First-time Log-in to Holy Family Accounts for Faculty, Staff & Contractors

Faculty, Staff & Contractors accessing Holy Family's systems environment are required to use Duo two-factor authentication. You will be prompted to enroll in Duo when logging in to your Holy Family email and user accounts for the first time.

Account Examples: Email: jdoe@holyfamily.edu, User Account: jdoe

Before you begin, make sure to have the following devices available:

- 1. Your smartphone that you will normally have when logging in.
- 2. Your workstation (personal tablet, laptop, or computer) connected via Wi-Fi or data connection.

Get Started. (Complete all Steps start to finish, stopping mid-way will create issues)

 On your workstation, go to <u>holyfamily.edu</u> and select *Gmail* (at the top). Note, if you are logged in to another Gmail account, logout <u>or</u> if you have multiple Google accounts associated with the browser, it prompts you to select one of those accounts or to <u>Use another account (your new @holyfamily.edu)</u>. You will be taken to this screen. (See below)

Holy Family			
Sign in			
username@holyfamily.edu			Holy Family
Can't access your account?			← Idelapena@holyfamily.edu
			Enter password
	Next		
			Forgot my password
		4 1	

- 2. Type in your Holy Family email address and your password.
- 3. Next your will be redirected to set up your password reset options for your User Account. Follow the directions on the screen. This will allow you to reset your own password in the future.

A Good A	W Hely Family		
Holy Family	Don't lose access to your account!		
utest@holyfamily.edu			
Nore information required	To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't u secure. You'll need to set up at least 2 of the options below.		
four organization needs more information to keep rour account secure	Authentication Phone is not configured. Set it up now		
e a different account	Authentication Email is not configured. Set it up now		
rn more			
Next	finish cancel		

4. Once successfully logged in, you will be redirected to the Duo Security page to start your two-factor authentication. Follow the prompts.



5. Select Duo Mobile (Recommend Push Notifications). Enter in your phone number and click Add phone number. Click Yes, it's correct

Select an option You'll use this to log in with Duo. You can add another option later.	✓ Back Enter your phone number You'll have the option to log in with Duo Mobile. Country code Phone number	✓ Back Is this correct? (267) 349-9189
Get a notification or code on your device		Yes, it's correct
Security key > Use a security key	Example: "201-505-5050" Add phone number	<u>No, change it</u>
Get a text message	I have a tablet	
Back Now download the Duo app Available on IOS and Android		
840		
Next		
Secured by Duo		

6. Scan the appropriate QR code below to download the app based on your mobile device type.



Google Android



Apple iOS

- Download the DUO Mobile App (GREEN) and open it in your mobile phone •
- Once the Duo Mobile app has been downloaded and installed on your device, open it. Depending on your device, the setup may look different but will follow the same steps. Follow the prompts to go through the setup. Open the app. We **Recommend Push Notifications**. Follow the instructions to set up your account until it asks you to connect
 - 9:27 ⊀ 9:27 -7 . | 5G 🔳 Back Welcome to Add your account **Duo Security** Use a QR code or view the account list for other options. ount to protect Let's set up your a your identity. Continue Use activation code
- Choose "Use a QR Code"

7. Now go back to your workstation. **NOTE**: Scanning the QR code with your camera app will not work. This will require the **Duo Mobile app** to scan the QR code to connect. Then it will ask you to name.



8. After the setup is complete, each time you are asked to authenticate with Duo, you will get a push notification from the Duo app to accept the log in.

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