<p style="text-align:center"><strong style="color:red">Security Action Required</p>

As you are aware, cybersecurity has become a necessary focus for us all. To protect our technology environment and meet certain security requirement deadlines, we need your cooperation.

To make these changes as easy as possible for you and to provide time to test for each application, we will be proceeding through this process in phases.

The first will require the following **4 Steps:**

Note: These are <u>not</u> the same steps required for Students.

Step 1: Initiate the change from your workstation (desktop or laptop)
Step 2: Download the Mobile DUO (GREEN) application to your mobile phone
Step 3: Connect to your Holy family Gmail account
Step 4: Complete the steps on your workstation

Please <u>View this video</u> to familiarize yourself with DUO and <u>Read</u> through the instructions carefully <u>before you start</u>. You will be alternating steps between your workstation and mobile.

Step 1: Initiate the change from your workstation (desktop or laptop)

- Go to www.google.com from your workstation (desktop or laptop) and sign out of your Holy Family email account.
- Now go back to www.google.com and Sign In to activate the change,
- You will be presented with the DUO instructions.
  - Select the DUO Mobile option, and proceed until <u>it instructs you to download the mobile app</u>.
  - Stop here and go to Step 2 using your mobile device.

Step 2: Download the Mobile DUO application (GREEN) to your mobile phone

- From your Mobile phone, scan the appropriate QR code below to download the app based on your Android or Apple device

Google Android

Apple iOS

- Download the DUO Mobile App (GREEN) and open it in your mobile phone
- Open the app and follow the instructions to set up your account until it asks you to connect

- Choose use a QR code

Step 3: Connect to your Holy family Gmail account

- Once you have downloaded your Mobile Duo app and it is asking "To proceed with adding your initial DUO account to DUO Mobile, tap USE a QR code".

- Now go to your workstation, hit continue. <u>You will now scan the QR code on your workstation</u> with your Mobile DUO app on your mobile phone to be automatically connected.

- Continue with the steps on your mobile phone.
    - It will ask you to name your account, recommend using your @holyfamily.edu email.
    - Practice Now: It will take you through an example, first of hitting the red button when not logging in and hitting the green button when you are logging in.
    - Stop and go to Step 4 on your workstation

Step 4: Complete the steps on your workstation

- Proceed through the questions to finish:
    - It will ask if you would like to add a recovery method. This is up to you, a phone number of personal email if you prefer
    - Do <u>not</u> click on adding a security key

- The final step will send you back to your phone to authenticate by hitting the green check on your mobile phone.

Congratulations!

As mentioned, a portion of steps in this process will be re-iterated as new applications are added to the DUO security. When you are required to do additional steps, you will receive new instructions.

We thank you for your cooperation in helping secure our community. Should you have any problems, please contact the Helpdesk on Ext. 3402