

How to Authenticate With Duo Using a Duo FOB or Hardware Token



1. If you haven't already, register for Duo by following directions here: <https://www.washburn.edu/its/accounts-access-mgmt/files/enroll-in-duo.pdf>
2. When attempting to authenticate to a Duo-protected resource (**EXCEPT VPN** – see below for more info), you will be prompted to authenticate with Duo:



[What is this?](#) [Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Powered by Duo Security

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push RECOMMENDED	Send Me a Push
<input type="checkbox"/> Call Me	Call Me
<input type="checkbox"/> Passcode	Enter a Passcode

3. Click on **Enter a Passcode**.

4. Push the button on the provided hardware token/Duo FOB to generate a **Passcode**.



5. Enter the generated **Passcode** in the field provided:

Device: iOS (XXX-XXX-5035)

Choose an authentication method

Duo Push RECOMMENDED Send Me a Push

Call Me Call Me

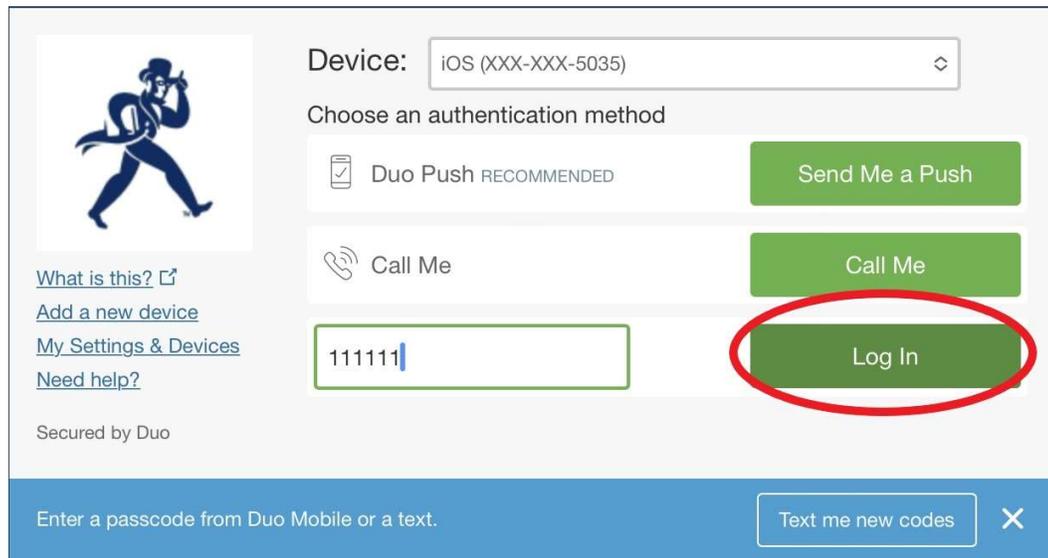
Log In

What is this? [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Secured by Duo

Enter a passcode from Duo Mobile or a text. Text me new codes ×

6. Click on **Log In**.



The screenshot shows a Duo authentication interface. On the left, there is a profile picture of a person in a blue uniform, with links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". Below these links is the text "Secured by Duo". On the right, the "Device:" dropdown menu is set to "iOS (XXX-XXX-5035)". Under "Choose an authentication method", there are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and a text input field containing "111111" with a "Log In" button. The "Log In" button is circled in red. At the bottom, there is a blue bar with the text "Enter a passcode from Duo Mobile or a text." and a "Text me new codes" button with a close icon.

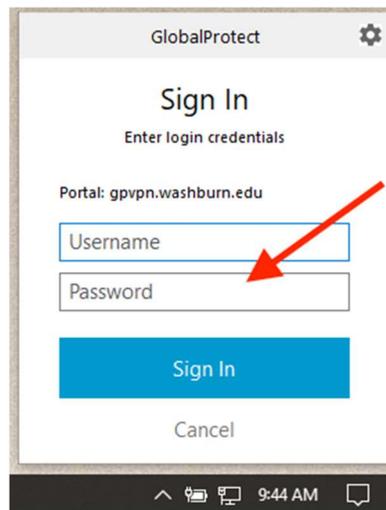
At this point, you should be authorized to use the resource. Done!

If you have any questions, please contact ITS User Services at 785-670-3000 or email support@washburn.edu.

How to Log Into VPN Using a Duo Hardware Token/FOB

- 1) If you haven't already, register for **Duo** and install **GlobalProtect VPN** client by following directions here: <https://washburn.edu/its/vpn.html>
- 2) When logging into the **GlobalProtect VPN** client, enter your Washburn email (firstname.lastname@washburn.edu) into the **Username** field as you normally would.
- 3) In the **Password** field, enter your password, a comma, then the passcode generated on your token by pressing the green button.

Examples: "mypass123,123456" or "mypass123,728292" – without the quotes, no spaces.



- 4) Hit the **Enter** button or click on **Sign In**.

If you have any questions, please contact ITS User Services at 785-670-3000 or email support@washburn.edu.