RCUH Research Corporation
of the University of Hawai'i

SETTING UP DUO
TWO-FACTOR AUTHORIZATION

1

Download Duo Mobile to your phone. If you have an iOS, use the "App Store." If you have an Android, use the "Google Play" app.
   a. iOS: Duo Mobile for iOS
   b. Android: Duo Mobile for Android
      i. Note: To download from the Google Play Store, you need to be logged in with a gmail.com account or enrolled in Consumer Apps.

2

Log into the Financial Portal, Human Resources Portal, or Employee Self-Service

The Research Corporation of the University of Hawai'i
Human Resources & Employee Self-Service

User ID

Password

Sign In
Forgot Password
Do You Need HR Portal Access?

The Research Corporation of the University of Hawaii
Financial System Login

Username:
Password:

Sign In
Forgot your password?
Need Access?

3

While setting up your account, it will ask you for a phone number to register. If you prefer to register a tablet or other device, select "I have a tablet." You'll be asked to scan a QR code for either option, but if you're not able to do so you may enter an email address to receive an activation link.

4

Once you sign in, you will have the option to click "Yes, this is my device" (only click if this device is not used by anyone else). This will allow the user to skip 2FA for seven days. If it's a shared computer, click "No, other people use this device."

Note: You will need to set up separate Duo accounts for the Financial Portal and HR Portal/Employee Self-Service. You can use the same device for both.

NEED ASSISTANCE?

Financial Portal

☎ (808) 956-0509
(808) 956-0505
(808) 956-0516

✉ rcuh@rcuh.com

HR Portal/ESS

☎ (808) 956-8900

✉ hrhelpdesk@rcuh.com