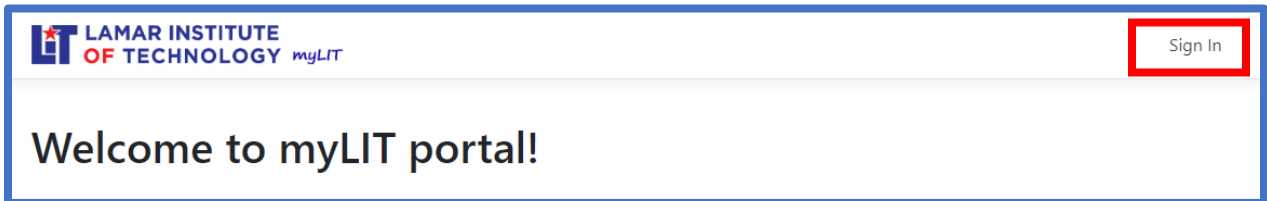


PURPOSE: This tutorial guides users through the process of completing the mandated use of Multi-Factor Authentication (MFA) via DUO Mobile for LIT system access.

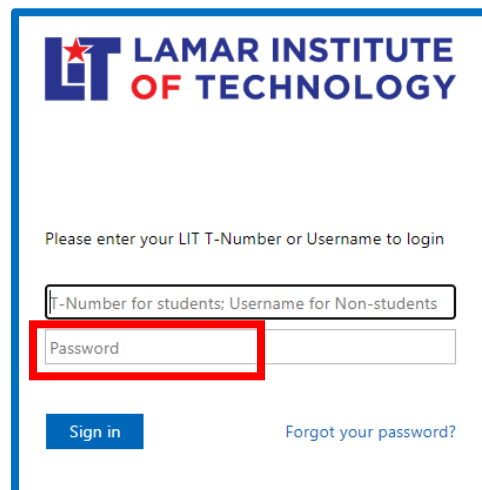
1. **On a computer**, go to my.lit.edu
2. Click “Sign In” in the top right corner



3. Sign in using your TDCJ username@my.lit.edu and click Next

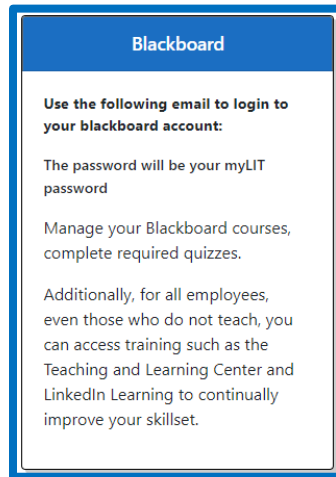


4. Enter your password. (The username entered on step 3 will auto populate.)

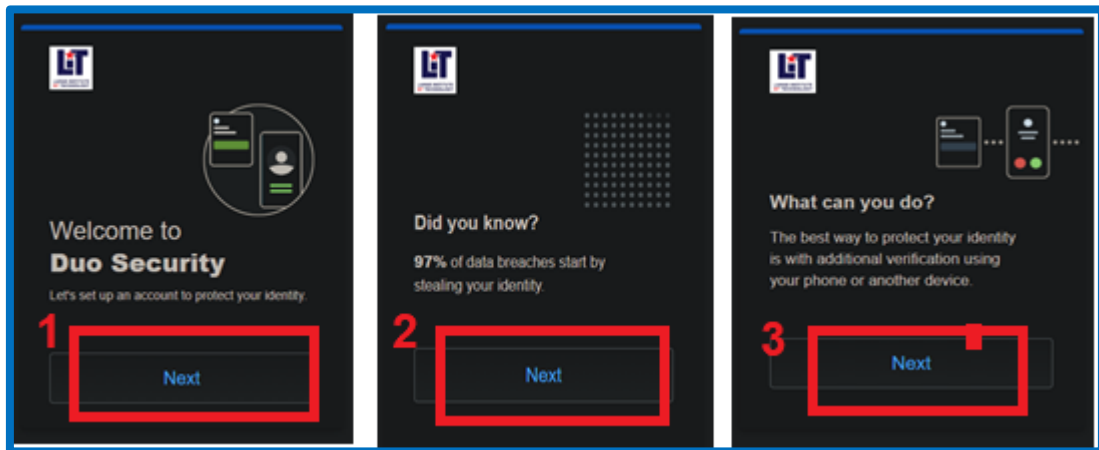


TDCJ - DUO MFA Instructions

5. Click the “Blackboard” card.



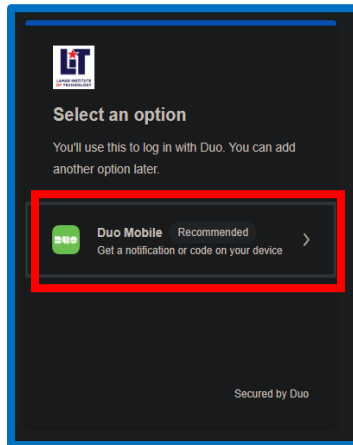
6. You will be prompted to set up a Duo Mobile account. Click “Next” **three times**.



For issues with DUO account setup, contact the LIT Helpdesk at 409-839-2074 for assistance.

TDCJ - DUO MFA Instructions

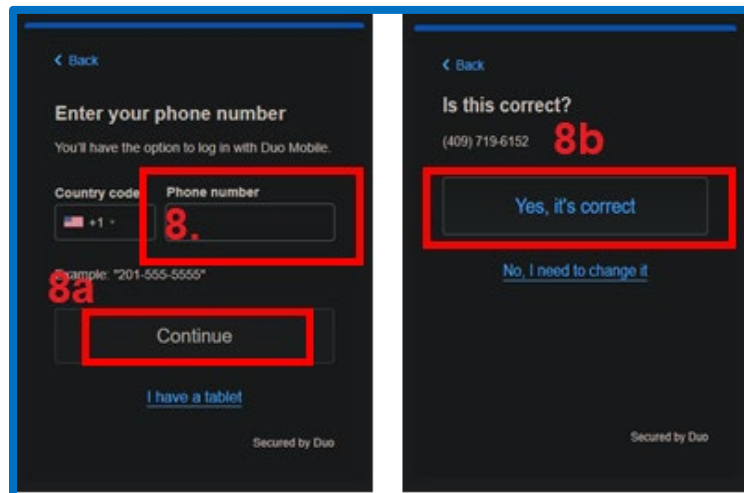
7. Click “Duo Mobile”.



8. Enter your phone number in the “Phone Number” text box.

a. Click “Continue”

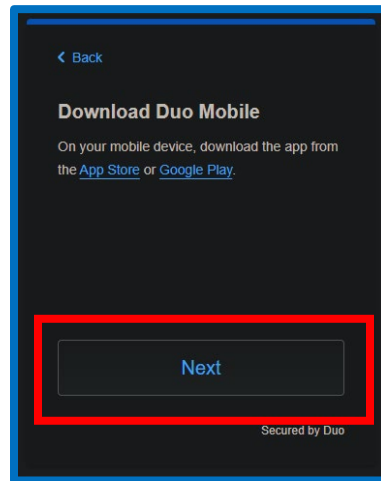
b. Then confirm your phone number on the next screen by clicking “Yes, it’s correct”.



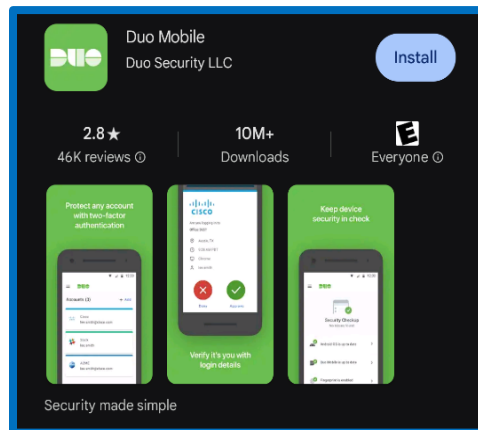
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9. Click Next to Display a QR Code to later be used in Step 12.



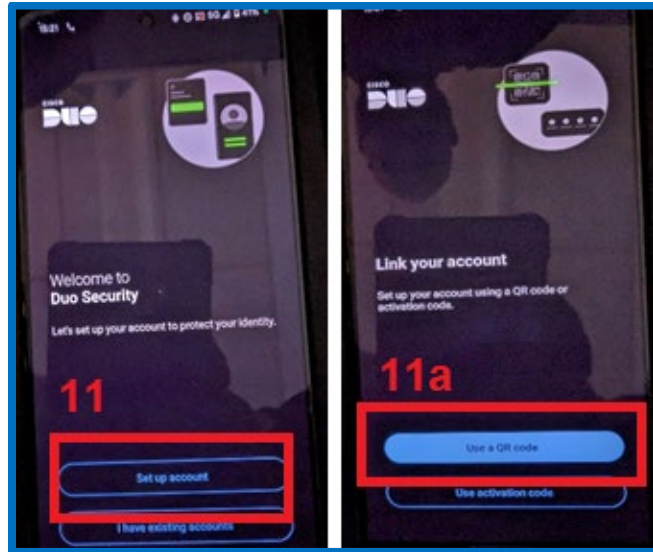
10. **On your phone**, go to the App Store or Play Store.
 - a. Search for "Duo Mobile" and install the DUO app.



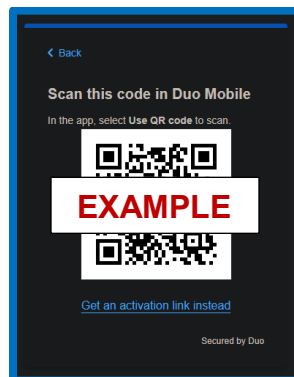
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TDCJ - DUO MFA Instructions

11. With Duo Mobile installed, tap “Set up account”
 - a. Then tap “Use a QR code”.



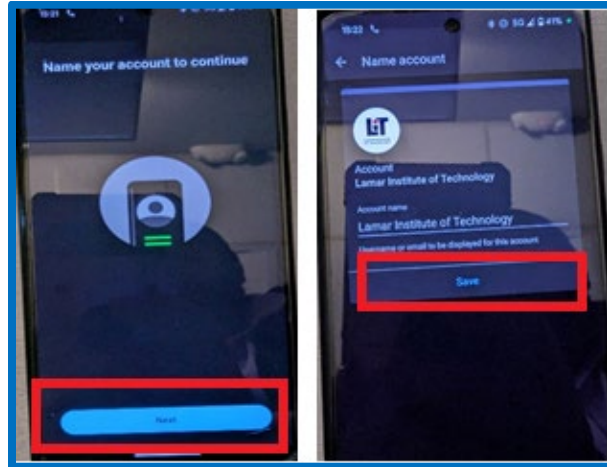
12. Scan the QR code displayed on your computer screen in Step 9



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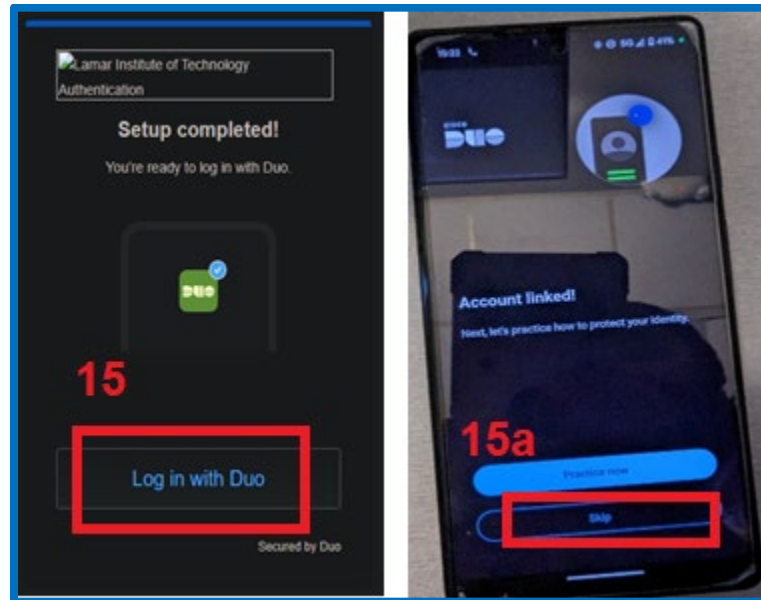
TDCJ - DUO MFA Instructions

13. Click “Next”, verify the account name in the app and click “Save”.



14. Your account should now be linked to the app.

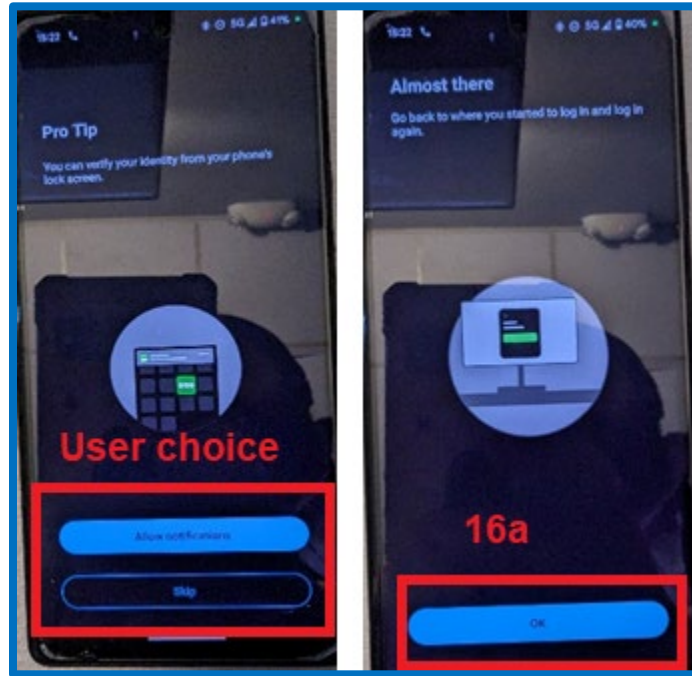
15. Click “Log in with Duo” and tap “Skip” on the app.



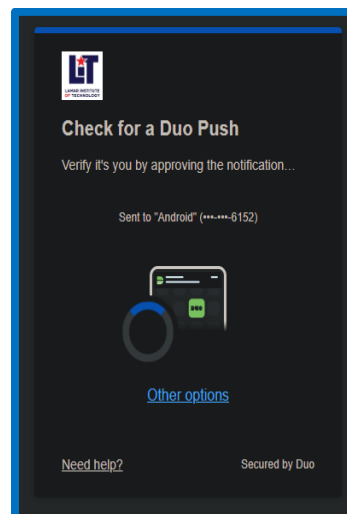
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TDCJ - DUO MFA Instructions

16. You can either enable notifications **or** skip
 - a. Click "OK".



17. DUO is now setup.
18. Anytime login to Blackboard or any other LIT application you will now get a "Check for a Duo Push" notification on the screen upon login.

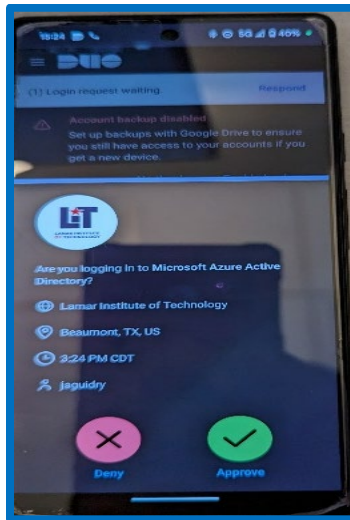


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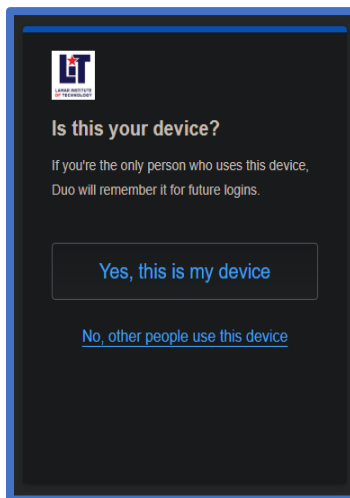
TDCJ - DUO MFA Instructions

19. Depending on the option chosen in step 16, you will either see a notification on your phone for verification or you will need to open the DUO App to approve the DUO Push notification on your mobile device.

- a. Once you receive this notification pictured below tap “Approve”.



20. Once you approve a DUO push notification it will prompt you asking if you are on your own personal computer. If so, you may click “Yes, this is my device” to reduce the number of times you are prompted by Duo. If you are using a public computer or someone else’s computer, click “No, other people use this device”.



For issues with DUO account setup, contact the LIT Helpdesk at 409-839-2074 for assistance.