Authenticating with a Duo Hardware Token

HOW TO USE A DUO TOKEN TO AUTHENTICATE TO WVU SYSTEMS

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. Take the following steps to verify with a token.

1. Choose **Token** from the **Device** drop-down menu on the authentication screen.

2. Click the **Enter a Passcode** button. A text-entry box will appear, and the **Enter a Passcode** button will display “Log In”.

3. A prompt will appear at the bottom asking you to enter a passcode from a hardware token.

4. Press the **button** on your Duo token device to receive a new 6-digit code displayed on the device’s screen.

5. **Enter the six-digit passcode** into the text field on the Duo authentication screen.

6. Click the **Log In** button next to the text field. You should see a ‘success’ message.

7. The Duo system will receive your approval and authenticate your WVU Login. You will be granted access to the system you were logging into.

8. You have now successfully logged into WVU’s authenticated systems!
SOME THINGS TO NOTE

- 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 site for additional instructions on how to set up your account and devices, how to change your settings, remove a device and more!