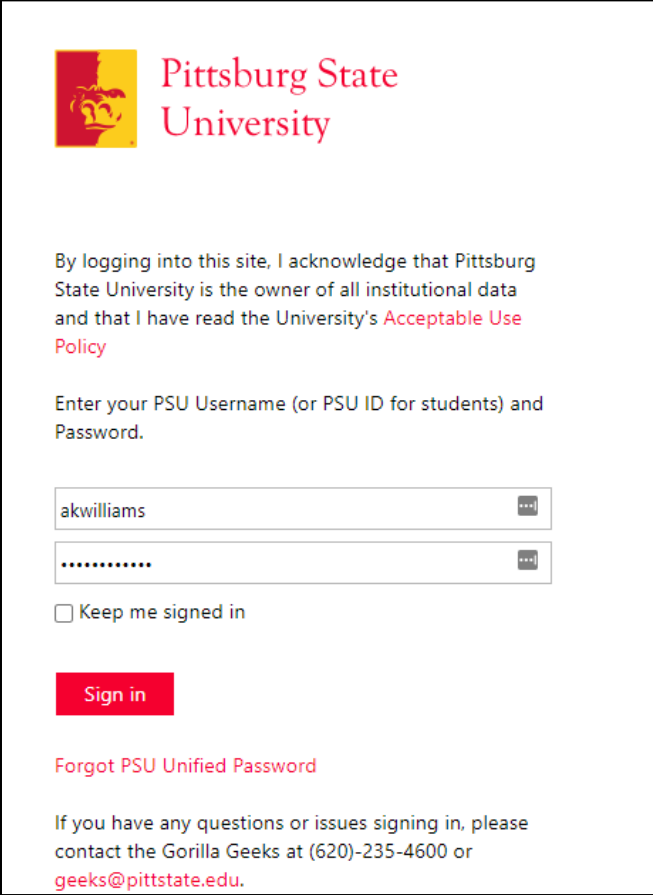


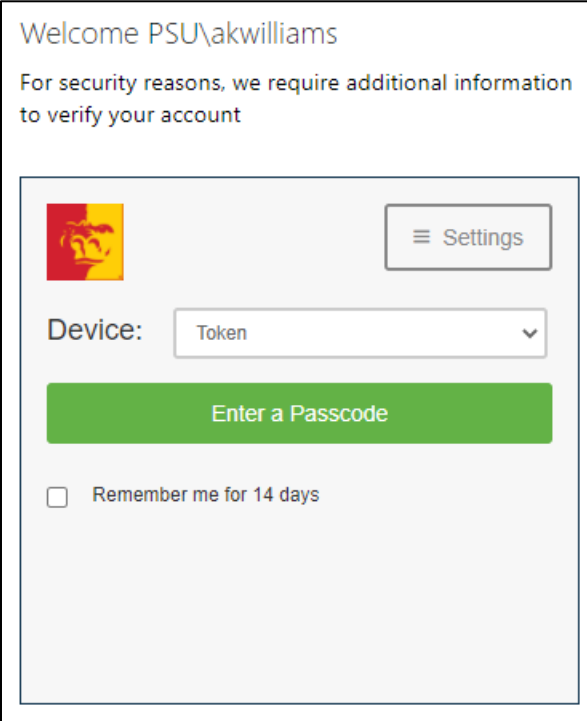
Using the Duo Token

- When logging in, enter your username and password, just like normal.



The screenshot shows the Pittsburg State University login page. At the top left is the university's logo, a stylized gorilla head in red and yellow. To its right, the text "Pittsburg State University" is displayed in red. Below the logo and name is a paragraph of text: "By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's [Acceptable Use Policy](#)". Underneath this is a prompt: "Enter your PSU Username (or PSU ID for students) and Password." There are two input fields: the first contains the username "akwilliams" and the second contains a masked password ".....". Below the password field is a checkbox labeled "Keep me signed in". A red "Sign in" button is positioned below the checkbox. Under the button is a link: "Forgot PSU Unified Password". At the bottom of the page, there is a note: "If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu."

- This is the Duo prompt screen.
- Click the Enter a Passcode button



The screenshot shows the Duo prompt screen. At the top, it says "Welcome PSU\akwilliams". Below that is the text: "For security reasons, we require additional information to verify your account". The main content area is enclosed in a light gray box. On the left side of this box is the university's logo. On the right side is a "Settings" button with a hamburger menu icon. Below the logo is a "Device:" label followed by a dropdown menu showing "Token". A large green button labeled "Enter a Passcode" is centered below the dropdown. At the bottom of the box is a checkbox labeled "Remember me for 14 days".

- Click the green button on the Duo Token
- Enter the code from the Duo Token in the Box
- Click Log In



Welcome PSU\akwilliams

For security reasons, we require additional information to verify your account



Settings

Device:

Token

(ex. 867539)

Log In

Remember me for 14 days

Enter a passcode from a hardware token.

Dismiss

*Remember me for 14 days – is device specific and browser specific. If you log in on a different browser on the same computer, you will be prompted to verify again. And if you use a different computer, you will be prompted again.