DUO Two-Factor Authentication (DUO 2FA) User Guide for Applications Login with CUHK Central Authentication

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Version: 2

Apr 2018

(last update: Feb 2023)

Document History		
Version	**Update Date**	**Changes**
1.0	2018-05	Initial version
2.0	2022-12	Updated content and screens in Section for the new look and flow of Duo Universal Prompt
2.1	2023-02	Update Section 2.iii on page 7, include more details for Trust Browser

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1. Prerequisites

    i.   Enrolled CUHK account & your mobile device via Self Service Portal (https://duo.itsc.cuhk.edu.hk).

    ii.   An enrolled mobile device with 'Duo Mobile' app installed.

2. Login applications using CUHK Central Authentication & Duo 2FA

Steps:

    i.   Open and login the application which is using CUHK Central Authentication (e.g. O365 application, support email clients, MyCUHK, etc.), it will redirect to CUHK Central Authentication Login page.

    ii.   Input your CUHK account credential in the fields for
- **Login ID**, i.e. alias@cuhk.edu.hk / alias@link.cuhk.edu.hk
- **OnePass Password**, i.e. the 1st factor

            then click **Sign in**.
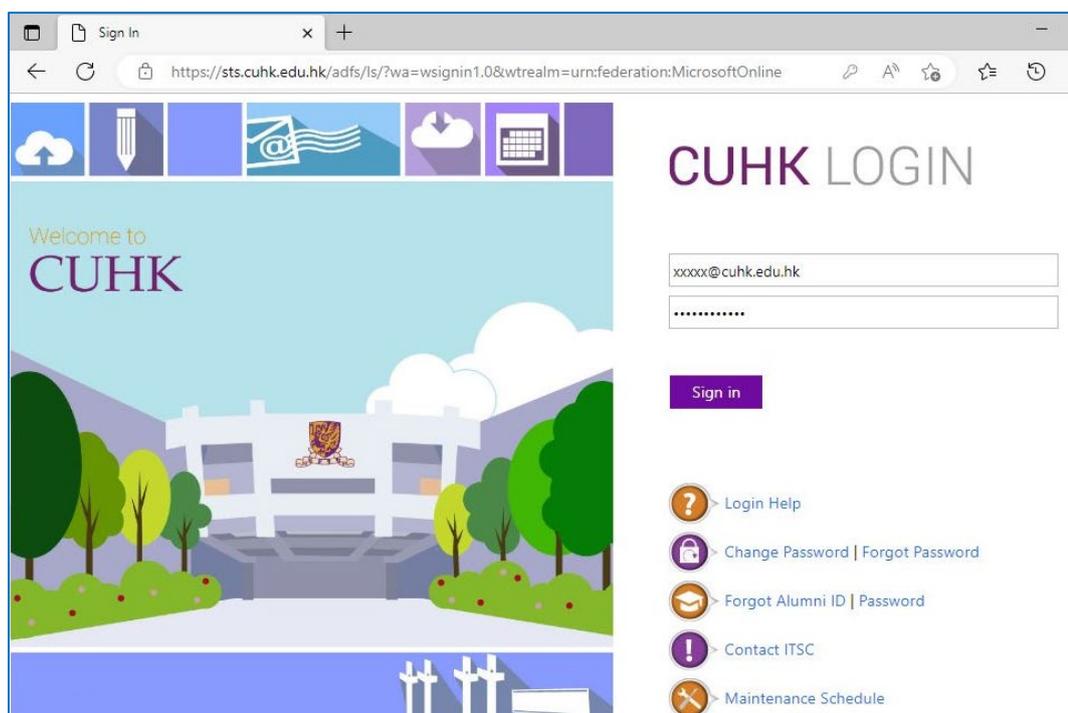
iii.   Then, you will be redirected to a webpage hosted by DUO at "*.duosecurity.com" for 2nd authentication, and you can continue using your last authentication method or select "Other options" to choose another authentication method.

- **Check for a Duo Push**

    If you used Duo Push in last authentication, it will automatically send a Duo Push to your registered mobile device.
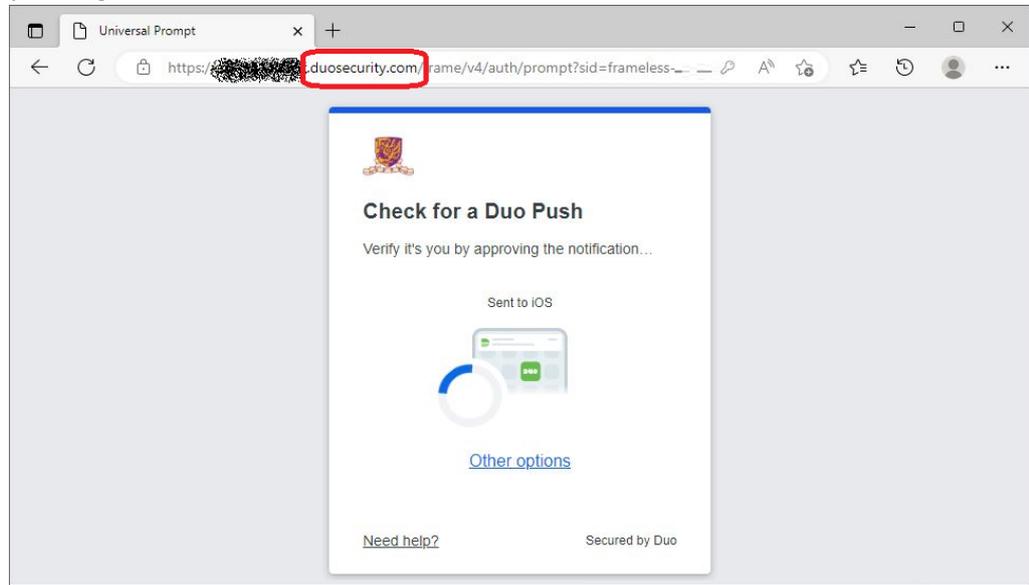
    Open the DUO Mobile App on your mobile device, then **tap on the notification message**, a Login Request with the information of requesting source is displayed.
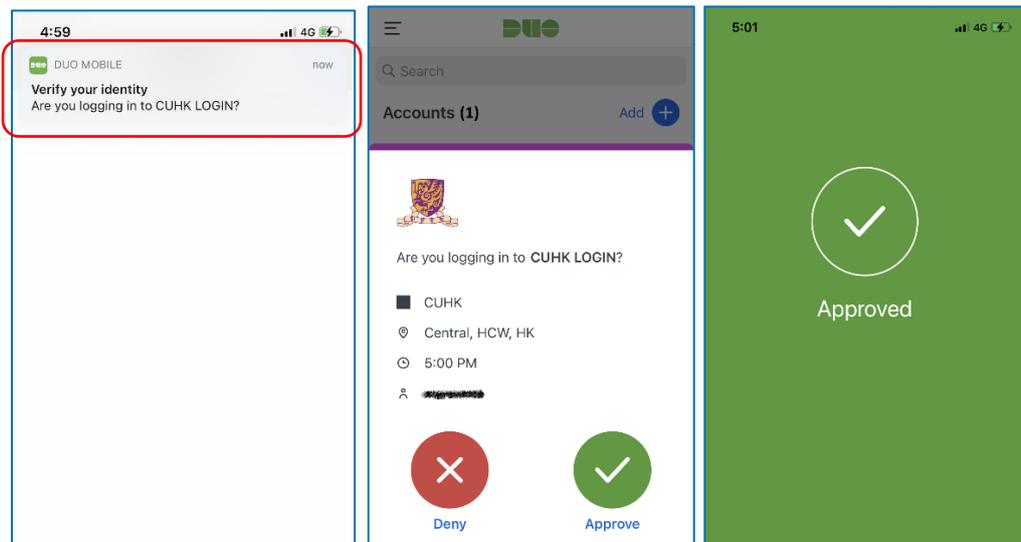
    Tap **Approve** to login the application.

- **Enter your Passcode**

If you used Duo Passcode in last authentication, it will prompt you to enter a Duo passcode which can be generated from your Duo Mobile app.
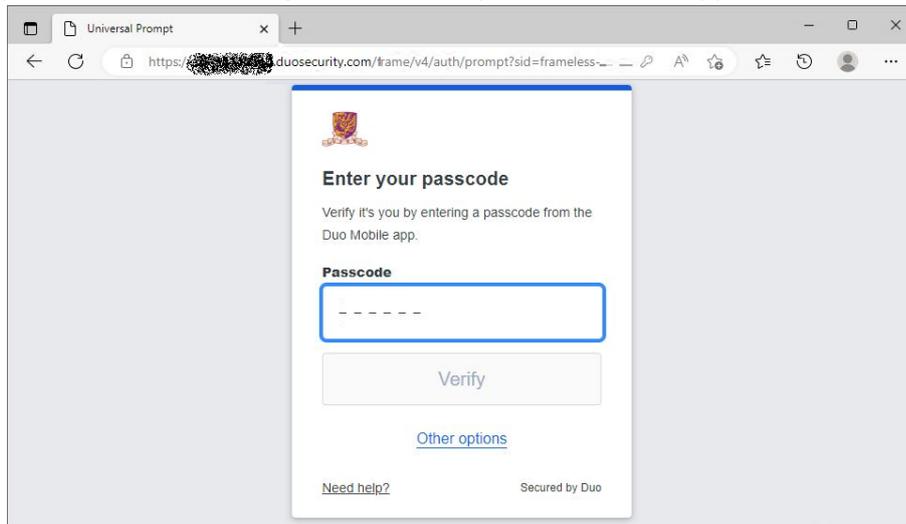
Open the Duo Mobile App on your mobile device, then **tap on your account**, a one-time passcode is generated.
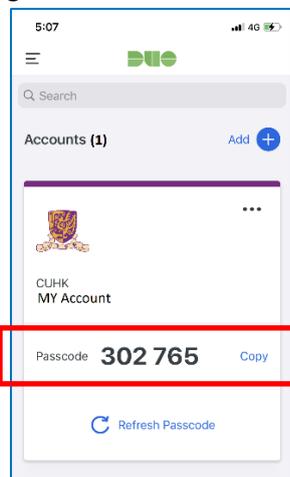
Input the passcode in the webpage, then click **Verify** button.
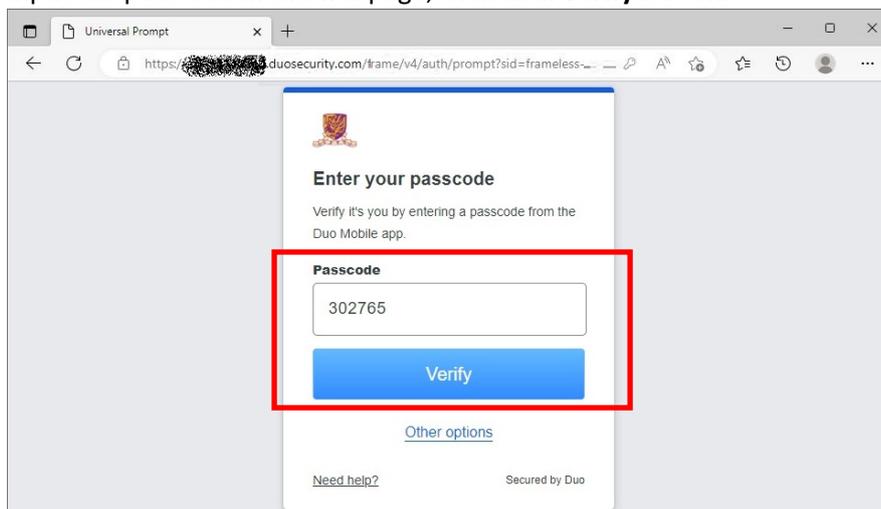
After you pass the authentication, it will show a "Trust This browser?" message.

It is a remember device feature which allows you to skip Duo 2FA when you login any Duo-2FA integrated web application again within 12 hours with the same browser and device.
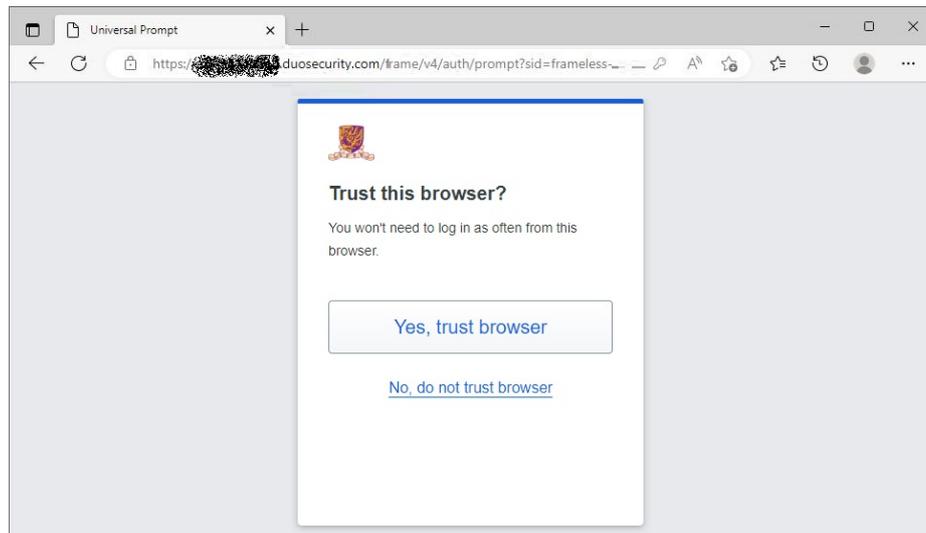
- Click "Yes, trust browser", only if you trust the browser from your own computer.
- Otherwise, click "**No, do not trust browser**" if you don't trust the browser, especially when using a public/shared/untrusted computer.

iv.   A Success page will be shown once you are authenticated successfully.
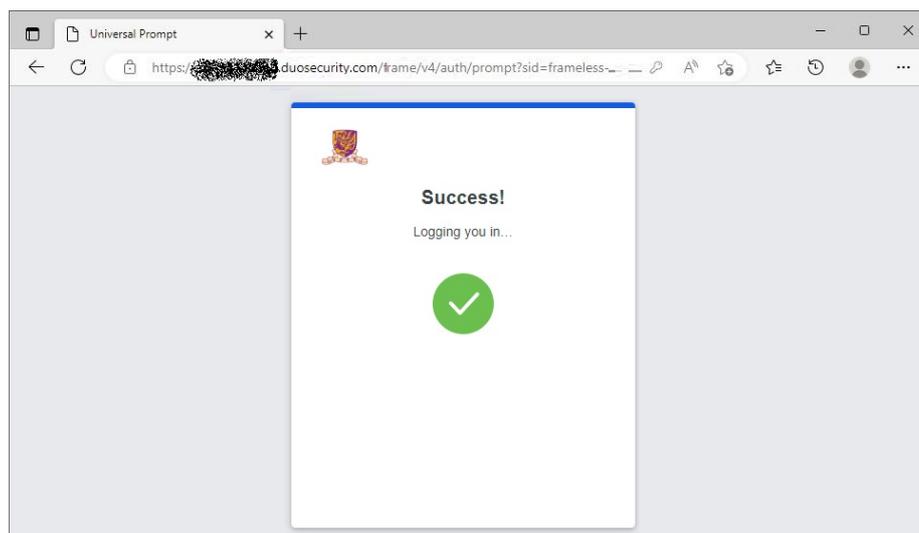
And it should return to the application automatically.

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