

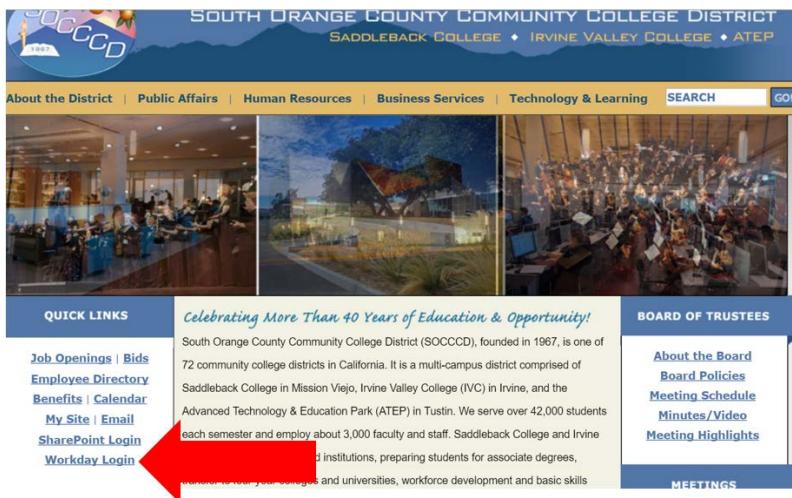
Access:

Duo Two-Factor Authentication Set Up and Log In

(You must be off campus to do these steps)

Log into Workday While Off Campus (Computer Steps)

1. Type www.socccd.edu in the URL of your web browser.
2. Click the **Workday Login** link.

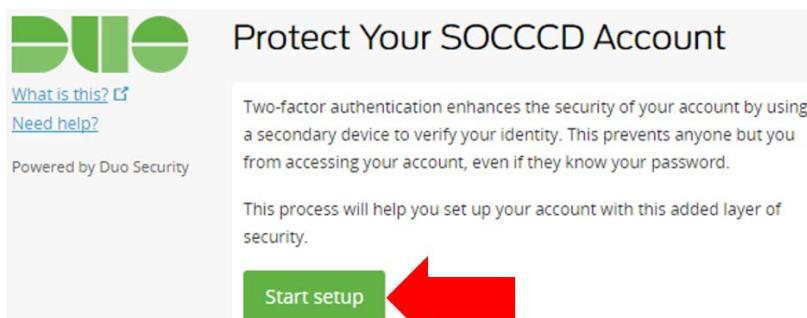


The screenshot shows the South Orange County Community College District (SOCCCD) website. At the top, there's a banner for the South Orange County Community College District, featuring Saddleback College, Irvine Valley College, and ATEP. Below the banner, there are links for About the District, Public Affairs, Human Resources, Business Services, Technology & Learning, and a SEARCH bar. The main content area has sections for QUICK LINKS (Job Openings, Bids, Employee Directory, Benefits, Calendar, My Site, Email, SharePoint Login, Workday Login), a featured image for 'Celebrating More Than 40 Years of Education & Opportunity!', and sections for the BOARD OF TRUSTEES and MEETINGS. A red arrow points to the 'Workday Login' link in the QUICK LINKS section.

3. Type your username and password and click **Sign In**.

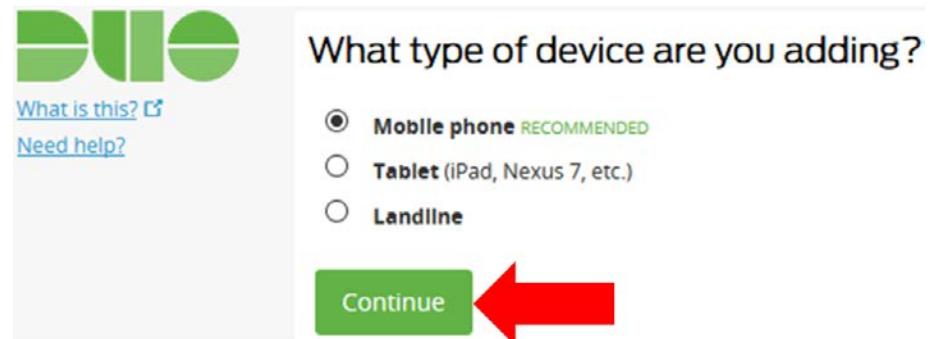
Set Up a Duo Account (Computer Steps)

1. You will be redirected to a page. Click on the **Start Setup** button.



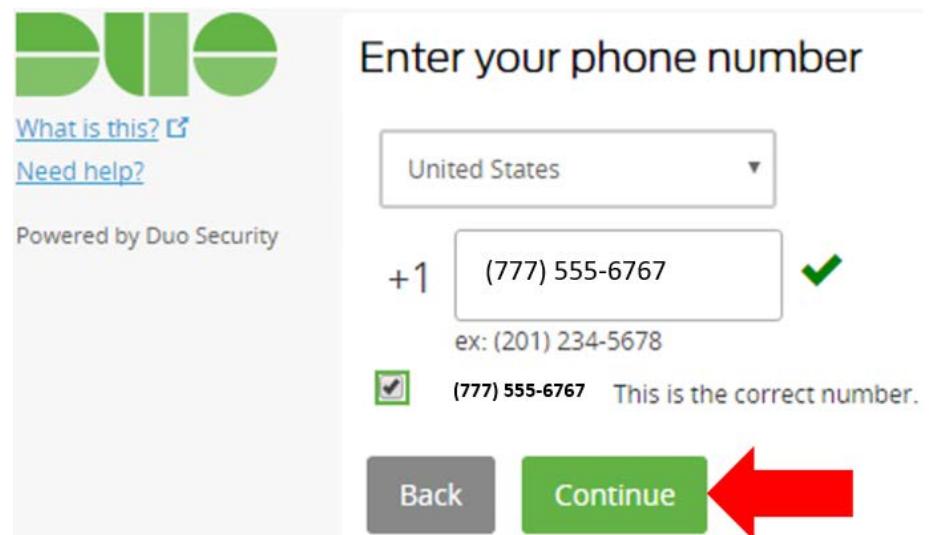
The screenshot shows the 'Protect Your SOCCCD Account' page from Duo Security. It features the Duo logo and links for 'What is this?' and 'Need help?'. Below that, it says 'Powered by Duo Security'. The main content area explains that two-factor authentication enhances account security by using a secondary device to verify identity. It also states that this process will help set up an account with an added layer of security. A large green 'Start setup' button is at the bottom, with a red arrow pointing to it.

2. Indicate if you are adding a mobile or tablet device and click **Continue**.



The screenshot shows the 'What type of device are you adding?' page. It features the Duo logo and links for 'What is this?' and 'Need help?'. Below that, it says 'Powered by Duo Security'. The main content area asks the user to select the type of device they are adding, with three options: 'Mobile phone (RECOMMENDED)' (selected with a radio button), 'Tablet (iPad, Nexus 7, etc.)', and 'Landline'. A large green 'Continue' button is at the bottom, with a red arrow pointing to it.

3. Type the **phone number** (your phone number) associated with your device. Check the checkbox to confirm the correct number and click **Continue**.



The screenshot shows the 'Enter your phone number' page. It features the Duo logo and links for 'What is this?' and 'Need help?'. Below that, it says 'Powered by Duo Security'. The main content area has a dropdown for 'United States' and a text input field with '+1 (777) 555-6767', which is marked with a green checkmark. Below the input field, it says 'ex: (201) 234-5678'. A checkbox is checked with the text '(777) 555-6767 This is the correct number.' A 'Back' button and a large green 'Continue' button are at the bottom, with a red arrow pointing to the 'Continue' button.

4. Indicate the type of device and click **Continue**.

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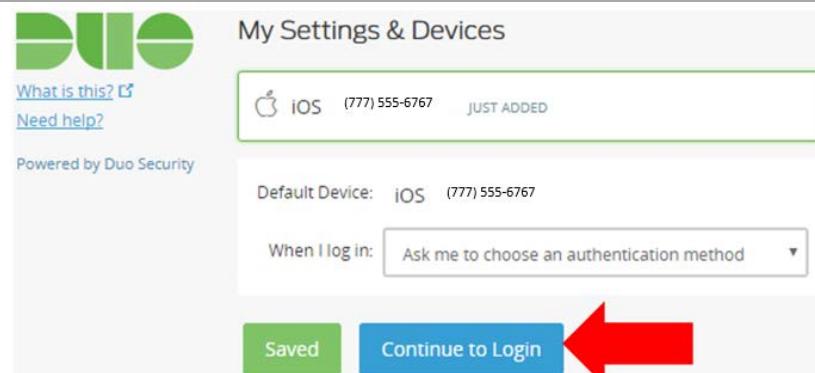


What type of phone is (777) 555-6767 ?

- iPhone
- Android
- BlackBerry
- Windows Phone
- Other (and cell phones)

Back

Continue



5. You will now need to install the DUO mobile app on your device.



Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

Tap "OK" when asked if Duo Mobile should be able to send push notifications.

Back

I have Duo Mobile installed

6. Follow the **Install the Mobile App** section at the end of this job aid to install the app. Once completed, click **I have Duo Mobile installed**.

7. Indicate **Ask me to choose an authentication method** or **Automatically send this device a Duo Push** in the dropdown list and click **Continue to Login**.

8. **(Mobile Step)** Open the Duo mobile app on your device. Tap the + button and then scan the QR code on the screen or **(Computer Step)** click on **Or, have an activation link emailed to you instead** link. Click **Continue**.



Activate Duo Mobile for iOS

1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

Or, have an activation link emailed to you instead.

Back

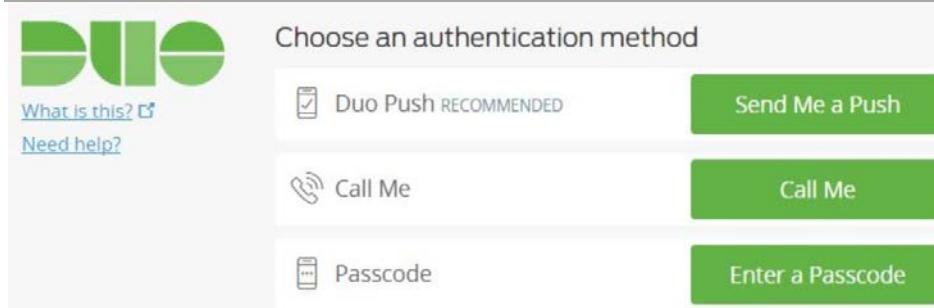
Continue

9. **(Computer Step)** Indicate either **Send Me a Push** or **Enter a Passcode**.

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The image shows the Duo mobile app interface. At the top, it says "Choose an authentication method". Below that are three options: "Duo Push RECOMMENDED" (with a checkmark icon), "Call Me" (with a phone icon), and "Enter a Passcode" (with a clipboard icon). Each option has a corresponding green button: "Send Me a Push", "Call Me", and "Enter a Passcode".

5. Return to Step 6 of the Set Up a Duo Account section.

10. **(Mobile Step)** You may need to Accept and Confirm the Push notification OR use the DUO app to generate a Passcode and then type it into the follow-up screen.

11. **(Computer Step)** You will now log into Workday.

Install the Mobile App (Mobile Steps)

1. On your mobile device, launch the App Store (or Play Store) and search for **"Duo Mobile"**.
2. Make sure that the app has the logo below to ensure that you are downloading the correct app.



3. Tap **"Get"** or **"Install"** to download the app.
4. Tap **"OK"** when asked if Duo Mobile should be able to send push notifications.

