Authenticating with DUO at WVU

HOW TO USE DUO TWO-FACTOR AUTHENTICATION

When logging into a WVU application that requires additional verification, you will see the DUO Authentication screen, where you’ll need to verify it’s really you.

1. **Select a device** from the dropdown list.
2. Then choose an authentication method from the buttons below:
   a. Click **Send me a Push** to receive a notification on the Duo Mobile app on your mobile phone or tablet. You will see a notification for a request that you must tap, and then choose **Approve**.
      - If the notification does not appear immediately, you may need to open the Duo Mobile app to see the notification.
      - See [instructions](#) about adding a mobile phone for how to install the Duo app.

      *If your phone or device has a fingerprint ID scanner, you can approve the push request via fingerprint recognition. Tap the notification and scan your fingerprint to approve.*

   b. Click **Enter a Passcode** to enter a six-digit passcode received from the Duo app on your device or from your WVU department or the IT Service Desk. To get a passcode from the Duo app, tap the **key** icon to get a code, then type the code into the authentication screen on your computer.
   c. Click **Use a Token** to authenticate via your U2F token device. You must use Chrome (or a token-compatible browser) to authenticate with a token by touching the device when it flashes.

3. The Duo system will receive your approval and authenticate your WVU Login. You will be granted access to the system you were logging into.
4. You have now successfully logged into WVU’s authenticated systems!
• Your authentication will remain active for 24 hours in this browser session. If you close the browser, or switch to a different browser, you must authenticate again.
• After 24 hours, your authentication will expire, and you must re-authenticate.
• See the Two-factor Authentication page in the WVU Knowledge Base for additional instructions on how to set up your account and devices, how to change your settings, remove a device and more!