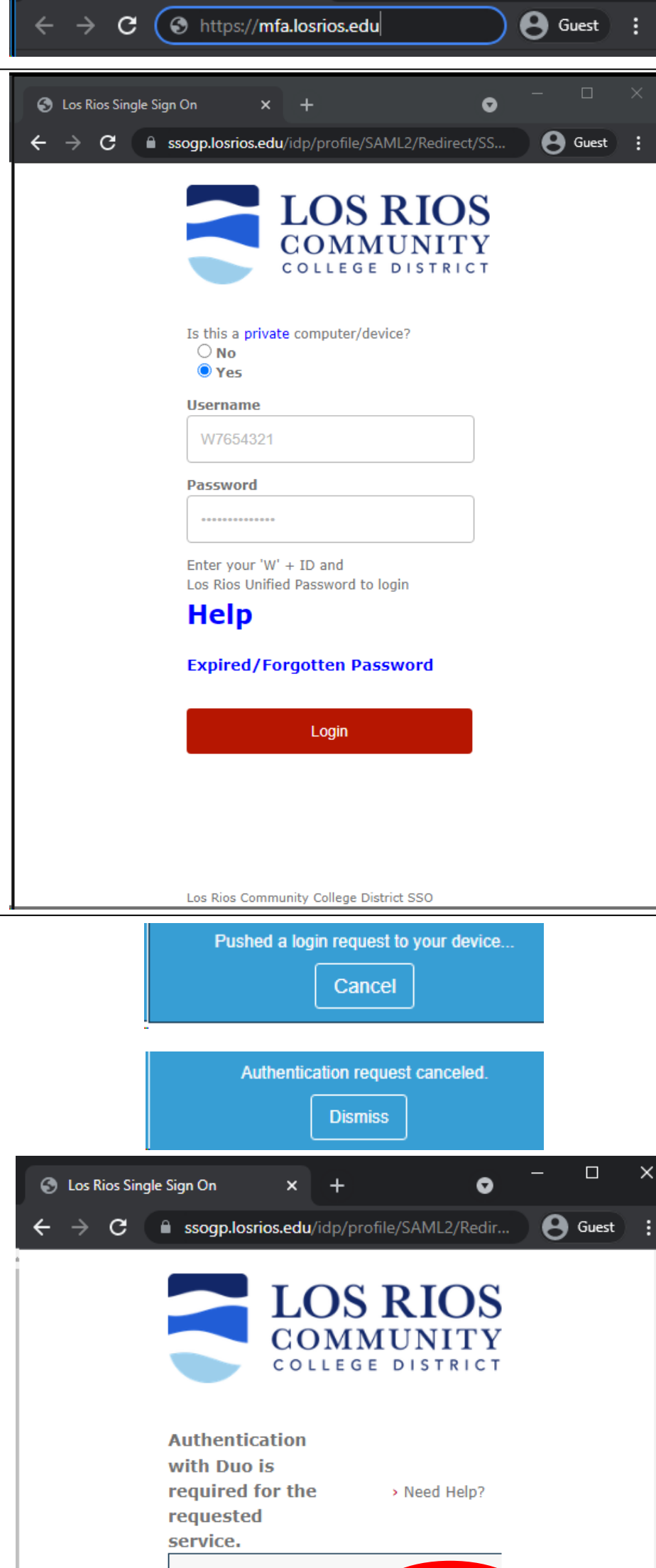


Managing Duo Settings and Devices

- In a web browser, navigate to: <https://mfa.losrios.edu>

- You will be presented with the Los Rios District Single Sign On (SSO) webpage

- Enter your W+ID
- Enter your Los Rios District Password
- Click Login



If you have already setup your Duo authentication, you will be presented with your options to authenticate.

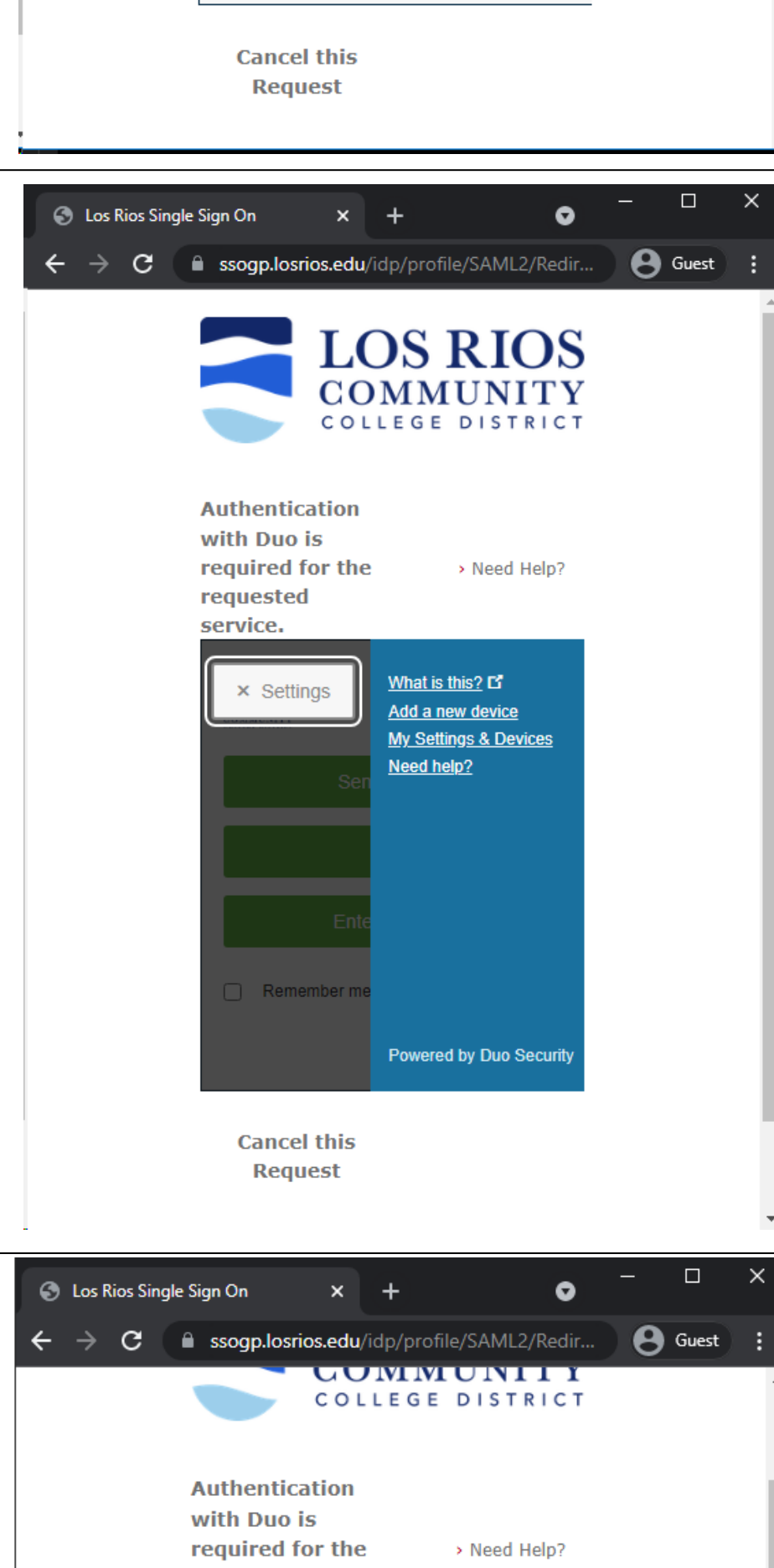
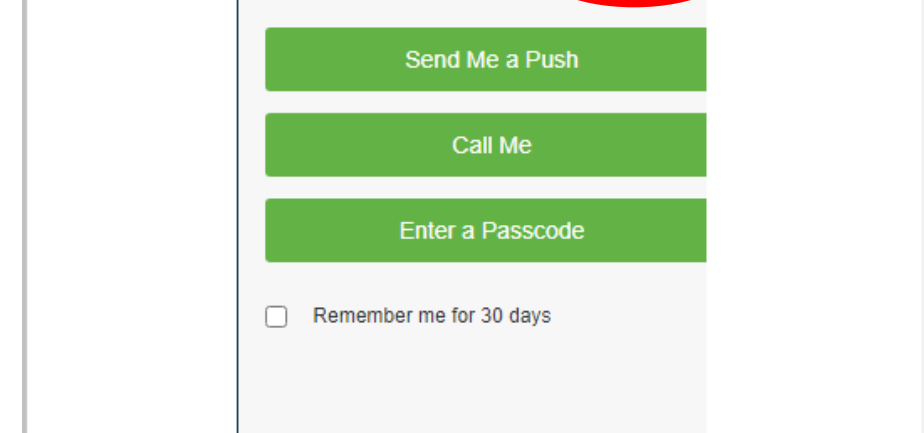
If you have set the Duo service to automatically "Send Me a Push" or "Call Me"

- Click the "Cancel" button in the blue bar that appears at the bottom.
 - This cancels the authentication request.

- Click the "Dismiss" button that appears in the blue bar that appears at the bottom.

To change the settings on your account:

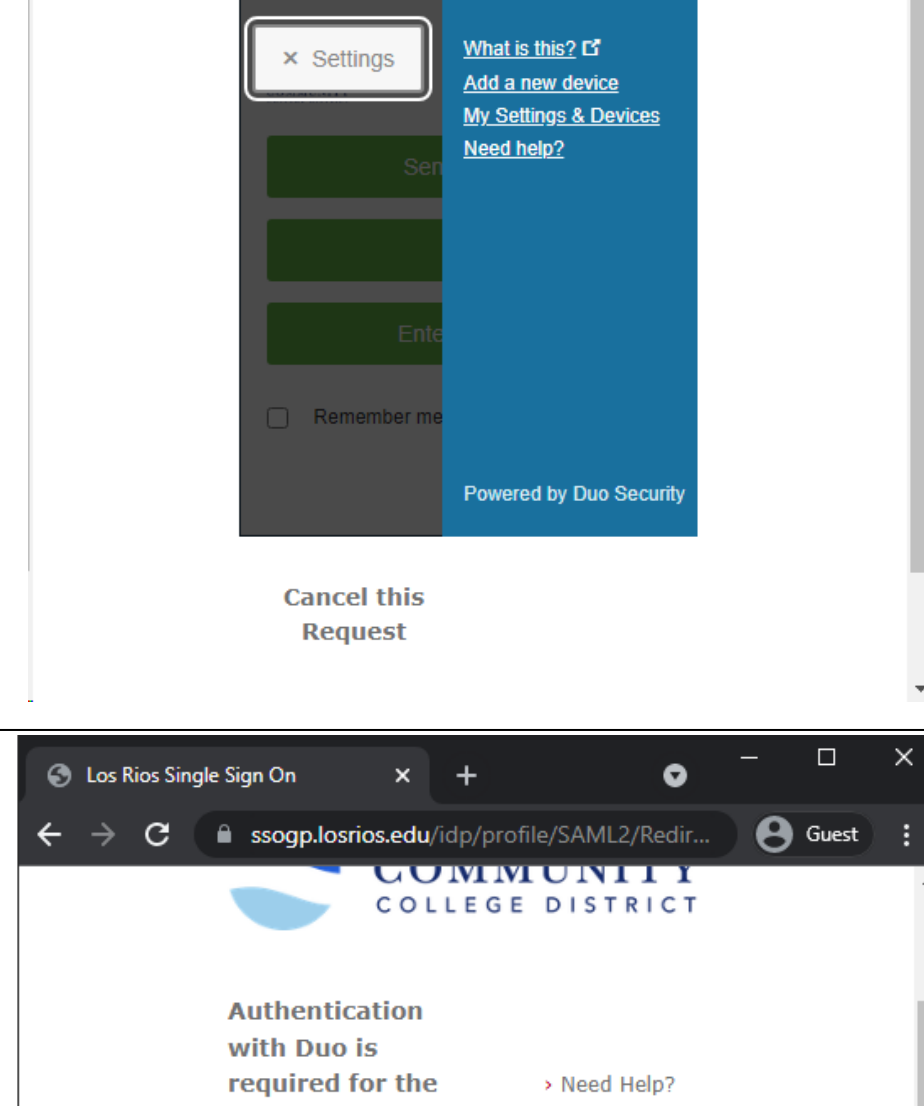
- Click the "Settings" button on the top right.



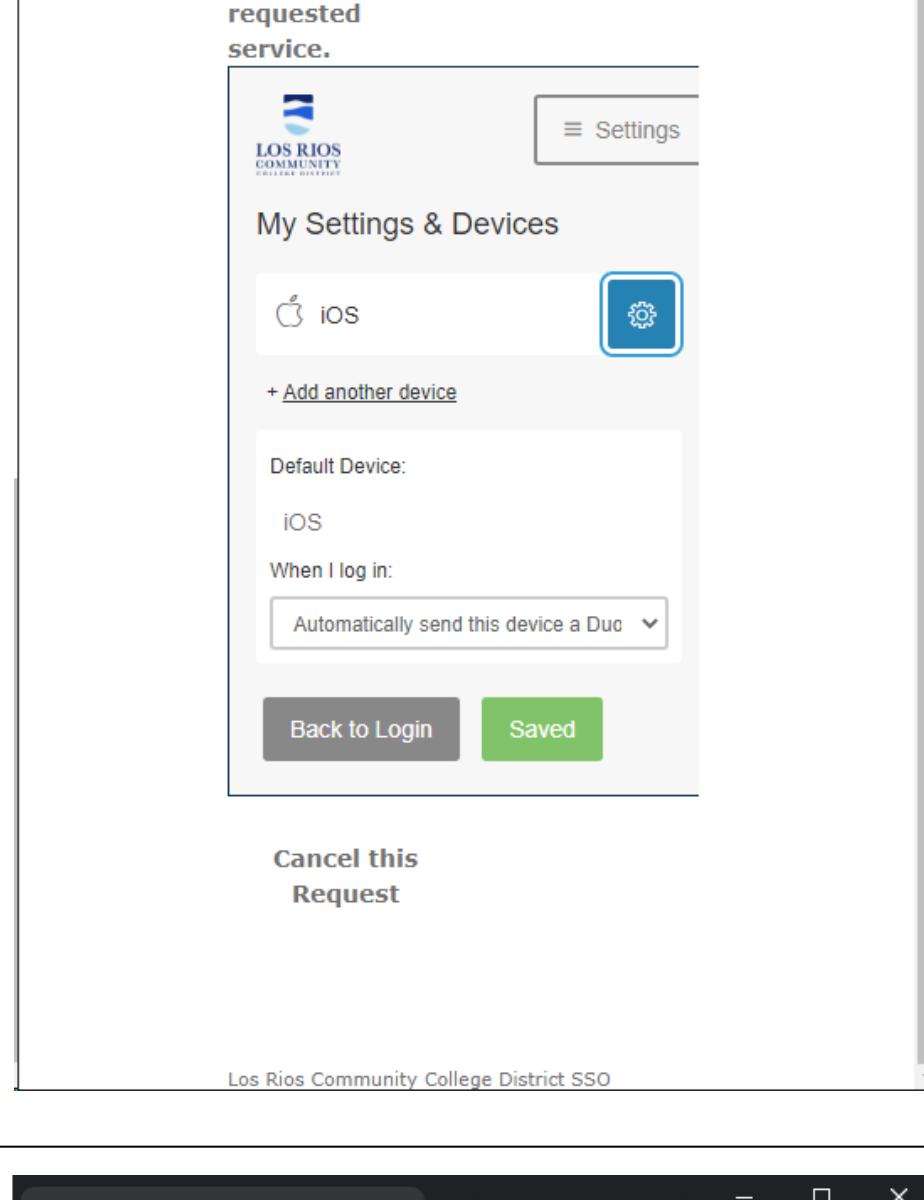
- You will be given a menu

- Click My Settings and Devices
 - You will be prompted to choose an authentication method.
 - Select an authentication method (or respond to an automatic request).
 - Authenticate

- Upon authentication, you will be shown a screen with your current settings.



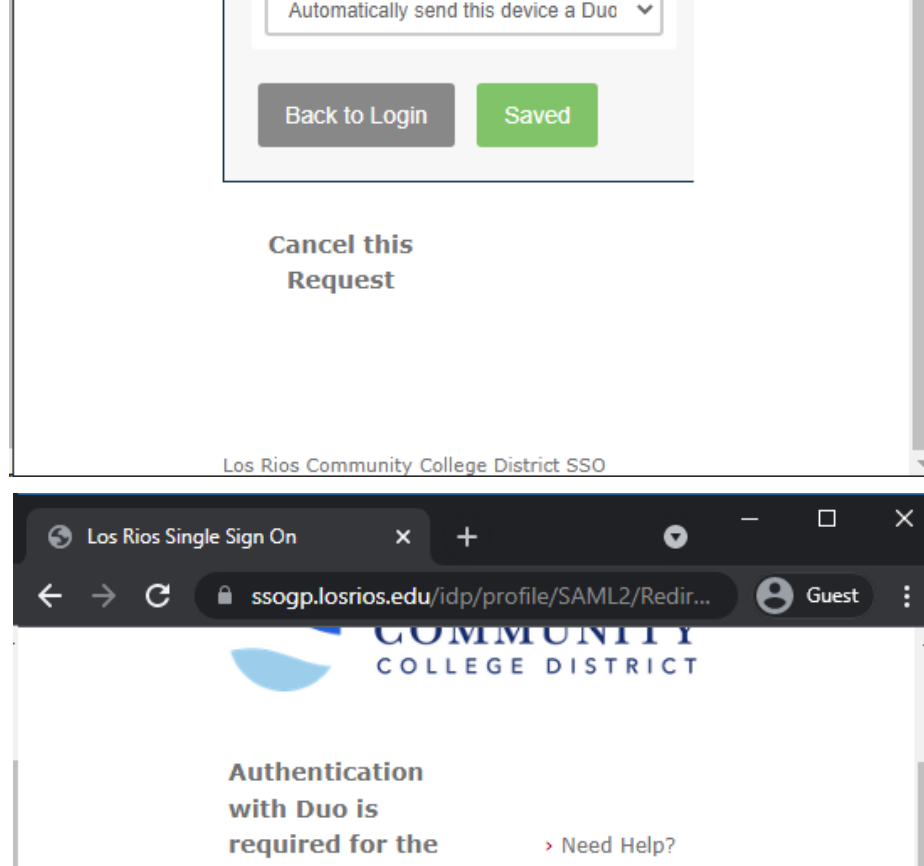
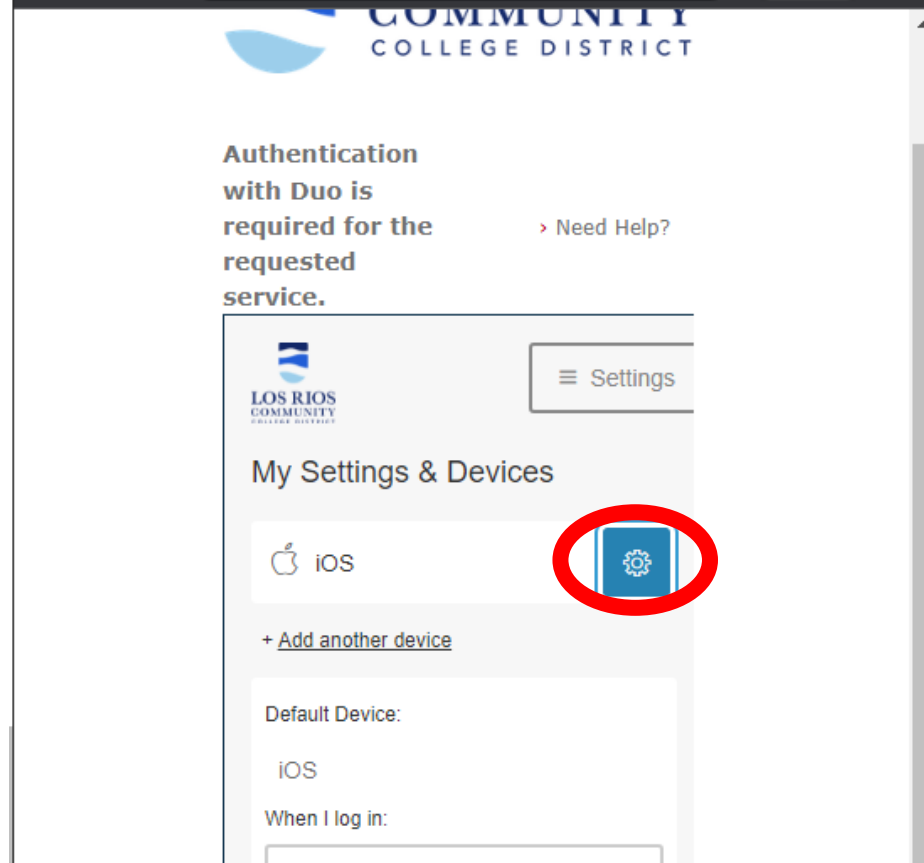
From this screen menu you can add new devices, change device names or configured your preferred default device and login actions.



Reactivate Duo Mobile

- Click the Blue Settings icon to the right of your current Device

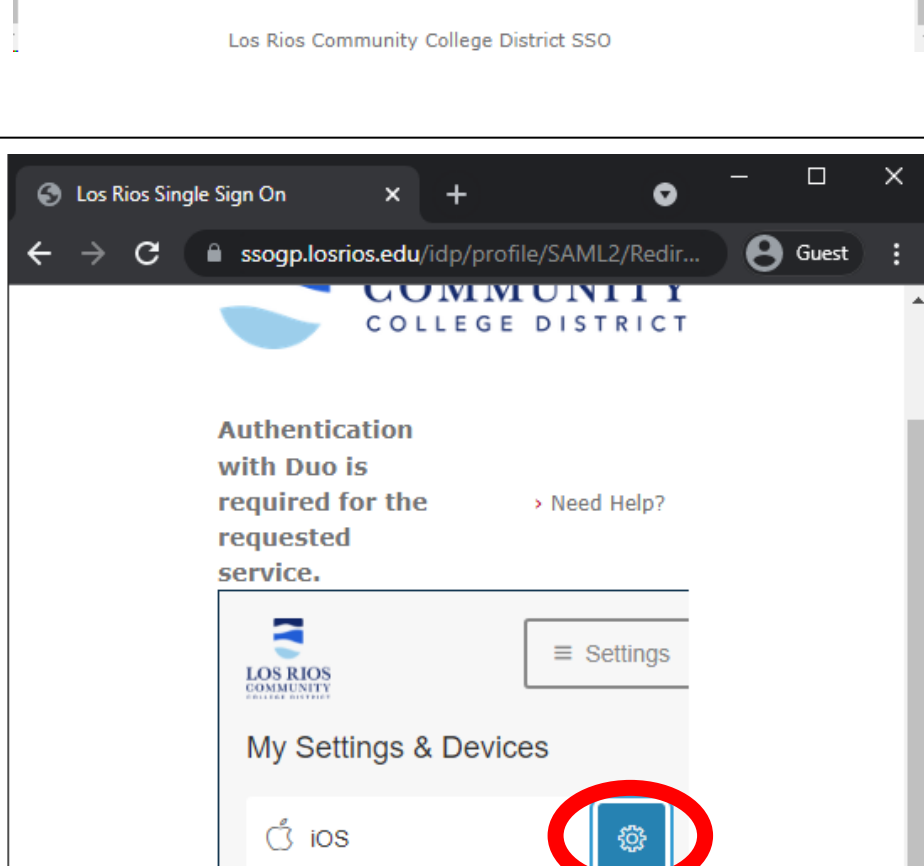
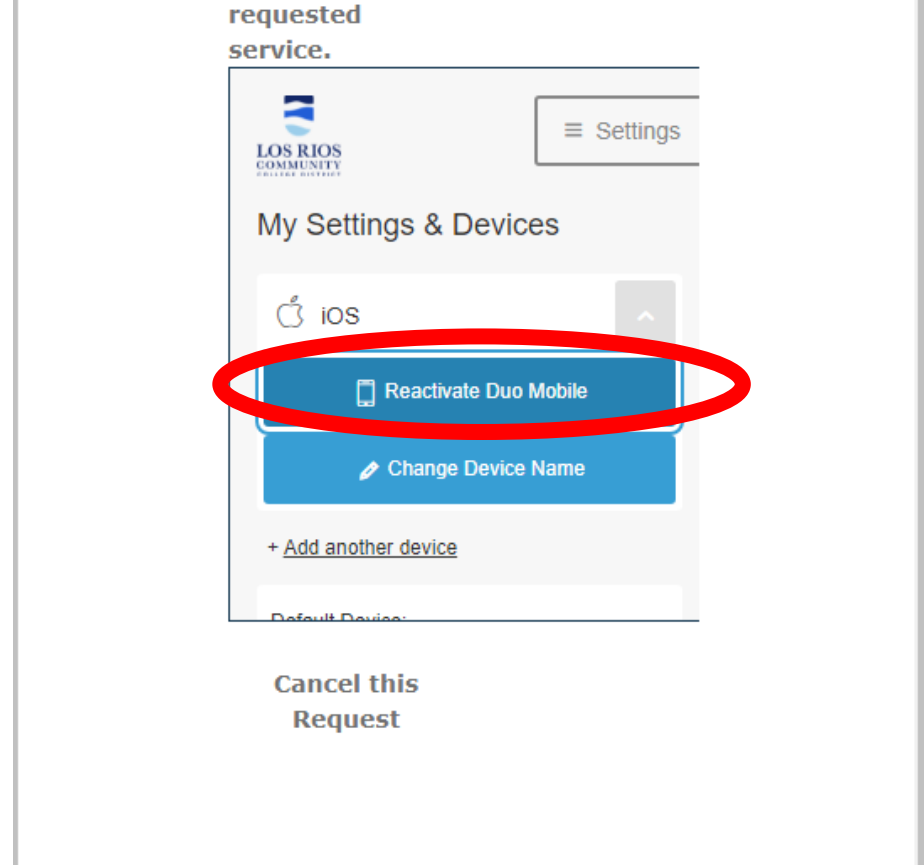
- To Reactivate Duo Mobile on your previously enrolled cell phone number.
 - Click the blue button "Reactivate Duo Mobile"
 - Please refer to the *Setting up Duo Mobile for Los Rios District Multi-Factor Authentication* documentation for setting up Duo.



- To change the name of your device
 - Click the blue button "Change Device Name"

- Replace the current label with your desired device name
- Click the green button "Save"

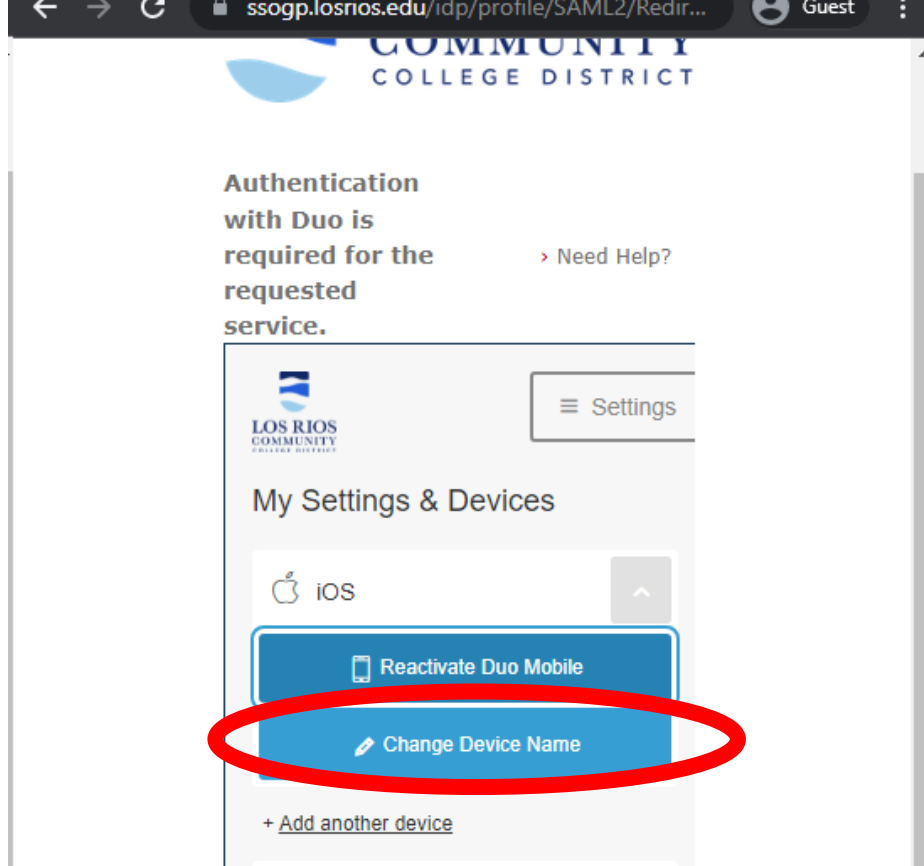
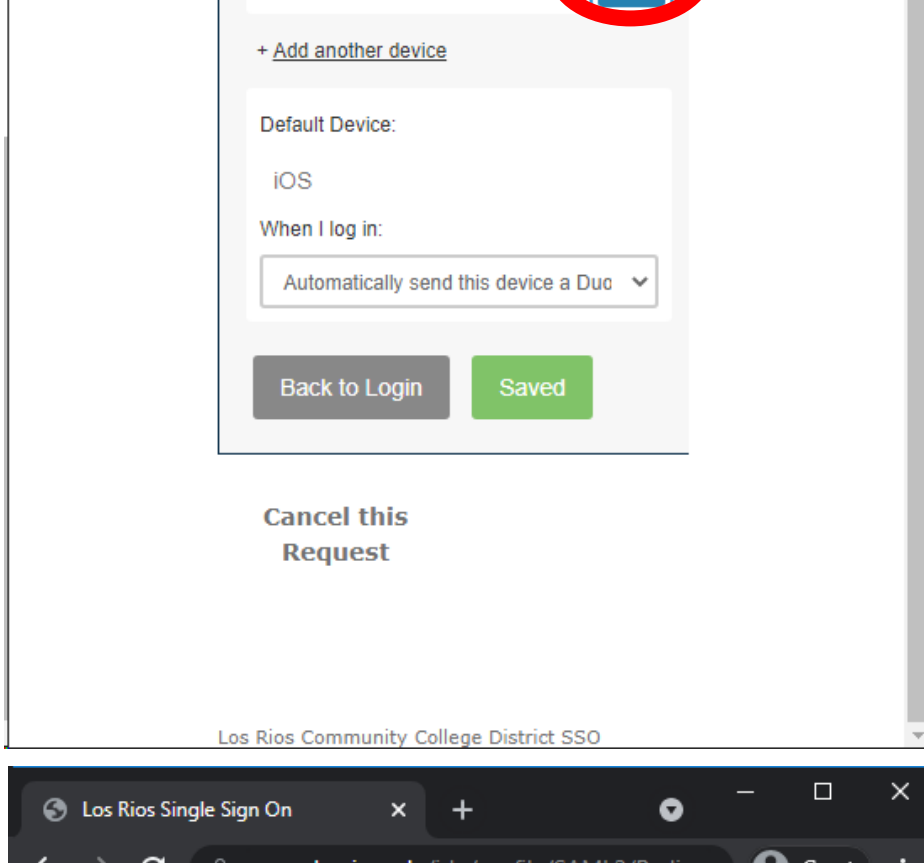
- A green notification window will show "Successfully modified device name"



Add a new device

- Click the link "Add another device"
 - Please refer to the *Setting up Duo Mobile for Los Rios District Multi-Factor Authentication* documentation for setting up Duo.

- Upon success your device will show under My Settings & Devices



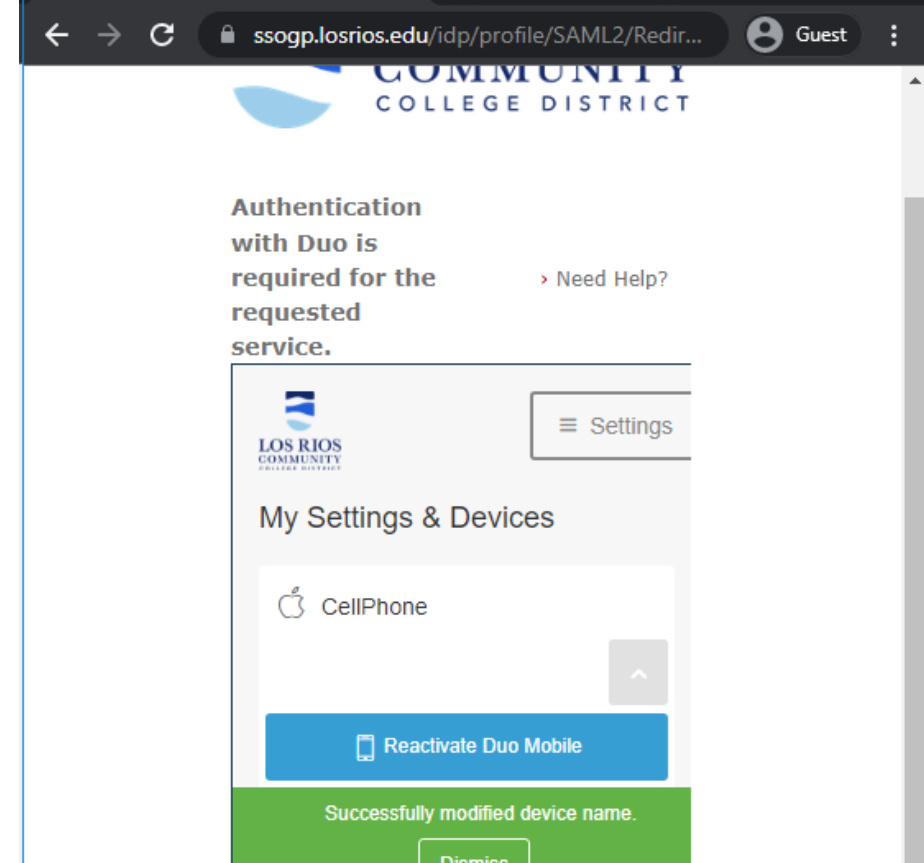
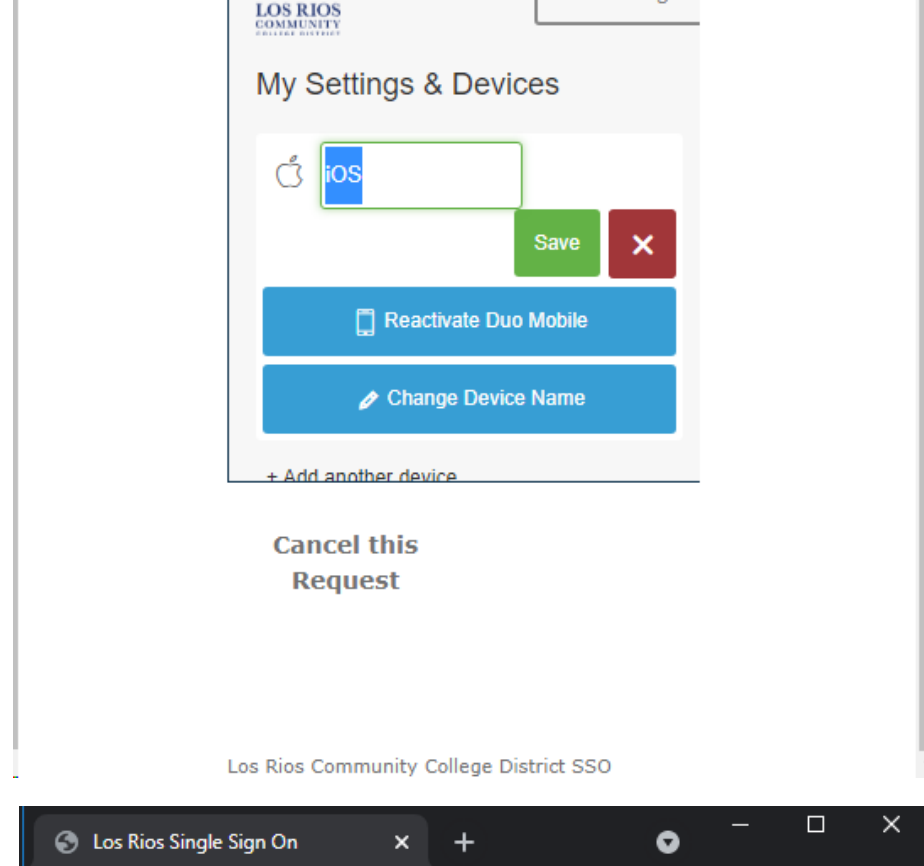
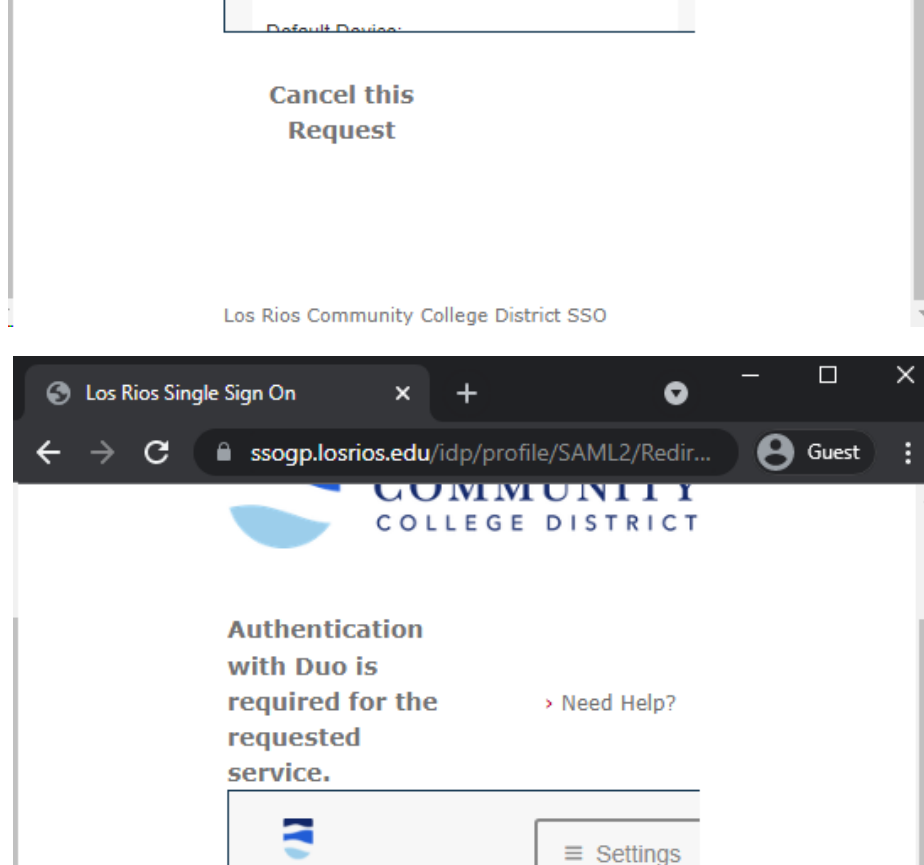
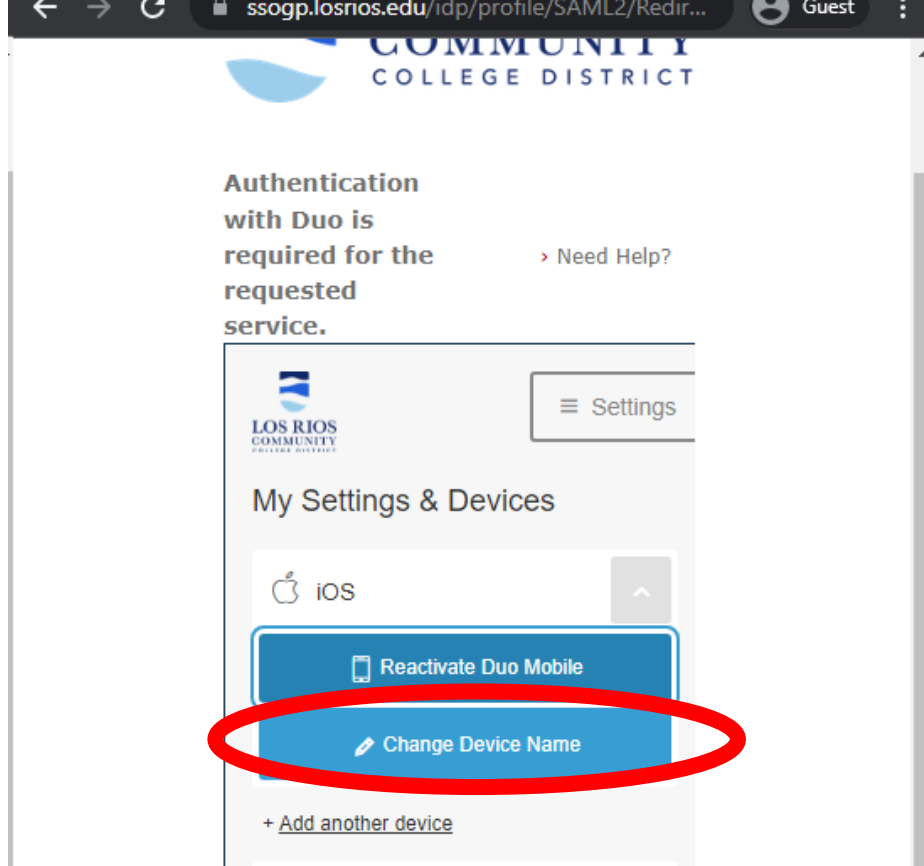
Remove a Device

- Click the blue settings gear icon to the right of the device you want to remove.

- Click "Delete Device"

- You will be prompted to confirm
 - Click "Remove"

- A green notification window will show "Successfully removed device"



Selecting a default device and automatic login action

- Under "Default Device", use the dropdown box to select the device you want to be the device that accepts a default action.

- Under "When I log in" use the dropdown box to select the default action for authentication
 - Ask me to choose an authentication method
 - You will continue to be asked which option you want to authenticate with.
 - Automatically send this device a Duo push
 - The selected default device will be sent a Duo authentication push notification.
 - Automatically call this device
 - The default device will receive a phone call for Duo authentication.

- When finished, press the green "Save" button

