Multi Factor Authentication Procedure

Setup and configure DUO authentication via a phone call or SMS (text) message. These methods do not require the DUO app to be installed on your phone.

If you do not have a compatible phone for the Duo App to be installed on, there are two other methods to authenticate:

1. **A phone call via a Landline or a Cell phone. (Note: No extensions allowed)**
2. **A SMS (text) message to your cell phone.**

Phone calls and SMS (text) messages to your phone do not require activation; For phone calls, a landline phone number with no extension or a cell phone number is required. For SMS messages, a cell phone number is required.

When the phone call option is selected, you will receive a phone call and press a button to accept the DUO login and authentication.
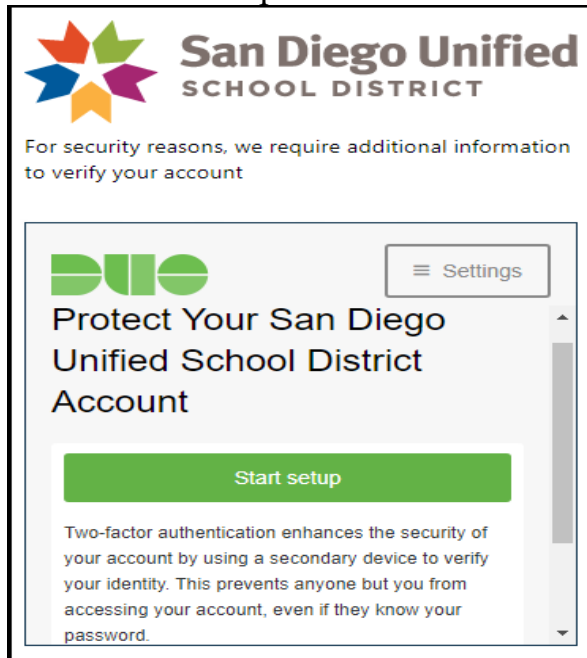
When a SMS (text) message is selected, you will receive a text message on your phone with a 6-digit code. Enter that 6-digit code on your DUO login screen to be authenticated.
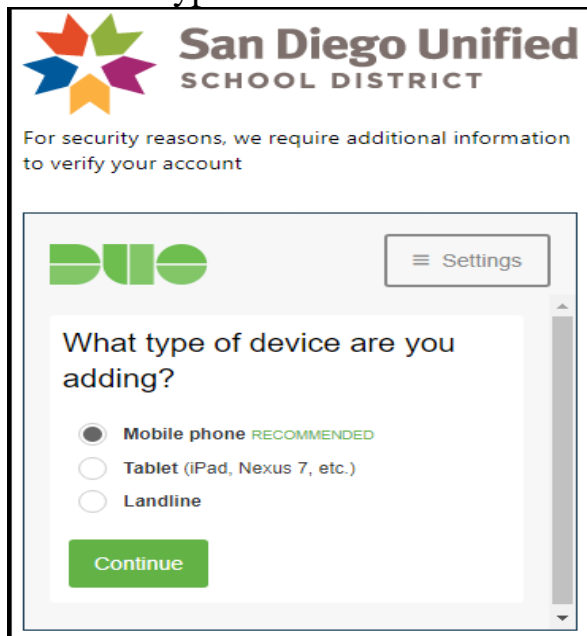
Start Setup
Configure a phone call or SMS (text) without cell phone app

Login to a District app (ex. PeopleSoft, PowerSchool, Google, etc)

Click "Start Setup."

Select the type of device to add. Click "Continue."

Type the phone number you wish to use. Click "Continue."

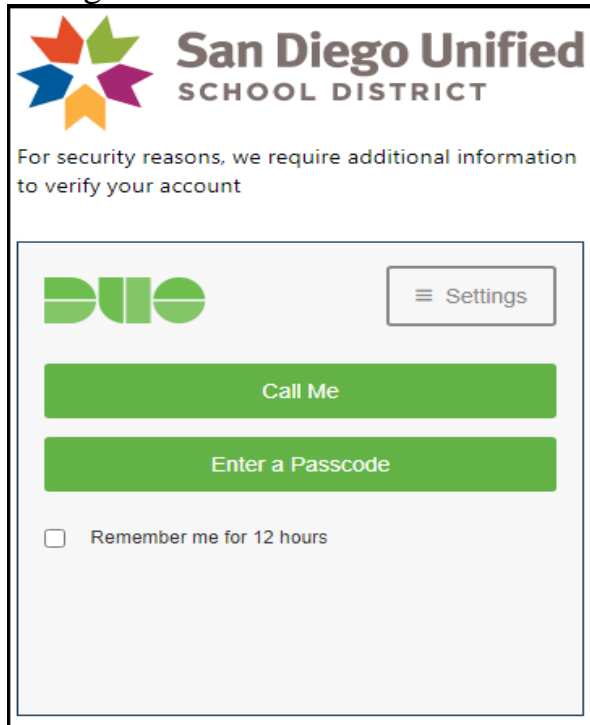Confirm the number you typed in is correct. Click "Continue."

Verify Ownership: Click "Call me" or "Text me" to verify the phone number. Enter the 6-Digit code. Click "Verify."
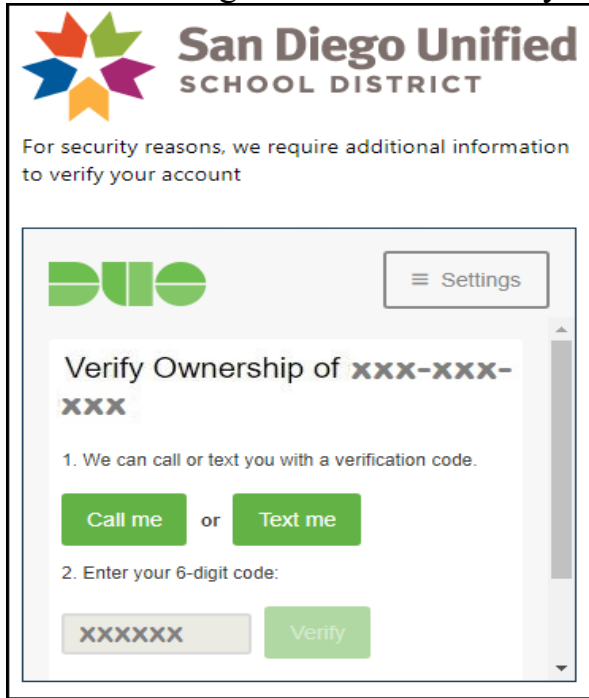
Once phone Ownership is verified a check mark appears next to the "Verify" button.
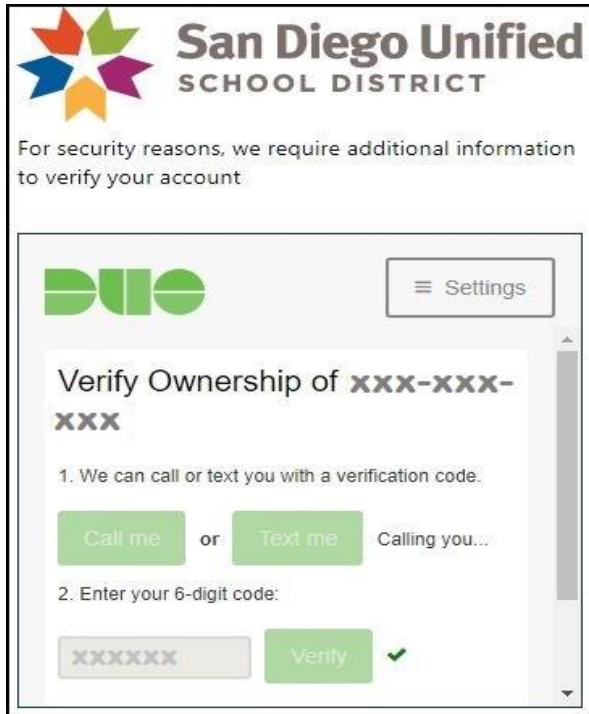
Refresh your browser to log in with Duo MFA using the device you just configured.

Congratulations!

You are ready to log-in to your District applications (PeopleSoft, PowerSchool, Google, etc) using the DUO Multifactor Authentication with the "Call me" or "Text me" options.