to verify the number you entered is correct, if it is correct click the '**Yes, it's correct**' to proceed

If it's incorrect, click the 'No, I need to change it' to resolve

[< Back](#)

**Is this correct?**

(850)      142

[Yes, it's correct](#)

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

[Need help?](#)      Secured by Duo

Next Duo will confirm ownership of the provided phone number, click '**Send me a Passcode**'

The image shows a mobile application screen for Duo security. At the top left is a blue back arrow and the text 'Back'. Below this is the heading 'Confirm ownership' in bold. Under the heading is a phone number '(850) [redacted] 42'. A large button with the text 'Send me a passcode' is centered on the screen, with a red circular icon and a mouse cursor pointing at it. At the bottom left is a link 'Need help?' and at the bottom right is the text 'Secured by Duo'.

< Back

**Confirm ownership**

(850) [redacted] 42

Send me a passcode

[Need help?](#) Secured by Duo

Verify by inputting the 6-digit code that was text to your mobile phone, click **'Verify'**

If by chance you did not receive the text message, you can click 'Send a new passcode' to have Duo retry

[< Back](#)

## Passcode sent

Enter the two-factor authentication passcode  
sent to (850) 42

3 1 9 8 3 0

[Verify](#)

[Send a new passcode](#)

[Need help?](#)      Secured by Duo

Once verified; you will need to download the Duo Mobile app to your device

from its respective app store: App Store (Apple)



or Google Play



(Android)



## Duo Mobile 4+

Security made simple

Duo Security LLC

Free

### Please Note:

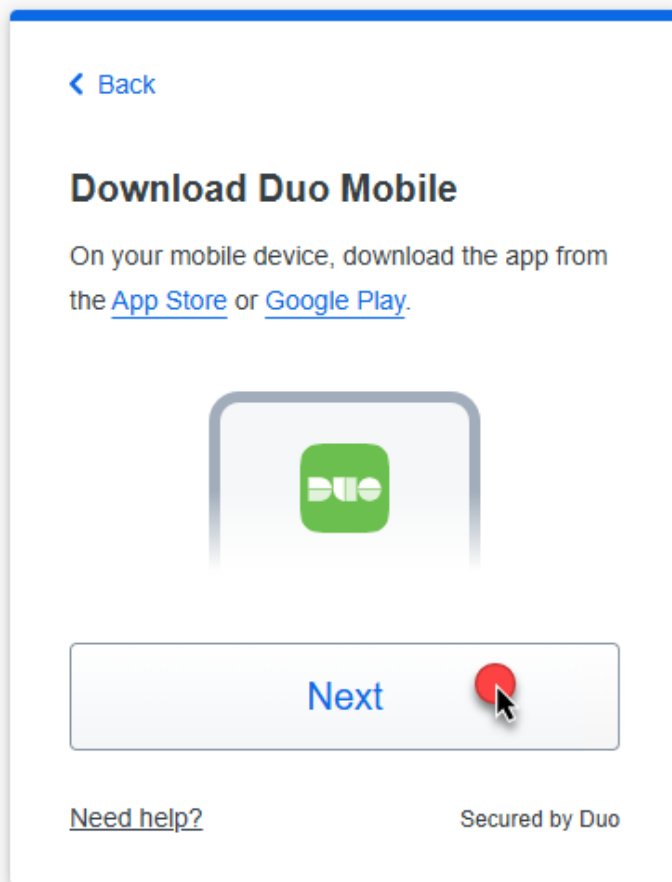
The Duo Mobile app cannot access personal data like contacts, photos, texts, or location information on your device.

Duo Mobile does require specific permissions to function correctly:

- Push Notifications: To send login requests and security alerts.
- Camera Access: To scan QR codes for adding accounts.

After installing the Duo Mobile app click '**Next**' to proceed





A QR Code will appear on the screen to scan, this is to quickly associate your Duo Mobile app with your account

[< Back](#)

## Scan this code in Duo Mobile

In the app, select **Use QR code** to scan.



[Get an activation link instead](#)

[Need help?](#)

Secured by Duo

To scan the QR code, find and open the Duo Mobile app on your device

The App will be titled **Duo Mobile** and the App Icon will appear like

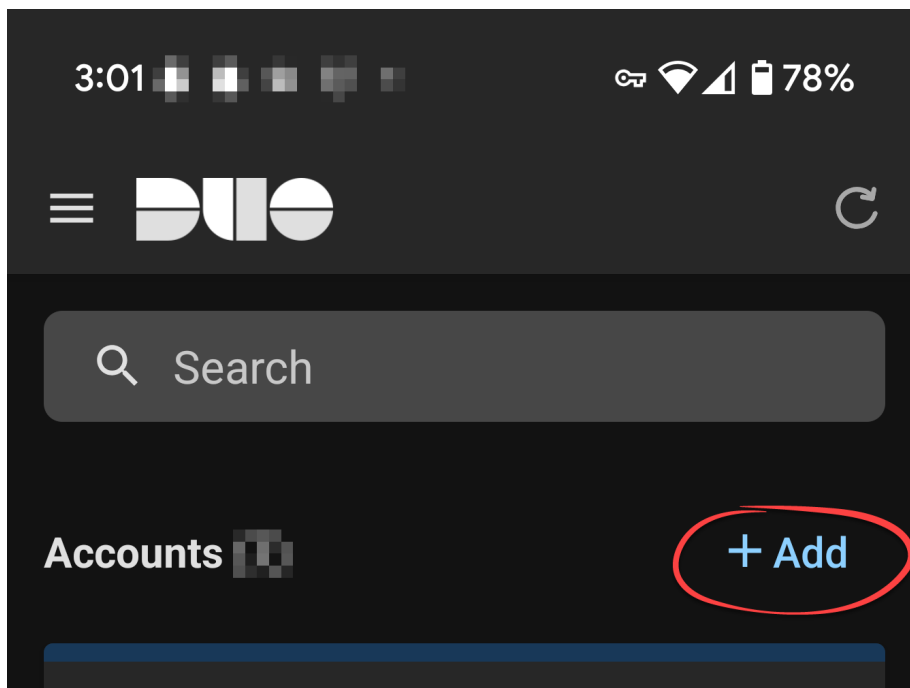


Tap to open the app and in the right upper area

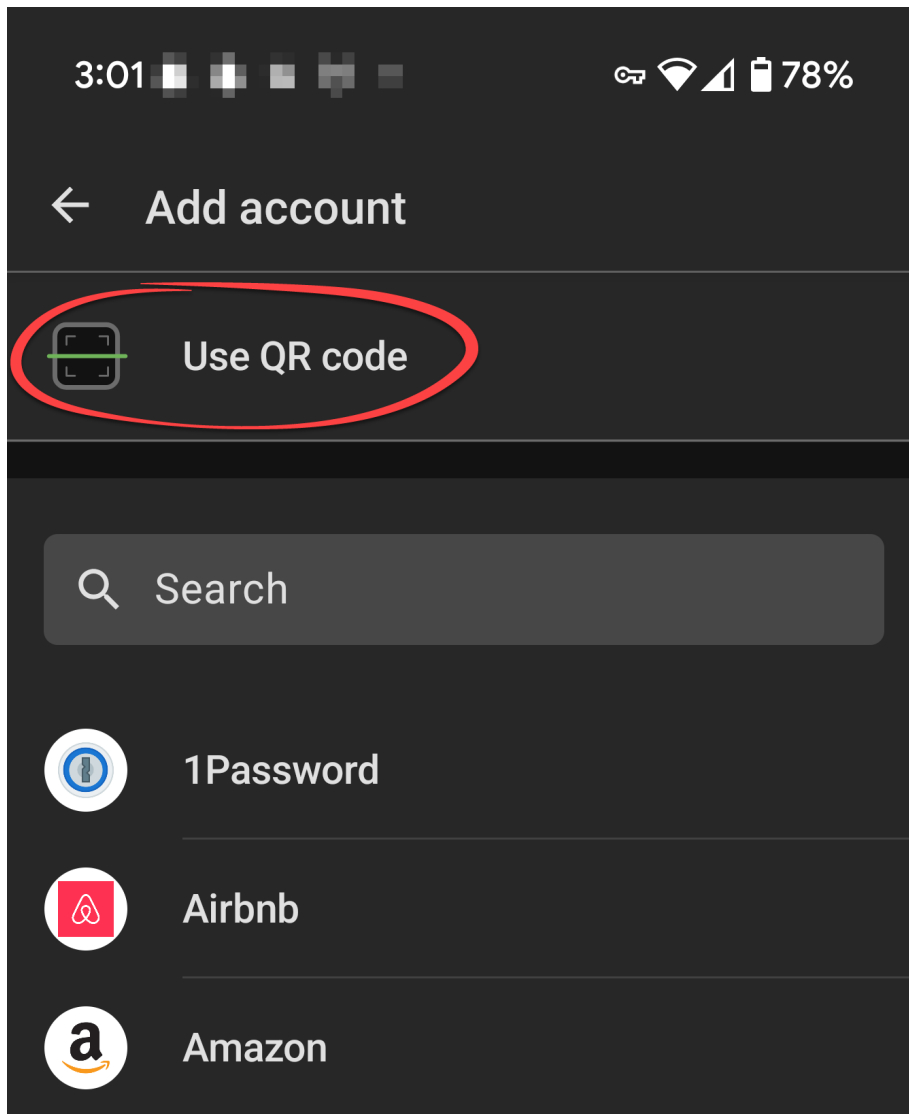
If this is your first-time using Duo Mobile, you will be guided you through a setup wizard to **Scan the QR Code** and link your account.

If you already have and use Duo Mobile, you can add additional accounts by

Clicking the **+ Add** in the upper right



Select to **Use QR Code**




Your mobile device camera will open at this point to scan the QR code on Screen

*\*You may be prompted to allow permissions for Duo Mobile to access your camera*

Once scanned the linked account will appear, at this point you can rename the entry if you wish

3:02 [signal icons] [key icon] [wifi icon] [cellular icon] [battery icon] 78%

← Name account



Account  
**Gulf Coast State College**

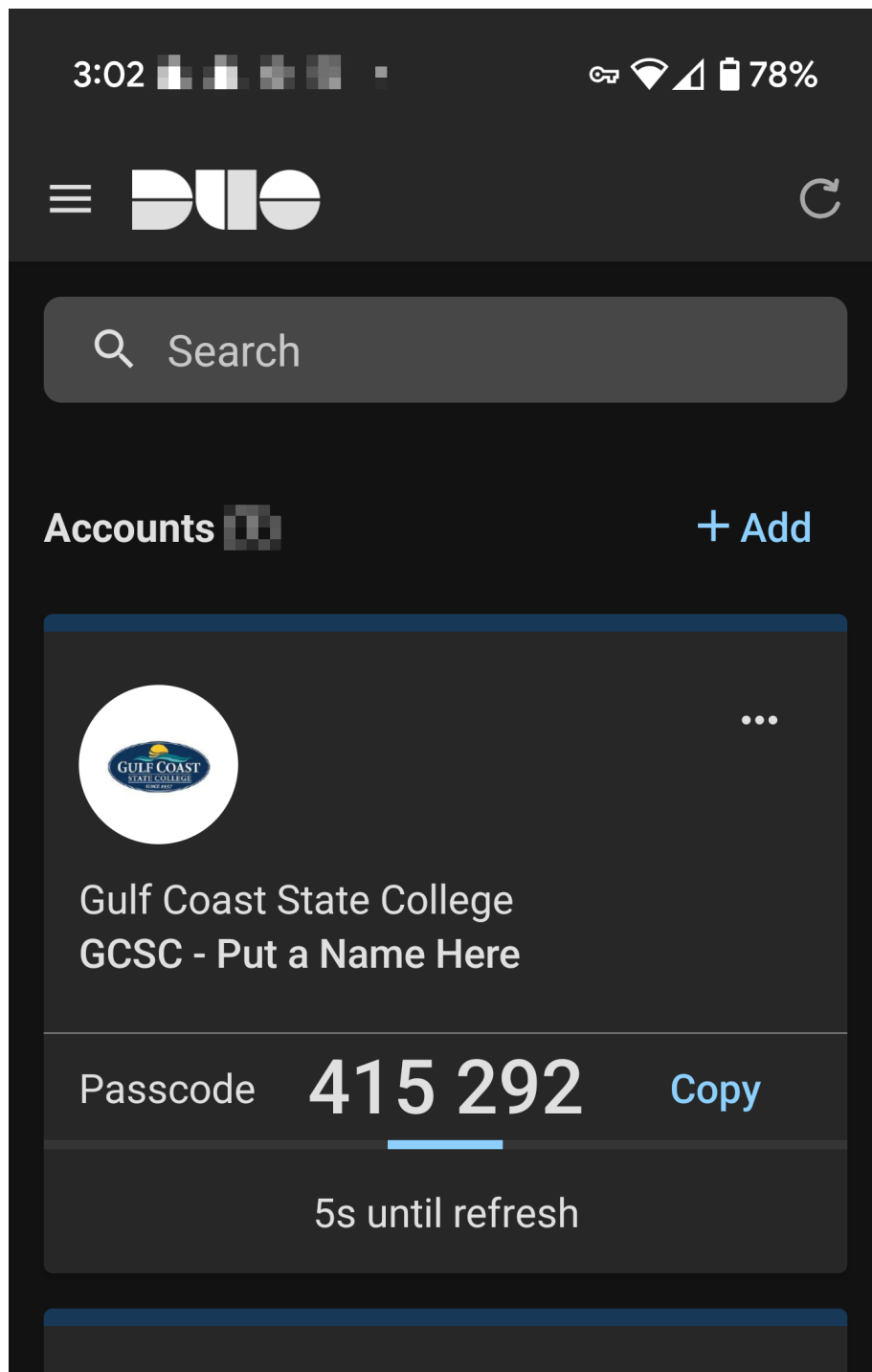
Account name

GCSC - Put a Name Here


Username or email to be displayed for this account


**Save**

Once saved, the new account will appear in your Duo Mobile App and be ready for use




Back on the computer, you can select '**I don't want to add more devices**'






## Add one more device

With more options to log in, you'll be less likely to get locked out.



**Windows Hello** Recommended  
Use Windows Hello on this device

>



**Security key**  
Use a security key

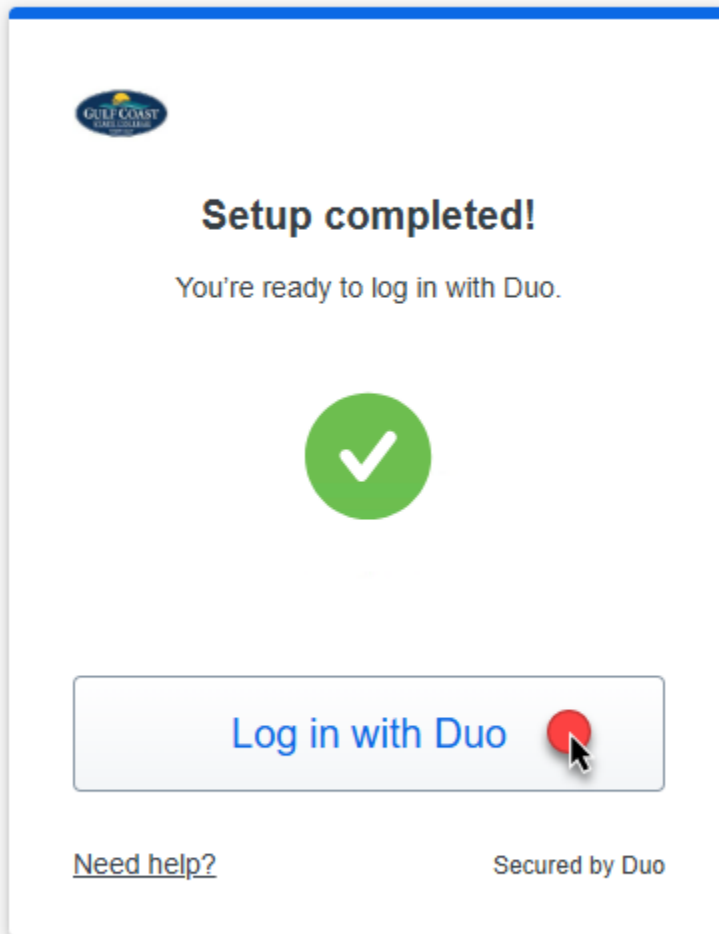
>

[I don't want to add more devices](#)

[Need help?](#)

Secured by Duo

Your Duo Mobile Setup is complete, you are ready to login with Duo



## What to expect when logging onto your workstation?

Duo is installed to all 'Staff' computers; sign in as usual with your network credentials. After submitting your credentials, 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 complete an 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)



Powered by Duo Security

Replace/reconnect an  
offline device

Device: Pixel 3 (XXX-XXX-131)

Choose an authentication method



Duo Push



Phone Call



Passcode

1

☒ Remember me for 1 hour [How](#)

Pushed a login request to your device...

A notification will be sent 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.

## **What to expect when logging onto Experience or Office 365?**

Logging into online resources such as Experience, Canvas or Office 365 is a bit different in that it presents a 3-digit challenge code for the user to confirm from their device. This helps prevent from MFA fatigue attacks, where attackers try to overwhelm a user with repeated push notifications until they approve a malicious login



## Enter code in Duo Mobile

Verify it's you by entering this verification code  
in the Duo Mobile app...

808

Sent to "Android" (..... 42)

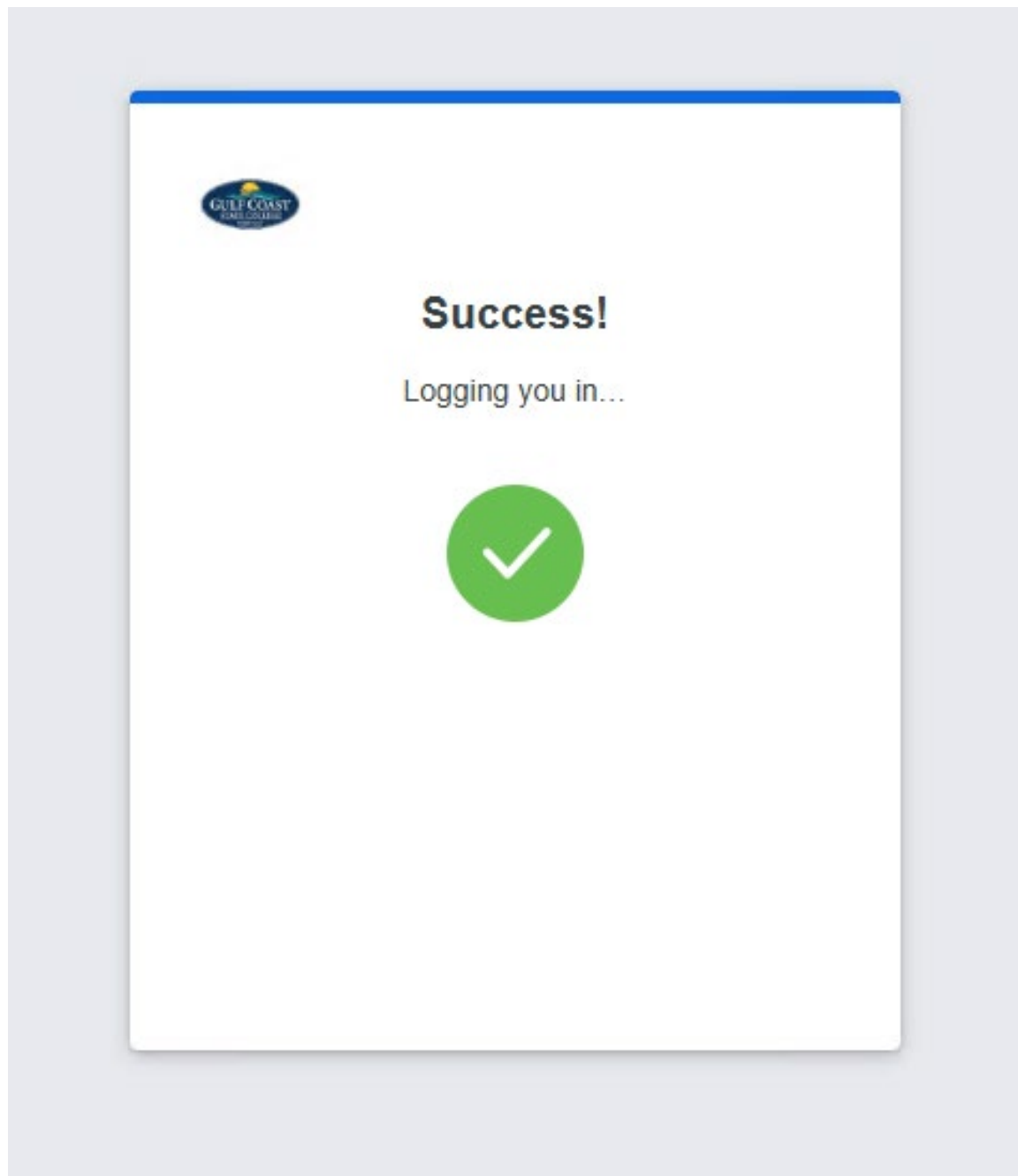


Waiting for approval...

[Other options](#)

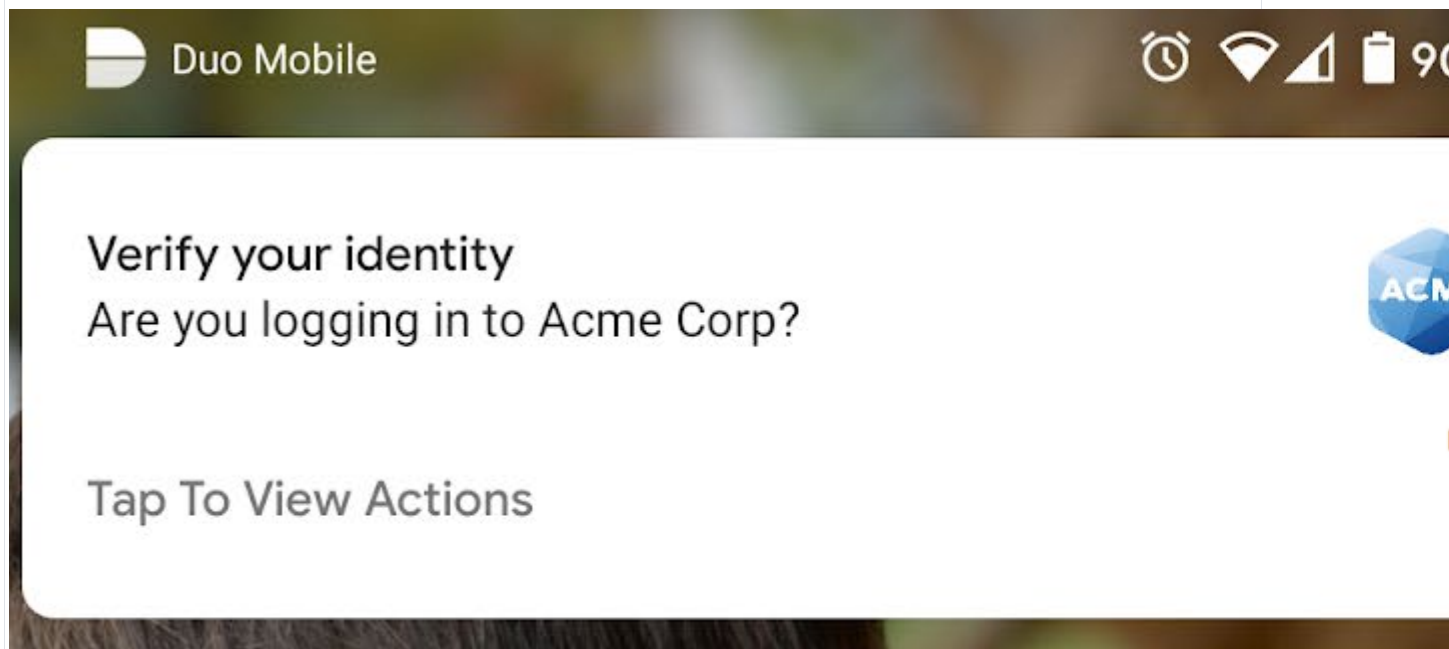
[Need help?](#)

Secured by Duo



## (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.





**Verify your identity**

now

Are you logging in to Acme Corp?

Approve

Deny

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



**Verify your identity**

now

Are you logging in to Acme Corp?

Approve

Deny

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. 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**.