Instructions for Activating DUO Multifactor Authentication for PeopleSoft Employee Self Service (ESS)

THIS GUIDE REQUIRES YOU TO COMPLETE ALL STEPS FROM YOUR MOBILE DEVICE.

Please follow the instructions below to enroll your device for DUO multi-factor authentication for accessing PeopleSoft Employee Self Service Application. Please note that this is a **one-time enrollment** process unless you change your mobile device, at which point you will have to repeat the process below.

<u>Step 1 -</u> Visit the Newark Public Schools Website and **click on the white envelope** at the top. Next, sign in to your email with your username and password.

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بة *	G Select Lago de I ▼ ∰ Ø 🗠 🏊 🛗 🎔 🗗		user name	
	Newark Board of Education		password Show password Reset Password/Unlock Account	
I	Q		⊖ sign in	

<u>Step 2 -</u>Find the Duo Security Enrollment Email. Open the email, click on the link, and click start setup.

				AА	api-5278dc1f.duosecurity.com	C
			Hello,			
			This email is being sent on behalf of the Division of			
АА	🔒 npsmail.nps.k12.nj.us	Ç	Please do not discard it. You are being asked to enroll your personal device with Duo Security which is our newly	(9)	≡ Sett	ings
	Inbox	≝ +	acquired two-factor authentication method to ensure that your two secure access to the district's applications such a PeopleSoft Self Service. Once you register your device such as a cell phone or a tablet, you will be able to login to		ect Your Newark Board c ation Account	F
🔎 Search		* 5 Fil .rs	the application in the new and more secure manner via Duo.		Start setup	
Duo Se	ecurity		To begin, click this link to enroll a phone, tablat, or after device:	Two-fact account This pre	or authentication enhances the security of your by using a secondary device to verify your ident vents anyone but you from accessing your account	ity. unt,
[EXTERNAL EMAIL] Duo Security Enrollment 2:18p This is an automated email from Duo Security. Yo		https://api-5278dc1f.duosecurity.com/portal2 code=e9d253d689cd151b&akey=DAJ2JL4ITU2V6R5Xi2E9	even if they know your password. This process will help you set up your account with this added			

<u>Step 3</u>-Select the type of device and click continue. Next, please enter your phone number in the top box, check the box below it confirming that the phone number you entered is correct, and click continue.

<u>Step 3.1 -</u>You will also have to select the type of phone or tablet and click continue.

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What type of device are you adding? Mobile phone RECOMMENDED Tablet (Pad, Nexus 7, etc.) Continue	United States Example: (201) 234-5678 Example: (201) 234-5678 mumber? Back Continue	What is they of Need Issue Secured by Due	What ?? IPhone ? Android Other (and cell phone) Back Construction

Division of Information Technology

Step 4 - Go to the App store on your phone and download the Duo Mobile app.

Once it has been installed, click "I have Duo Mobile installed"



Step 5 - After the App Downloads, click open, and the Duo welcome screen will open. Click Got it



<u>Step 5.1-</u>. You will be prompted to allow notifications. Click Allow, return to the web browser, and click
 I have DUO Mobile. You will then Click Take me to Duo Mobile and may receive a pop-up confirming
 you want to Open Duo Mobile.



<u>Step 6 – Finish the enrollment process</u>

Click next, and when prompted to name your account, leave it as Newark Board of Education.

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Name your account to continue	Account Newark Board of Education			
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<u>Step 7 -</u> You will receive a confirmation that your account has been linked. Click **Skip**, and you will be prompted to choose if you would like to share data logs with DUO to improve the app, <u>CLICK TURN OFF</u>.

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	Duo Mobile collects usage data to help improve reliability and develop new features. Turn this off anytime in Settings. View Duo Mobile Privacy Information	2022	3:46 7 < search Ξ	, ∎ 5G ■)
		Almost there Co back to where you started to log in and log in egain.	Accounts	Add 🕂
Account linked! Next, let's practice how to protect your identity:				•••
Practice now	Continue		Newark Board of Education Newark Board of Education	
Skip	Turn off	ок	Passcode •••••	Show

Step 8. Log in to PeopleSoft ESS to test Multifactor Authentication

There is no change in how you access ESS. You will continue to use your desktop as you did prior to DUO enrollment. However, after you enter your login credentials, DUO will notify your device. It will not allow you to proceed into the system unless you respond to the prompt on your enrolled device and allow the login to complete. **See below.**

Step 8.1 – Navigate to Employee Self Service (ESS)

Navigate to the Newark Board of Education Website: NPS.K12.NJ.US

Select Employees on the menu, select Employee Self Service and log in to the ESS Portal.



Step 8.2 – Check your device for Push Notification from PeopleSoft

Once you click on the Sign In button, the device you registered with DUO will receive a message.

If you have set up for push notifications, you will receive a message on your phone, as shown below



** If you ever receive a notification, and you did not attempt to log in, CLICK DENY and notify the IT Help Desk <u>IThelpdesk@nps.k12.nj.us</u> .**