How to Use Two Factor Authentication (After Enrollment)

(For VPN Sign in Procedure, click HERE.)

Website Sign in Procedure

1. Go to the website you want to use.
2. Log in with your UTHealth network username and password.
3. You should see a prompt like this:

4. Select the appropriate DEVICE you want to use for authentication.

5. Select one of the 3 options, as follows:
   a. **DUO PUSH**: If you have a Smart Phone or a Tablet, this option will send a prompt to your phone or tablet asking you if the login is appropriate, which you can then answer APPROVE.
   b. **PHONE CALL**: DUO will call the selected phone number and give you a 6 digit code. If you are using an older cell phone or a landline, you should use this.
   c. **PASSCODE**: If you prefer, you can turn on your Smart Phone or Tablet, open the DUO Mobile app and click the key symbol to get a 6 digit passcode, which you can then put in here.

6. Click LOG IN.

Information on **How to Answer DUO Push**, **How to Use the DUO MOBILE App Passcode Feature**, and **How To Login using Two Part Authentication via VPN** are shown on the pages following this page.
How to Answer DUO Push

1. After logging in to the website or application using your UTHealth username and password, select DUO PUSH and click LOG IN.

2. Open your Smart Phone or Tablet and tap the DUO MOBILE app icon.
3. When the app opens, tap the REQUEST WAITING, TAP TO RESPOND… prompt near the top of the screen.

4. When presented with the Access Manager Approval screen, tap the APPROVE button.

5. Return to your browser screen. You should be logged in automatically.
How to Use the DUO MOBILE App Passcode Feature

1. After logging in to the website or application using your UTHealth username and password, select PASSCODE at the two factor login prompt and click LOG IN.

2. Open your Smart Phone or Tablet and tap the DUO MOBILE app icon.
3. Next, click on the Key symbol inside the app.

4. The app will automatically generate a 6 digit key for you to use, like this:

5. Return to the browser screen and type in the same 6 digit code into the field box marked PASSCODE, then click LOG IN.

6. Done.
Using Two Part Authentication via VPN

PART 1: Connect

1. Click on the Avential VPN icon. The Aventail sign in screen should appear next. Enter your UTHealth userid and password, then click CONNECT.

2. Enter your Passcode, or type PUSH, PHONE1 or PHONE2. For this Walkthrough, “PUSH” will be used.

PART 2: Authenticate

1. Check your registered Mobile Device by opening the Duo Mobile app.
2. Tap to respond, as seen below.

3. Select Approve as prompted.

4. Aventail will then attempt to connect as requested.
Questions or Problems?
Send in an MSIT Help Desk Ticket for assistance:

https://msitapps.uth.tmc.edu/mshelpdesk/