iAm - DUO Account Security

Getting Started

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Purpose

DUO Account Security or two-factor authentication adds a second layer of security to your online accounts. Verifying your identity using a second factor (like your phone or other mobile device) prevents anyone but you from logging in, even if they know your password.

Audience

This training material is designed for University staff, faculty and students that will be accessing any of the UofM’s enterprise applications through Single Sign On (SSO).
iAM DUO Account Security

Setting up DUO Account Security

1. Navigate to the iAm Identity Management site. Log in with your UUID and Password. Click Login. Note: you must currently have an active role (i.e., current Faculty, Staff, or Student) at the University to access DUO.
2. Select DUO Account Security

3. Choose from the available selection the type of device to add. You will select from mobile phone, tablet, or land line. Click Continue.
Installing on a Mobile Phone

1. If choosing mobile phone, enter your mobile number. Click **Continue**.

2. Select the type of mobile phone. Click **Continue**.

3. Download the DUO Mobile App from the App Store for an iPhone/iPad or in Google Play for android or tablet. Install to the app.
4. Tap “OK” when asked if DUO Mobile should be able to send push notifications. If you have installed the app click the I have DUO Mobile button.

5. Once the Application has installed, open the DUO Mobile app. Next, launch the DUO Mobile app. Tap the "+" button for iOS or "Add Account" for Android) and scan the QR code.

Note: if you do not see the barcode click “I am unable to scan the barcode above” this will reveal an activation link from your device.

You can also activate Duo Mobile by clicking this activation link from your device: https://
6. Once the barcode has been scanned, you are ready to use DUO Account Security. The next time that you log into the SSO system with your UUID and Password, you will also be prompted to authenticate with your phone.

1.) From this screen, select **Send me a push** in order to have a notification sent to your phone. 2.) You may also check the box beside **Remember me for 7 days** if you want the system to bypass DUO Authentication for the next week (this is device specific). The browser cookie settings must be set to allow local data to be set. **See instructions for each browser located on page 19.**
7. Once the push has been sent, you will receive a notification on your phone.

8. Next, launch the DUO Mobile app. A message from the DUO App will tell you that there is a Request Waiting, Tap to Respond. Tap the request to accept the push and gain access.

9. Tap Approve and access to the system will be granted.
Installing on a Tablet

1. Click to select DUO Account Security.

2. Choose from the available selection the type of device to add. Select Tablet. Click Continue.
3. Download the DUO Mobile App from the App Store for an iPhone/iPad or in Google Play for android or tablet. Tap get and then install to download the app.

4. Tap OK when asked if DUO Mobile should be able to send push notifications. If you have installed the app click the I have DUO Mobile button.
5. Once the Application has installed, open the DUO Mobile app. Next, launch the DUO Mobile app. Tap the "+" button for IOS or "Add Account" for Android) and scan the QR code. **Note: if you do not see the barcode click “I am unable to scan the barcode above” this will reveal an activation link from your device. Click Continue.**
6. Once the barcode has been scanned, you are ready to use DUO Account Security. The next time that you log into the SSO system with your UUID and Password, you will also be prompted to authenticate with tablet. From this screen, 1.) select **Send me a Push** in order to have a notification sent to your phone. 2.) You may also check the box beside **Remember me for 7 days** if you want the system to bypass DUO Authentication for the next week (this is device specific). The browser cookie settings must be set to allow local data to be set. [See detailed instructions for each browser.](#)

![DUO Account Security Screen](image)

7. Once the push has been sent you will receive a notification on your tablet.

![Duo Mobile Login Request](image)
8. Next, launch the DUO Mobile app. A message from the DUO App will tell you that there is a Request Waiting, Tap to Respond. Tap the request to accept the push and gain access.

9. Tap Approve and access to the system will be granted.
Using a Landline (Home Phone, Desk Phone, etc.)

*Note: This Feature only available for Faculty and Staff.*

1. Click to select DUO Account Security

2. Choose from the available selection the type of device to add. Select Landline (Home phone, Desk phone, etc.). **Click Continue.**

3. The system will then call the telephone line. You will hear a brief message and will be prompted to hit any key on the phone for access.
Using the DUO Mobile Application in location with poor cell coverage or no WIFI

You can use the DUO Mobile app to generate a passcode to use as a second factor.

1. To generate a one-time passcode, open the app and tap the green key icon next to "University of Memphis".

2. The app will generate a one-time passcode to enter at time of log in.
3. The next time that you log into the SSO system with your UUID and Password, you will also be prompted to authenticate.

4. Click on the **Enter a Bypass Code**, then enter one-time passcode.

5. Once you have entered the one-time passcode bypass code, click **log in**.
Bypass Codes

Account holders may generate a Bypass Code if they can access iAM. Bypass codes are used in the event they lose access to the DUO app for whatever reason. Bypass codes are for people who know they will be traveling out of the country or to a rural area without cellular service. Bypass codes can be used for people who want to make sure they always have a second factor. Bypass codes are used for a backup method to the DUO app. Users can login to iAM and get a set of single-use bypass codes that are good for 30 days. Note: Every 30 days they will need to log into iAM and get a new set of bypass codes.

1. From the iAM website.

3. Click **Generate Bypass Code**.

   ![Image of Duo Account Security](image)

1.) Use any of the 10 unique backup codes presented to you. 2.) You can **Print** a copy of these codes or save them as a PDF. **Note:** *These access codes are each single use and are only available for 30 days.* When you have finished, click 3.) **Continue** and you will be taken back to the main DUO page. **Note:** *Every 30 days you will need to log into iAM and get a new set of bypass codes.*

   ![Image of IAM Identity Management](image)

If clients are unable to access iAM, they may contact the ITS Service Desk at 901-678-8888 and we can generate a temporary Bypass Code for them. We are open Monday-Friday from 8am-8pm, Saturday from 10am-2pm, and Sunday from 1pm-5pm.
How to enable cookies in Chrome, Firefox, IE, Opera or Safari

From Chrome

Step 1: Open settings — With Google Chrome open, click the Chrome menu icon represented by three horizontal bars or 3 small dots in the upper-right corner of the browser window. Next, click the Settings option from the menu. Next click the Show Advanced Settings option at the bottom of the page, followed by the gray Content Settings button located beneath the Privacy section.

Step 2: Enable cookies — Check the radial selection directly left of the Allow Local Data to be Set option near the top of the resulting pop-up window to enable browser cookies. Click the Done button in the bottom-right corner when finished. Close the settings tab.
From Firefox

**Step 1: Open settings** — Open Mozilla Firefox, click the menu icon in the upper-right corner of the browser window represented by three horizontal bars and select *Preferences* from the right side of the resulting drop-down menu. Afterward, click the masked Privacy tab located to the left side of the window and select the *Use Custom Settings for History* option in the drop-down menu of the panel’s History section.

![Firefox Settings](image)

**Step 2: Enable cookies** — Check the box directly left of the *Accept Cookies from Sites* option near the middle of the History section to enable browser cookies. Use the drop-down menu beneath the checkbox to ensure *Accept Third-party Cookies* is set to *Always*.

![Firefox Privacy](image)
From Internet Explorer/Edge

**Step 1: Open settings** — Launch Internet Explorer/Edge, click the Tools menu icon represented by the cog in the upper-right corner of the browser window, and select *Internet Options* near the bottom of the resulting drop-down menu. Then, click the Privacy tab located in the top navigation bar.

**Step 2: Enable cookies** — Move the slider within the Settings section of the Privacy tab all the way to the bottom to accept all browser cookies. Then, click the gray *Advanced* button near the bottom of the slider and check the box directly left of the *Override Automatic Cookie Handling* option to access first and third-party cookie blocking. Click the gray *OK* button located at the bottom of the window when finished.
From Safari

**Step 1: Navigate the settings panel** — Launch Safari, click **Safari** in upper-left corner of the main menu bar, and select the **Preferences** option near the top of the drop-down menu. Afterward, click the silhouetted **Privacy** tab located in the top navigation bar.

![Safari settings panel](image)

**Step 2: Enable cookies** — Check the radial click beside the **Always Allow** option located directly right of **Cookies and Website Data** to enable browser cookies. Click the **Close** button in the top-left corner when finished.

![Privacy settings panel](image)
Why Do I Need This?

Passwords are increasingly easy to compromise. They can often be stolen, guessed, or hacked — you might not even know someone is accessing your account.

Two-factor authentication adds a second layer of security, keeping your account secure even if your password is compromised. With DUO, you’ll be alerted right away (on your phone) if someone is trying to login as you.

This second factor of authentication is separate and independent from your username and password — DUO never sees your password.

I need to reactivate DUO Mobile

When using DUO on a mobile device, if you change your device, you will need to register it in DUO. Log into IAM and deactivate the old device and activate the new one.

Here are the steps:

1. Log into IAM — https://iam.memphis.edu/
3. You will see a list of devices and phone numbers, select the device to Reset/Reactivate or press the Delete button to delete the device.

4. Select the device to Reset/Reactivate. Click on Reset/Reactivate and follow the onscreen steps. You now have Reset/Reactivated your device.
I have stopped receiving push notifications on DUO Mobile

You may have trouble receiving push requests if there are network issues between your phone and our service. Many phones have trouble determining whether to use the Wi-Fi or cellular data channel when checking for push requests, and simply turning the phone to airplane mode and back to normal operating mode again often resolves this sort of issues, if there is a reliable internet connection available. Similarly, the issue may be resolved by turning off the Wi-Fi connection on your device and using the cellular data connection.

Check the time and date on your phone and make sure they are correct. If the date and time on your phone are manually set, try changing your device’s configuration to sync date and time automatically with the network.

If neither of these suggestions work, you can login to IAM, remove your device — provided you have a backup — and re-activate DUO Mobile.

I lost my phone

If you have lost your phone, please contact the ITS Service Desk at 901.678.8888 or by email at umtech@memphis.edu.

My hardware token stopped working.

Your token can get “out of sync” if the button is pressed too many times in a row and the generated passcodes aren't used for login. In some cases, this can happen by accident if the token is stored next to other objects in a pocket, backpack, etc. Tokens can typically be re-synchronized by attempting to authenticate using three consecutively generated passcodes.

Contact the ITS Service Desk if your token stops working or if you can’t log in with the passcodes it generates.
I received an authentication notification that I did not request. What should I do?

An un-requested authentication attempt might be an indication of fraudulent activity, or it could be a service configured to automatically log in, such as a computer logged in overnight.

If you believe the request is fraudulent, reject the push notification and change your credentials.

I am not able to install DUO Mobile

Mobile device users are encouraged to update to the latest version of iOS or Android OS for optimal security and functionality.

Contact the ITS Service Desk if further assistance is required.

Supported Devices

Click your device to learn more:

- iPhone & iPad
- Android
- Cell Phones & Landlines
- Hardware Token
Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- **Login URL:**
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link **Request Help or Services.**
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, [umtech@memphis.edu](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning (CTL) Website](#)
- [Search our Training and Documentation](#)