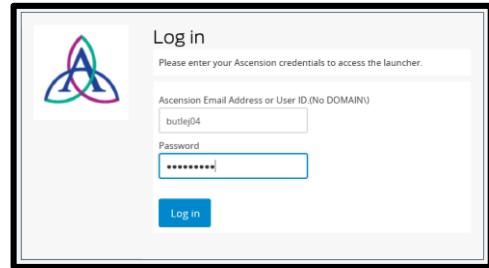


DUO Mobile Authentication

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**.



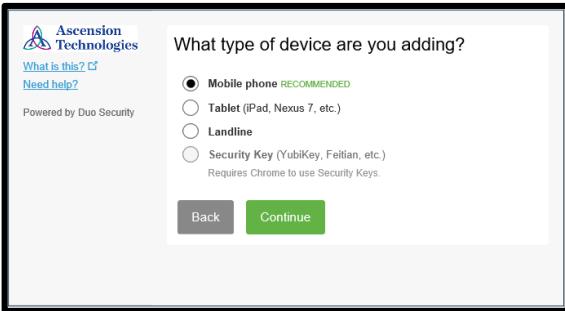
The screenshot shows a 'Log in' page. At the top is the Ascension logo (a blue triangle). Below it is a text field for 'Ascension Email Address or User ID (No DOMAIN)' containing 'butley04'. Below that is a password field with '*****'. A blue 'Log in' button is at the bottom.

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.

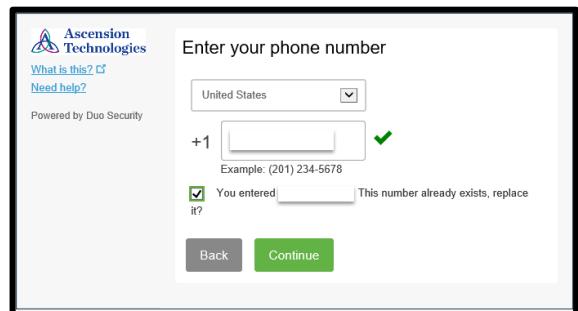
Start setup

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



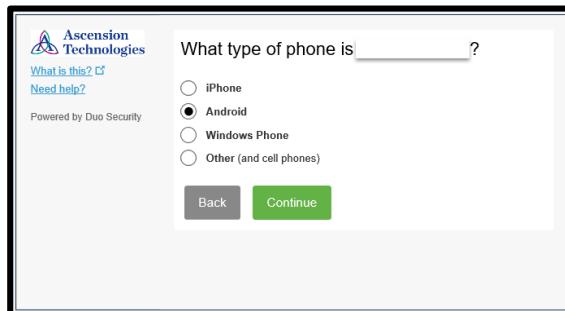
The screenshot shows a question: "What type of device are you adding?". Below it is a list of options with radio buttons: "Mobile phone" (selected), "Tablet (iPad, Nexus 7, etc.)", "Landline", and "Security Key (YubiKey, Feitian, etc.)". A note says "Requires Chrome to use Security Keys." At the bottom are "Back" and "Continue" buttons.

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



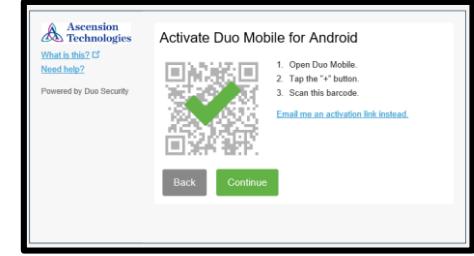
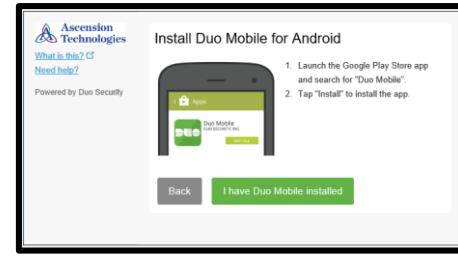
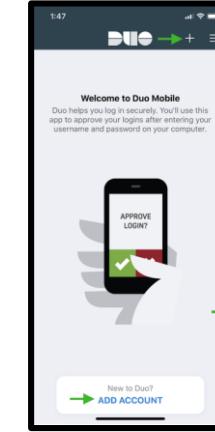
The screenshot shows a form for entering a phone number. It includes a dropdown for "United States", a text field with "+1" and a placeholder for a phone number, and a green checkmark icon. Below the number is a note: "Example: (201) 234-5678". A checked checkbox says: "You entered _____ This number 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 question: "What type of phone is _____?". Below it is a list of options with radio buttons: "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](#)”

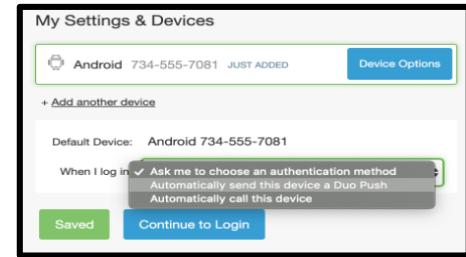
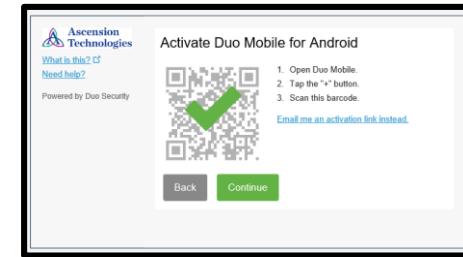


Return back to the computer and click “[I have Duo Mobile installed](#)” This will bring up a QR code that you will scan with your phone. Allow Duo Mobile to access your camera if asked. Once the QR code is read, an acknowledgment is sent back to the computer and a green check mark will appear in the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

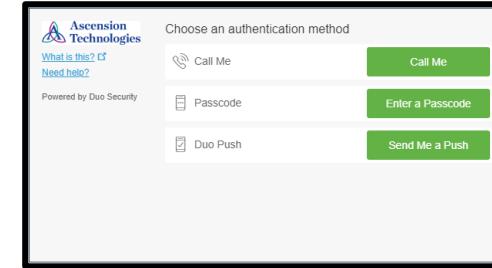


Your phone will receive a pass code from Duo Mobile once the installation and activation is complete. You can now close the Duo Mobile app.

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!

