

How to Set Up 2 Factor Authentication Sign-In on SSO

Step 1: Go to sso.tamus.edu and sign in with your UIN and password.

(The purple Tarleton icon will be removed as of February 2nd, 2018)

Step 2: Click **“Profile”** in top tabs

The screenshot shows the SSO login interface. On the left is the 'UIN Logon' section with fields for UIN and Password, a Submit button, and links for 'New Employees - Set up your password', 'I forgot my password', and 'Use your one-time (temporary) password'. On the right is the 'Campus or Agency Logon' section with a grid of logos for various institutions: TAMU NetID, Island ID, HSC, TAMUCT, Tarleton, AgriLife, Texas A&M Transportation Institute, TTI, Qatar, PVAMU, West Texas A&M University, WITAMU, TEEX, and TAMU.

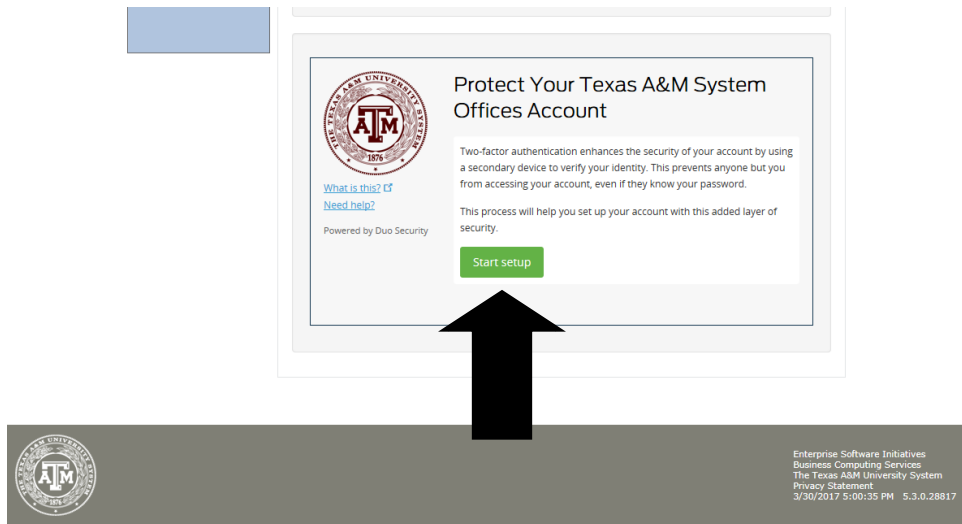
The screenshot shows the SSO dashboard. The top navigation bar includes 'Home', 'My Managers', 'My Employees', 'My Roles', 'Profile', 'Log', 'Blocked Countries', and 'Contact'. The 'Profile' tab is highlighted. Below the navigation bar, there is a section for 'Applications you have access to' and a user profile summary with fields for Name, UIN, ADLOC, and Last Logon. A blue banner at the bottom contains a Workday announcement: 'Financial management made easy. - When Workday goes live in December, you'll be able to direct deposit earnings to multiple bank accounts. Learn More'.

Step 3: Click **“Two Factor Authentication”** in blue box on left.

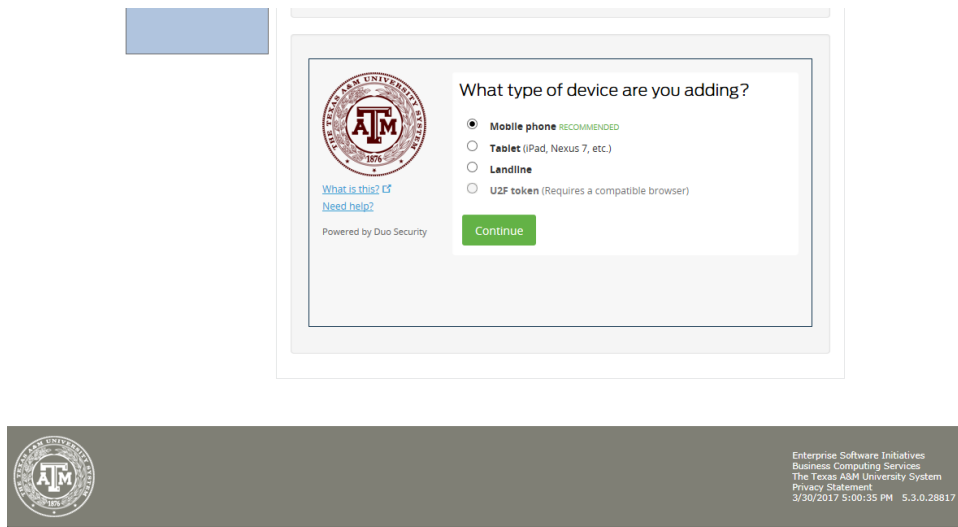
The screenshot shows the SSO dashboard with the 'SSO Menu' open on the left. The menu items are: Buy A&M, eTravel / Concur, HRConnect, iBenefits, Maestro, TimeTraq, TrainTraq, Workday Help, and a 'Manage Menu' button. The 'Profile' tab is selected in the top navigation bar. The user profile summary is visible below the navigation bar.

The screenshot shows the 'Two Factor Authentication' settings page. The 'General' tab is selected in the left sidebar. The main content area contains the following fields: Email (with a clear button), Verify Email (with a clear button), Secret Question (a dropdown menu with 'What is your birthplace?' selected), Secret Answer (with a 'Reveal' button), Password (with a clear button), and Verify Password (with a clear button). A 'Save' button is at the bottom.

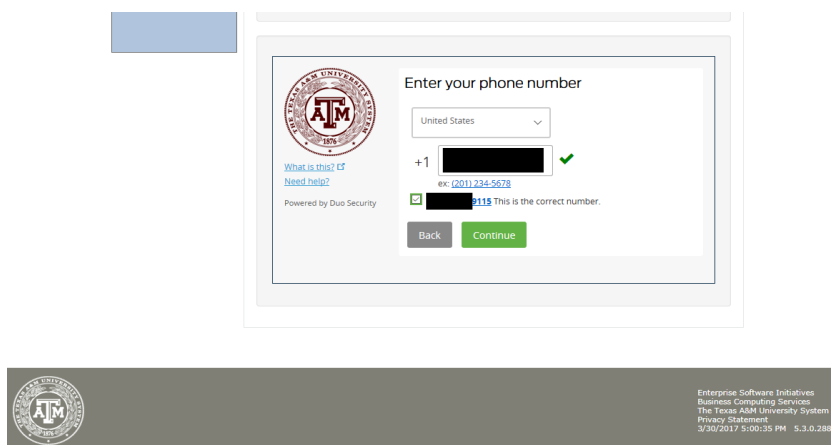
Step 4: Scroll down to green button **“start setup”** and click



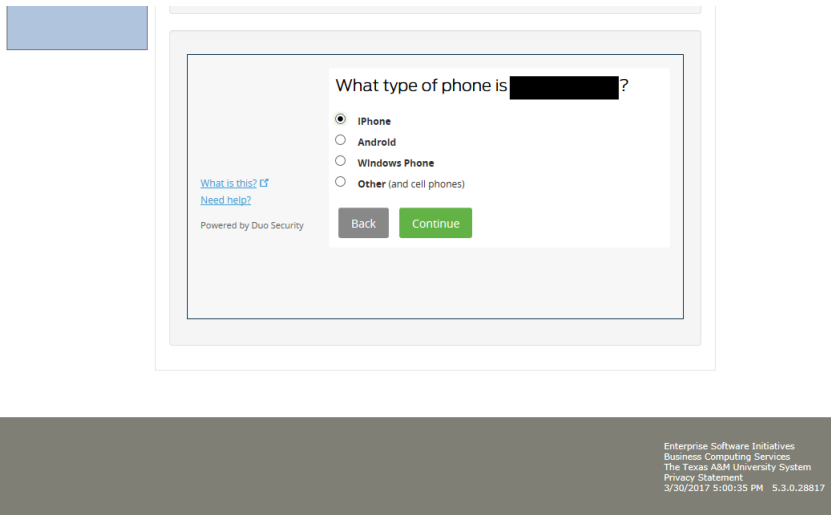
Step 5: Choose what type of device you are adding



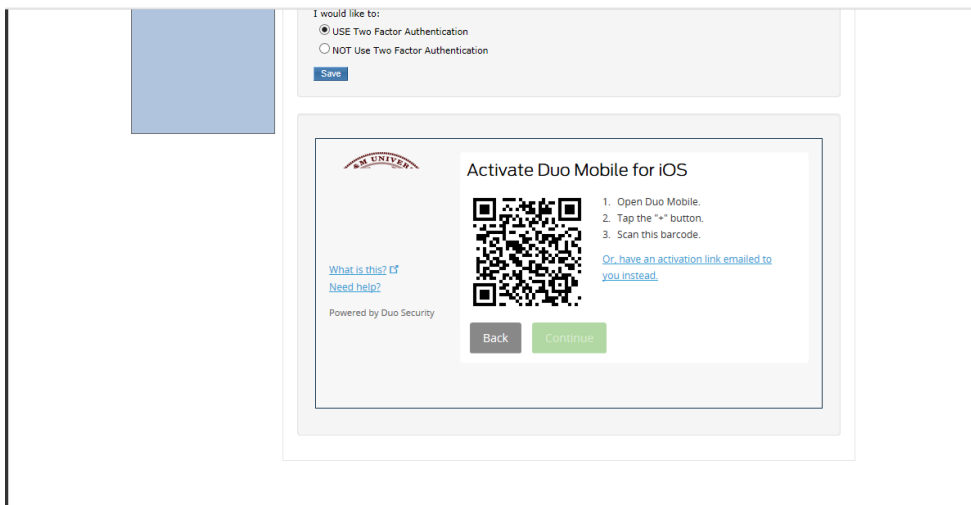
Step 6: Choose country, type in phone number, and verify by clicking the box. Click **“continue”**



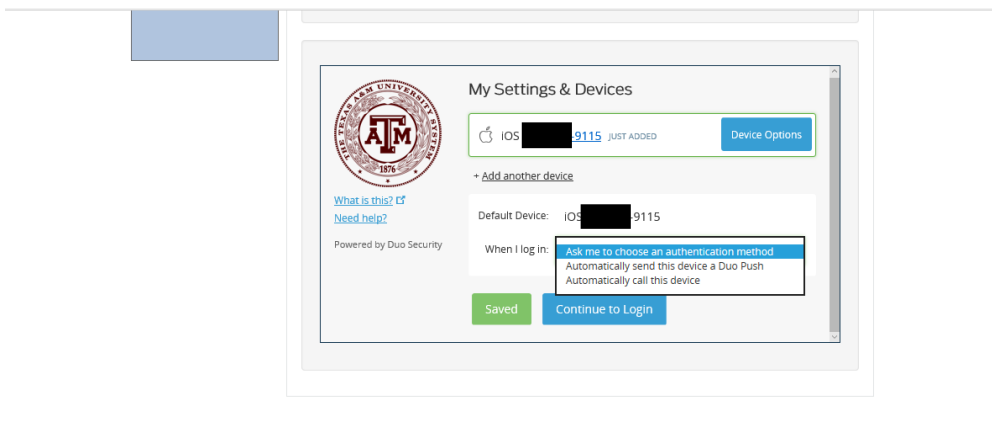
Step 7: Select what type of phone you have. Click **“continue”**



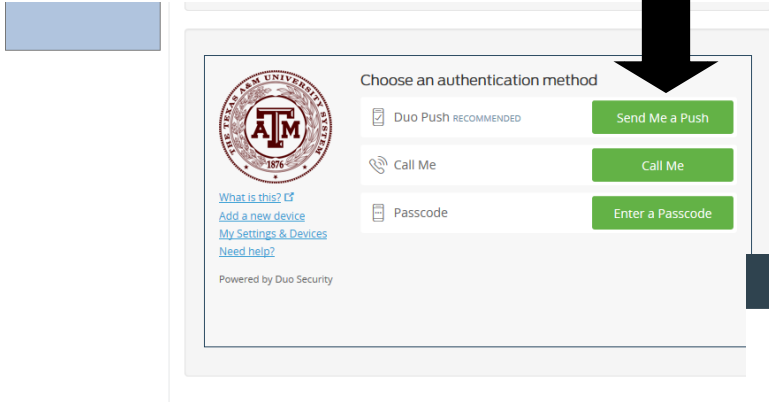
Step 8: Install **“Duo Mobile”** for your device, click **“I have installed Duo Mobile App”**, open app, and follow directions on SSO page. After connecting your account, click **“continue”**



Step 9: Choose authentication method (recommended you select **“send this device a Duo Push”**)

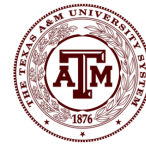


Step 10: Test authentication method by clicking “send me a push”



Step 11: Open Duo Mobile App and approve log in request.

Login Request
Protected by Duo Security



Texas A&M System Offices
SSO Web Device Manage



70.196.136.54
LA, US

12:48:14 PM CDT
August 13, 2017

Step 12: After successfully logging in, you should see this screen.

