

# **DUO Two-Factor Authentication (DUO 2FA) User Guide for Windows Desktop Logon**

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Version: 1.0

Mar 2018

## Table of Contents

1. Windows Desktop Logon .....	4
1.1. Prerequisites .....	4
1.2. Logon Windows Desktop with Duo 2FA.....	4

<b>Document History</b>		
<b>Version</b>	<b>Update Date</b>	<b>Changes</b>
1.0	2018-03-09	Initial version

# 1. Windows Desktop Logon

When Duo 2FA is deployed on your Windows desktop system, users who enrolled their accounts via Self-Service Portal are required to logon the system with the following information:

- i. Username
- ii. Password (1<sup>st</sup> factor)
- iii. Duo push response / one-time passcode (2<sup>nd</sup> factor)

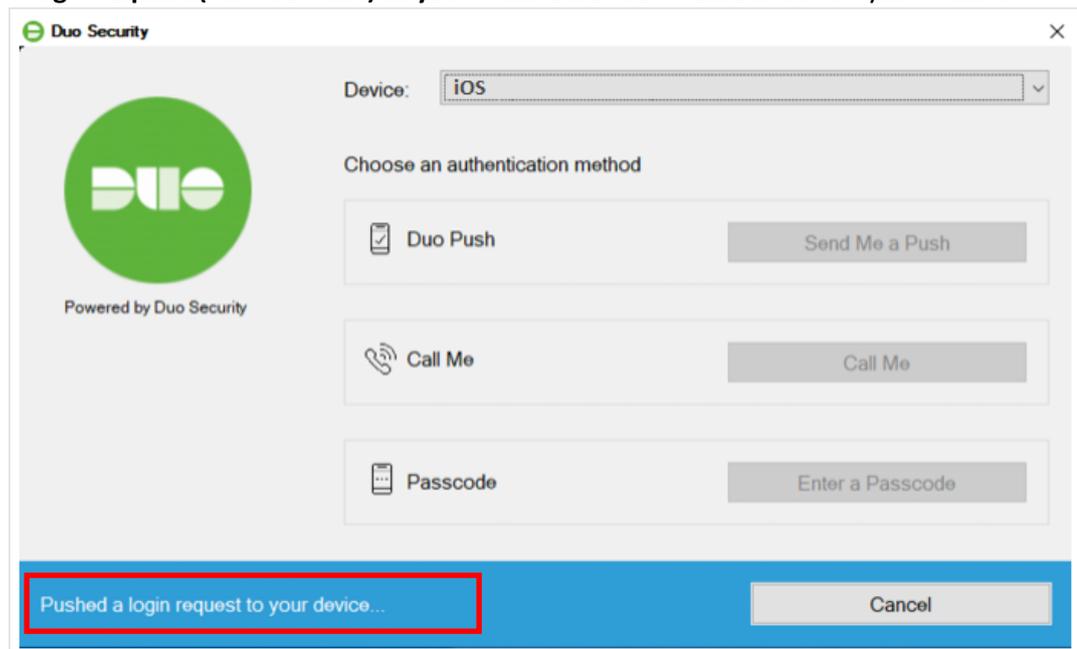
## 1.1. Prerequisites

- Deployed the Duo 2FA on the Windows desktop system.
- Enrolled O365 user account & his/her mobile device via Self Service Portal (<https://duo.itsc.cuhk.edu.hk>).
- An enrolled mobile device with 'Duo Mobile' app installed.

## 1.2. Logon Windows Desktop with Duo 2FA

### Steps:

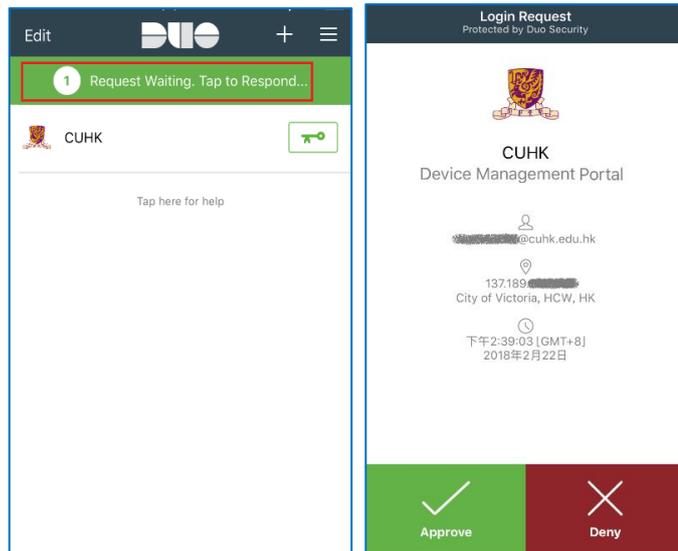
- i. Logon your Windows system as usual with the correct username and password.
- ii. The Windows would prompt the 2<sup>nd</sup> factor authentication window which is about **Pushed a login request (i.e. Duo Push) to your mobile device**. Please check on your mobile.



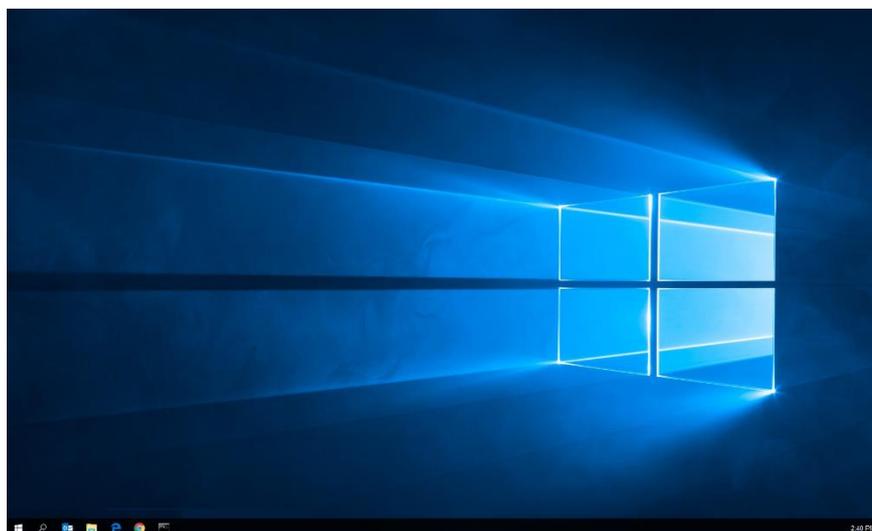
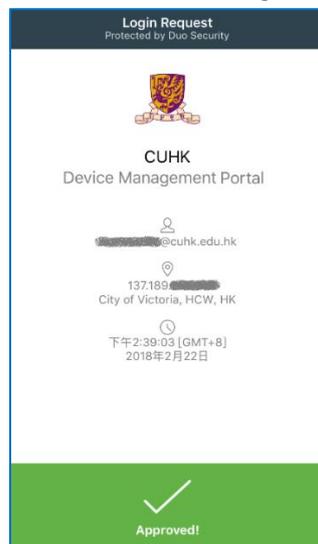
If you cannot see the above message, please click **Send Me a Push (continue at step iii)** or **Enter a Passcode (continue at step iv)**.

iii. If **Duo Push** is chosen:

**Open the DUO Mobile App** on your mobile device, then **tap on the notification message**, a Login Request with the information of requesting source is displayed. **Tap Approve**.

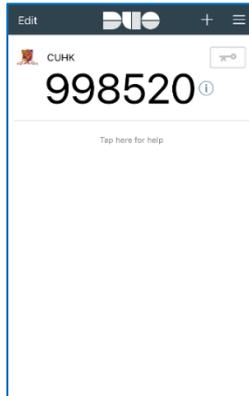


Once the Approve is tapped, Login Request is **Approved**, which means the 2<sup>nd</sup> factor is authenticated. And the Windows should be login automatically.



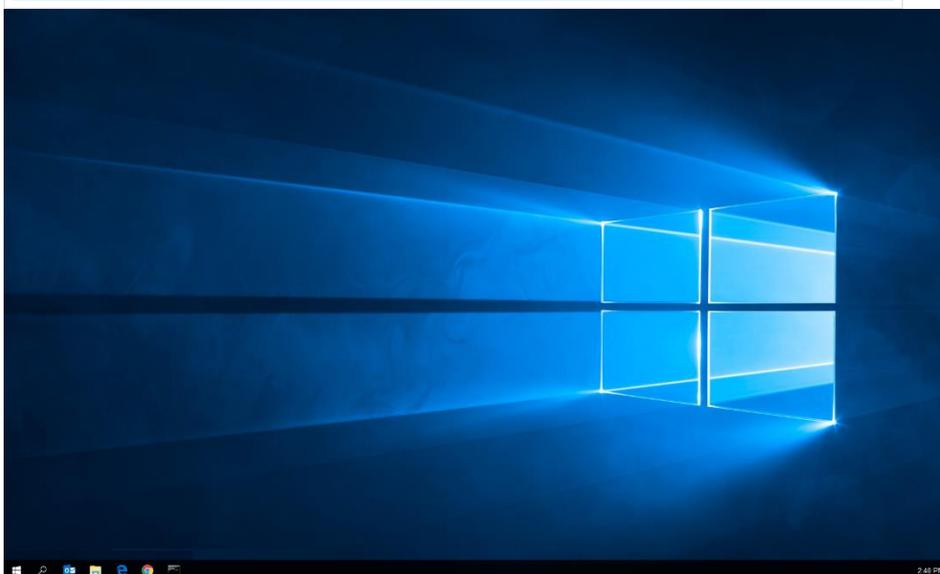
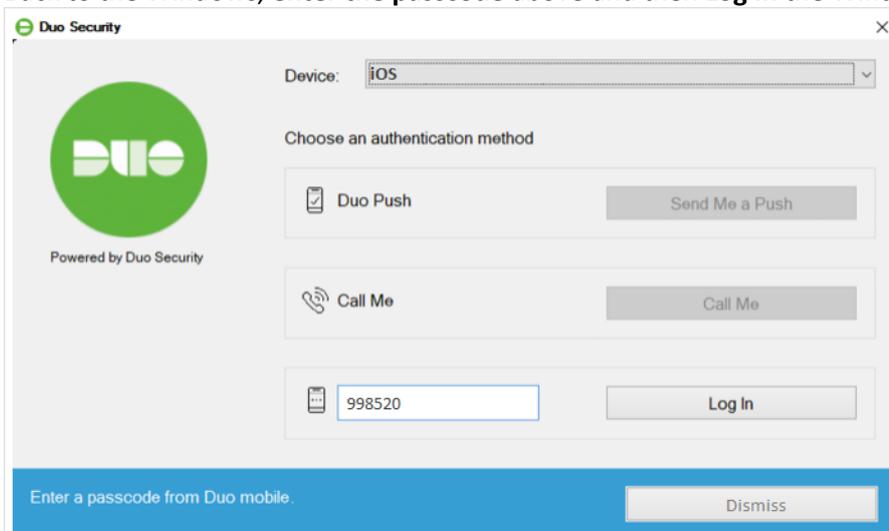
iv. If **Passcode** is chosen:

**Open the DUO Mobile App** on your mobile device, then **tap on the key icon**  next to your account, a one-time passcode is generated.



Please note that the one-time passcode would be expired after 1 minute. Once it is expired, you need to tap the key again to generate a new one.

Back to the Windows, **enter the passcode** above and then **Log In** the Windows.



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