

Enroll in DUO

You have to enroll the two factor authentication (2FA) DUO.

The first step in this procedure is that you register yourself in the 2FA system called DUO. For this, login with your PHYSICS account on the WEB-mail, <http://webmail.physics.leidenuniv.nl>

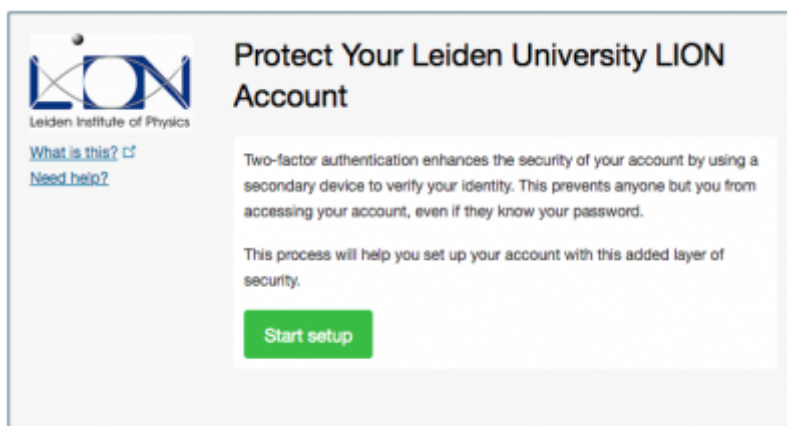
You will now be presented a setup procedure, as show and explained below. Just follow the instructions and you are all set for two factor authentication.

For the time being this will only work for the webmail in order to let you have some experience with the system.

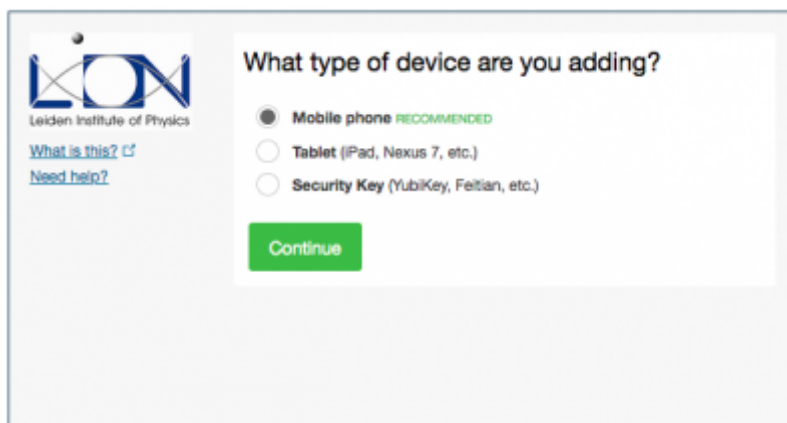
If you have any questions, contact: Helpdesk@Physics.LeidenUniv.nl

Setup Procedure

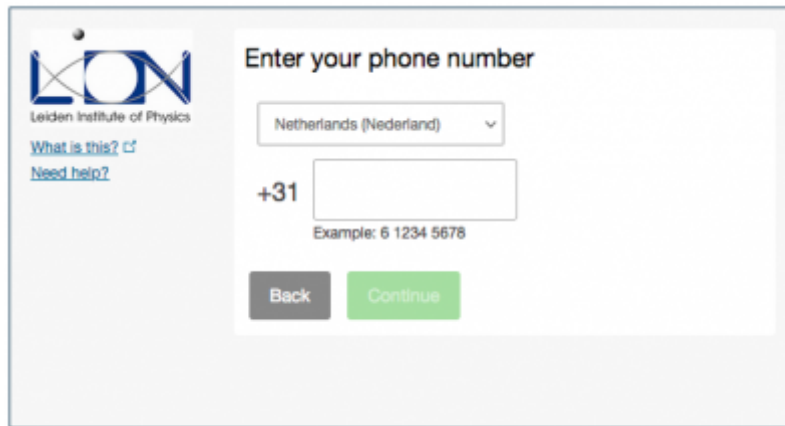
If you have never enrolled in DUO you will be presented a series of windows displayed below. The first window introduces you to the setup procedure.



Click 'Start setup' to continue to the actual setup.

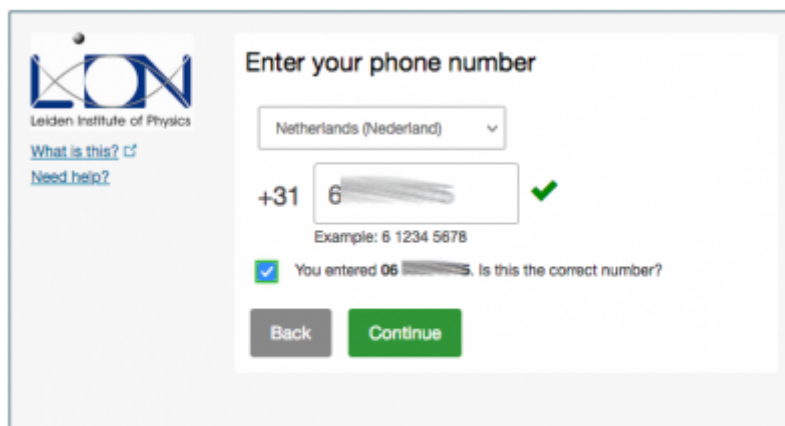


We will setup the most standard situation, where you have a smart phone on which you can install the DUO app. Note that if you own an old Android phone, you must be a version 8.0 or higher. If this is not the case, you will need to ask for a yubikey hardware device from the IT department.



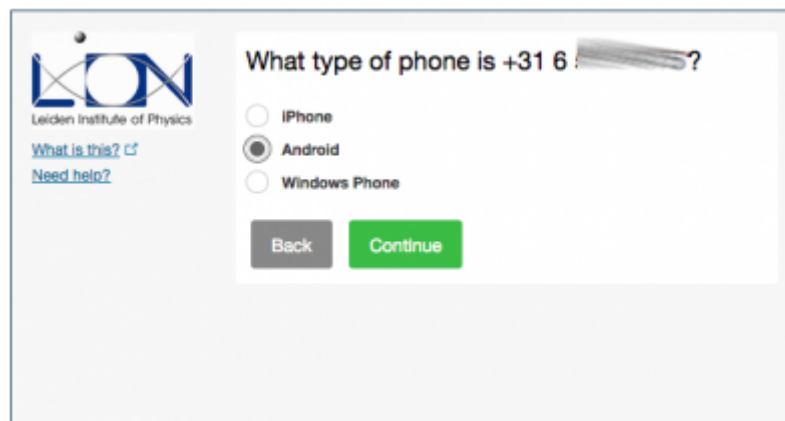
The screenshot shows the 'Enter your phone number' screen. On the left is the LION logo and the text 'Leiden Institute of Physics' with links 'What is this?' and 'Need help?'. The main area has a dropdown menu set to 'Netherlands (Nederland)'. Below it is a text input field with '+31' on the left and an empty box on the right. An example number '6 1234 5678' is shown below the input. At the bottom are 'Back' and 'Continue' buttons.

In order for the DUO system to be able to push login authentication request to your phone, you need to provide your mobile telephone number.



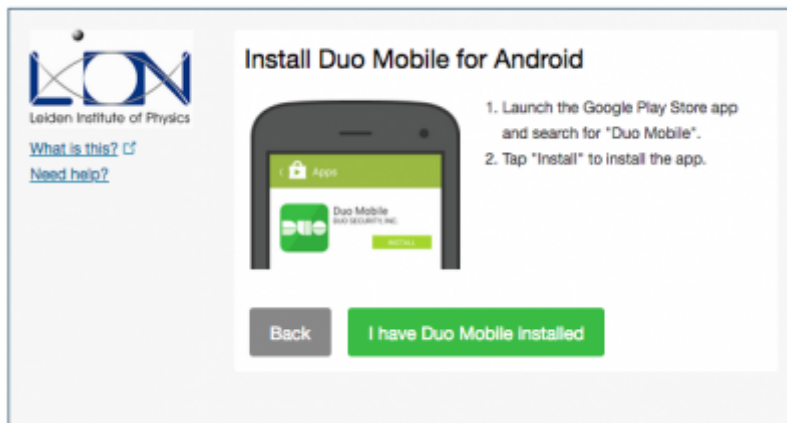
This screenshot shows the same 'Enter your phone number' screen, but now the input field contains the number '6' followed by a masked area. A green checkmark is visible to the right of the input field. Below the input field, a message says 'You entered 06 [masked] 5. Is this the correct number?' with a checked checkbox. The 'Back' and 'Continue' buttons are still at the bottom.

After providing the information you can continue the setup process.

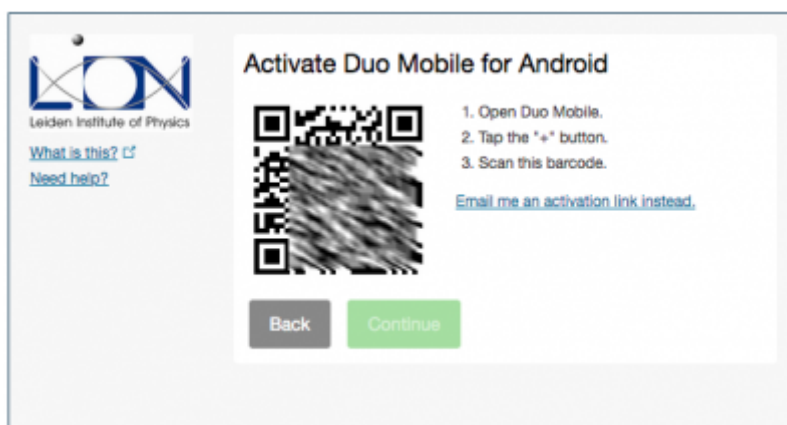


The screenshot shows the 'What type of phone is +31 6 [masked]?' screen. It features the LION logo and 'Leiden Institute of Physics' on the left. The main area has three radio button options: 'iPhone', 'Android' (which is selected), and 'Windows Phone'. At the bottom are 'Back' and 'Continue' buttons.

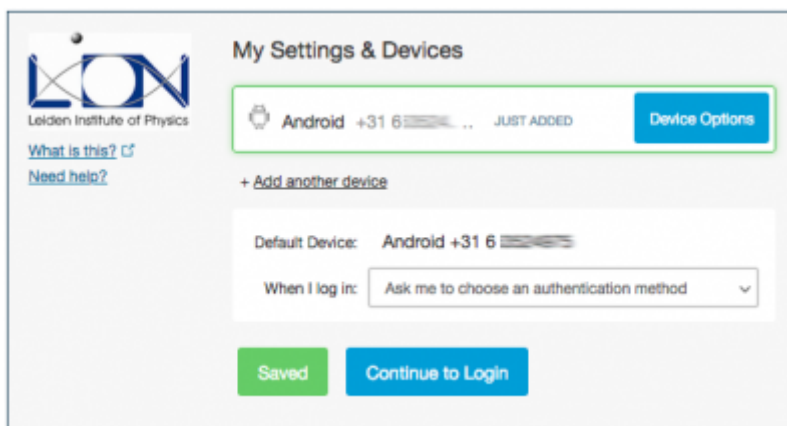
DUO needs to know about your smart phone operating system since there are slight difference between those systems.



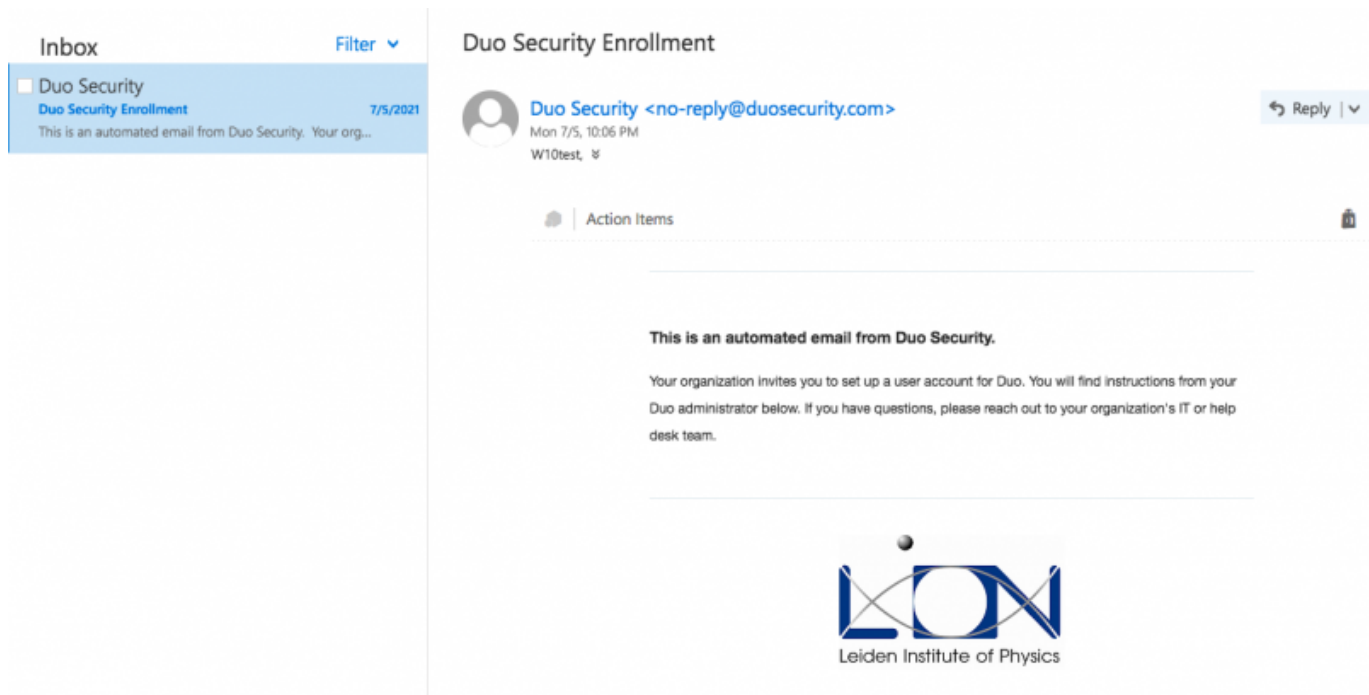
You must now go to the application store appropriate for your phone's operating system and download/install the DUO app.



Once you have installed the app, you can use the + sign in the app to make it read the presented QRCode and let it learn you and our authentication keys.



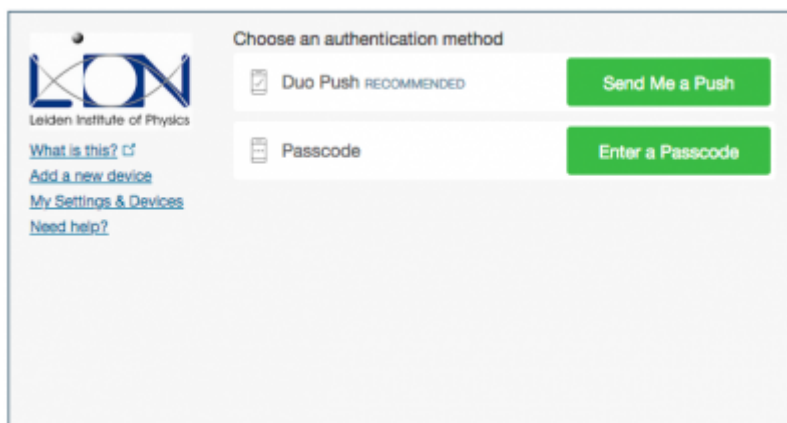
Now everything is ready to continue to actually login to the application you were trying to access. In this case webmail.



You should have received an email from the DUO system explaining you successfully enrolled. It looks something like this.

Normal access

After successful enrollment into DUO now each time you access a 2FA protected WEB system, you are presented the below authentication options:



The easiest mechanism is the push mechanism where you only have to hit the approve button in the DUO app on your smart phone to login. The passcode can be obtained by clicking the created LION entry in the DUO app. It will show a six digit code that you can enter in above window, second option.

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