

Duo Security Recommendations

Enrollment Options & Security Key Eligibility – page 1

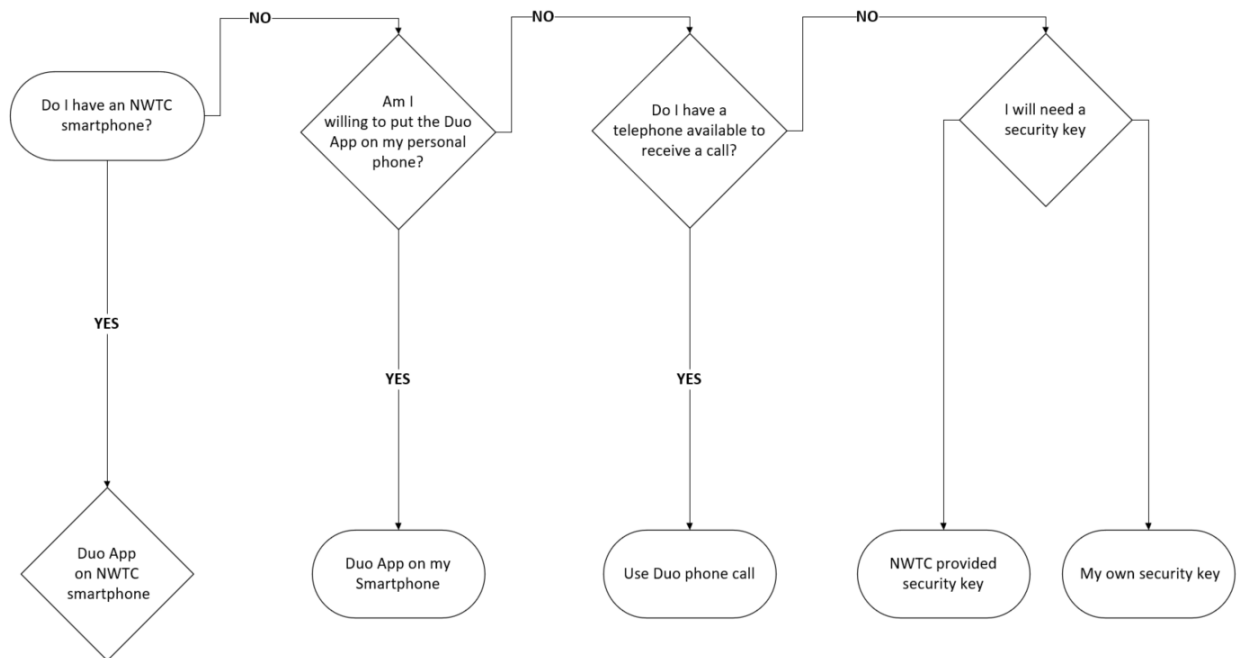
Default Device & Remember My Device – page 2

Enrollment Options

Not sure about which option to use with Duo and Multi-Factor Authentication?

NWTC recommends using the Duo mobile app on your smartphone, plus at least one phone number as a backup option. Why?

- The Duo mobile app is the most convenient option if you already carry a smartphone.
- The Duo mobile app can be used to generate a one-time-use passcode, so you can login from a dead-zone (area with no cellular service).
- If you do not have your smartphone with you, the backup phone option can be used.
- The Duo mobile app is free for you and the College.



Security Key Eligibility

Who is eligible for an NWTC-provided security key?

- Staff that regularly access NWTC systems from off-site (off-Campus) AND
 - do NOT have an NWTC-issued mobile phone
 - are not willing or able to use the Duo Mobile App on their personal device
- Staff without a telephone in close proximity to their workstation

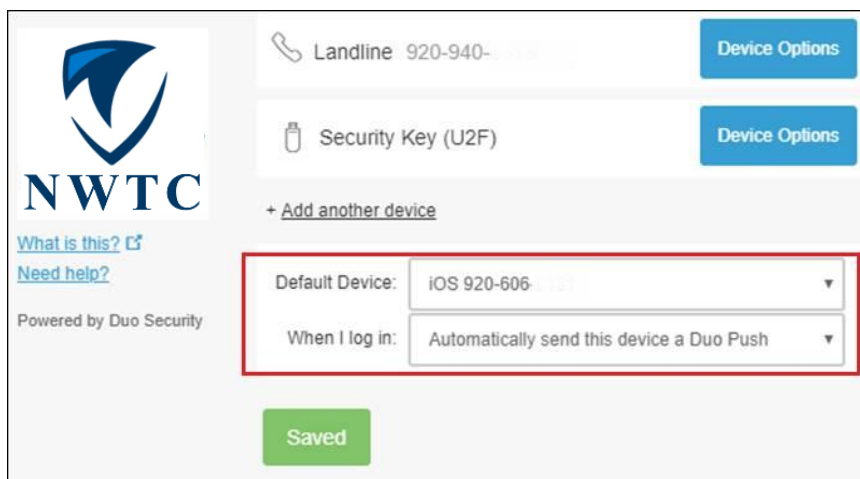
Default Device

NWTC recommends that you specify a default device for use with Duo. Why?

- Speed up the login process with an automatic app notification or phone call.
- Avoid having to use “[append mode](#)” when accessing PeopleSoft HR.

How to Set a Default Device

1. Sign-in to the Duo Portal - <https://duo.nwtc.edu>
2. Scroll down until you see the “Default Device” section.
3. Set your default device and option, then click the Saved button.



The screenshot shows the Duo Security configuration page for NWTC. On the left is the NWTC logo and text: "What is this? Need help? Powered by Duo Security". The main area lists devices: "Landline 920-940-..." and "Security Key (U2F)", each with a "Device Options" button. Below these is a "+ Add another device" link. A red box highlights the "Default Device" dropdown menu, which is currently set to "IOS 920-606-...", and the "When I log in:" dropdown menu, which is set to "Automatically send this device a Duo Push". A green "Saved" button is located at the bottom of the configuration area.

4. The change will take effect the next time you login.

Remember My Device

You can setup Duo to remember your device (computer, phone, or tablet) for 60 days. The advantage of this is that you will not be prompted for Duo verification every time you login. *At this time only Office 365 supports the remembered device feature.*

How To Remember My Device

1. From off-site (off-Campus), sign-in to Office 365 <https://login.microsoftonline.com>
2. Check the box “Remember me for 60 days”.

Device: iOS (XXX-XXX-4)

Choose an authentication method

Duo Push Used automatically Send Me a Push

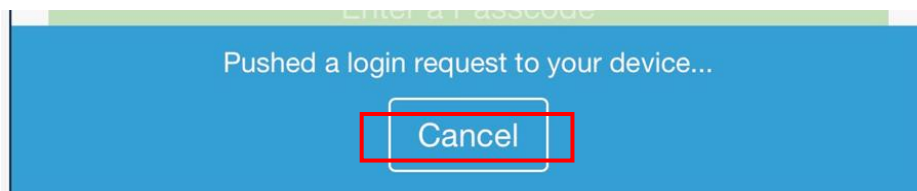
Call Me Call Me

Passcode Enter a Passcode

Remember me for 60 days

Powered by Duo Security

Hint: you may need to click the Cancel button before you can check the box to remember your device.



3. Complete the sign-in and your device will be remembered for 60 days.

For answers to common questions please see the [Duo Security FAQ](#).