

Sutter County Superintendent of Schools First Time Duo Enrollment Process

There are 2 ways to initiate the Sutter County Superintendent of Schools First Time Duo Enrollment Process. **(IT Recommends to complete the task below from your desktop or laptop.)**

- 1.** You will receive an email from Duo Security no-reply@duosecurity.com. Click on the link within the body of the email and follow the instructions.

This is an automated email from Duo Security.

Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.

Hello,

Your organization is now rolling out Duo Security, a friendly and secure way for you to log into your applications. Your administrator has invited you to set up your account for Duo so you can start logging in.

To begin, click this link to enroll a phone, tablet, or other device:

<https://api-52962f4c.duosecurity.com/portal?code=e18150e07058032b&akey=DAU7U02W5PFY606CX2QL>



Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:

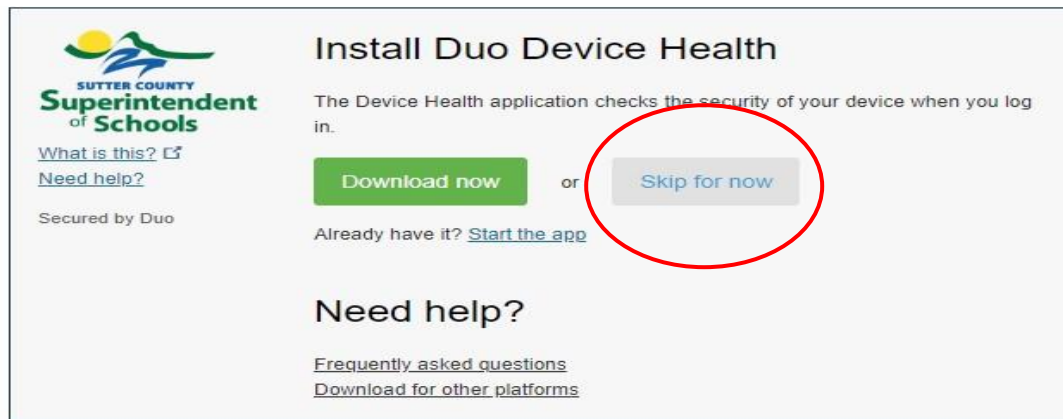
<https://guide.duo.com/enrollment>

- 2.** Logging into the Outlook Web Access (<https://mail.sutter.k12.ca.us/owa>) and follow the instructions.

Sutter County Superintendent of Schools First Time Duo Enrollment Process

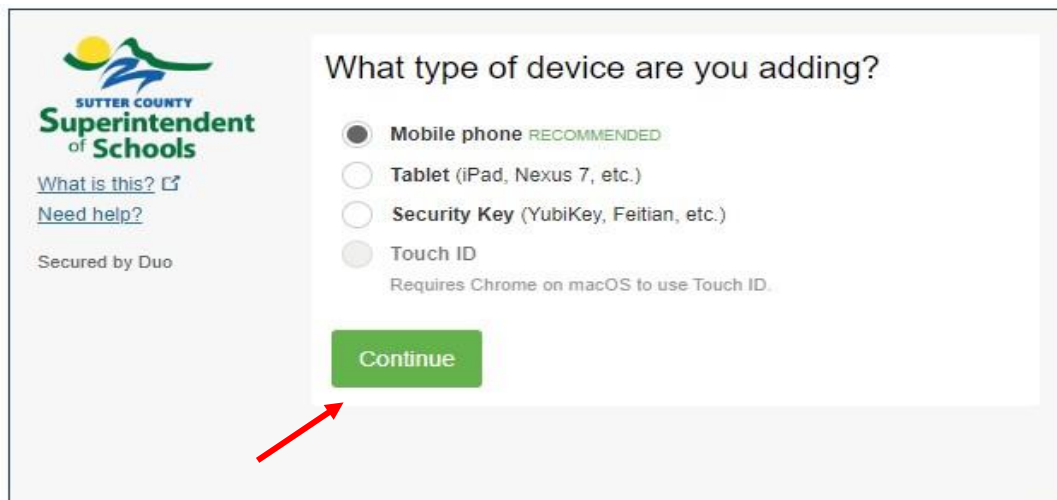
Option 1 – Duo Push

1. Once you attempt to login to <https://mail.sutter.k12.ca.us/owa> that requires DUO, you will be prompted to setup DUO. Click on the Start Setup button to begin the enrollment



process

2. Choose Your Authentication Device Type. Select the type of device you'd like to enroll and click Continue. We recommend using a smartphone for the best experience.



- 3.** Type your phone number in the box provided. Use the number of the smartphone that you'll have with you when you're logging in to a Duo-protected service. Double-check that you entered it correctly, check the box, and click Continue.

SUTTER COUNTY Superintendent of Schools

[What is this?](#) [Need help?](#)

Secured by Duo

Enter your phone number

United States

+1 5302188639 ✓

Example: (201) 234-5678

You entered (530) 218-8639. Is this the correct number?

Back Continue

- 4.** Choose Platform. Choose your device's operating system and click Continue.

SUTTER COUNTY Superintendent of Schools

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security

What type of phone is YOUR NUMBER ?

iPhone

Android

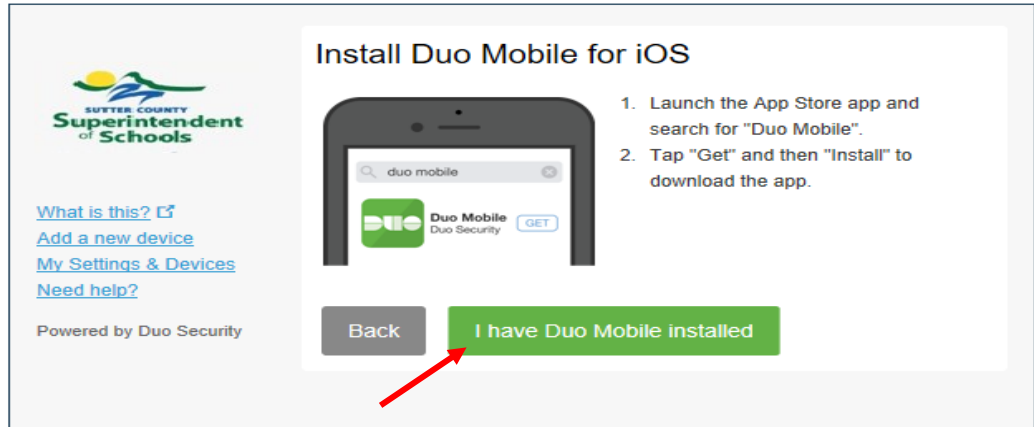
Windows Phone

Other (and cell phones)

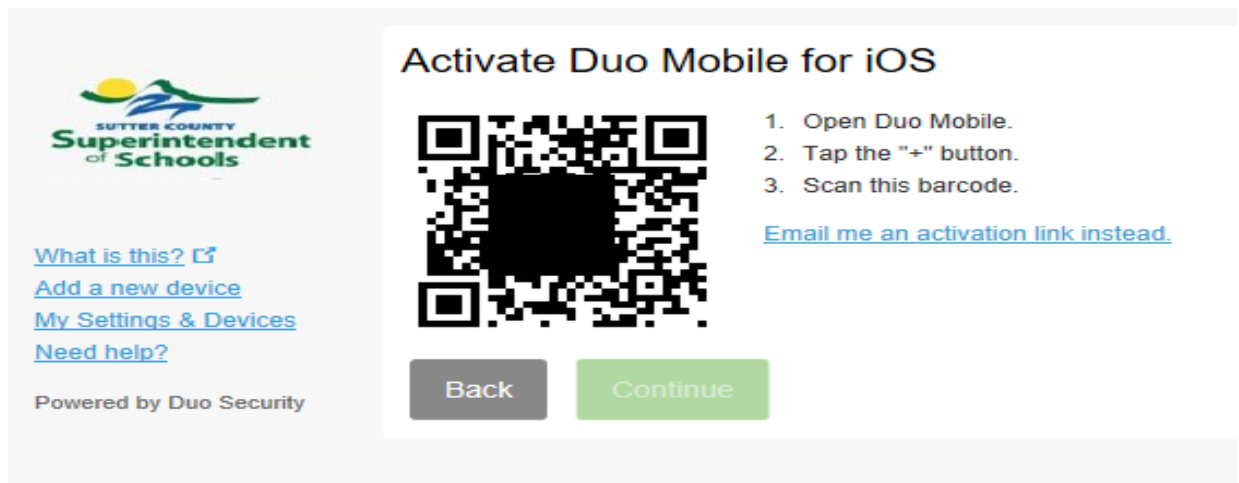
Back Continue

(Skip to Option 2 if you do not want to install the Duo App on your phone)

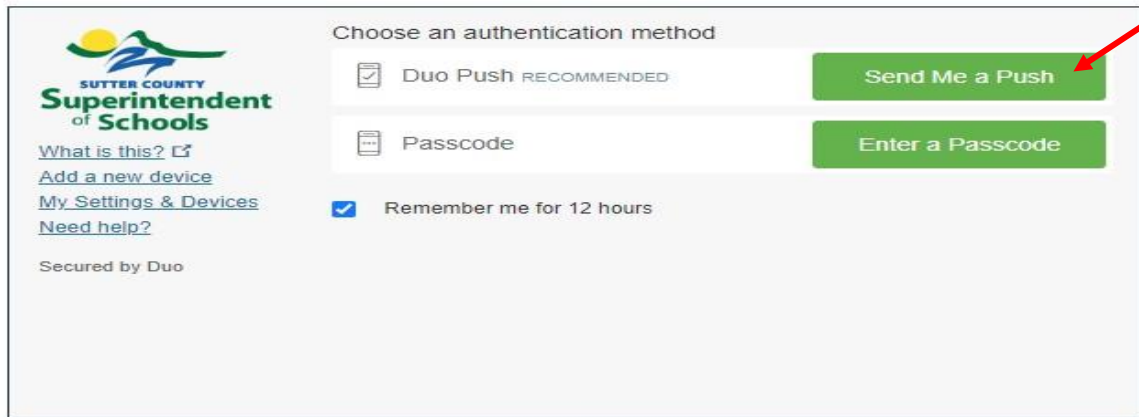
- 5.** Install Duo Mobile. Duo Mobile is an app that runs on your smartphone and helps you authenticate quickly and easily. Follow the platform-specific instructions on the screen to install Duo Mobile. After installing the app return to the enrollment window and click I have Duo Mobile installed.
- a. [Duo for Apple](#)
 - b. [Duo for Android](#)



- 6.** Activate Duo Mobile. Activating the app links it to your account so you can use it for authentication. On iPhone or Android activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Open the Duo Mobile App to complete this step. Follow the platform specific instructions for your device:



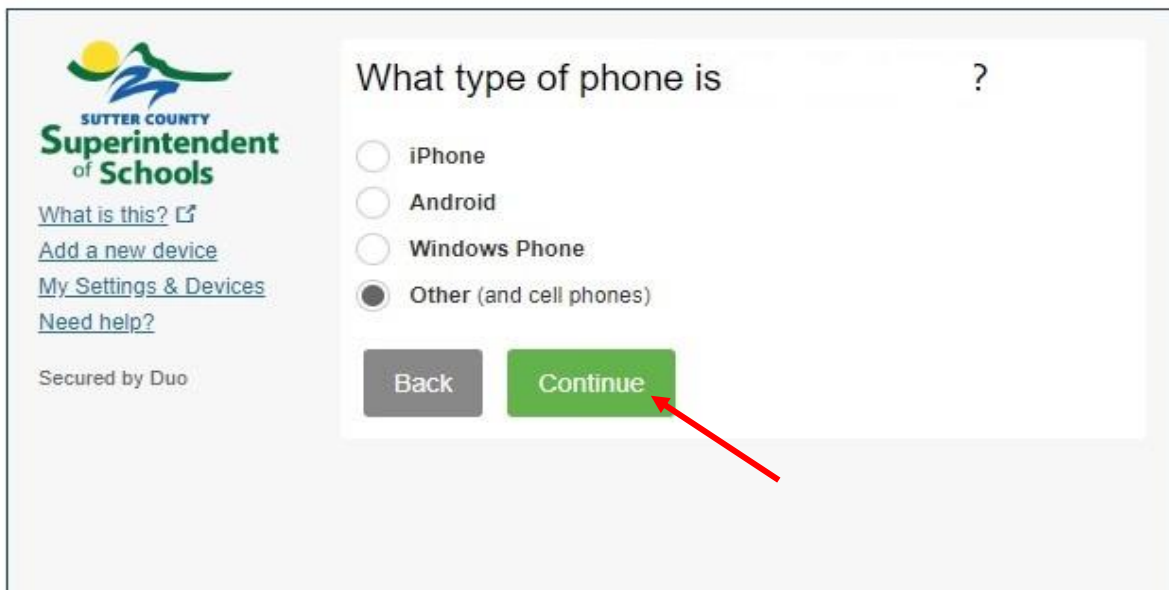
7. Your device is ready to approve Duo authentication requests. Click Send me a Push to give it a try. All you need to do is tap Approve on the Duo login request received at your phone.



The screenshot shows the Duo authentication interface for Sutter County Superintendent of Schools. On the left is the logo and navigation links: "What is this?", "Add a new device", "My Settings & Devices", "Need help?", and "Secured by Duo". The main area is titled "Choose an authentication method" and contains three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Passcode" with an "Enter a Passcode" button, and a checked checkbox for "Remember me for 12 hours". A red arrow points to the "Send Me a Push" button.

Option 2 – Duo SMS Text

1. Choose Other (and cell phones) and Click Continue



The screenshot shows the "What type of phone is" selection screen. On the left is the Sutter County Superintendent of Schools logo and navigation links: "What is this?", "Add a new device", "My Settings & Devices", "Need help?", and "Secured by Duo". The main area has the title "What type of phone is" followed by a question mark. Below are four radio button options: "iPhone", "Android", "Windows Phone", and "Other (and cell phones)". The "Other (and cell phones)" option is selected. At the bottom are "Back" and "Continue" buttons. A red arrow points to the "Continue" button.

2. Ensure Cell Phone is Correct and Ask me to choose an authentication method is selected. Click on Back to Login

SUTTER COUNTY Superintendent of Schools

My Settings & Devices

Generic S... 530-218-8639 [Device Options](#)

+ Add another device

Default Device: Generic Smartphone 530-218-8639

When I log in: Ask me to choose an authentication method

[Back to Login](#) [Saved](#)

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Secured by Duo

3. Click on Text me new codes. Once Received Type in the Code and Click Log In

SUTTER COUNTY Superintendent of Schools

Choose an authentication method

ex. 867539 [Log In](#)

Remember me for 12 hours

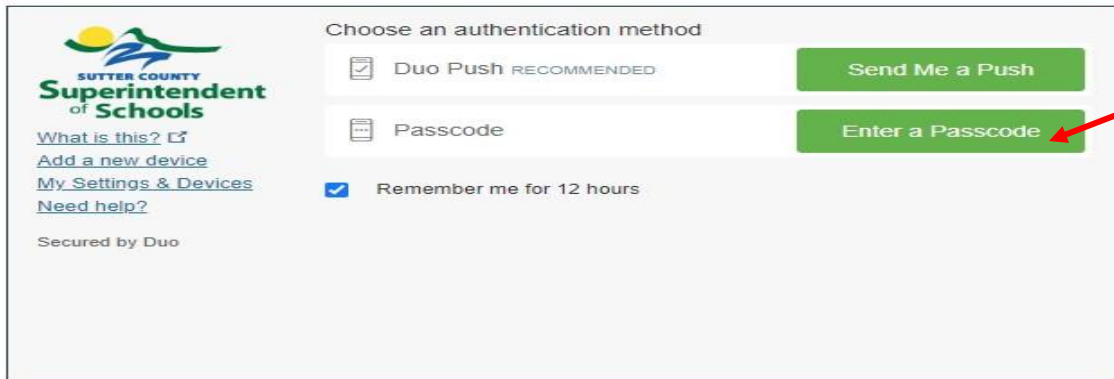
[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Secured by Duo

Enter a passcode from a text. [Text me new codes](#) ×

Option 3 – Duo Hardware Token

1. Click on Enter a Passcode to Authenticate with a Hardware Token

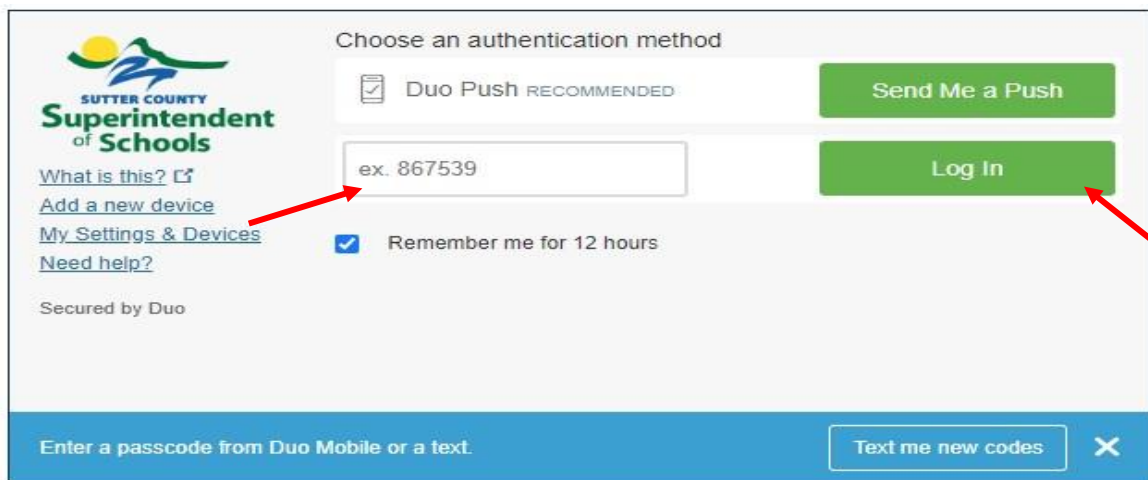


The screenshot shows the Duo authentication interface for Sutter County Superintendent of Schools. On the left is the logo and links: "What is this?", "Add a new device", "My Settings & Devices", "Need help?", and "Secured by Duo". The main area is titled "Choose an authentication method" and has two options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, and "Passcode" with an "Enter a Passcode" button. A red arrow points to the "Enter a Passcode" button. Below the options is a checked checkbox for "Remember me for 12 hours".

2. Press the button on the Duo Hardware Fob



3. Enter the Code and Click Login.



The screenshot shows the Duo authentication interface with the "Passcode" method selected. A text input field contains the example code "ex. 867539". A red arrow points to this field. To the right is a "Log In" button, also highlighted with a red arrow. The "Remember me for 12 hours" checkbox is checked. At the bottom, a blue banner contains the text "Enter a passcode from Duo Mobile or a text." and a "Text me new codes" button with a close icon.