Opt-In to DUO Everywhere

DUO Everywhere provides multi-factor authentication (MFA) both on-campus and off-campus. Systems that use Yale’s Central Authentication Service (CAS) or Microsoft’s Office 365 will require DUO to authenticate your identity. This includes Outlook, Teams, Skype for Business and OneDrive.

You are eligible to opt into DUO Everywhere to secure your personal online credentials.

We recommend temporarily disabling the DUO push notification prior to opting In

How to temporarily disable the DUO push notification

- If your device automatically receives a Duo Mobile push notification at login, you must disable this function temporarily in order to view and click the checkbox. To temporarily disable an automatic push, when the two-step authentication screen appears click the blue Cancel button in the bottom right. Click the Remember me for 90 days checkbox, then click the Send Me a Push button to complete your login.
- See the attached quick guide for more information on the process of selecting your preferred method of authentication and disabling the automatic push notification.
- Every time you clear cookies from your browser after clicking the checkbox, the browser will no longer remember two factor authentication for 90 days, so you will need to do it again.

How to opt in

Navigate to http://mfa.its.yale.edu to access the DUO Everywhere opt-in tool. This tool will step you through the enrollment process and DUO setup and will provide detailed information on what to expect.

When you opt in, you will begin authenticating with DUO both on-campus and off-campus. You will need to have a DUO-registered device with you at all times when you are working. If you are working remotely, your DUO prompts will be less frequent when you enroll in DUO Everywhere.
Introducing DUO Everywhere

DUO Everywhere adds an additional layer of security to confirming your identity when signing into protected Yale accounts, applications or websites. This significantly improves our individual account security and helps us all create a more secure Yale.

Once you opt-in, you will need to authenticate with DUO when you first log in to CAS, MS Outlook and MS Office 365. You will be asked to do this regardless of your location or network. You will be prompted to authenticate once per session, per application or browser, per device.

What to expect once I Opt-in

- Processing times for opting in vary by session type. Browser sessions will begin receiving DUO authentication prompts immediately after opt-in, but MS Office 365 sessions will begin receiving prompts within 3-6 hours of opt-in.
- Depending on your email application and settings, you may experience difficulty accessing your email. For more information on this subject, please view the knowledge base article “Office 365 Email DUO Enrollments.”

Recommendations for a more convenient experience

- Register at least two DUO authentication methods that will be available to you whenever accessing Yale resources or conducting university business. Note: You will be able to update your DUO account settings on the next page.
- Select the “Remember me for 30 days” option to reduce the number of DUO authentication requests you will receive within a 30-day timeframe.
- Review “DUO Enrollments Frequently Asked Questions.”

For questions, please contact the ITS Help Desk at helpdesk@yale.edu.

Please review your registered DUO devices to ensure that they are up to date.

The devices you register with DUO will receive a security prompt to authenticate your user session. At least one of these devices needs to be available whenever accessing Yale resources or conducting university business.

Recommended setup includes:

- Registering at least two devices
- If applicable, setting up a smartphone as the primary authentication device
- Alternatively, primary or secondary devices can include:
  - An officeали
  - A tablet device
  - A backup code

You can access your DUO device list below.

DUO will need to confirm your identity. Please choose an authentication method below to begin. For help setting up your DUO account see “DUO Everywhere Online Instructions” and configuring devices.

After DUO configuration, do NOT forget to check the acknowledgement box to continue.

I acknowledge that I am opting in to DUO Everywhere.

CONTINUE
Successfully enrolled

Important Points:

How to remember me for 90 days

1. On the two-step authentication screen, click the **Remember me for 90 days** checkbox, located near the bottom of the screen.
2. This reduces the number of two-step authentication prompts that you receive in that web browser or application during the following 90 days.

After you click the **Remember me for 90 days** checkbox, the checkbox disappears from the two-step authentication screen on that web browser until the 90 days expire or you clear cookies on that browser.

Have questions?

For questions regarding devices, authentication, and more see the DUO Everywhere: Frequently Asked Questions

- Opt-In to DUO Everywhere
- Cisco AnyConnect General Information
• MFA FAQs
• Multifactor Authentication: Log into CAS & Cisco AnyConnect VPN
• MFA Quick Guide: Enrolling a Device