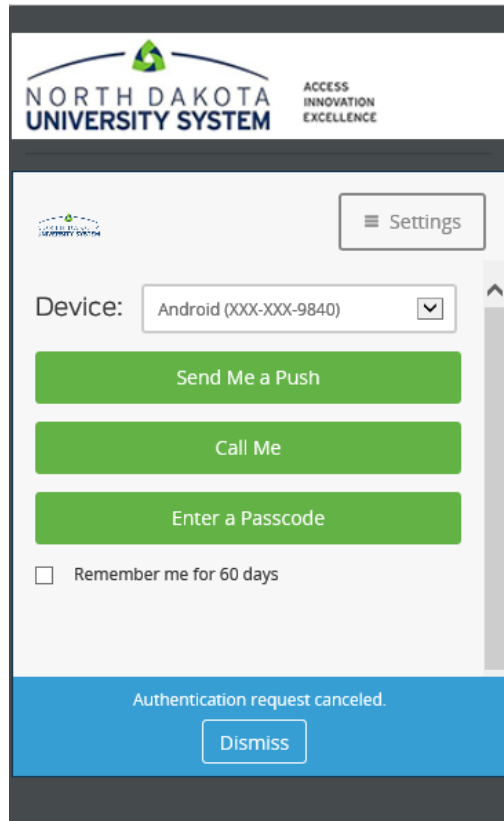


Dickinson State University is implementing a security feature to protect electronic information called Two-Factor Authentication on email accounts. An application called DUO will be used for this initiative. Duo makes sure that you are the only person who can login to your account, even if someone knows your password. It does this by verifying your identity with a second factor device such as cell phone, desk phone, tablet, or hardware token.

Accessing email on a computer for a DUO enabled user account

1. When DUO is enabled on a user's email account, the user will see a screen similar to the following:



2. **Send Me a Push** - for users with DUO Mobile App installed on their smart phone.
(Note: Please refer to installing DUO Mobile App on your Phone for further details.)
3. **Call Me** – DUO will call the user and ask for confirmation to proceed.
4. **Enter a Passcode** - this option is available to users with a pre-configured hardware token device.

Note: Users can check the option to “**Remember me for 60 days**” and this computer/device will not be prompted again for DUO authentication for the next 60 days.