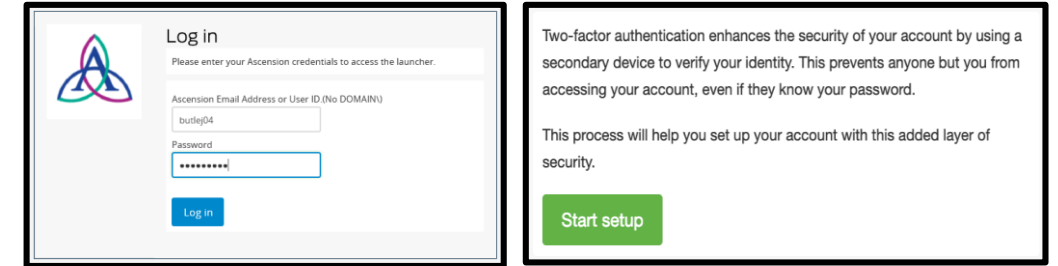


DUO Mobile Authentication

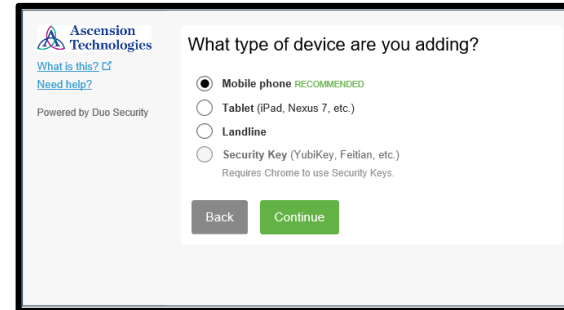
Launch a web browser from your computer. In the address bar type mfa.ascension.org and enter your Ascension User name and password. Click **Log in**.

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**.



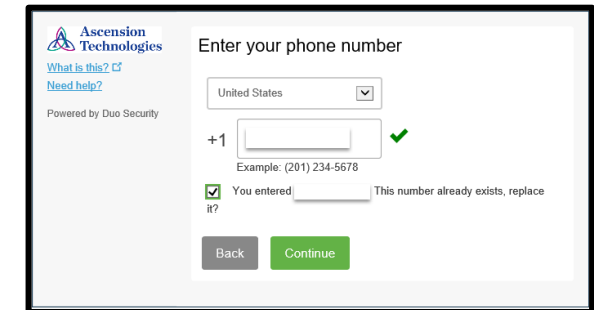
The image shows two side-by-side panels. The left panel is a 'Log in' form with the Ascension Technologies logo, a title 'Log in', and instructions: 'Please enter your Ascension credentials to access the launcher.' It contains two input fields: 'Ascension Email Address or User ID (No DOMAIN)' with the text 'burley04' and a 'Password' field with masked characters. A blue 'Log in' button is at the bottom. The right panel is a white box with a black border containing text about two-factor authentication and a green 'Start setup' button.

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



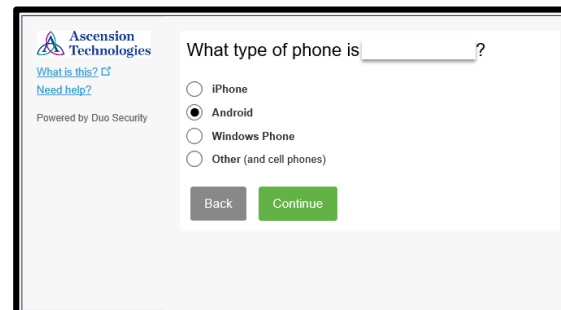
The image shows a page titled 'What type of device are you adding?' with the Ascension Technologies logo and 'Powered by Duo Security'. It lists four options: 'Mobile phone' (selected and marked 'RECOMMENDED'), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', and 'Security Key (YubiKey, Feltan, etc.)' with 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**.



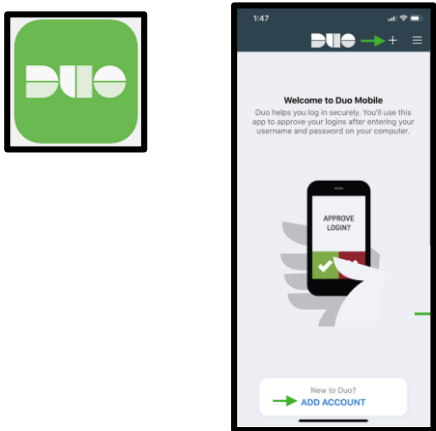
The image shows a page titled 'Enter your phone number' with the Ascension Technologies logo and 'Powered by Duo Security'. It features a dropdown for 'United States', a '+1' prefix, and a phone number input field with a green checkmark. Below is an example '(201) 234-5678' and a checkbox labeled 'You entered [] This number already exists, replace it?' which is checked. 'Back' and 'Continue' buttons are at the bottom.

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

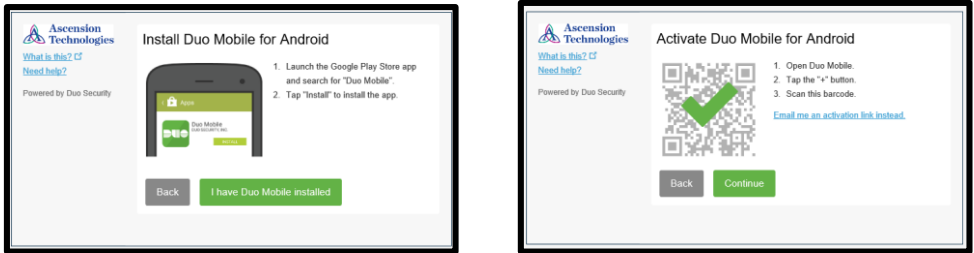


The image shows a page titled 'What type of phone is []?' with the Ascension Technologies logo and 'Powered by Duo Security'. It lists four options: 'iPhone', 'Android' (selected), 'Windows Phone', and 'Other (and cell phones)'. At the bottom are 'Back' and 'Continue' buttons.

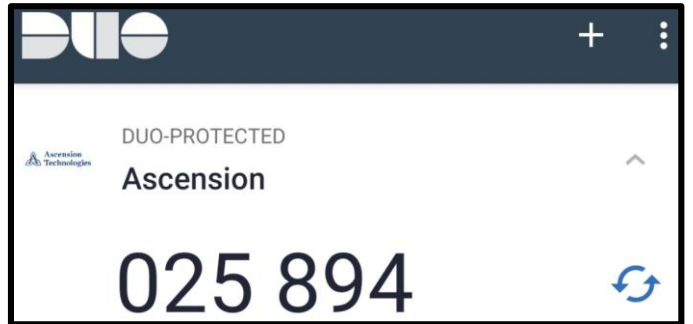
From the Apple Store or Google Play, download and install the DUO Mobile app. After install is complete, open the app. Once the app opens, click “**Add Account**”



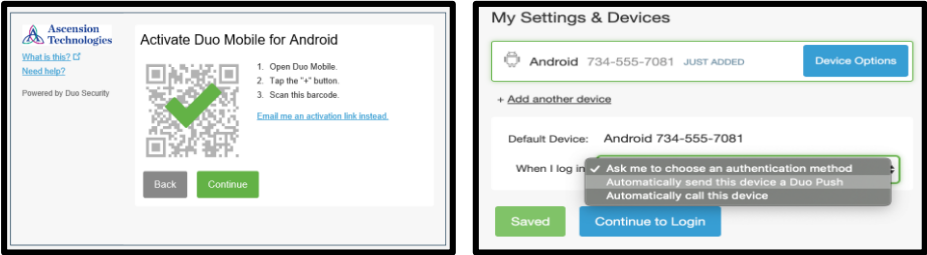
Return back to the computer and click “**I have Duo Mobile installed**” This will bring up a QR code that you will scan with your phone. Allow Duo Mobile to access your camera if asked. Once the QR code is read, an acknowledgment is sent back to the computer and a green check mark will appear in the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



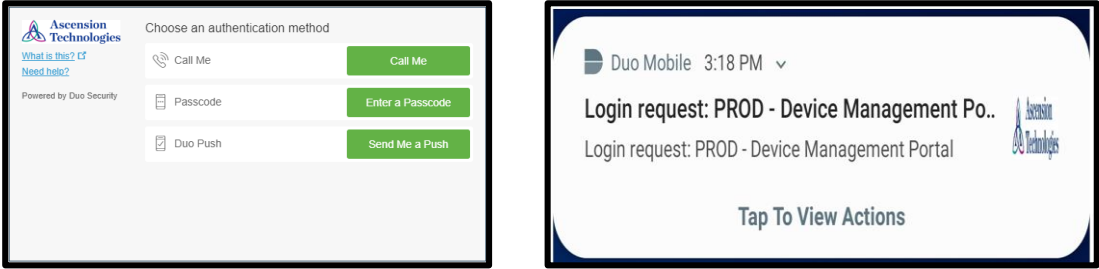
Your phone will receive a pass code from Duo Mobile once the installation and activation is complete. You can now close the Duo Mobile app.



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!

