Duo - Two Factor Authentication

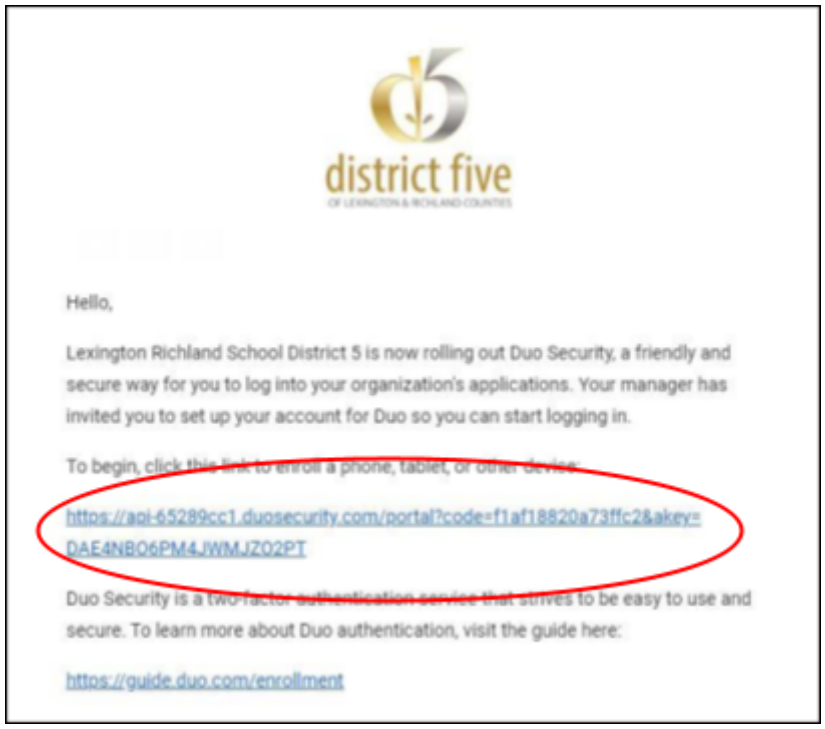
Adding another level of security to prevent anyone but you from accessing your account, even if they know your password.

If you do not want to install an app on your personal mobile phone, please click on the link below for different instructions.
DUO Enrollment Instructions without app (This is not the recommended route.)

Part One - Enrolling in Duo Mobile

1. Go to www.gmail.com to log in to your District 5 email on your computer.

2. You will receive the following email. Click on the link in your email that you pull up on your computer to enroll your device.


district five

Hello,

Lexington Richland School District 5 is now rolling out Duo Security, a friendly and secure way for you to log into your organization's applications. Your manager has invited you to set up your account for Duo so you can start logging in.

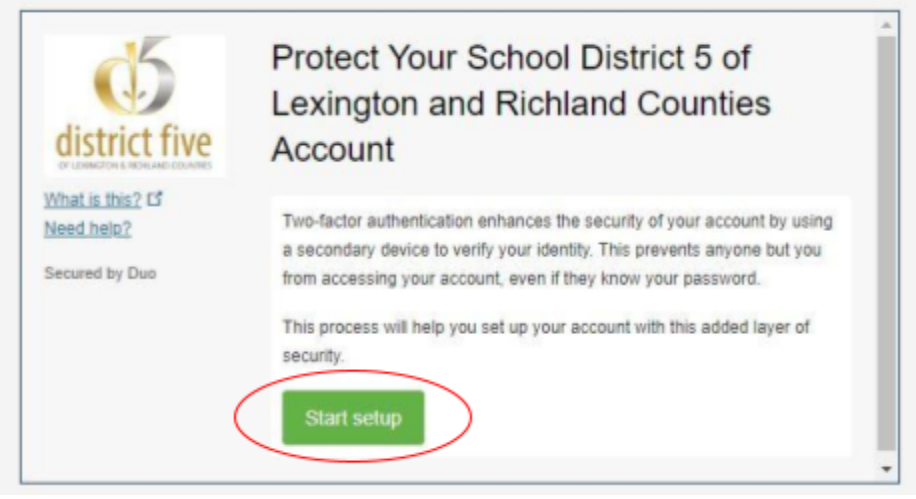
To begin, click this link to enroll a phone, tablet, or other device:

https://api-65289cc1.duosecurity.com/portal?code=f1af18820a73ffc2&akey=DAE4NBO6PM4JWMJZO2PT

Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:

https://guide.duo.com/enrollment

3. Once you click the link from the email, you will receive the message below. Click **Start setup**.


district five

Protect Your School District 5 of Lexington and Richland Counties Account

What is this?
Need help?

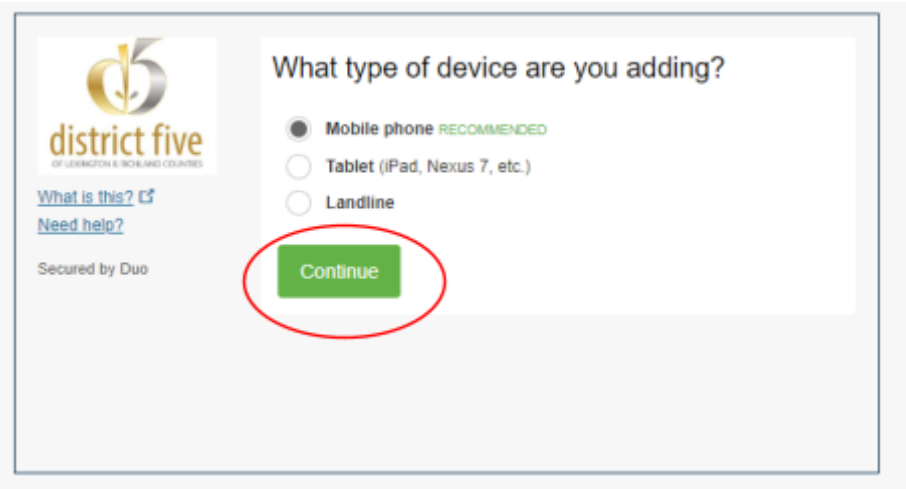
Secured by Duo

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

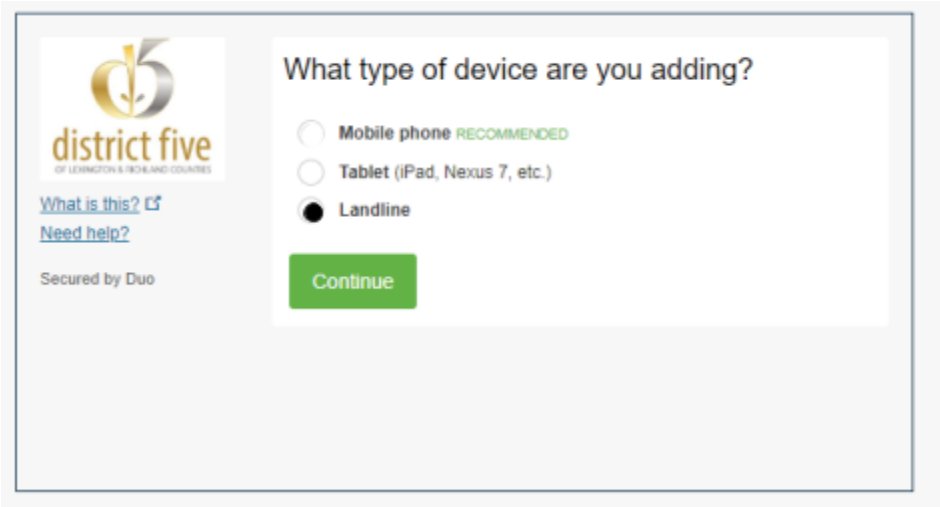
This process will help you set up your account with this added layer of security.

Start setup

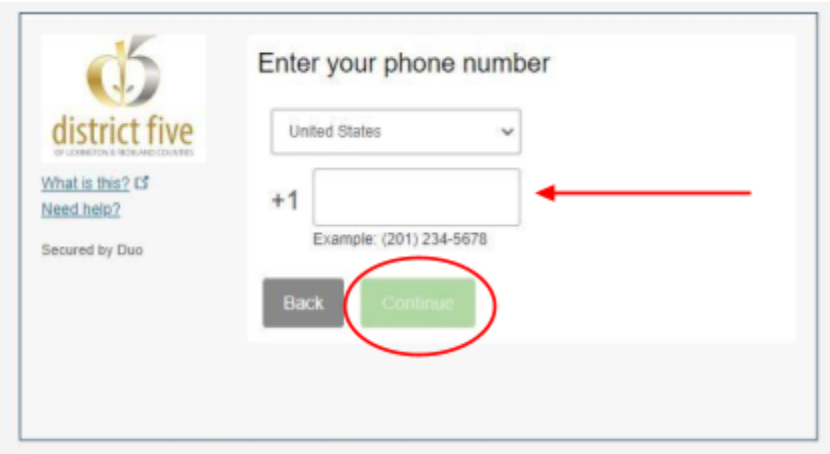
4. You will now select the type of device you are enrolling. Mobile phone is the device used in this example and is ***recommended***. Users that are issued district cell phones may use that device or a personal cell phone. “Tablets” refer to a personal tablet, not a district computer/chromebook/ipad.
    a. Here is the picture for choosing the mobile phone option. Then click **Continue**.



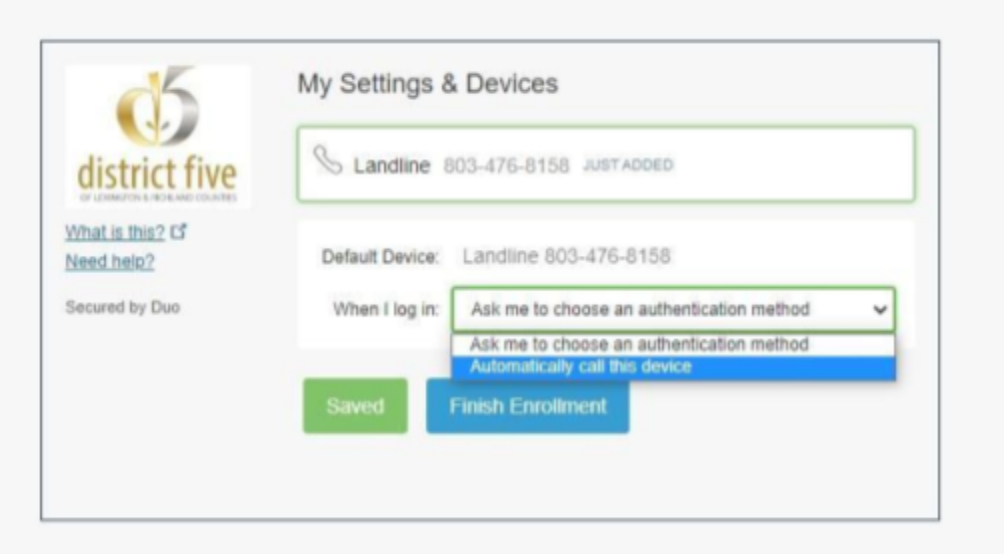
    b. If you do not want to use a mobile phone you can select Landline. However, it can not be the same landline that someone else uses. Then click **Continue**.



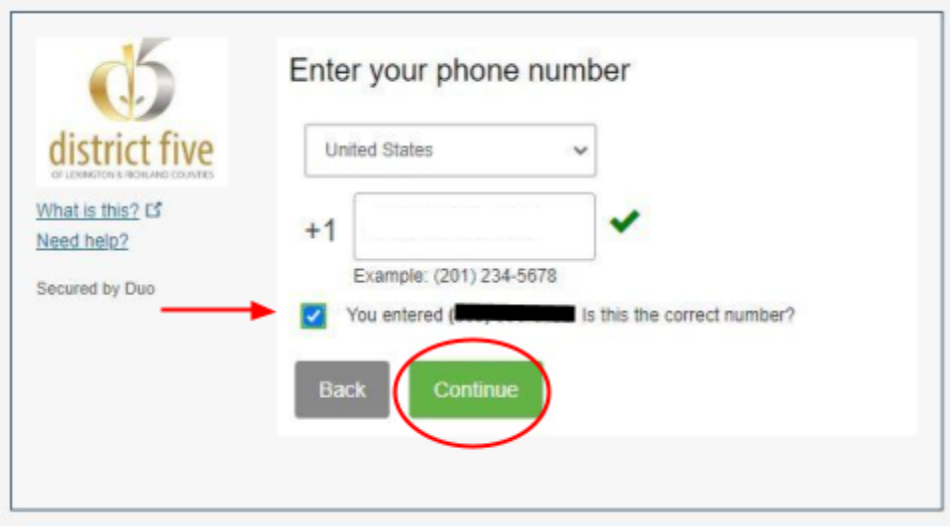
5. Now enter the phone number of the mobile phone you are using. Then click **Continue**.



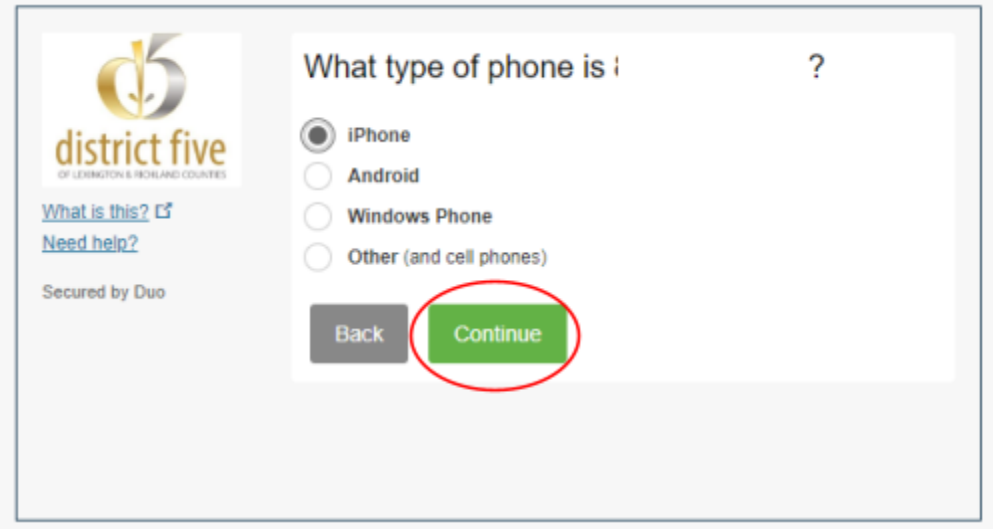
a. Or if you are using a Landline, enter that number. Then click **Finish Enrollment** and you are done! (You are only done if selecting the Landline option.)



6. Verify the number you entered is correct. Then check the box beside **You entered (xxx)xxx-xxxx. Is this the correct number?**. Now click **Continue**.

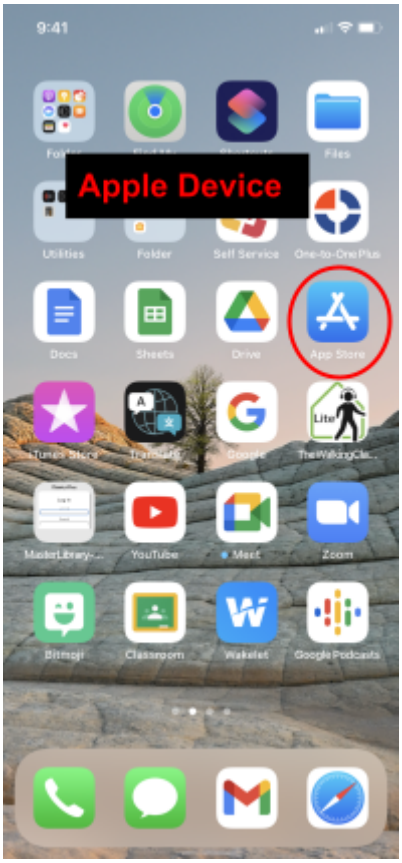


7. Now verify the type of phone that corresponds with the phone number. Then click **Continue**.

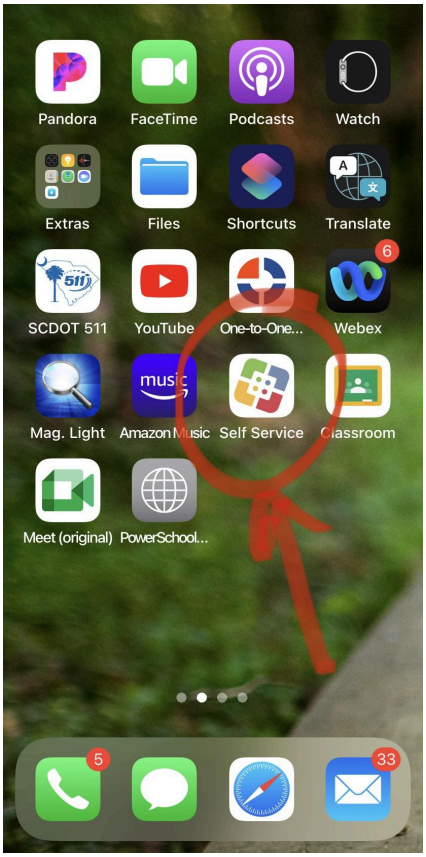


8. Now you will install Duo Mobile on your smartphone.

9. Go to your smartphone and locate the Apple Store (Apple) or Play Store (Android). If you are issued a District Five phone, you can install the DUO app from the Self Service portal.

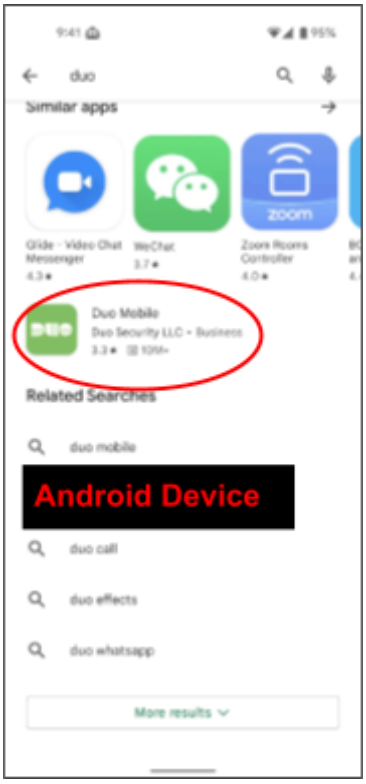




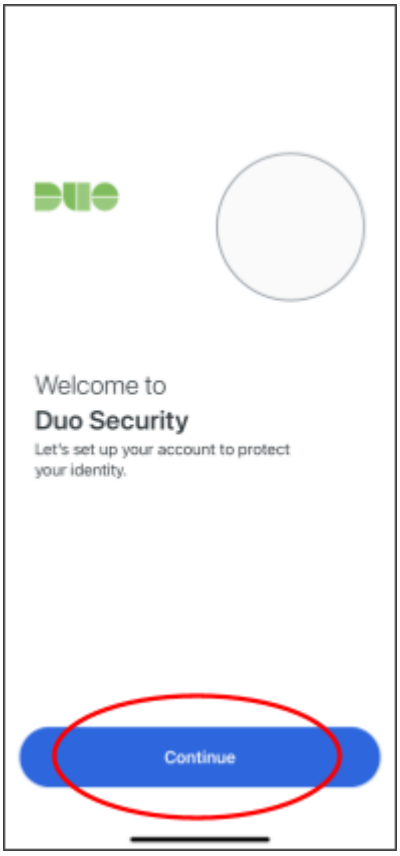


10. Search for Duo and select the “Duo Mobile” app. (It is the green app with the word Duo in white in the middle.)

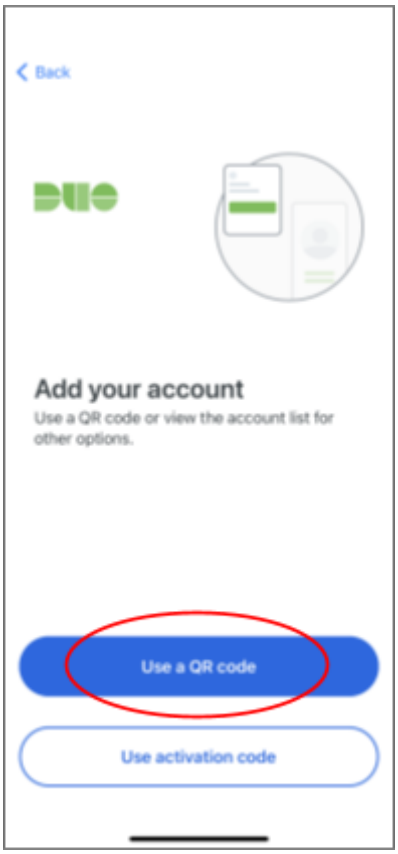




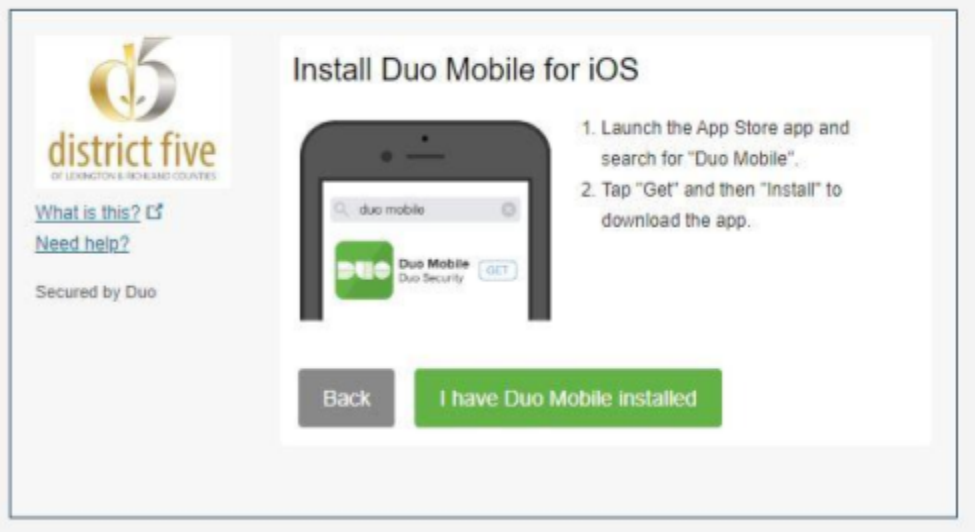
11. After installing the app, open Duo. You will get a Welcome to Duo Security page. Click “Continue.”



12. Click “Use a QR Code” on your smartphone.



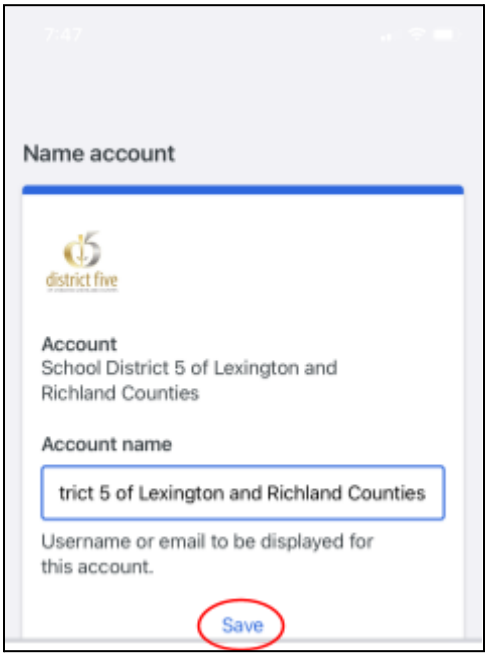
13. Click “I have Duo Mobile installed” on the box on your computer.



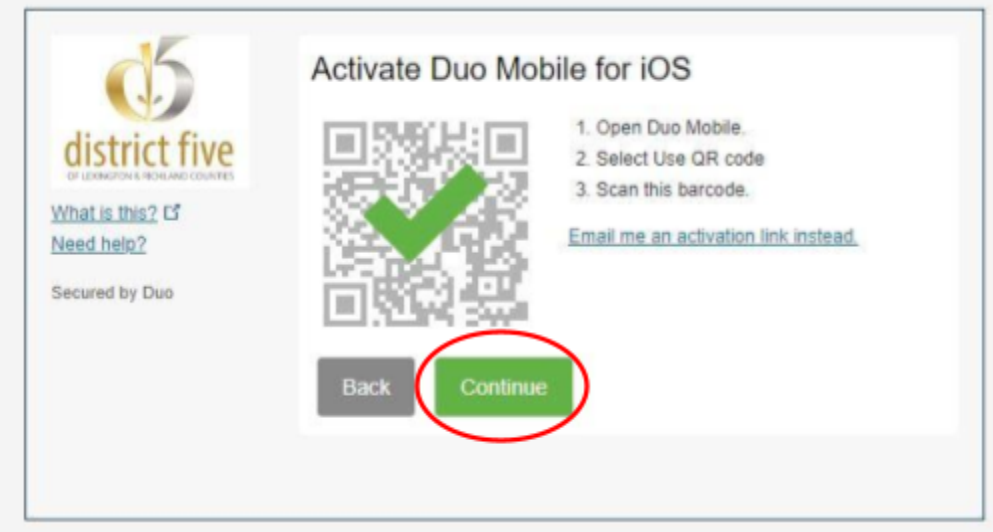
14. Scan the QR code on the computer with the Duo app on your smartphone.



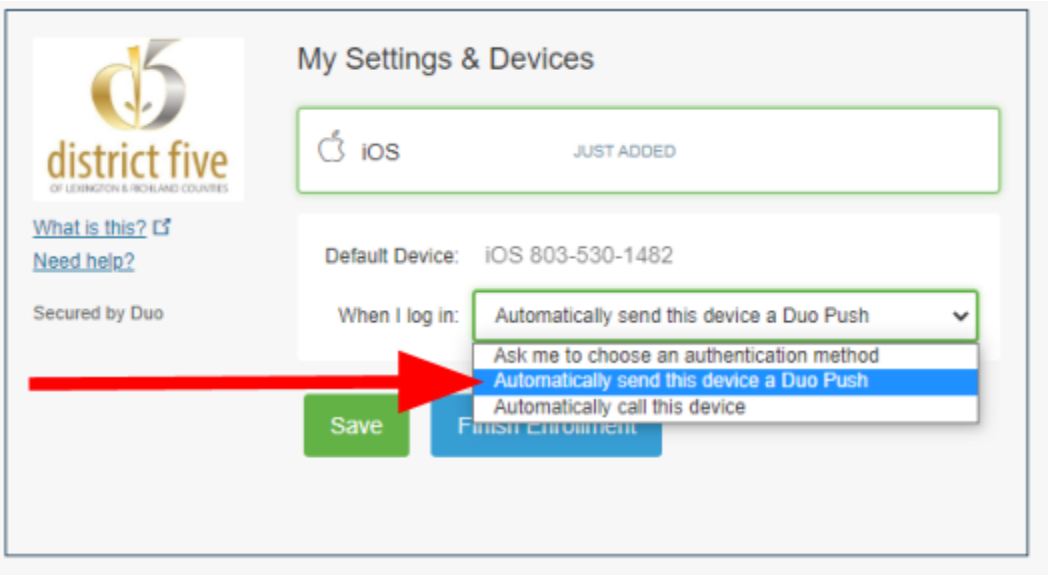
15. Click “Save” on your smartphone. This will populate the district name.

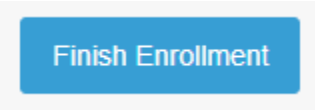


16. Setup of the app has now been completed. Click “Continue” on the computer.

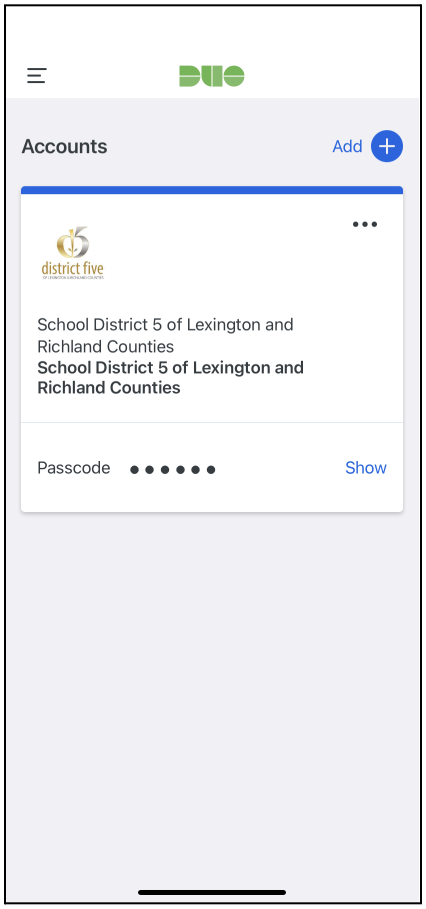


17. Select “Automatically send this device a Duo Push” and then click “Finish Enrollment” on the computer.





18. This is what your smartphone will show. (You do not need to do anything on this screen.)



19. You have now fully enrolled in Duo Mobile. This will show up on your computer.

