

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

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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

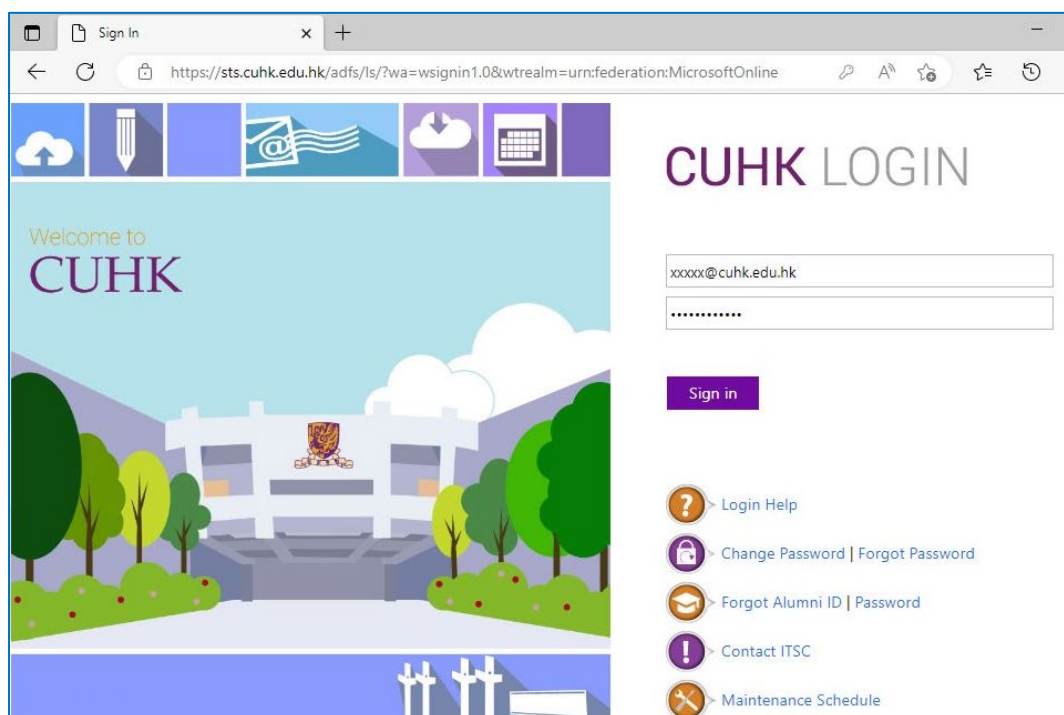
- i. Enrolled CUHK account & your mobile device via Self Service Portal (<https://duo.itsc.cuhk.edu.hk>).
- ii. An enrolled mobile device with 'Duo Mobile' app installed.

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

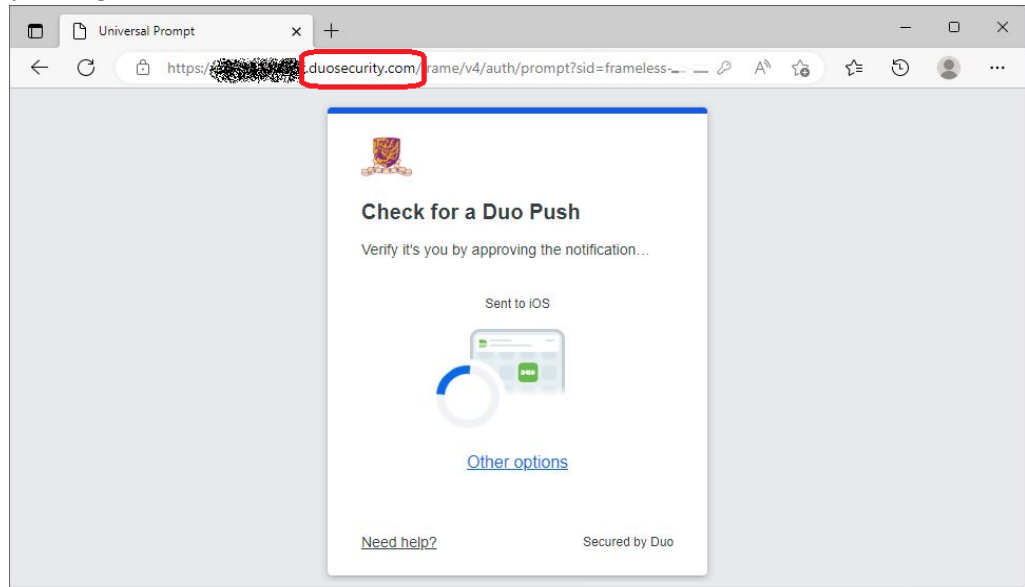
then click **Sign in**.



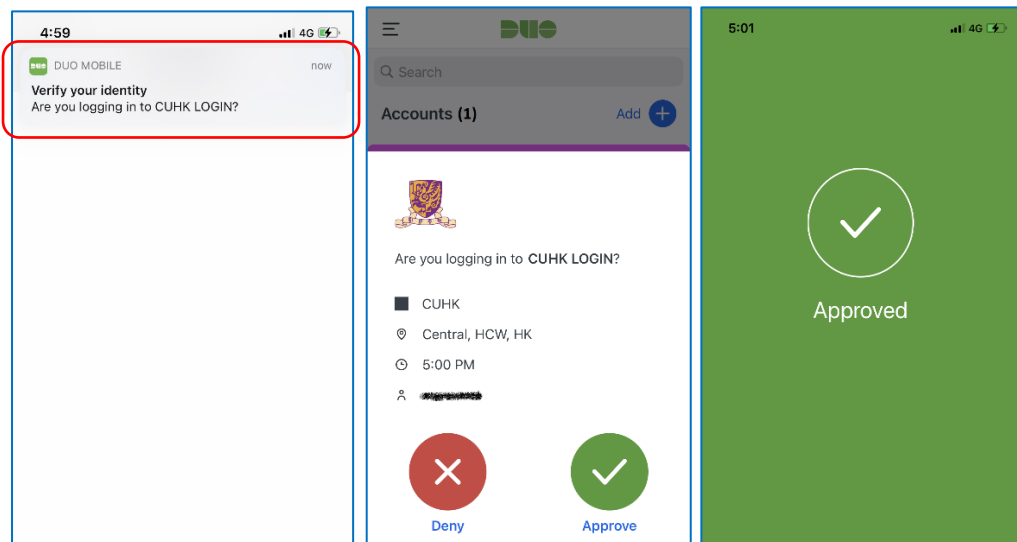
- iii. Then, you will be redirected to a webpage hosted by DUO at “*.duosecurity.com” for 2nd authentication, and you can continue using your last authentication method or select “Other options” to choose another authentication method.

- **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.



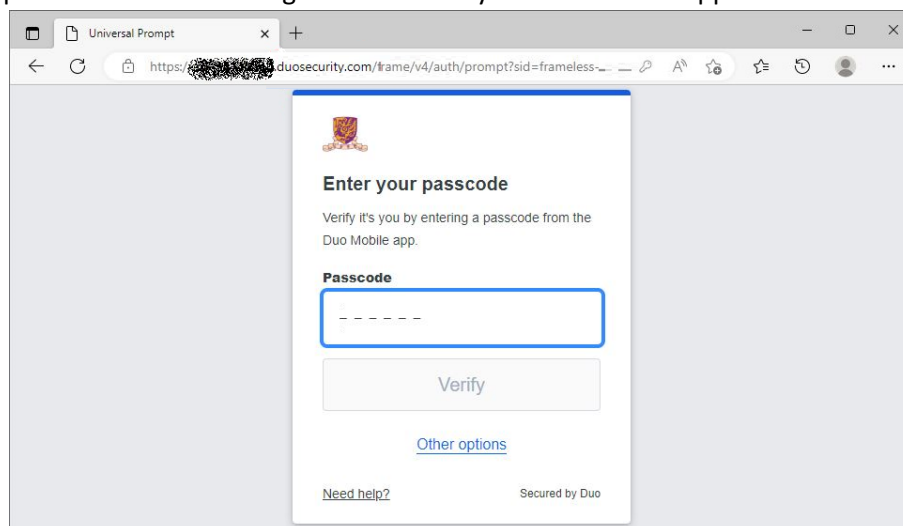
Open the DUO Mobile App on your mobile device, then **tap on the notification message**, a Login Request with the information of requesting source is displayed.



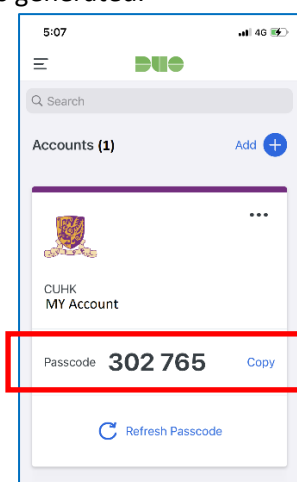
Tap **Approve** to login the application.

- **Enter your Passcode**

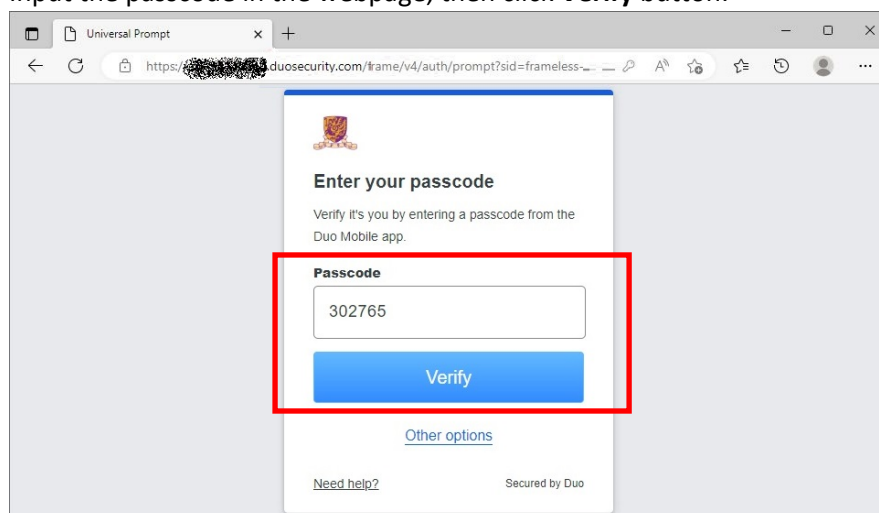
If you used Duo Passcode in last authentication, it will prompt you to enter a Duo passcode which can be generated from your Duo Mobile app.



Open the Duo Mobile App on your mobile device, then **tap on your account**, a one-time passcode is generated.

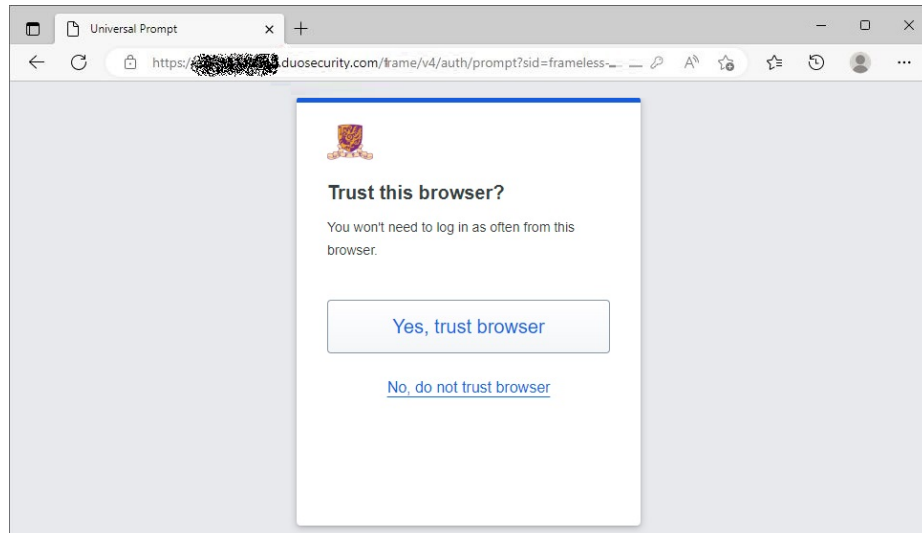


Input the passcode in the webpage, then click **Verify** button.



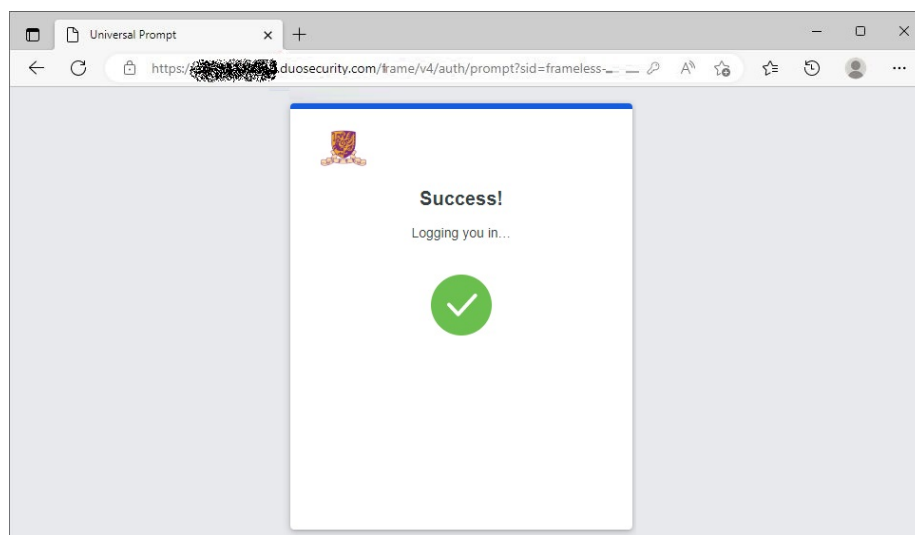
After you pass the authentication, it will show a “Trust This browser?” message.

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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