How to Access Your Electronic W-2 Tax Form Using Multi-factor Authentication

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Roger Safian
Kristin McLean
Agenda

• Multi-factor Authentication Overview
• Multi-factor Authentication at Northwestern
  – How to View Your Electronic W-2 Tax Form
  – Managing Your Phones
  – Reminders
  – Useful Links
  – Help Resources
Multi-factor Authentication Overview

- Multi-factor Authentication is an enhancement to standard authentication as it leverages two things in order to allow access:
  - Something you know
    - A password
  - Something you have
    - A phone
Multi-factor Authentication at Northwestern
Remember...

• You’ll need to approve a notification on your registered phone each time you log into FASIS Self-Service or if:
  – You logged out and want to log back in again
  – Your FASIS access was timed out due to 60 minutes of inactivity
  – You did not approve the notification on your phone within 1 minute. Otherwise ...
If you see this error page, something did not work. Try again.
How to View Your Electronic W-2 Tax Form

1. Have your phone ready
2. Log into the FASIS Self-Service Portal ([https://nupa.northwestern.edu](https://nupa.northwestern.edu))
3. Approve your Multi-factor Authentication...
How to Approve Your Multi-factor Authentication Notification with a...

**Smartphone & App**

1. Allow Push notifications on your smartphone
2. Enter your NetID & Password
3. Open the Duo app on your smartphone when notified
4. Tap the green status bar to respond
5. Click “Approve”
6. Success!

**Phone Call**

1. Enter your NetID & Password
2. When your phone rings, answer the phone and press any key to approve *(NOTE: The phone call may come from an “Anonymous” or Toll Free number (for example, 888-275-2085))*
3. Success!
How to View Your Electronic W-2 Tax Form

5. Click on the ‘My Money’ section
6. Click ‘My W-2’
How to View Your Electronic W-2 Tax Form

7. Enter the last 4-digits of your SSN and click “Enter”

8. Click ‘Year End Form’ to view the W-2 in a PDF format
Managing Your Phones

What are your options if you replace/forget/lose or your phone is eaten by a hungry wildcat?

Use the self management web page to:

• Add/delete phone(s)*
• Reactivate the smartphone app
  – You will need to do this if you get a different phone, even if it has the same number (make sure you have the phone with you)
• Change which phone is primary
  – The first phone registered becomes your primary phone
  – Only the primary phone is used in authentication to receive notifications

*Requires Multi-factor Authentication approval
As a Reminder...

• New phone? Reactivate it.
• Have your phone on-hand
  – Allow notifications and open the Duo Mobile app, or
  – Answer the phone call from Duo
• Approve notifications promptly
• Change which phone is primary if:
  – You don’t have your primary phone with you
  – You have no cell or Internet service
Useful Links

• **NUIT How-to Videos**
  – Multi-factor Authentication with an Android Phone *(App)*
  – Multi-factor Authentication with an iPhone *(App)*
  – Receive a Phone Call with Multi-factor Authentication
  – How to Manage Phones Registered with Multi-factor Authentication

• **Multi-factor Authentication at Northwestern**
Help Resources

• For issues viewing or printing your W-2, FASIS Help Desk
  – fasishelp@northwestern.edu
  – (847) 467-4800

• For questions about the content of your W-2, Payroll Department
  – payroll@northwestern.edu
  – (847) 491-7362 (Evanston), 312-503-9700 (Chicago)

• For login issues related to Multi-factor Authentication, IT Support Center
  – consultant@northwestern.edu
  – (847) 491-4357 (1-HELP)
Questions?