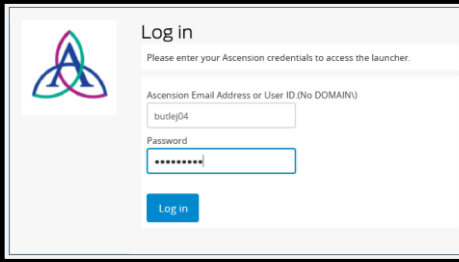
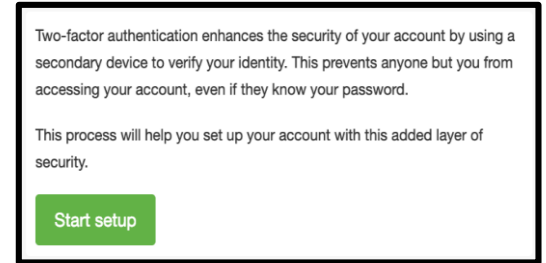


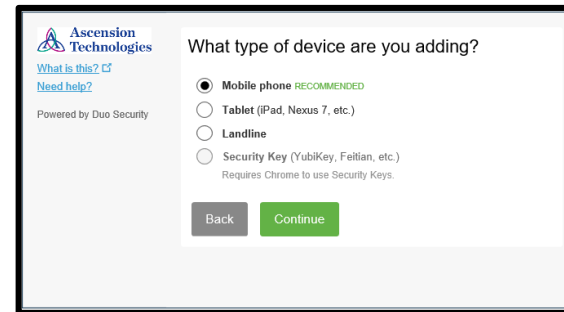
# DUO Mobile Authentication

Launch a web browser from your computer. In the address bar type [mfa.ascension.org](https://mfa.ascension.org) and enter your Ascension User name and password. Click **Log in**.

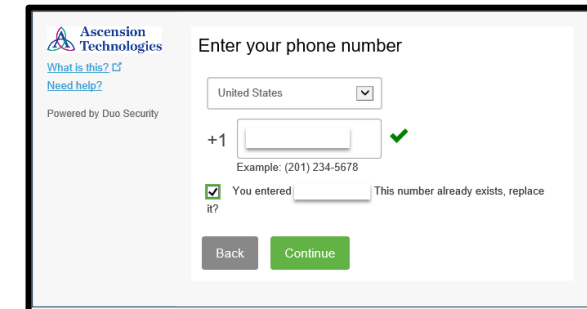
You will see a new window defining what the purpose of DUO is and why Ascension requires each associate to have this extra layer of security. Click **Start setup**.

The screenshot shows a 'Log in' page for Ascension Technologies. It features the company logo on the left. The main content area has a heading 'Log in' and a subtext 'Please enter your Ascension credentials to access the launcher.' Below this are two input fields: 'Ascension Email Address or User ID (No DOMAIN)' with the value 'burley04' and a 'Password' field with masked characters. A blue 'Log in' button is at the bottom.The screenshot shows a text-based screen explaining two-factor authentication. It states: '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.' Below this, it says: 'This process will help you set up your account with this added layer of security.' A green 'Start setup' button is at the bottom.

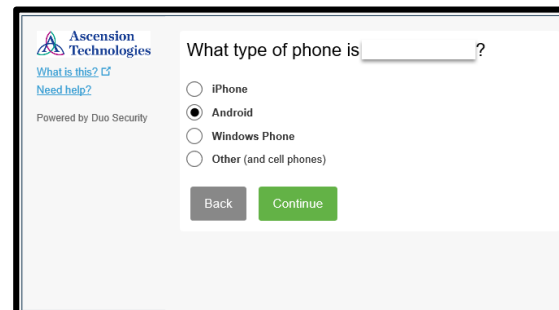
Select **“Mobile phone”** and click **Continue**.

The screenshot shows a screen titled 'What type of device are you adding?'. It has the Ascension Technologies logo and links for 'What is this?' and 'Need help?'. Below the logo, it says 'Powered by Duo Security'. There are four radio button options: 'Mobile phone' (which is selected and has a green 'RECOMMENDED' label), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', and 'Security Key (YubiKey, Feltan, etc.)' with a note 'Requires Chrome to use Security Keys.' At the bottom are 'Back' and 'Continue' buttons.

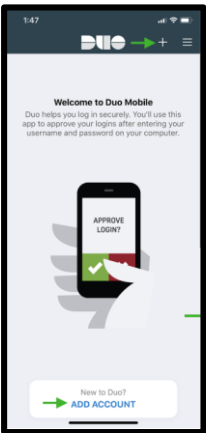
Enter in your cell phone number then check the box to confirm that the number is correct. Click **Continue**.

The screenshot shows a screen titled 'Enter your phone number'. It has the Ascension Technologies logo and links for 'What is this?' and 'Need help?'. Below the logo, it says 'Powered by Duo Security'. There is a dropdown menu for 'United States' and a text input field for the phone number with a green checkmark to its right. Below the input field is an example: 'Example: (201) 234-5678'. There is a checkbox labeled 'You entered' which is checked, followed by the text 'This number already exists, replace it?'. At the bottom are 'Back' and 'Continue' buttons.

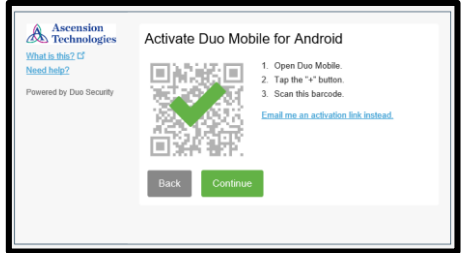
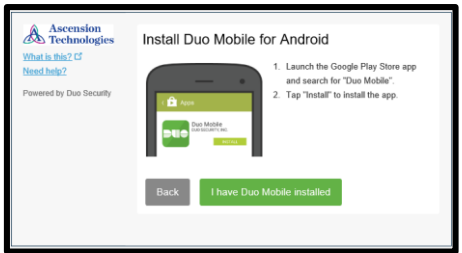
Select the type of phone you have and click **Continue**.

The screenshot shows a screen titled 'What type of phone is \_\_\_\_\_?'. It has the Ascension Technologies logo and links for 'What is this?' and 'Need help?'. Below the logo, it says 'Powered by Duo Security'. There are four radio button options: 'iPhone', 'Android' (which is selected), 'Windows Phone', and 'Other (and cell phones)'. At the bottom are 'Back' and 'Continue' buttons.

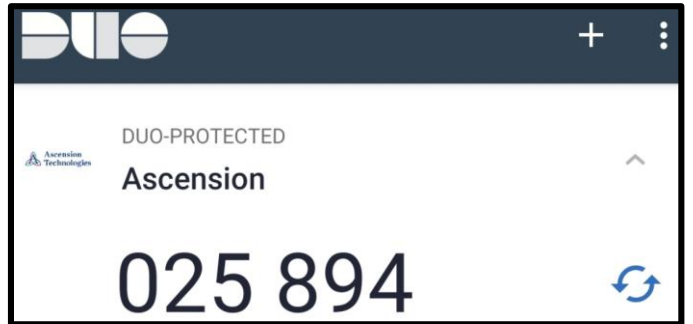
From the Apple Store or Google Play, download and install the DUO Mobile app. After install is complete, open the app. Once the app opens, click “**Add Account**”



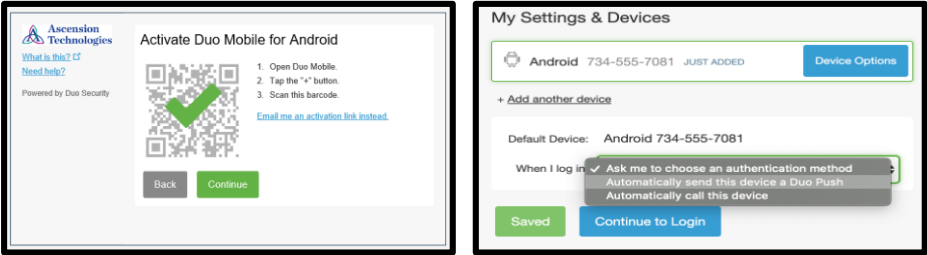
Return back to the computer and click “**I have Duo Mobile installed**” This will bring up a QR code that you will scan with your phone. Allow Duo Mobile to access your camera if asked. Once the QR code is read, an acknowledgment is sent back to the computer and a green check mark will appear in the center of the QR code.



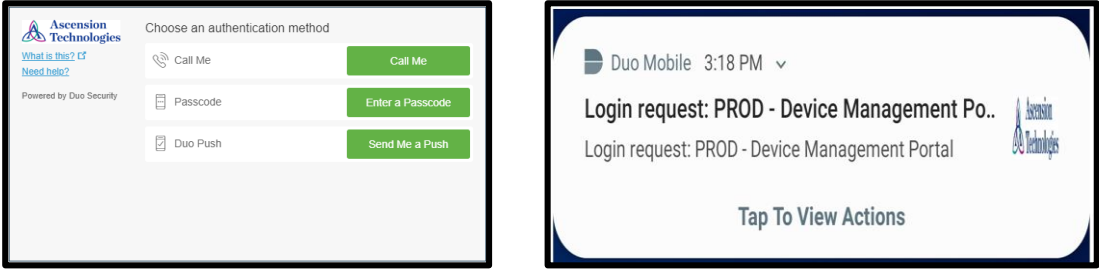
Your phone will receive a pass code from Duo Mobile once the installation and activation is complete. You can now close the Duo Mobile app.



After closing the app, click Continue on the computer. This next step will allow you to select how you are notified about an attempted access on your account. Click on the drop down menu next to “When I log in” and select “Automatically send this device a duo push”. Click **Continue to Login**.



Click on “**Send Me a Push**” to give it a try. Your phone will receive a Login request from Duo Mobile – select “Tap To View Actions”



You’ll have the option to select **Approve** if you are the one accessing your account or select **Deny** and choose a reason why you are denying the request. Your phone is now set up to receive Duo push notifications!

