



Research Corporation
of the University of Hawai'i

SETTING UP DUO TWO-FACTOR AUTHENTICATION ON A SMART DEVICE

Note: If you have access to both the Financial Portal and HR Portal/Employee Self-Service you will need to enroll in Duo Security for each system. You may use the same device for both.

1. Log into the Financial Portal or HR Portal/Employee Self-Service.
2. Type in your Username and Password.
3. Click "Sign In."

A screenshot of the Research Corporation of the University of Hawai'i (RCUH) login page. The page has a dark blue header with the RCUH logo on the left and navigation links (Login, About, News, Work, Training) on the right. Below the header, there is a large white area with a dark blue sidebar on the left. The sidebar contains a "Login" button with a computer icon, and links to the "Financial Portal" and "Human Resources Portal & Employee Self-Service". The main content area is titled "The Research Corporation of the University of Hawai'i Human Resources & Employee Self-Service". It features a "User ID" label above a text input field, a "Password" label above another text input field, and a green "Sign In" button. Below the button are links for "Forgot Password" and "Do You Need HR Portal Access?".

RCUH Research Corporation of the University of Hawai'i 'Ahauna Noi'i O Ke Kulanui O Hawai'i

Login About News Work Training

Login

Financial Portal

Human Resources Portal & Employee Self-Service

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

User ID

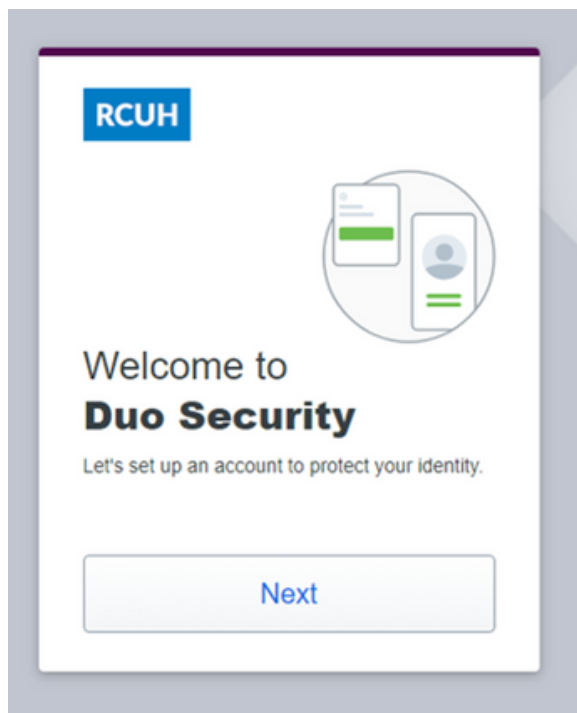
Password

Sign In

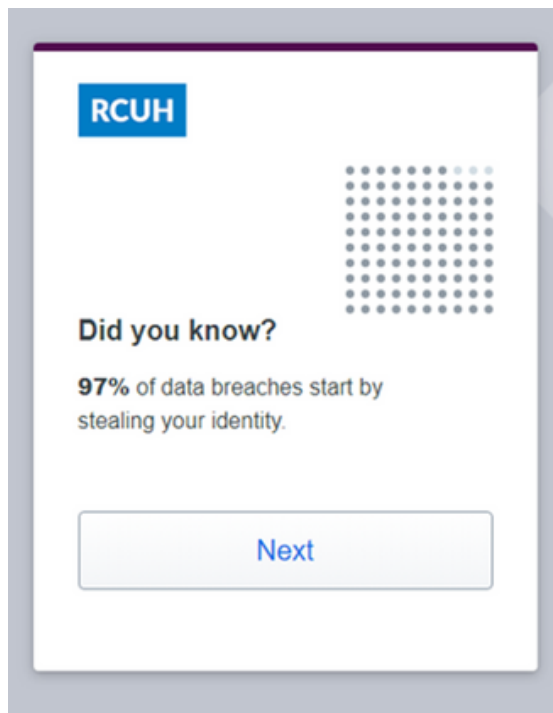
[Forgot Password](#)

[Do You Need HR Portal Access?](#)

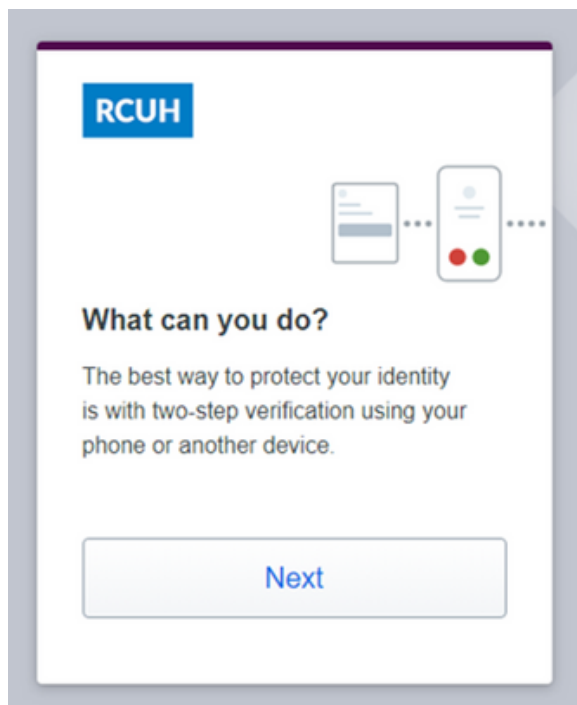
4. When you log in you will be prompted to set-up your Duo Security. Click “Next.”



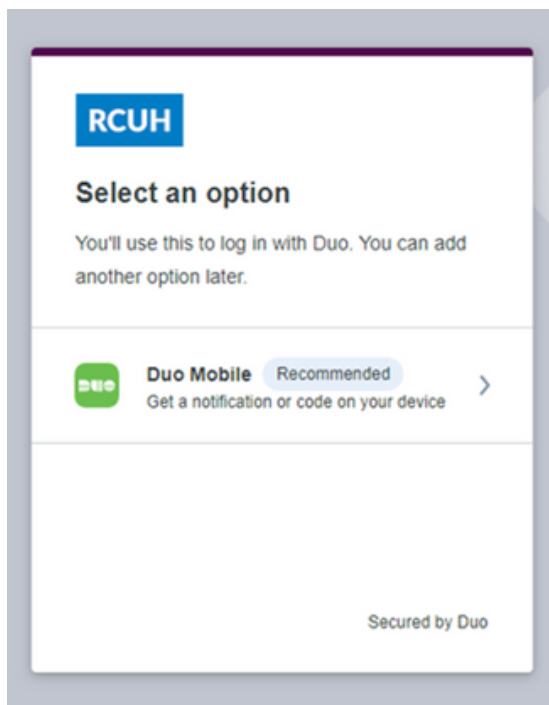
5. Click 'Next'.



6. Click “Next.”

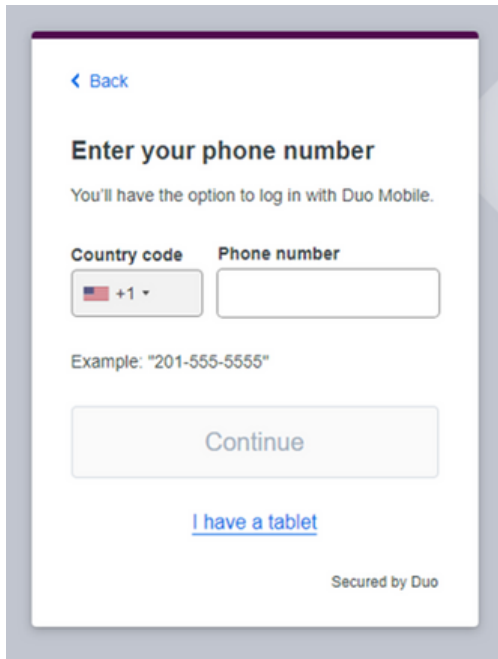


7. Select 'Duo Mobile'



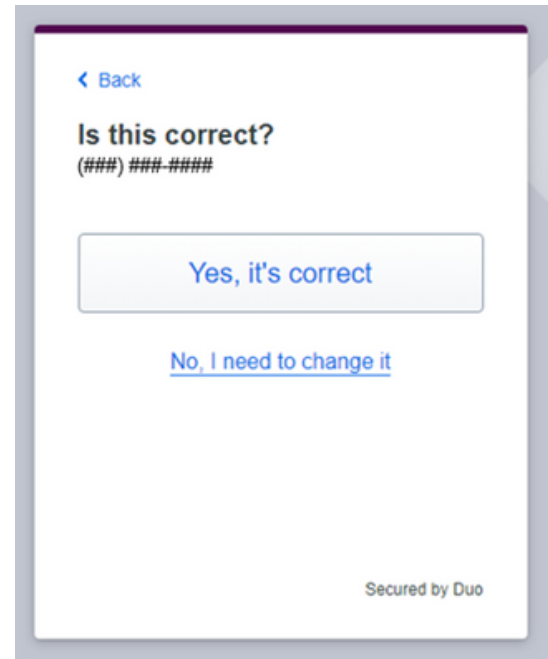
8. Enter your cell phone number including your area code, no parentheses needed. Click “Continue.”

*If you have a tablet, click “I have a Tablet” and proceed to Step 11.

A screenshot of a mobile app interface. At the top left is a blue back arrow and the text "< Back". The main heading is "Enter your phone number" in bold. Below it is a subtext: "You'll have the option to log in with Duo Mobile." There are two input fields: "Country code" with a dropdown menu showing a US flag and "+1", and "Phone number" with an empty text box. Below these fields is an example: "Example: '201-555-5555'". At the bottom is a large "Continue" button and a link that says "I have a tablet". The footer text is "Secured by Duo".

9. Verify that your phone number is correct.

10. If your number is correct, click ‘Yes, it’s correct’

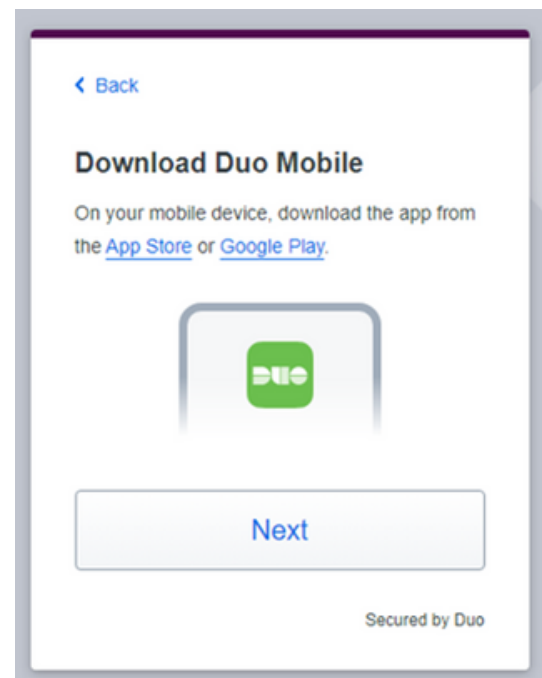
A screenshot of a mobile app interface. At the top left is a blue back arrow and the text "< Back". The main heading is "Is this correct?" in bold, followed by a placeholder "(###) ###-####". There are two buttons: a large "Yes, it's correct" button and a smaller link that says "No, I need to change it". The footer text is "Secured by Duo".

11. Download Duo Mobile to your phone. If you have an iOS (iPhone), use the “App Store” link to download the app. If you have an Android, use the “Google Play” link to download the app.

iOS: [Duo Mobile for iOS](#)

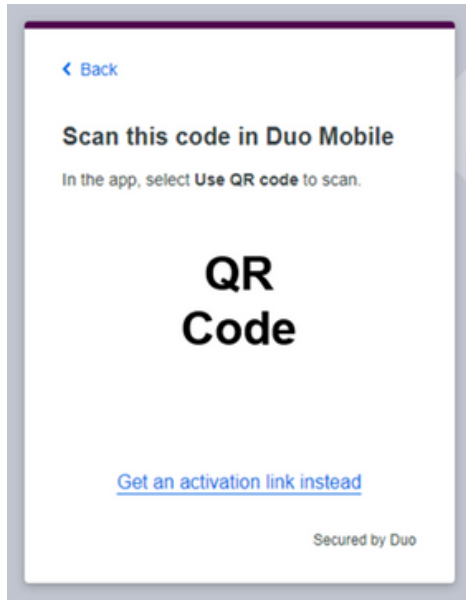
Android: [Duo Mobile for Android](#)

Click “Next.” NOTE: To download from the Google Play Store, you must be logged in with a Gmail.com account or [enrolled in Consumer Apps](#).

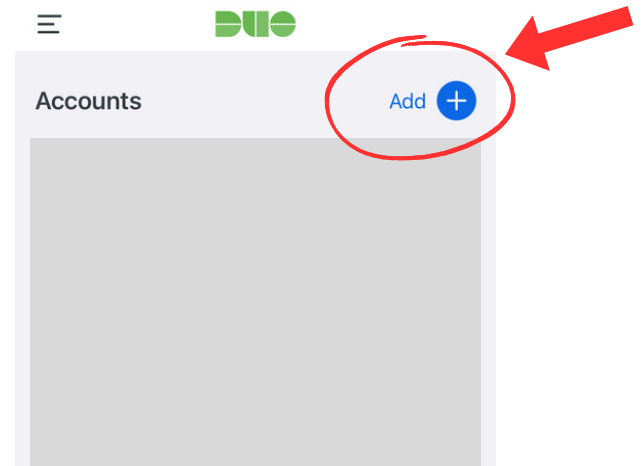
A screenshot of a mobile app interface. At the top left is a blue back arrow and the text "< Back". The main heading is "Download Duo Mobile" in bold. Below it is a subtext: "On your mobile device, download the app from the [App Store](#) or [Google Play](#)." There is a graphic of a smartphone with the Duo logo on the screen. At the bottom is a large "Next" button. The footer text is "Secured by Duo".

12. A QR code will appear (Image 12A). Open the Duo Mobile app on your smartphone (Image 12B) and click on the “Add+” button in the top right corner, and select “Use QR Code” (Image 12C). Scan the QR code in Image 12A.

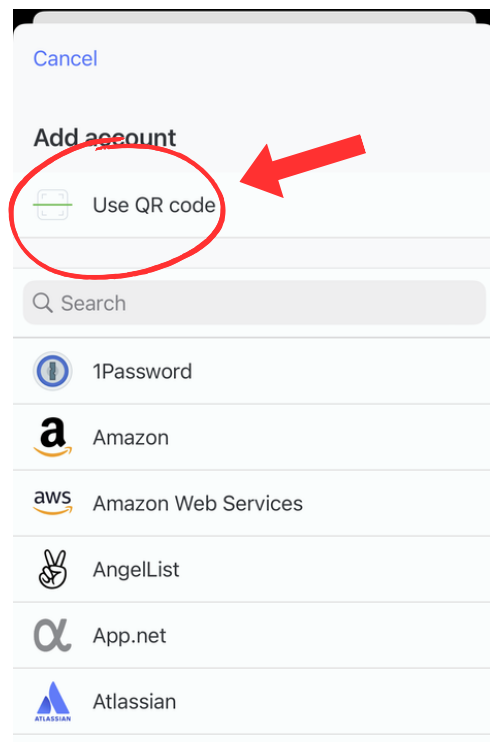
12A



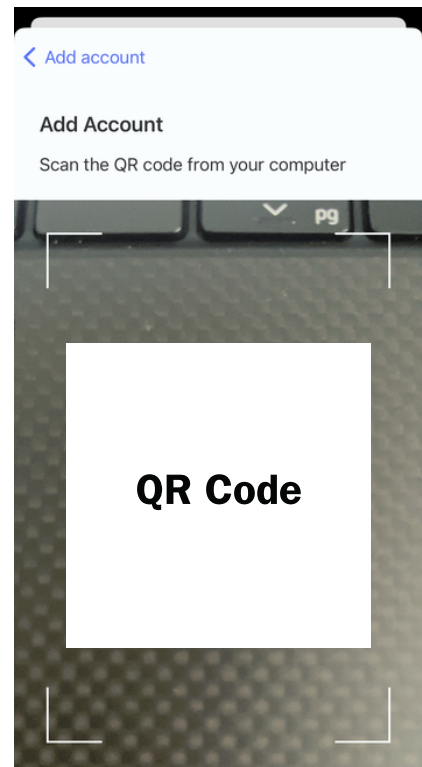
12B



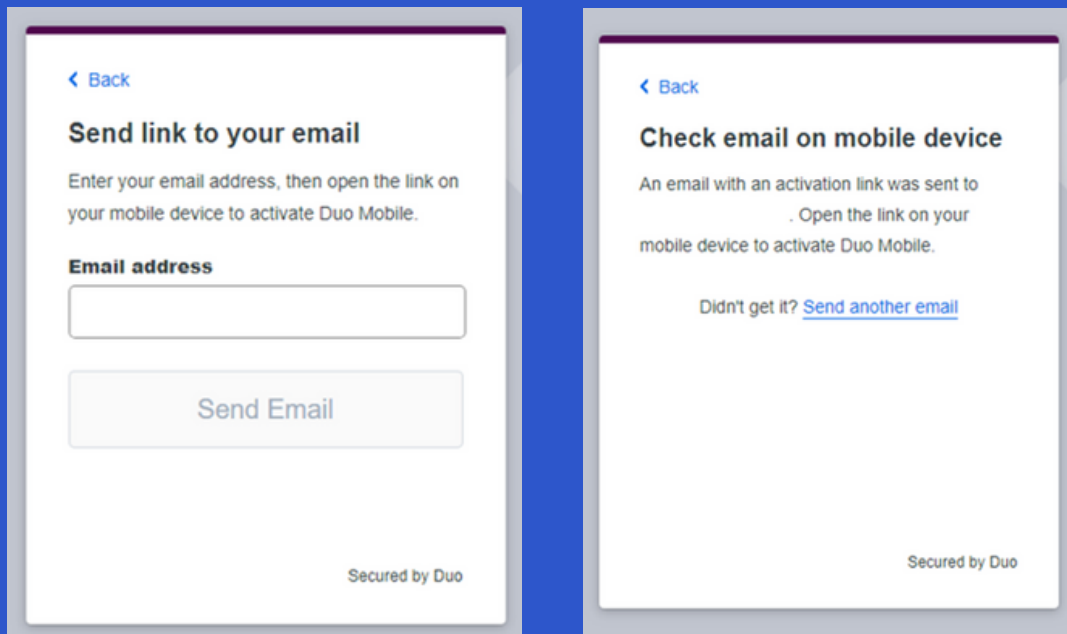
12C



12D



If you experience difficulty scanning the QR code with your device, click on “Get an activation link instead” (shown in Image 12A). An activation link will be sent to your email and enable you to link the Duo App on your device. Once you click “Send Email,” you will receive the confirmation page below.



Send link to your email

Enter your email address, then open the link on your mobile device to activate Duo Mobile.

Email address

Send Email

Secured by Duo

Check email on mobile device

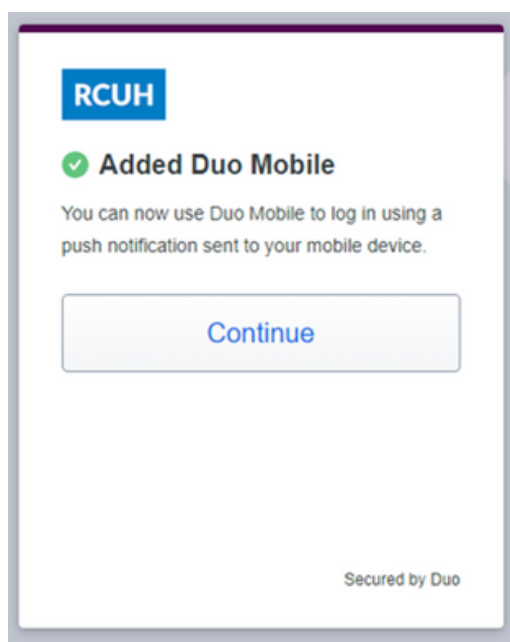
An email with an activation link was sent to . Open the link on your mobile device to activate Duo Mobile.

Didn't get it? [Send another email](#)

Secured by Duo

13. Once your account is added to your Duo Mobile app, Image 13A will appear. click “Continue” and Image 13B will appear.

13A



RCUH

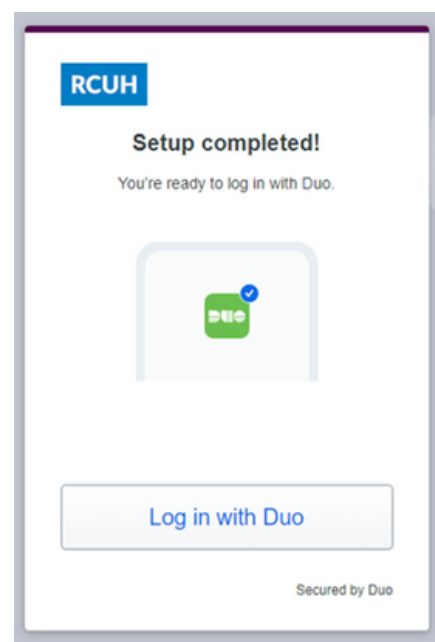
✓ **Added Duo Mobile**

You can now use Duo Mobile to log in using a push notification sent to your mobile device.

Continue

Secured by Duo


13B



RCUH

Setup completed!

You're ready to log in with Duo.

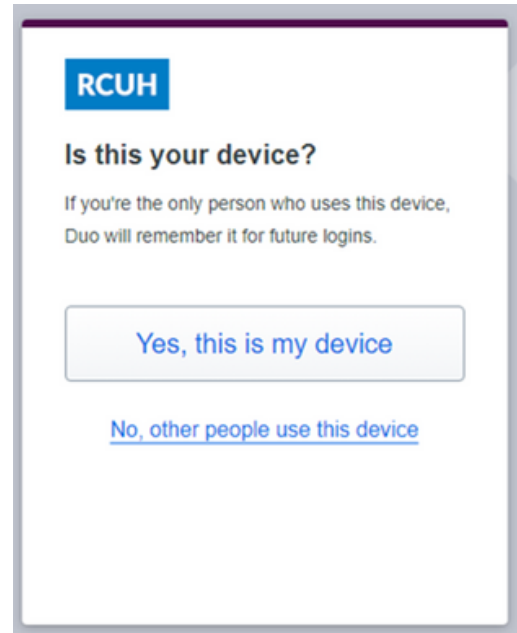


Log in with Duo

Secured by Duo

14. Users may click “Yes, this is my device” if they are logging on using a private workstation that is not used by anyone else. This allows the individual to skip the Duo login for seven (7) days.

If logging on using a shared computer, click “No, other people use this device.”

A screenshot of a Duo login confirmation screen for RCUH. At the top left is the RCUH logo. The main heading is "Is this your device?". Below it, a message states: "If you're the only person who uses this device, Duo will remember it for future logins." There are two options: a button labeled "Yes, this is my device" and a link labeled "No, other people use this device".

RCUH

Is this your device?

If you're the only person who uses this device,
Duo will remember it for future logins.

Yes, this is my device

[No, other people use this device](#)



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