

# Quick Guide for Multi-factor Authentication

You'll need to use a registered phone with Multi-factor Authentication (MFA), powered by Duo, before you can access NUFinancials, InfoEd, CATracks, Cognos, and FASIS Self Service. MFA is planned for Self-Service CAESAR in fall quarter 2016.

## Register Now For:

- Peace of mind that access to your personal information can only be authorized by you.
- Secure access when you are away from the office or in locations with no mobile or Wi-Fi access.
- Additional protection of University data even if someone learns your NetID password.

## Registration Tips

- ✓ Register the phone that you normally have with you at work, when traveling, or at home. This is your primary phone that will receive authentication notifications.
- ✓ You'll need your phone and computer at time of registration.
- ✓ It's a good idea to register another phone in case your primary phone is unavailable.
- ✓ If you registered your phone with MFA to access another University system, you don't need to re-register.
- ✓ **Domestic (U.S.) numbers:** you do not need to enter +1 or the parentheses.
- ✓ **International (non-U.S.) numbers:** enter +, your country's telephone code, and your phone number.
- ✓ Register your Android or iPhone via the smartphone app for the most flexible notification options, including push notifications text messages, phone calls, or to generate one-time passcodes.

## Get Started

1. Go to [northwestern.edu/mfa-register](http://northwestern.edu/mfa-register)
2. **Log in** using your NetID and NetID password.
3. **Press Begin Registration** and follow the step-by-step instructions.
  - a. To register your **smartphone**, you will be guided to **download** the free Duo Mobile app, **activate** the app from a text message, and **approve** a test login.
  - b. To register **any other phone**, you will be guided to **answer** a phone call and **press** any button on your phone to **approve** a test login.



## Check Your Registration Status

Try confirming your identity on your primary phone: [northwestern.edu/mfa-test](http://northwestern.edu/mfa-test)

- If you don't have a phone registered, you will be directed to the registration process.
- If you don't receive the notification, **check** the settings on your phone or **reactivate** the Duo Mobile app on your smartphone.

## Watch the Videos

Visit the Northwestern IT YouTube Channel to see Multi-factor Authentication in action.

<https://www.youtube.com/user/nuitcommunications/>.

## Learn More

To learn more about Multi-factor Authentication at Northwestern, visit [it.northwestern.edu/security/multi-factor-authentication/](http://it.northwestern.edu/security/multi-factor-authentication/).

**Have Questions?** Contact the IT Support Center at 847-491-4357 (1-HELP) or email [consultant@northwestern.edu](mailto:consultant@northwestern.edu).