Multi-Factor Authentication Guide

Setting up Multi-factor Authentication (MFA) with Duo Mobile

MARICOPA
COMMUNITY COLLEGES

Information Technology Services

Set up Multi-factor Authentication (MFA)

All **MCCCD faculty, staff, and students* must set up MFA**. This section walks you through setting up Duo MFA on your mobile device, which is the recommended and most common way of utilizing Duo MFA. You will be prompted to set up DUO the first time you log in to an MCCCD system, IE: Canvas, SIS, Gmail, etc. We are using portal.azure.com as the example in this document.
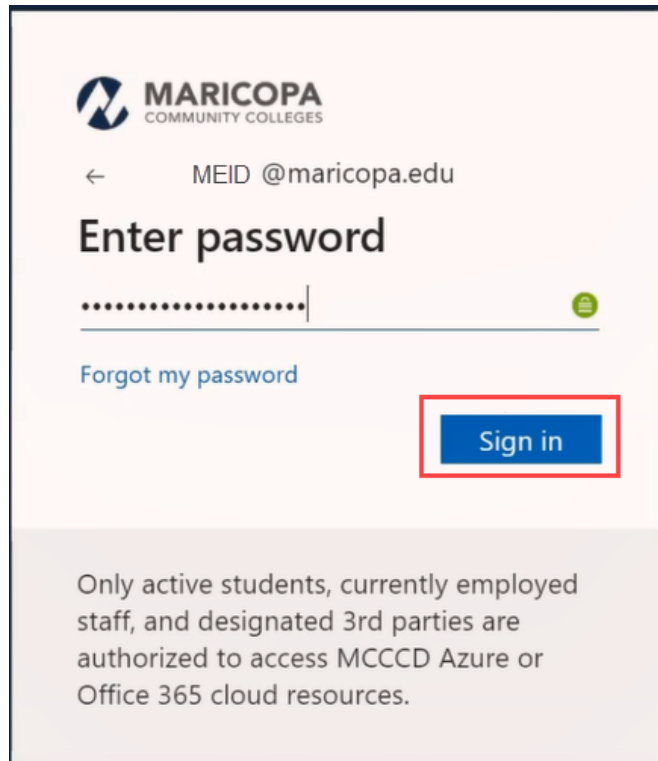
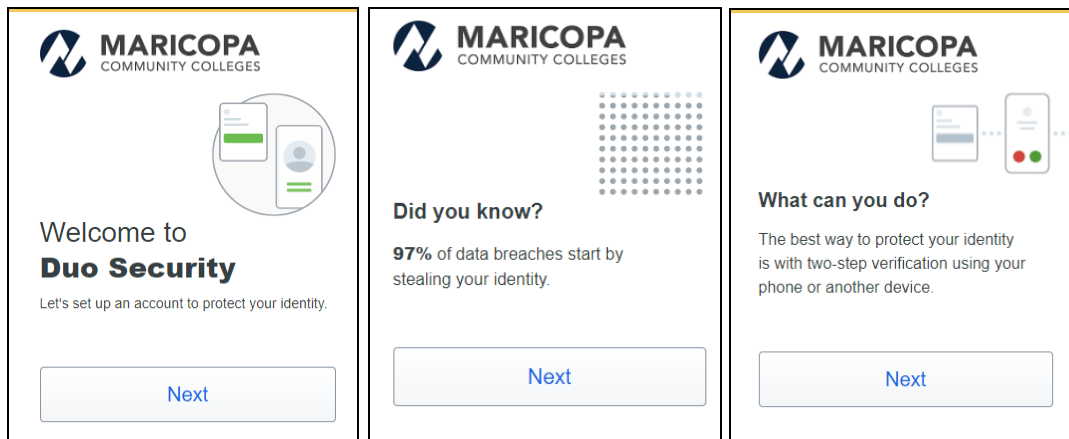** Students began using MFA in Feb 2023*

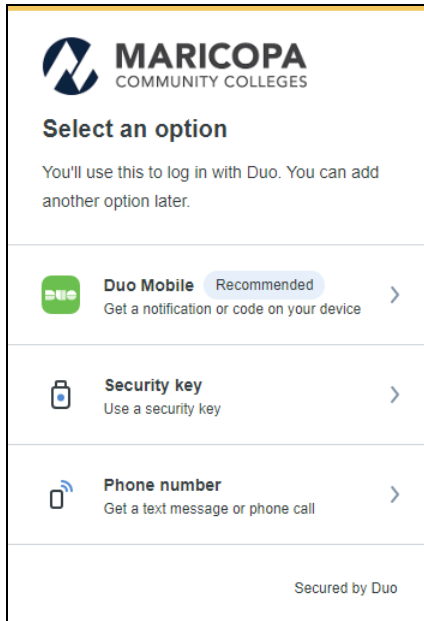Open a new browser page and type portal.azure.com
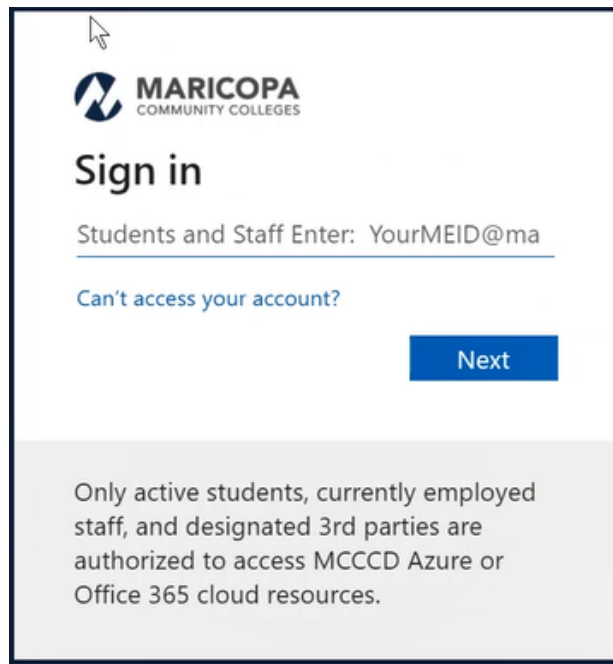
1. Sign in to your Maricopa account using your MEID - MEID@maricopa.edu
2. Click **Next**.

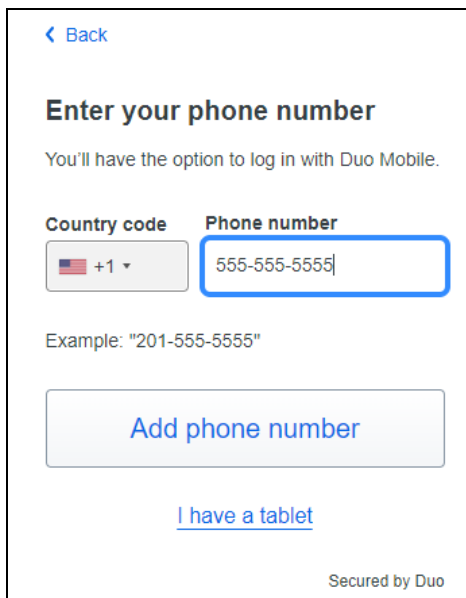1. Type in your password.
2. Click **Sign in**.

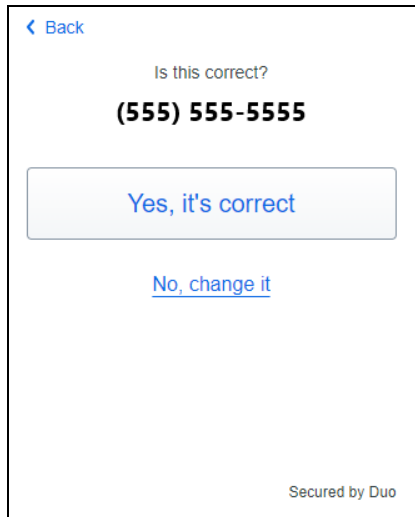1. Read the three DUO Message prompts and Click **Next** through each one**.**

1. **Click** on the device option you want to use with Duo

It is strongly recommended to select the **Duo Mobile** option. This allows you to use the Duo app on your mobile device.

1. Type in your mobile **phone number**.
2. Click **Add phone number**

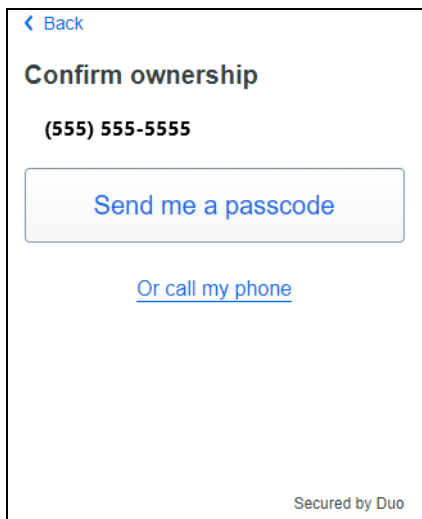1. Confirm your device.
2. Click **Continue**.

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Is this correct?

(555) 555-5555

Yes, it's correct

No, change it

Secured by Duo

1. Verify your phone number is correct.
2. If correct, click **Yes, It's correct.**
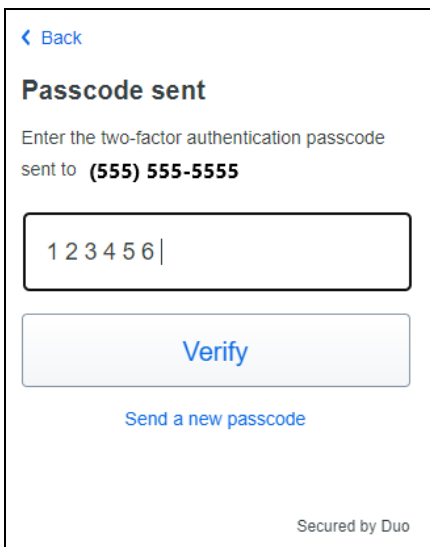   a. If incorrect, click **No, change it** and correct it

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Confirm ownership

(555) 555-5555

Send me a passcode

Or call my phone

Secured by Duo

1. Click Send me a passcode
2. You will receive a passcode via text on your mobile device

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Passcode sent

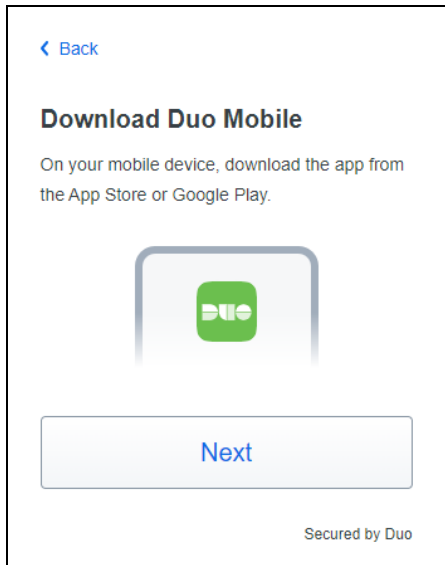Enter the two-factor authentication passcode sent to **(555) 555-5555**

1 2 3 4 5 6|

Verify

Send a new passcode

Secured by Duo

1. Type in the passcode you received and click **Verify**.

1. Download the Duo App for your mobile device
2. Search for Duo Mobile via the Google Play or Apple App Store
3. Download and install the app on your device.
4. Duo may ask for permission to access your camera. Answer **Yes** or **Allow Access** depending on your device. (This is required so Duo can scan the QR code to complete the activation process.)
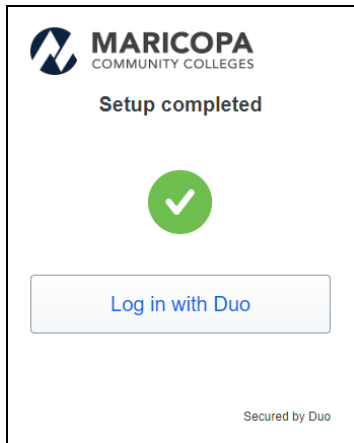5. After Duo has been installed on your mobile device, click **Next**
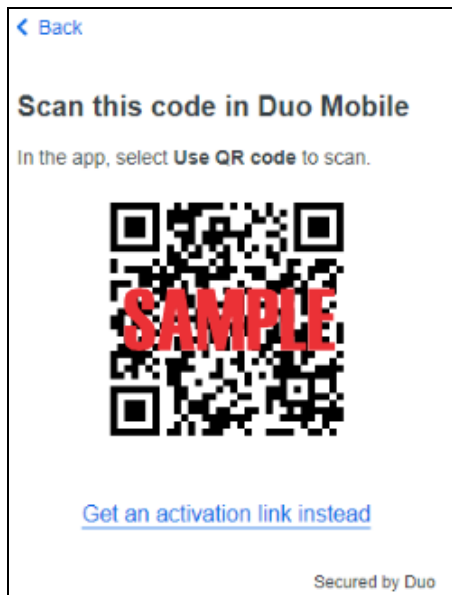
1. Open the Duo app on your mobile device.
2. Select **Set up account**
3. Select **Use a QR code**
4. Scan the QR code with your Duo Mobile app.
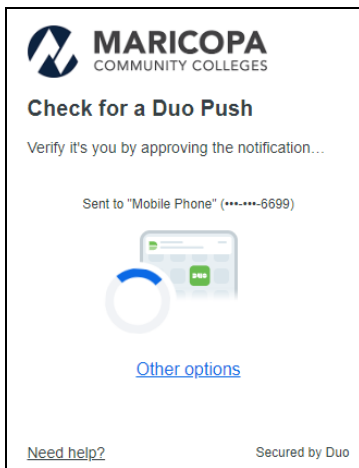   a. Do **NOT** *Scan the code in this document.*
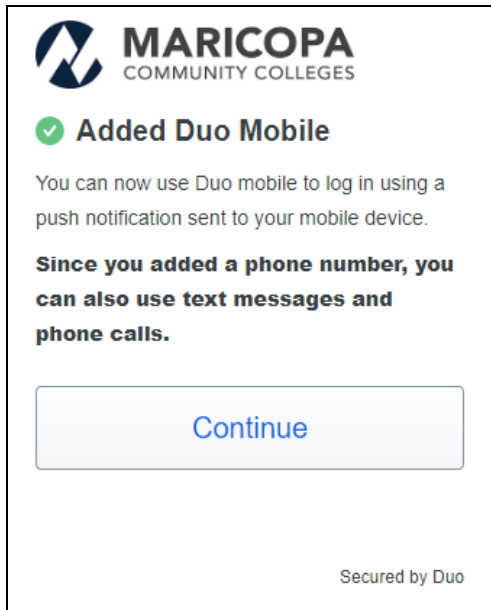
1. If successful, you will see the following screen.
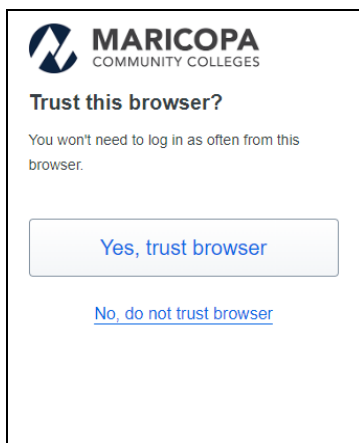2. Click **Continue**
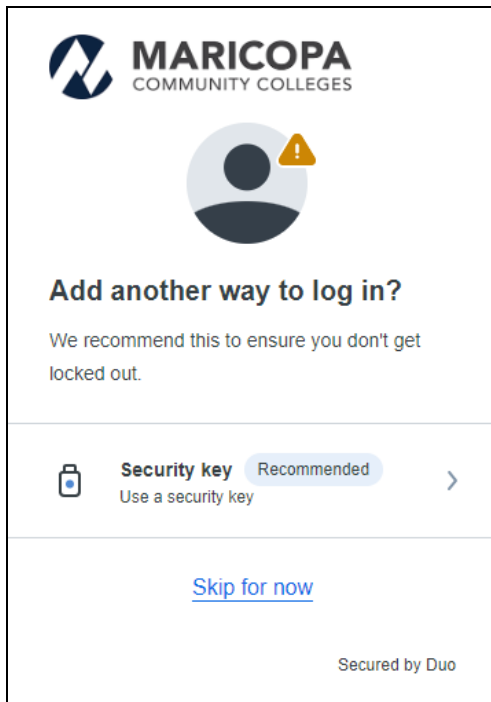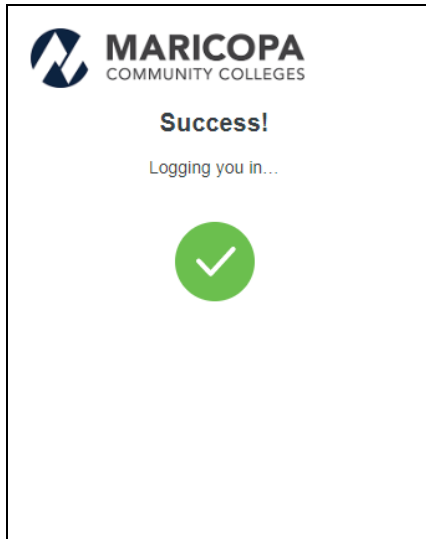

1. Click **Skip for now**

1. Click **Log in with Duo**

1. **Approve** the notification in the Duo app on your mobile device

1. If this is a trusted browser Click **Yes, trust browser**
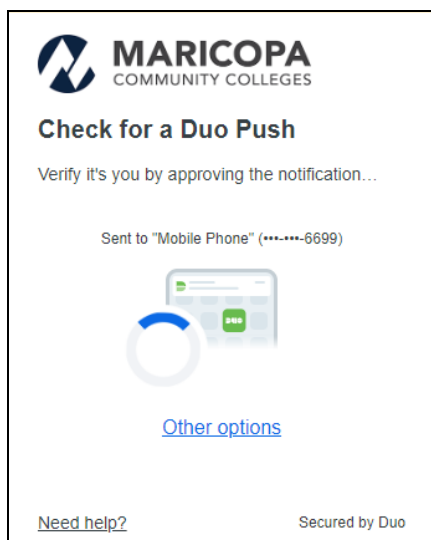   a. If it is not, then click **No, do not trust browser**
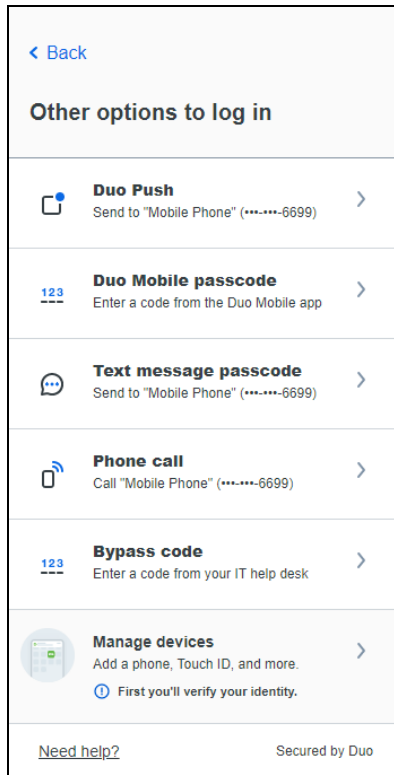
1. Congratulations! You have successfully set up Duo MFA!

How to Manage Duo

I set up Duo Mobile already but need to make a change, how do I access the Duo Prompt on the computer to make a change?
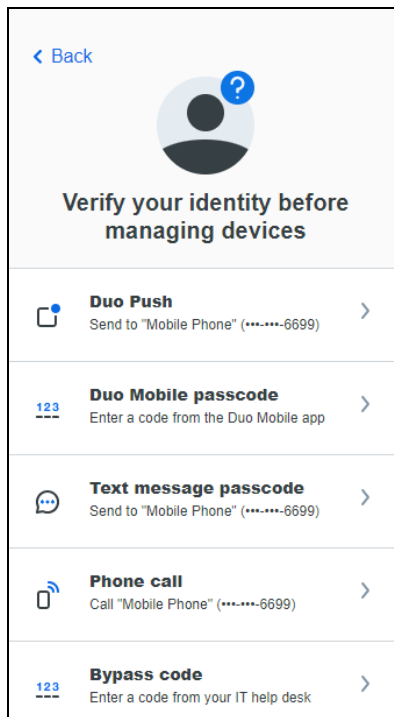
1. Open an Incognito Window in your browser
2. Go to portal.azure.com
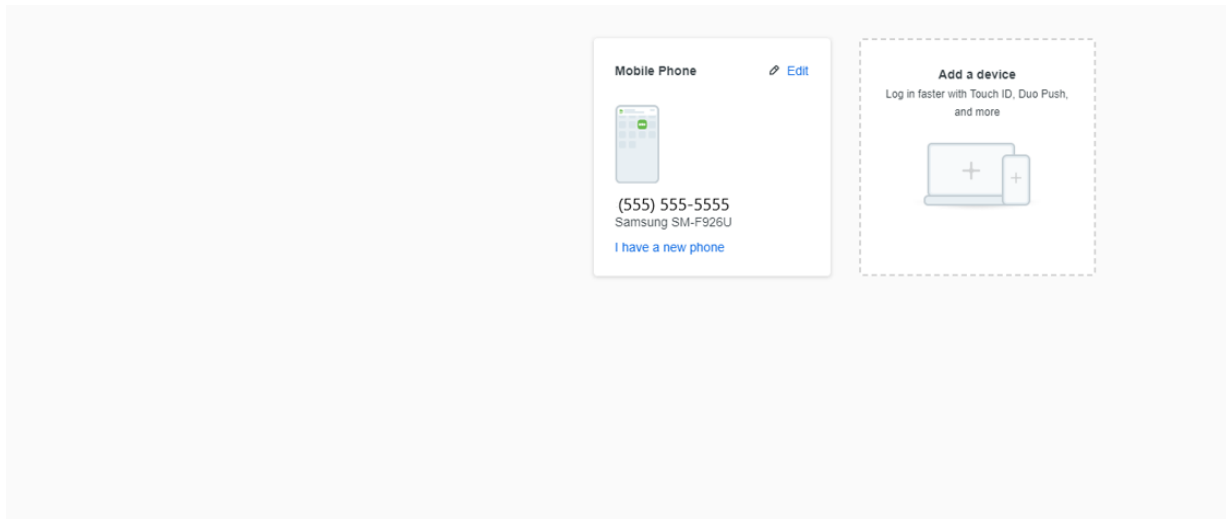3. Log in with your MEID and password.

1. Ignore the Duo notification and select **Other options**

1. Select **Manage devices**

1. Choose an authentication method and complete verification.

After verification, you will be taken to your device management portal (as seen above).
A new device can be enrolled by clicking on '**Add a device**', then following the onscreen instructions.
You can also activate, edit, or delete your existing devices here.