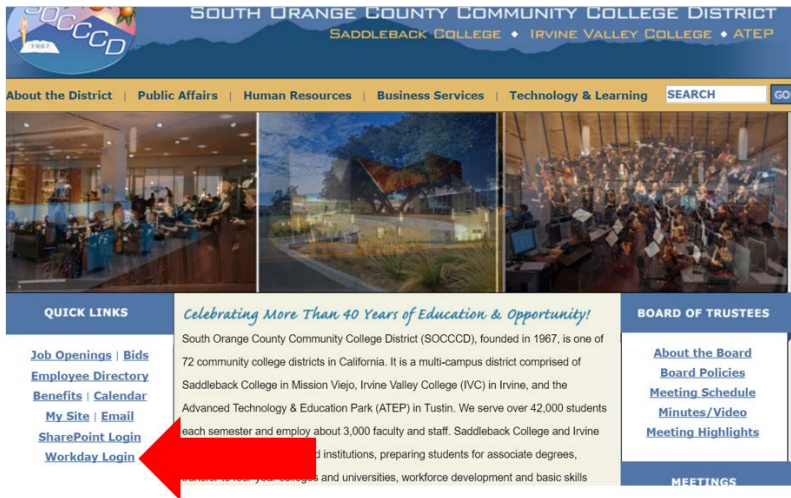# Access: Duo Two-Factor Authentication Set Up and Log In
(You must be off campus to do these steps)

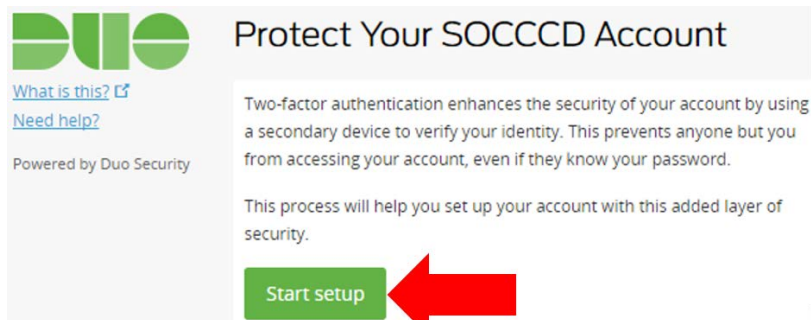## Log into Workday While Off Campus (Computer Steps)

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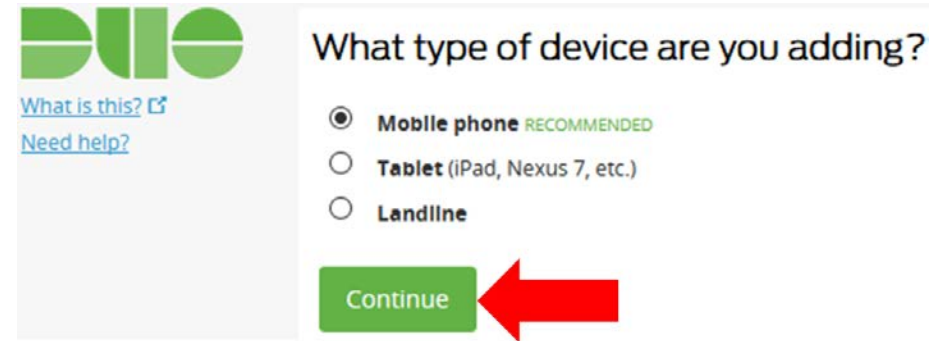
2. Click the **Workday Login** link.

3. Type your username and password and click **Sign In.**
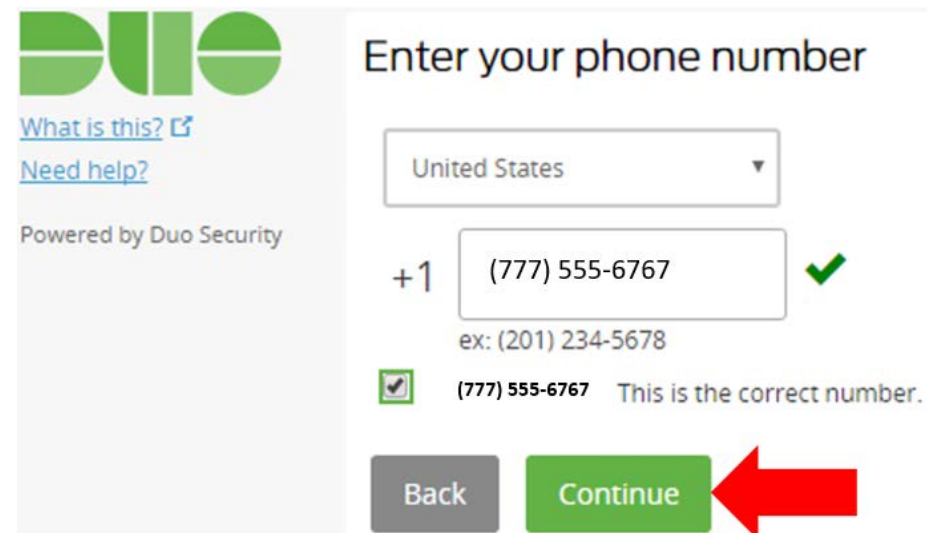
Set Up a Duo Account (Computer Steps)

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

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

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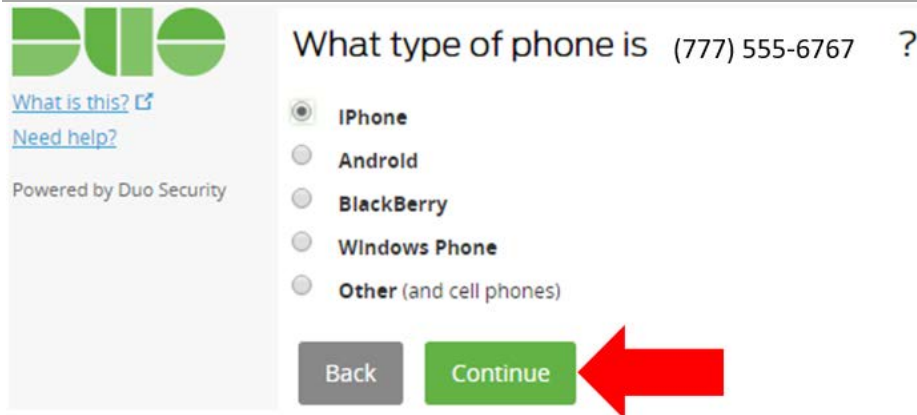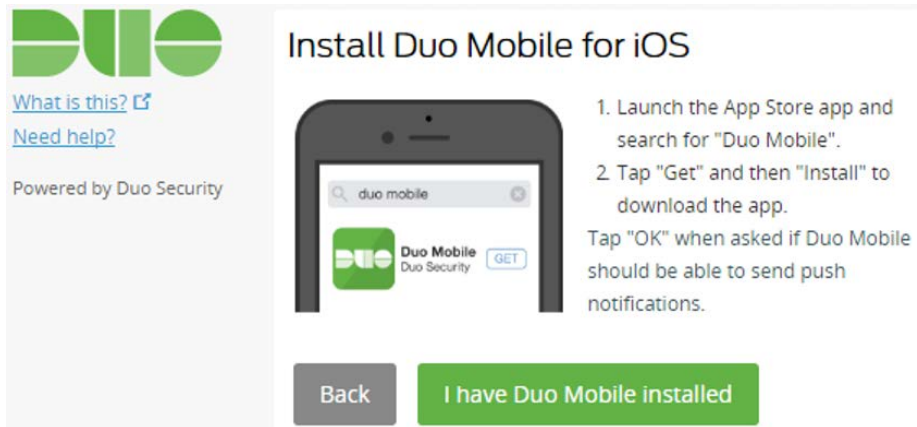

4. Indicate the type of device and click **Continue.**

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".
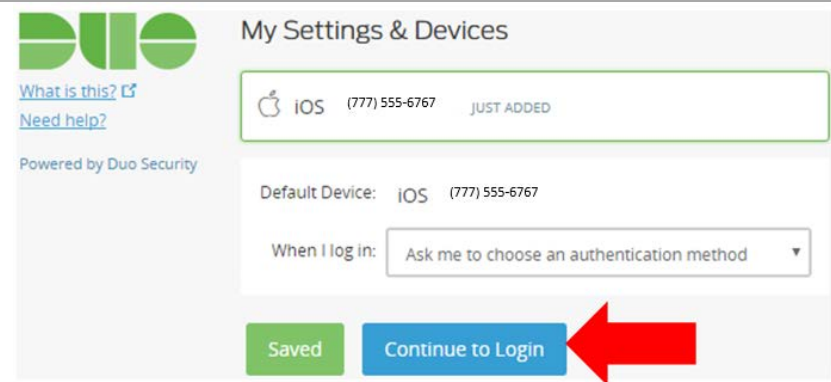2. Tap "Get" and then "Install" to download the app. Tap "OK" when asked if Duo Mobile should be able to send push notifications.

[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.**

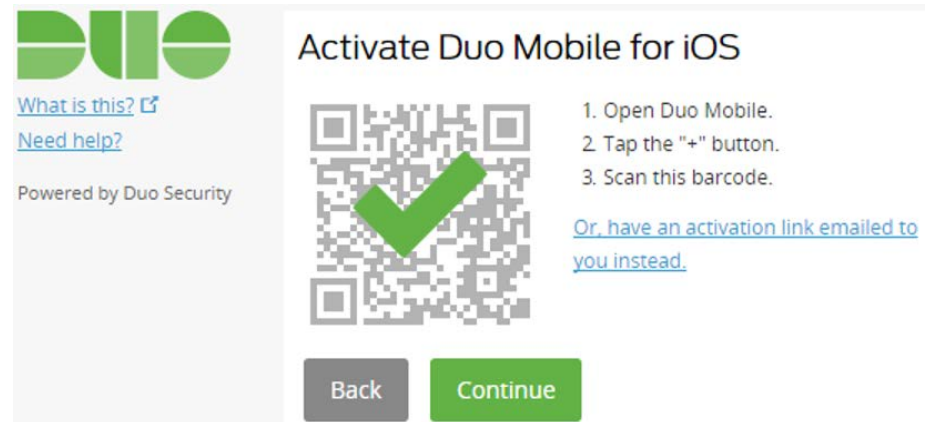## My Settings & Devices

iOS (777) 555-6767 JUST ADDED

Default Device: iOS (777) 555-6767

When I log in: Ask me to choose an authentication method ▼

[Saved] [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.**

(You must be off campus to do these steps)

Choose an authentication method

☑ Duo Push RECOMMENDED   **Send Me a Push**

☎ Call Me   **Call Me**

▤ Passcode   **Enter a Passcode**

What is this? ↗
Need help?

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.