

Setup TOTP MFA for Faculty and Students – DUO MOBILE

- It is recommended that you use two devices: a desktop or laptop computer on which to open the registration page and the mobile device/phone on which you will install the authenticator app.
- VERIFY that your phone is compatible with the DUO MOBILE APP
 - If your phone is NOT compatible with the DUO MOBILE APP, please contact the LOUISIANA TECH HELPDESK for assistance.

Helpdesk:

Email: helpdesk@latech.edu

Phone: 318.257.5300

Submit a ticket: <https://helpdesk.latech.edu/ticket/>

Remote Assistance: remote.latech.edu

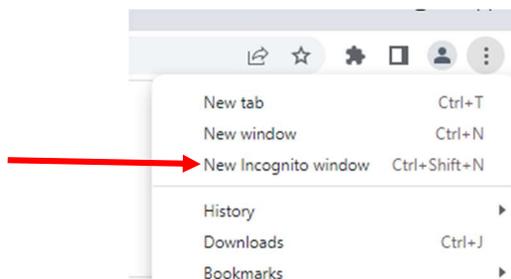
Website/chat: helpdesk.latech.edu

Located in the Basement of WYLY Tower, rm 155

- Proceed with DUO MOBILE App setup
- Install the DUO Mobile app on your phone/mobile device.



- Then, open an incognito browser and navigate to mfa.latech.edu. For Google Chrome, Microsoft Edge, and Firefox: In the upper-right-hand corner of the browser window click the menu button and select **“New Incognito Window”**.



- Then, login to **mfa.latech.edu** with your Canvas credentials.

- Click “Yes” to enable MFA on your account.

Louisiana Tech University MFA Control Panel

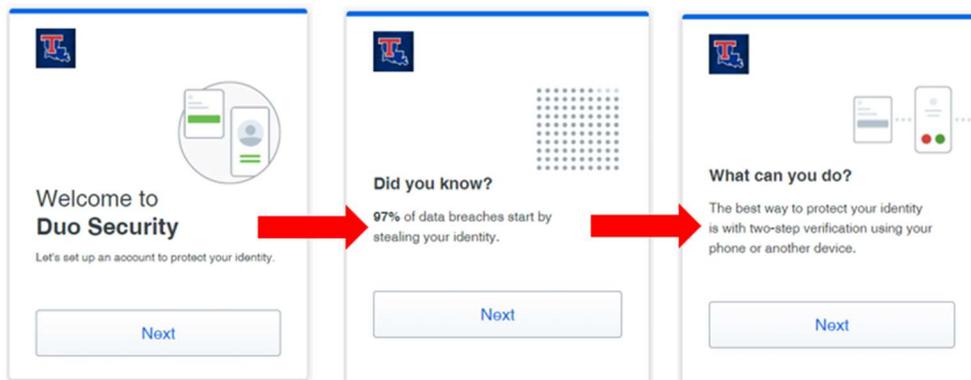
Success!

To complete the process, click the "Restart Login with MFA" button and start a new session. Login to a CAS protected service (Moodle, GSuite, etc) from a desktop or laptop computer. After your initial authentication, you will be presented with a QR code to scan with the TOTP PIN app on your phone. DO NOT click register before scanning the QR code!

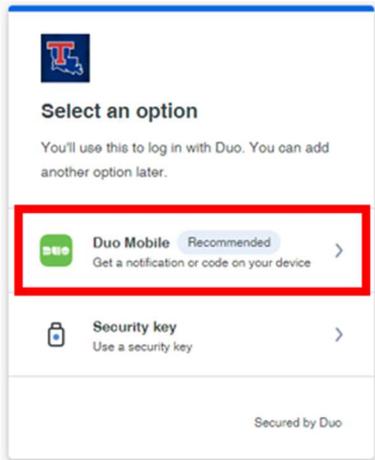
Once the QR code is scanned, the process is complete and you will be prompted to confirm logins by entering the PIN from your phone



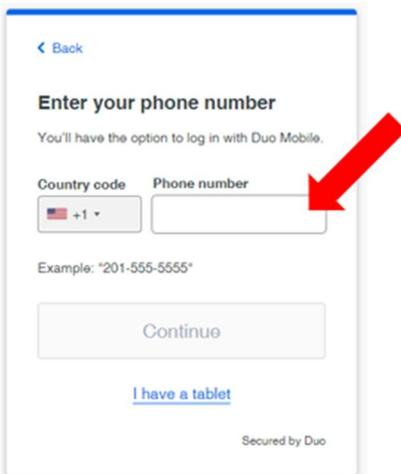
- On the next screen click, “**Restart Login with MFA**”. You will be logged out automatically.
- To complete the MFA setup, it is recommended that you use two devices: a desktop or laptop computer on which to open the registration page and the mobile device/phone on which you installed the authenticator app.
- Have DUO mobile ready and log on to **canvas.latech.edu** with your Canvas credentials.
- You should be prompted to set up DUO Mobile. Read the instructions and click **next**, then you will be prompted to select an option.



- Click the first option, **DUO Mobile**.



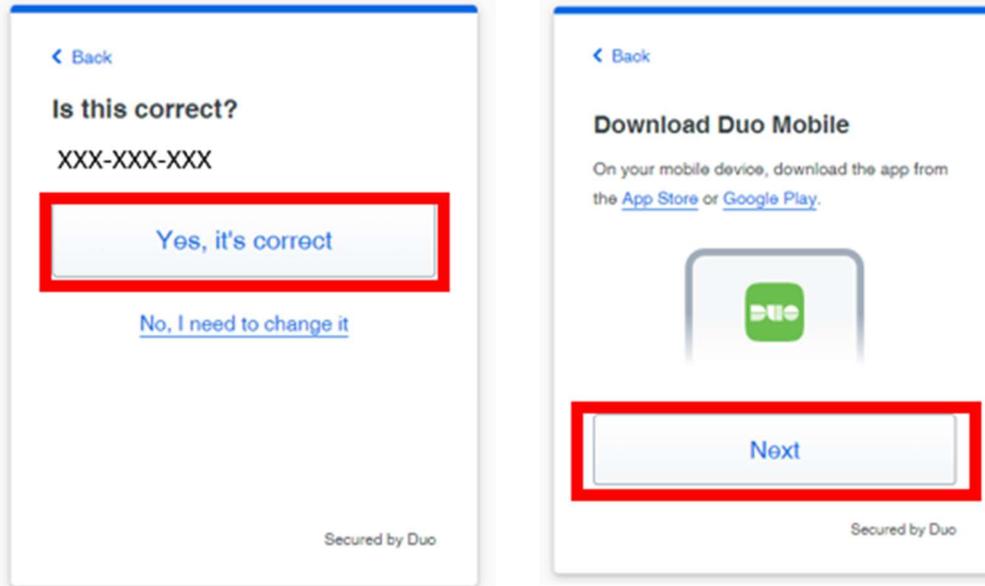
- Enter your **phone number**.



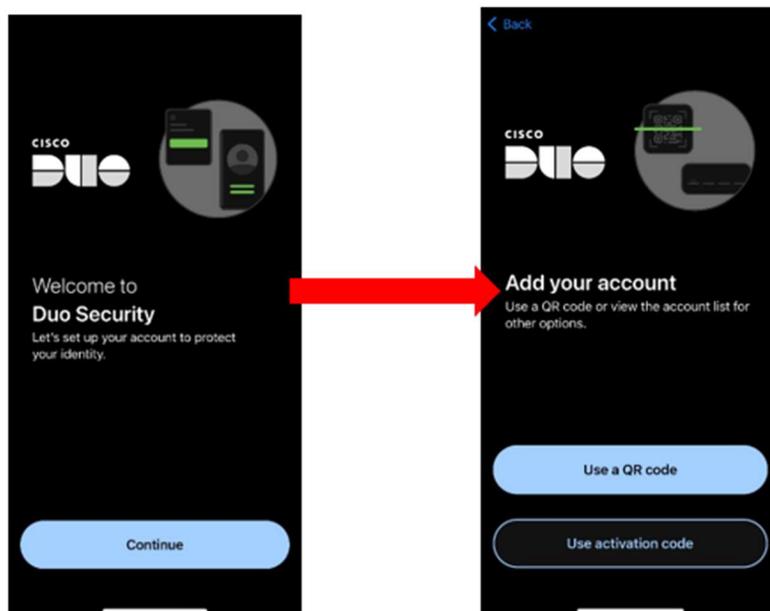
- **Confirm** your phone number and **download DUO Mobile** if you haven't already.



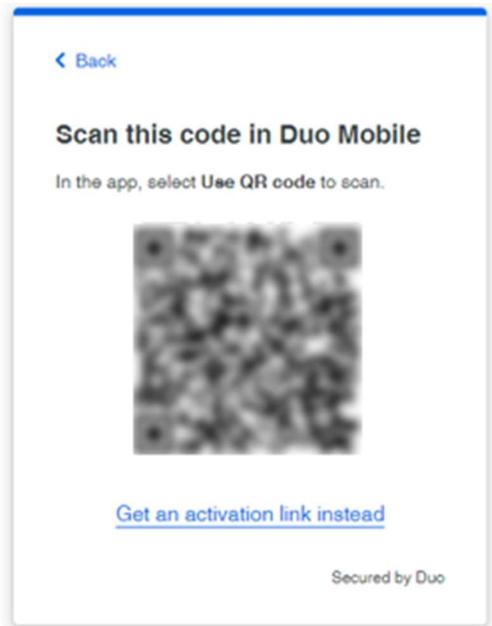
- Choose “**Next**” as you already have the Duo Mobile app installed.



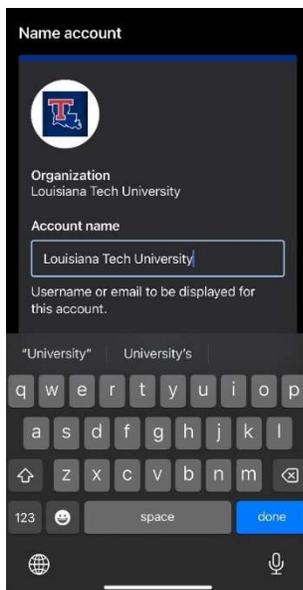
- Leave the QR Code that appears on the computer screen.
- Go back to Duo on your phone, and click “**Continue**” and choose “**Use a QR Code**”



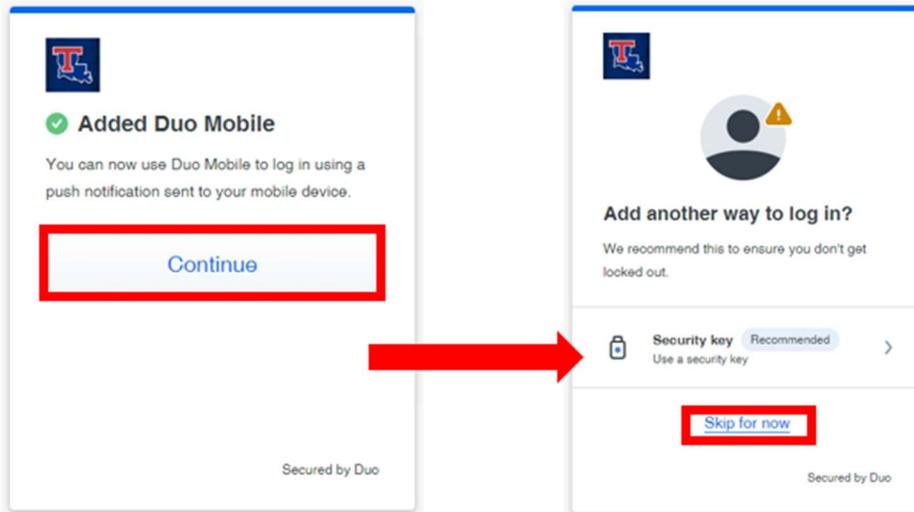
- Scan the QR code that is on the computer screen.



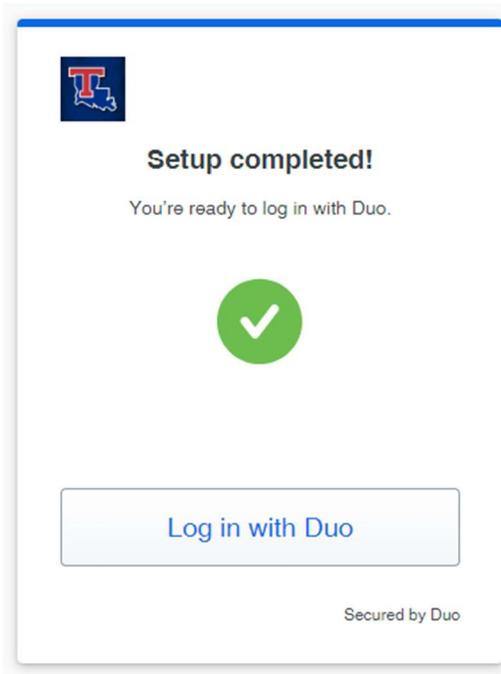
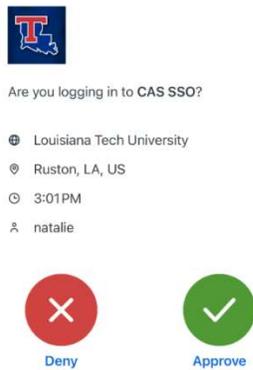
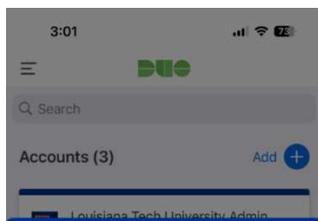
- Name the account “Louisiana Tech University”.



- Make sure to **skip the practice** and **allow notifications**.
- Once the QR Code is scanned, you should see confetti appear. Choose “**Continue**” and “**Skip for now**”.



- Choose “Login with Duo”. You will be prompted for a DUO push on your mobile device. Click the check mark to **Approve the push**.



Additional assistance – <https://guide.duo.com/universal-enrollment>
<https://helpdesk.latech.edu/kb/mfa/setup-totp-mfa-for-faculty-and-students/>