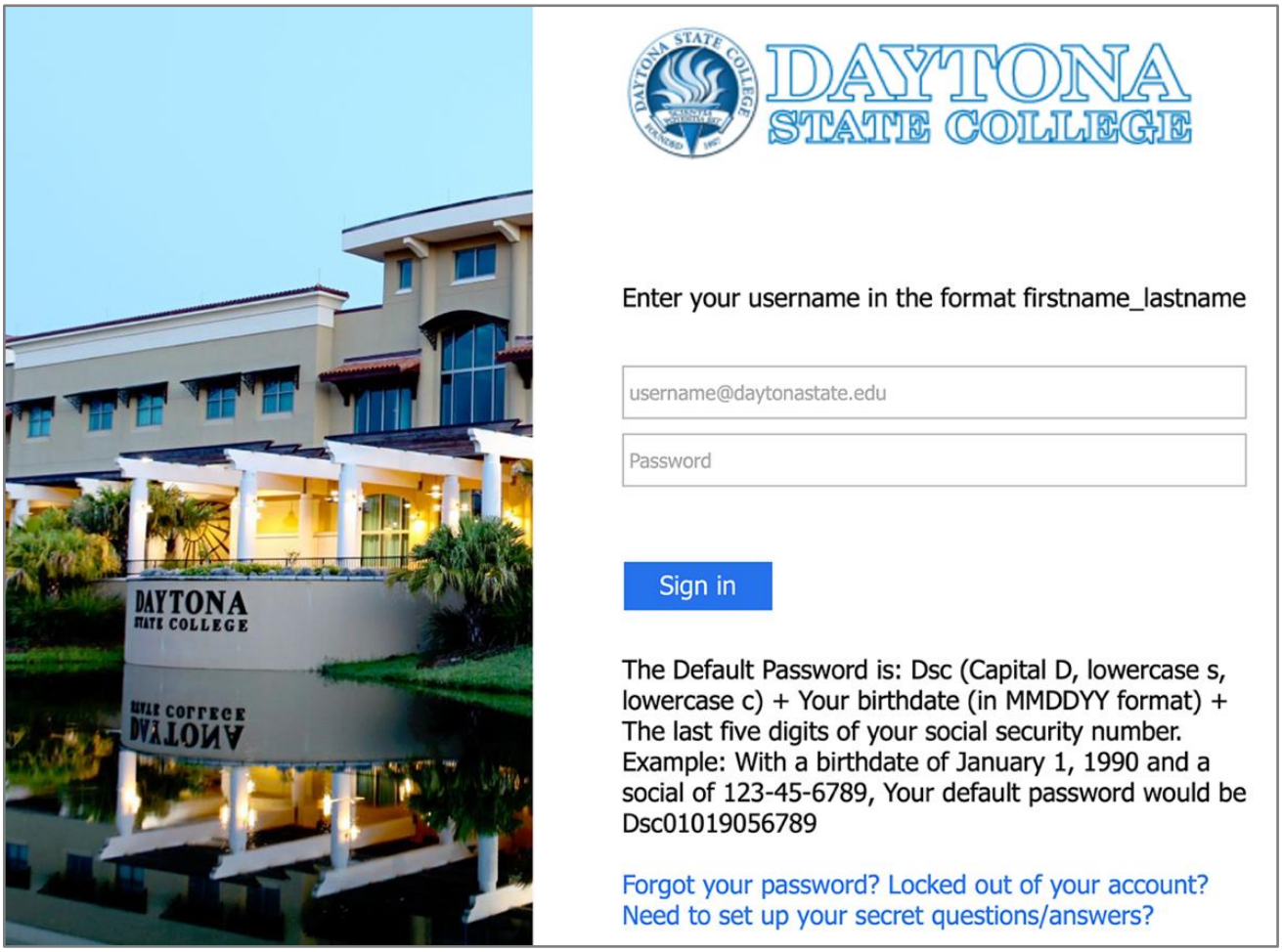
Changes to the MyDaytonaState Portal

Starting in 2020, identified users will be required to authenticate their identity using Duo Two-Factor Authentication when accessing the MyDaytonaState Portal.
The updated portal gives users the ability to manage their Duo accounts.
Documents and How to videos on the Duo enrollment process (located on the Training Resources page), can be found here: daytonastate.edu/training/resources.html

How to Access the New MyDaytonaState Portal

Users can access the updated Portal as normal, by going to: my.daytonastate.edu
The new Portal page resembles the log-in used for O365 applications.
Users will log-in using their college credentials, as normal.

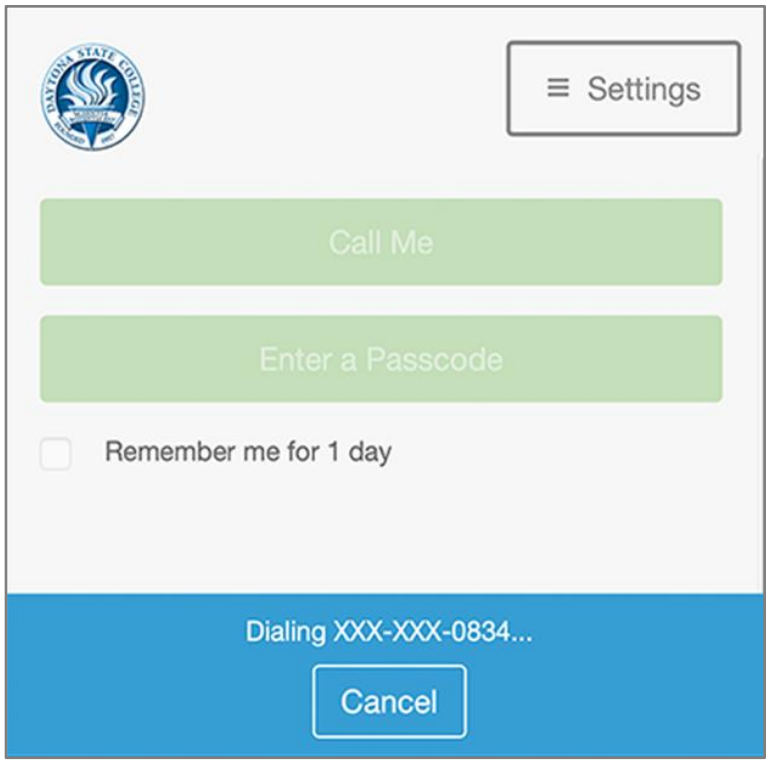


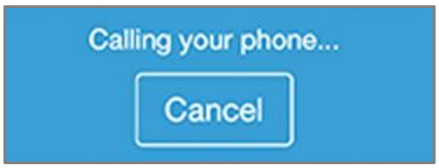
Once users enter their college credentials and select sign in, they will be prompted to verify their account using Duo Two-Factor Authentication.
Users can select **Remember me for 1 day** to authenticate only once that day.

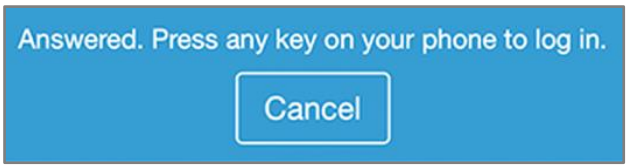
The following steps assume the user has already enrolled in Duo

Authenticate with a Phone Call:

Users can select **Call Me** to have Duo call their phone.
Users must answer the call and listen to the instructions to authenticate.
The blue status bar updates at each step of the authentication process.
Once authenticated, users will be redirected to PeopleSoft.

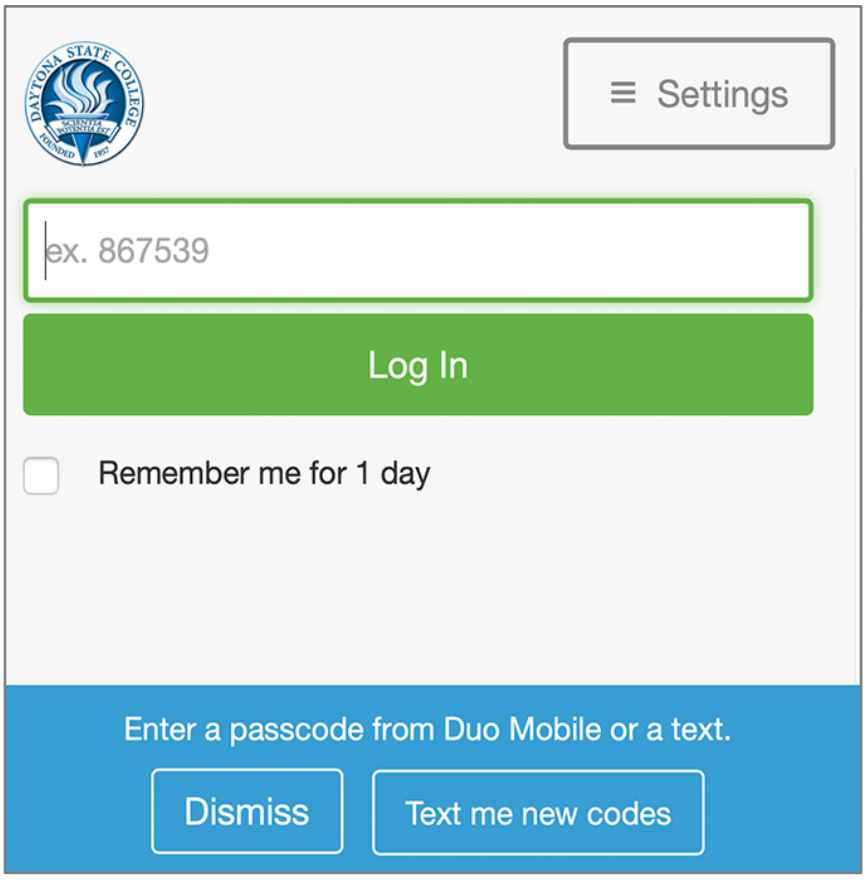






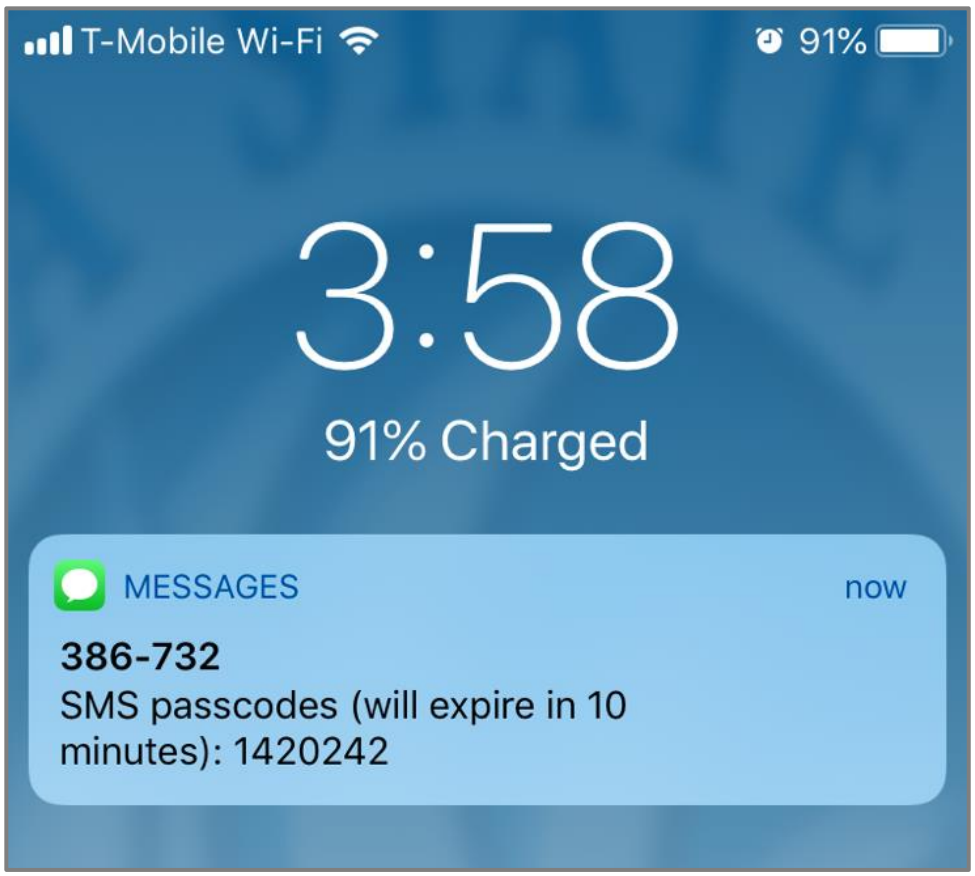
Authenticate with a Passcode:

Users can select **Enter a Passcode** to authenticate by entering a passcode.



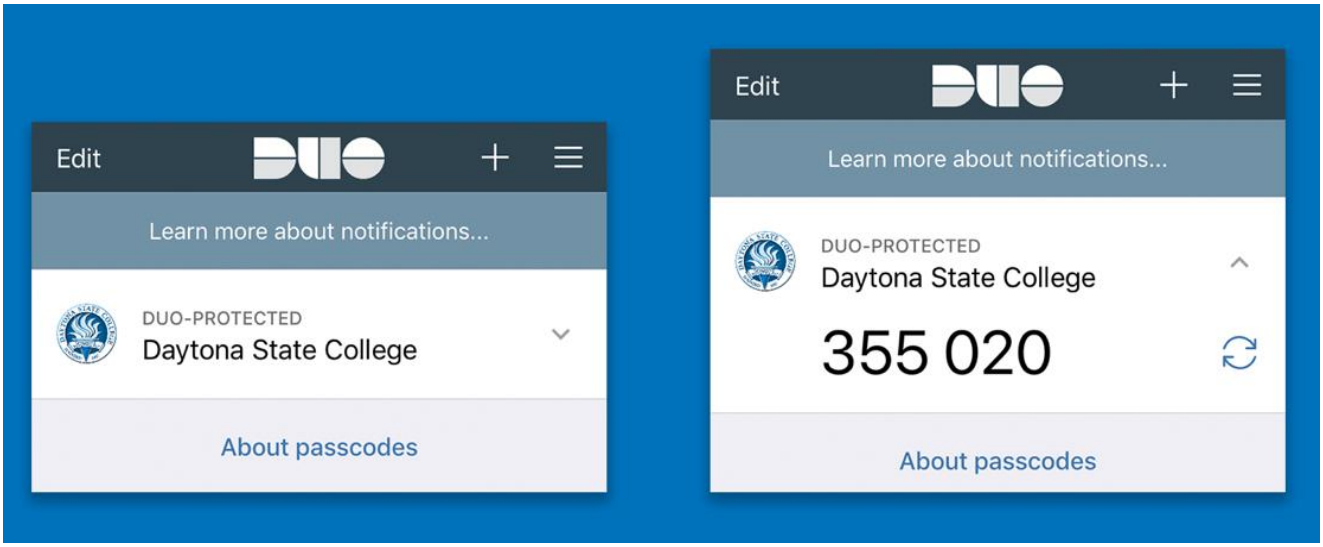
SMS Passcode:

Users can also have passcode sent to their mobile phone. To do so, users will select **Text me new codes** and a passcode will be sent to their phone. Once a user enters this passcode and selects **Log In**, they will be redirected to PeopleSoft.



Duo Mobile Passcode:

Users can use the Duo Mobile app to receive a passcode. To do so, users must open Duo Mobile and tap the down indicator to get a one-time passcode. Users will enter this passcode, select **Log In**, and then be redirected to PeopleSoft.

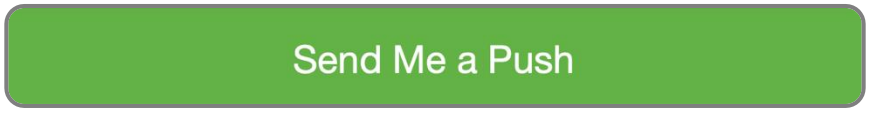


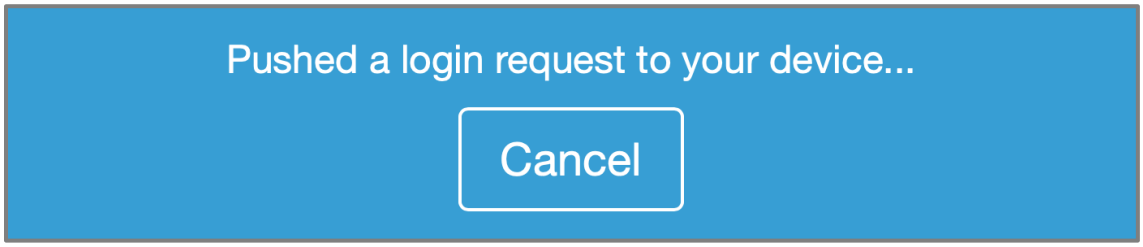
Duo Mobile Push:

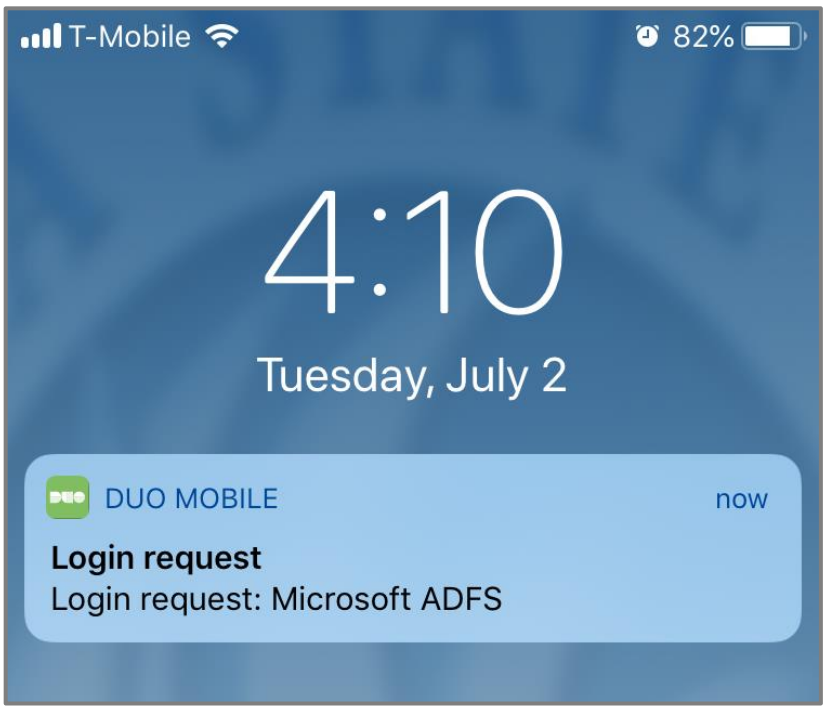
Duo Push is the easiest and quickest way of authenticating.

Users can select **Send Me a Push** to get a log in request sent to their phone.

Users just have to open this push notification and tap **Approve** on their device.



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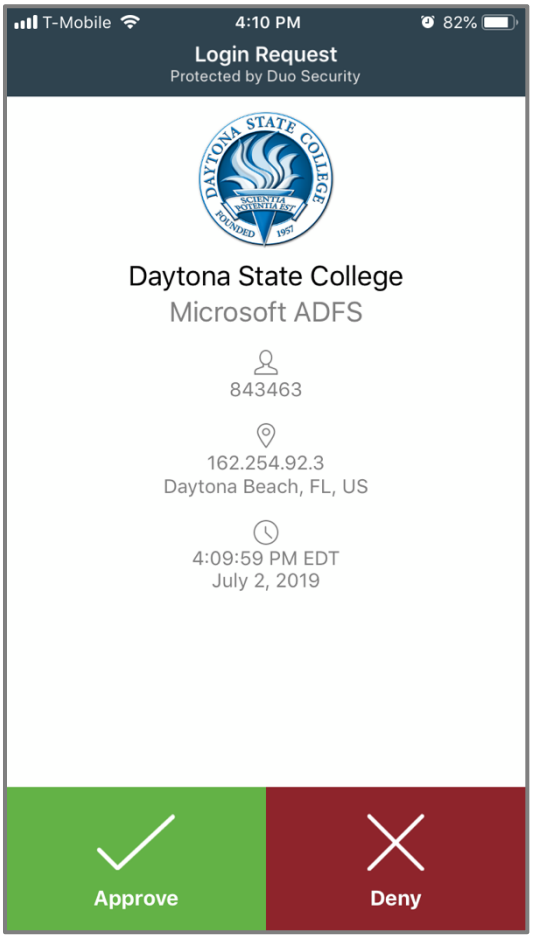
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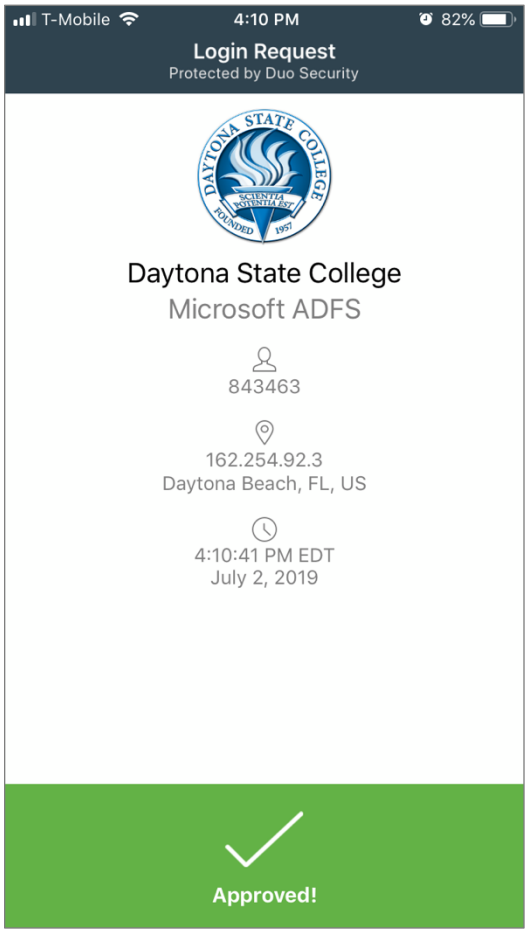
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