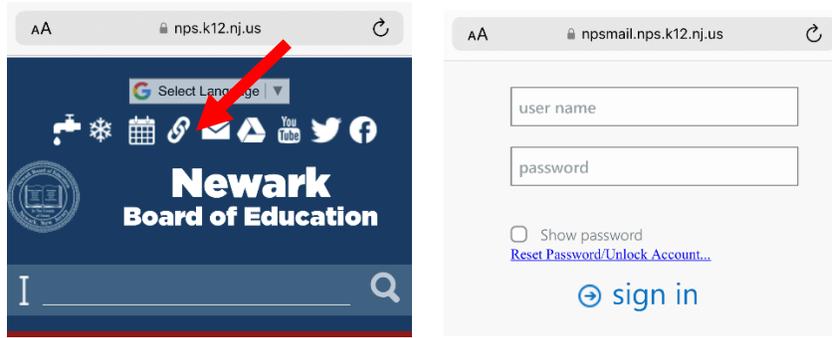


# Instructions for Activating DUO Multifactor Authentication for PeopleSoft Employee Self Service (ESS)

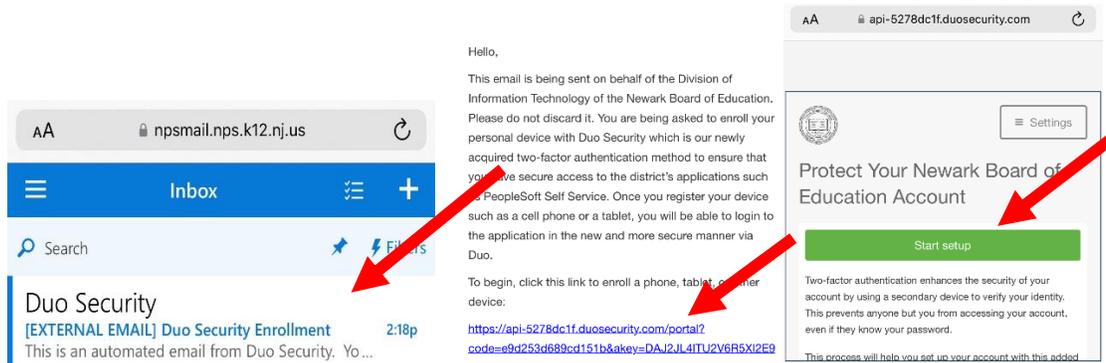
## **THIS GUIDE REQUIRES YOU TO COMPLETE ALL STEPS FROM YOUR MOBILE DEVICE.**

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.

**Step 1** - 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.

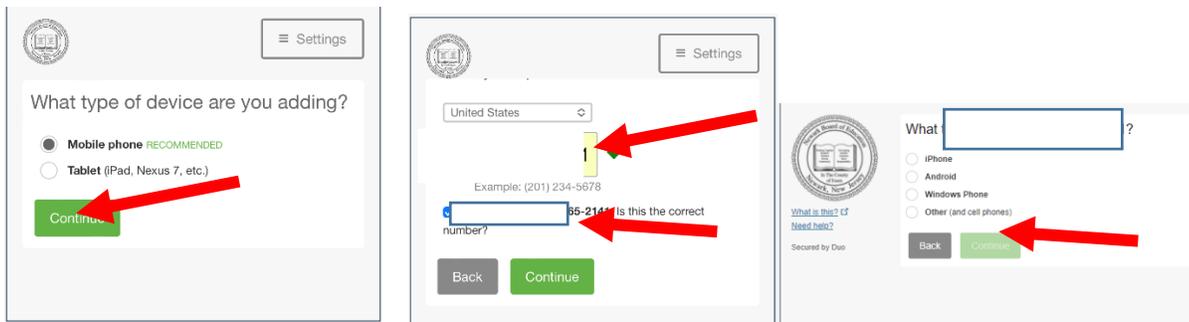


**Step 2** -Find the Duo Security Enrollment Email. Open the email, **click on the link**, and **click start setup**.



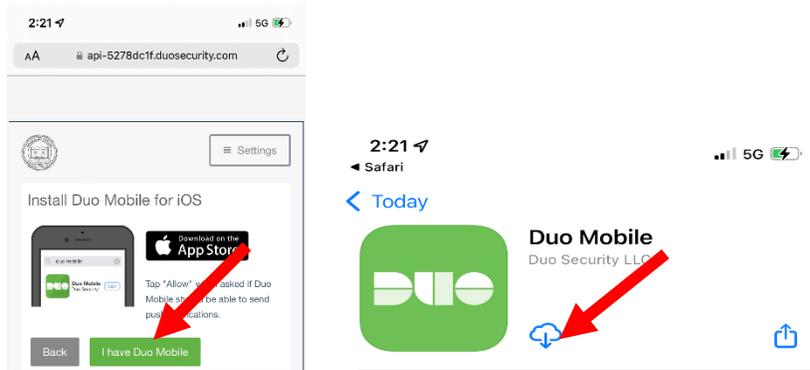
**Step 3** -Select the type of device and click continue. Next, please enter your phone number in the top box, check the box below it confirming that the phone number you entered is correct, and click continue.

**Step 3.1** -You will also have to select the type of phone or tablet and click continue.

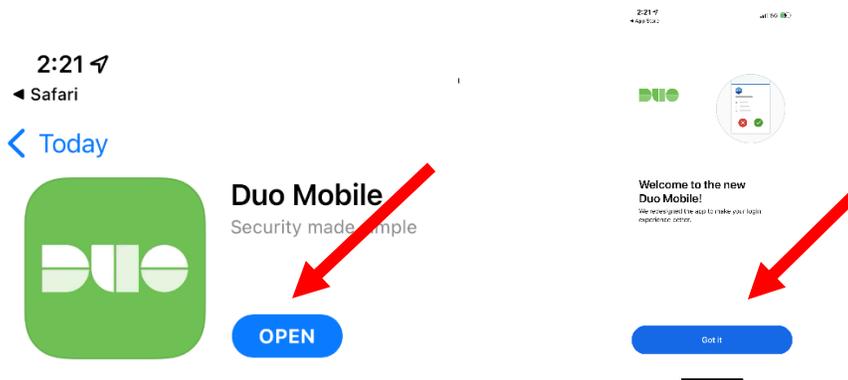


**Step 4 - Go to the App store on your phone and download the Duo Mobile app.**

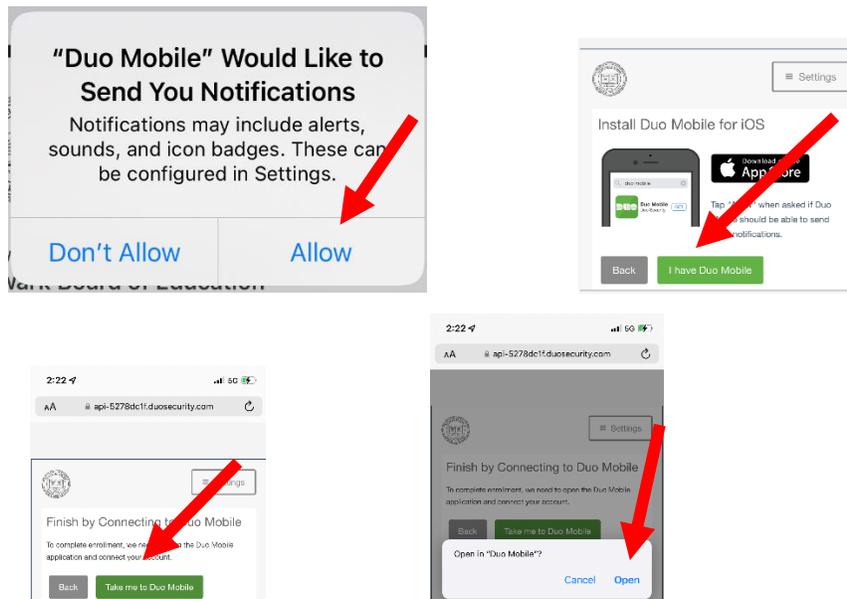
Once it has been installed, click "I have Duo Mobile installed"



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

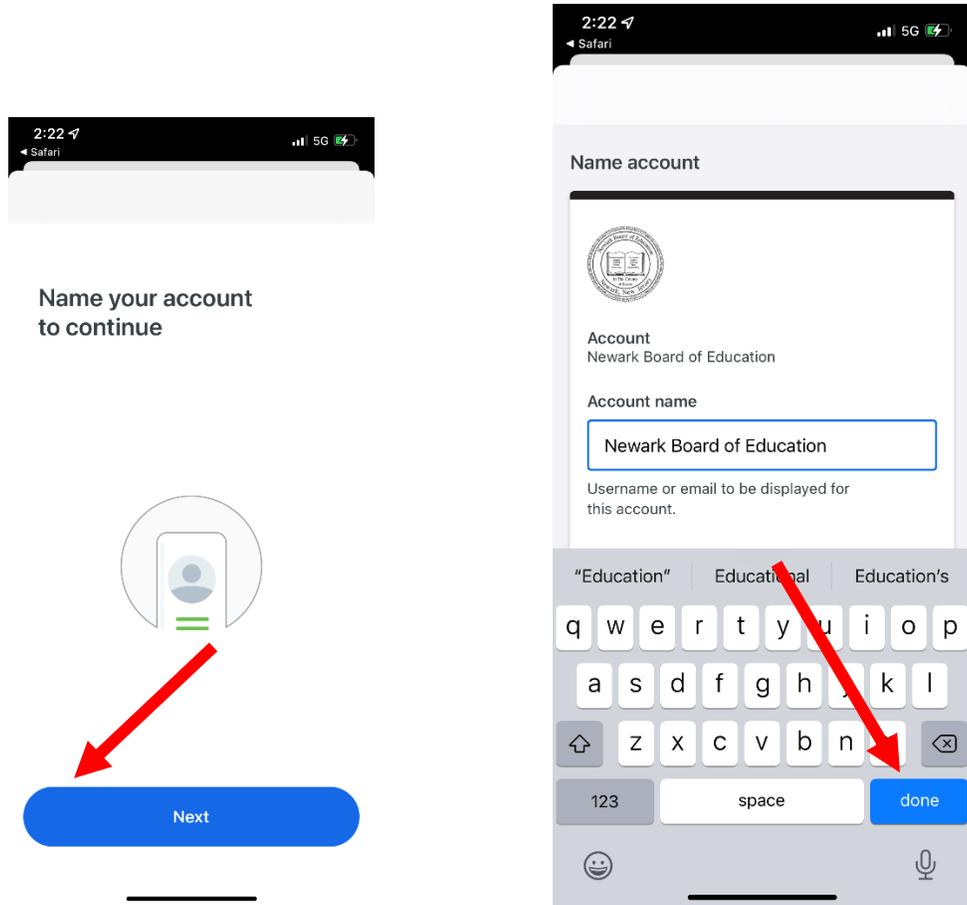


1. **Step 5.1-** You will be prompted to allow notifications. **Click Allow**, return to the web browser, and click I have DUO Mobile. You will then **Click Take me to Duo Mobile** and may receive a pop-up confirming you want to Open Duo Mobile.

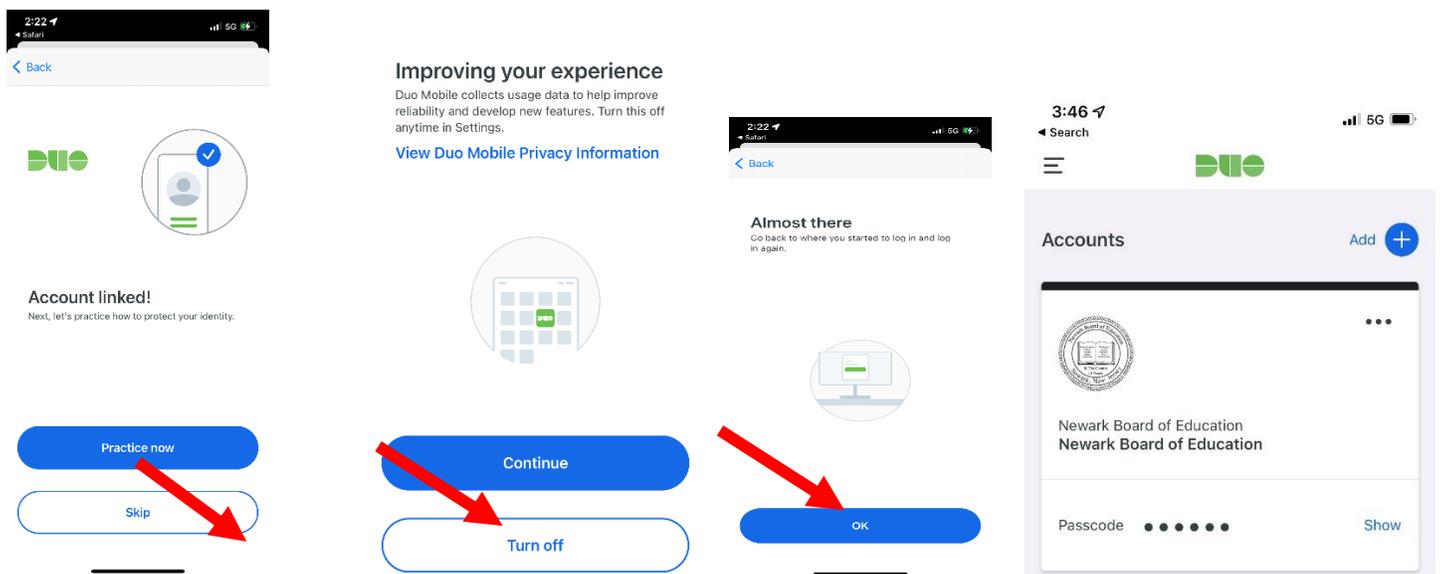


## Step 6 – Finish the enrollment process

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



**Step 7** - 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, **CLICK TURN OFF**.



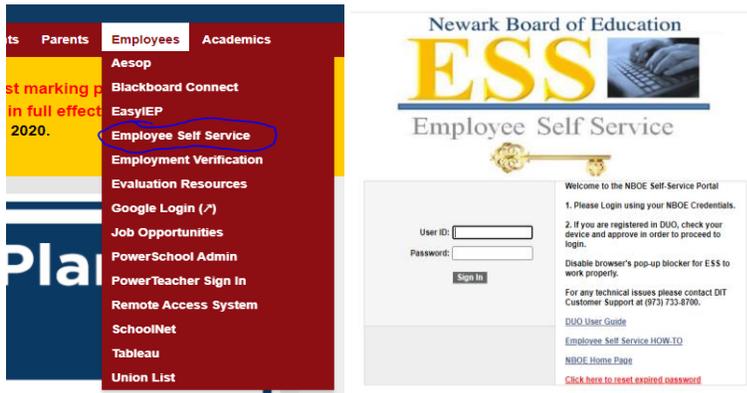
## Step 8. Log in to PeopleSoft ESS to test Multifactor Authentication

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](https://nps.k12.nj.us)

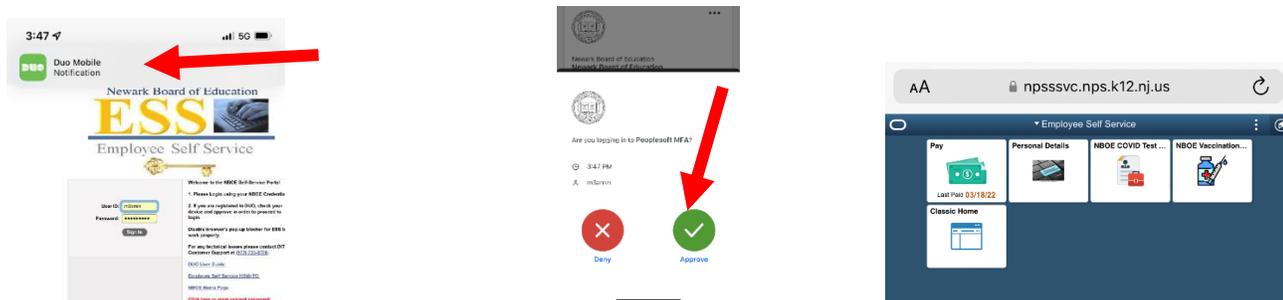
Select Employees on the menu, select Employee Self Service and log in to the ESS Portal.



### 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 [IThelpdesk@nps.k12.nj.us](mailto:IThelpdesk@nps.k12.nj.us) .\*\***