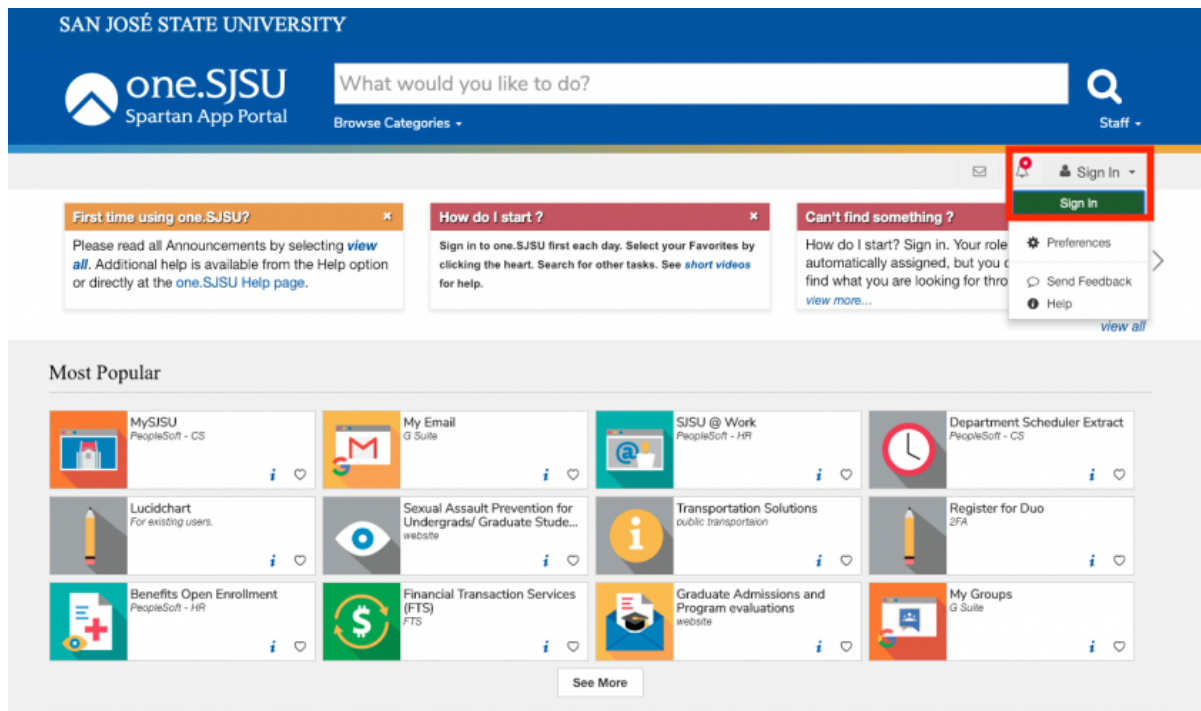


# Sign In with Duo 2-Factor Authentication

This page assumes you have **previously set up** Duo 2-Factor Authentication with your **smartphone** or a **key fob**. If you have not, please see our [Duo Set Up Guide](#).

## First, sign in to SJSU Normally:

- Navigate to the [SJSUOne](#) page, or any other page where you use your SJSU login credentials (eg. SJSU Email):



- **Sign In** with your SJSU ID Number or SJSU Email Address and Password:
  - Note: If you are already logged in, you may want to use your browser's incognito/private mode so that you do not have to log out and back in again.

## Connecting to

Sign-in with your San Jose State University account to access  
CSU Common Financial System



### Sign In

☐ Remember me

Sign In

[Need help signing in?](#)

Your browser will now bring up the Duo 2-Factor Authentication page, the method you use to sign in with Duo 2-FA will vary based on which option you select and whether you are using a smartphone or a key fob.

These methods are outlined below.

## Sign In with a Push Notification:

- To sign in with 2-factor Authentication from your computer or other device you are signing in with, click **Send Me a Push:**



**Duo Security**



≡ Settings

Send Me a Push

Enter a Passcode

Sign Out

- Press **Approve** on your phone:

## Login Request



**San José State University**  
**Okta**



February 1, 2019, 4:29 PM



APPROVE



DENY

## Sign In with a Passcode:

- Alternatively, click **Enter Passcode:**
  - Entering a passcode may be helpful in situations where the push notification won't get through, for instance when your computer has a connection to the internet but you have no data service (cell or WiFi) on your phone.



**Duo Security**



≡ Settings

Send Me a Push

Enter a Passcode

Sign Out

- Enter the **passcode** from Duo on your phone into the field on the device you are signing in with:



DUO-PROTECTED

San José State University



[ABOUT PASSCODES](#)

**SJSU** SAN JOSÉ STATE  
UNIVERSITY



**Duo Security**



≡ Settings

ex. 867539

Log In

Enter a passcode from Duo Mobile.

Dismiss

Sign Out

# Sign in with a Key Fob Passcode:

- On the Duo **Sign in** page, where it says **Device**, make sure the device selected is **Token**:




Duo Security

A screenshot of the Duo Security sign-in interface. It features a light gray background with a white border. In the top left corner is an orange square icon with a white sunburst design. In the top right corner is a white button with a gray border and the text "Settings" preceded by a hamburger menu icon. Below the icon is the label "Device:" followed by a white dropdown menu with a green border and the text "Token" and a downward arrow. Below the dropdown is a large green button with the text "Enter a Passcode" in white.

- Press **Enter a Passcode**, and press the single **Button** on your **Duo Key Fob**:



### Duo Security



Settings

Device: 

Token

Enter a Passcode






- Enter your **One Time Password** from the Key Fob into the passcode field and press **Log In**:
  - You have about 15 seconds to enter the passcode.



**SJSU** SAN JOSÉ STATE  
UNIVERSITY



Duo Security



≡ Settings

Device: 

Token ▼

(ex. 867539)

Log In

Enter a passcode from a hardware token.

Dismiss

Revision #13

Created 12 March 2019 21:00:43

Updated 21 February 2020 18:39:12