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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:

1. Username
2. Password (1st factor)
3. Duo push response / one-time passcode (2nd 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](https://duo.itsc.cuhk.edu.hk)).
- An enrolled mobile device with ‘Duo Mobile’ app installed.

1.2. **Logon Windows Desktop with Duo 2FA**

**Steps:**

1. Logon your Windows system as usual with the correct username and password.
2. The Windows would prompt the 2nd 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\textsuperscript{nd} 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.

![Image of DUO Mobile App]

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.

![Image of Windows with passcode entered]

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