



DUO Multifactor Authentication

^ Table of contents

- What is Multifactor Authentication?
- How to sign up and attach your account to DUO
- What will the verification request look like?

❗ Wilson School District #7 requires all employees who have an employee account to use DUO as a multifactor authentication method in order to secure the network.

💡 Note: The Trust requires that all staff must MFA at least once a day, no matter the location.
Note: Neither DUO nor Wilson School District can track location when you authenticate. It is a second form of password and account protection.

What is Multifactor Authentication?

❗ Multifactor Authentication is a different form of verifying your identity when logging into an account. Having MFA enabled on any account makes sure that if your password/passphrase is ever compromised, an attacker still won't be able to get into your account unless they have your phone number or another form of verification. Best account security logins will include three things: something you know (ex: a password), something you have (ex: a phone number), and something you are (ex: a fingerprint/face scan).

How to sign up and attach your account to DUO

1. You will receive an email from Wilson School District that will ask you to enroll in DUO. You will need to click the link, then follow the instructions that are given.

[EXTERNAL]WSD 7 Duo Security Enrollment

This is an automated email from Duo Security.

Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.



Hello,

Wilson School District #7 is now rolling out Duo Security, a friendly and secure way for you to log into your organization's applications. Your manager has invited you to set up your account for Duo so you can start logging in.

To begin, click this link to enroll a phone, tablet, or other device:

<https://api-d4215e3b.duosecurity.com/portal?code=293a72c257930c5a&akey=DA6JIT59P3W397R5ZXHVQ>

Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:

<https://guide.duo.com/enrollment>



[What is this?](#)

[Need help?](#)

Secured by Duo

Protect Your Wilson School District #7 Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[Start setup](#)

2. Next please enter a phone number that you will have access to if you wish to login to either Outlook or Infinite Campus while off campus. You can choose for it to send you a text or call. Either way, you will need to type in the 6-digit code it gives you to verify.



[What is this?](#) [Need help?](#)

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Verify Ownership of 602-681-2200

1. We can call or text you with a verification code.

[Call me](#) or [Text me](#)

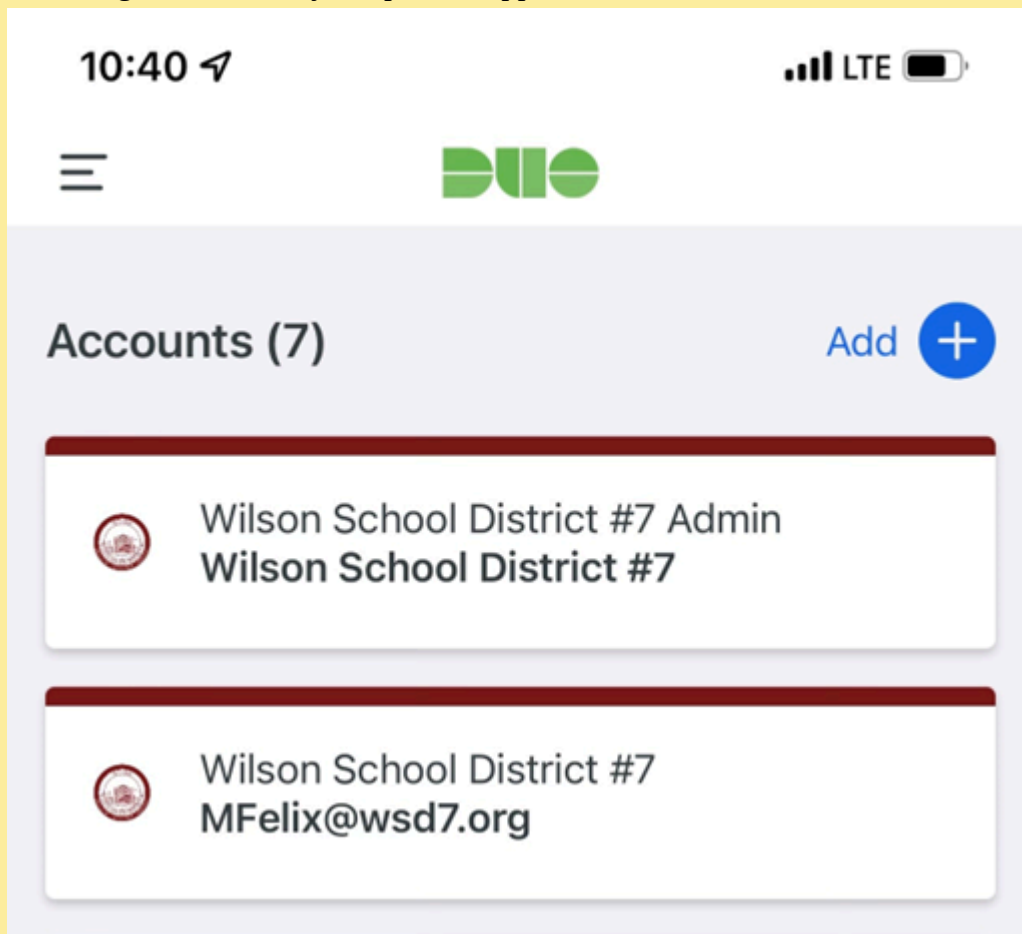
2. Enter your 6-digit code:

[Verify](#)

[Back](#)[Continue](#)

💡 Note: The verification code is only active for a short amount of time. Please make sure to enter the code as soon as you receive the text/call.

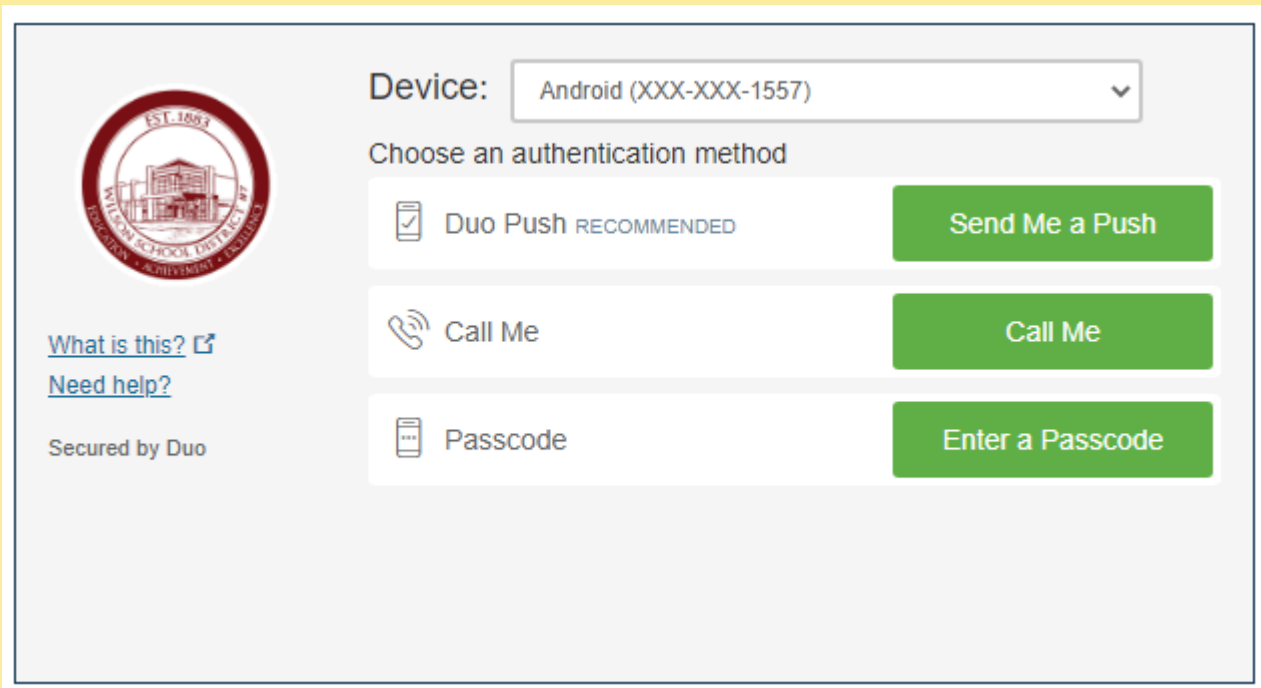
3. Now you will want to check that your account was properly connected. You can verify by downloading the app from either the Google Play store or Apple Store. If it has properly connected, you will see the following screen when you open the app.



 Note: As a user, you will only have 'Wilson School District #7 [user email]'. 'Admin' would be for admin accounts.

What will the verification request look like?

1. When you log into any of your accounts, you will see the following screen. You can choose between three options, a text, phone call, or a push notification. We recommend to download the app so that you can just receive the push notification as it is faster and simpler.



The screenshot shows the Duo authentication interface. On the left is the Wilson School District 87 logo, a circular seal with a building and the text "EST. 1893", "WILSON SCHOOL DISTRICT 87", and "EDUCATION. LAUNCHING THE FUTURE". Below the logo are links for "What is this?" and "Need help?", and the text "Secured by Duo". On the right, the "Device:" dropdown menu is set to "Android (XXX-XXX-1557)". Below this is the heading "Choose an authentication method". There are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button.

Device: Android (XXX-XXX-1557) ▼

Choose an authentication method

 Duo Push **RECOMMENDED** [Send Me a Push](#)

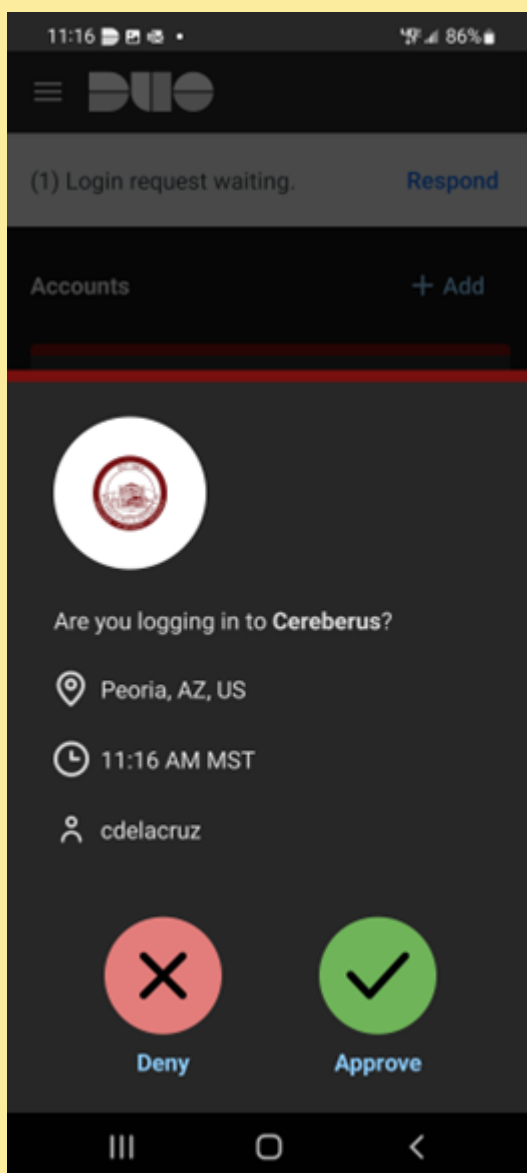
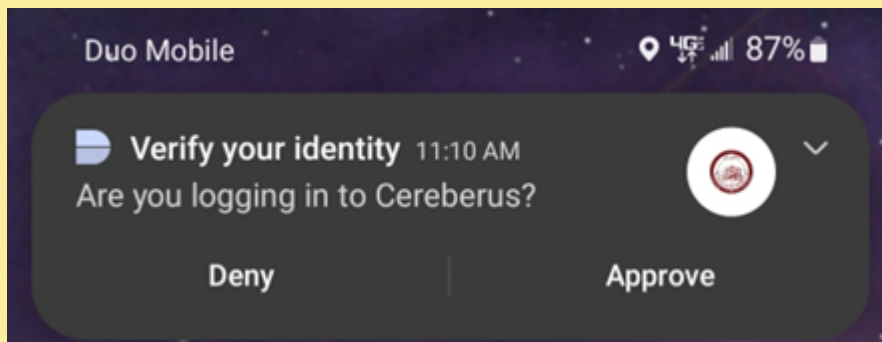
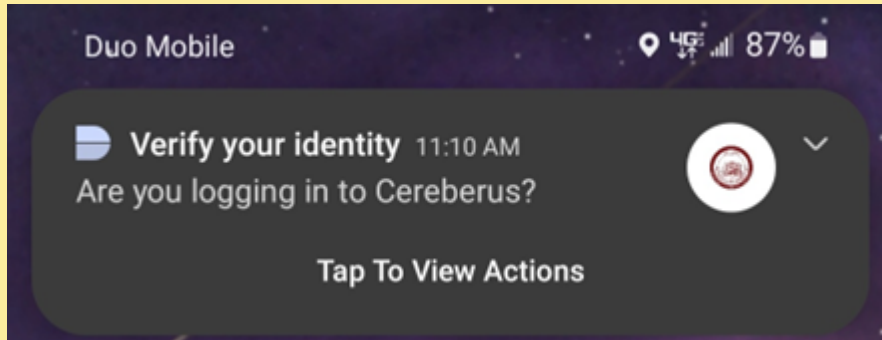
 Call Me [Call Me](#)

 Passcode [Enter a Passcode](#)

[What is this?](#) [Need help?](#)

Secured by Duo

2. On the Android, the push notification will look as follows. It will require you to open up your phone, however just tap the green 'Approve' button and it will authenticate your login.



ⓘ If you have any issues with DUO, please put in a ticket with the Technology Department!