

I am a new
Staff/Faculty/Contractor
and have never had a
TAMUSA account



DUO Setup 1/2: Enrollment NEW

▶ Click here

<https://duoportals.tamusa.edu/>

▶ Step 1. Log in using your new credentials

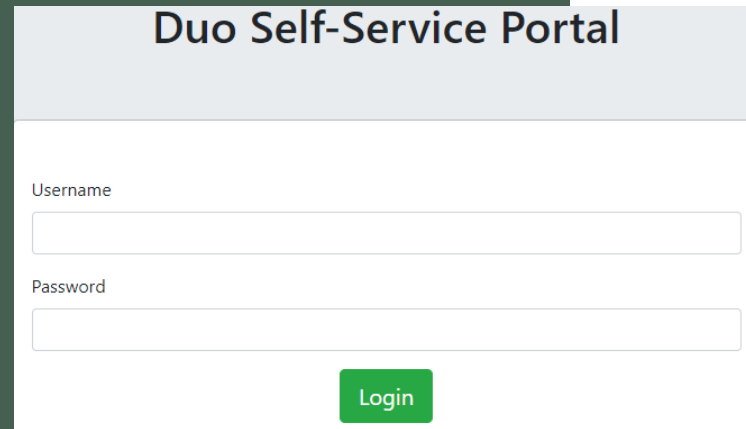
▶ Step 2. Click “Start setup”

▶ Step 3. What type of device are you adding?
Choose “Mobile phone”

▶ Step 4. Enter your Phone #

▶ Step 5. Choose the type of phone you are setting up.

Step 1



Duo Self-Service Portal

Username

Password

Login

Step 2



Duo Self-Service Portal

Protect Your Texas A&M University - San Antonio Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

Powered by Duo Security

Start setup

Step 3



What type of device are you adding?

Mobile phone **RECOMMENDED**

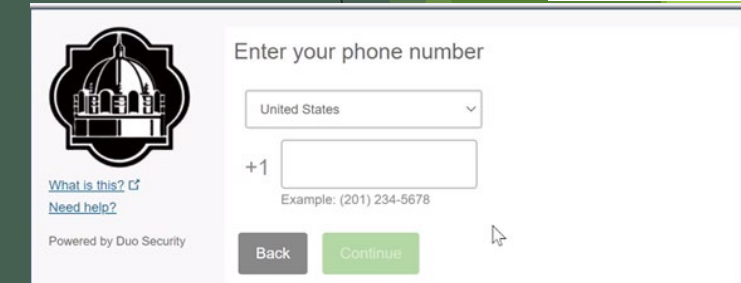
Tablet (iPad, Nexus 7, etc.)

Landline

Security Key (YubiKey, Feitian, etc.)
Requires Chrome to use Security Keys.

Continue

Step 4



Enter your phone number

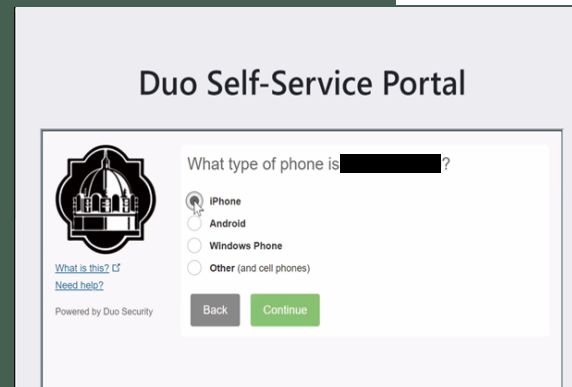
United States

+1

Example: (201) 234-5678

Back Continue

Step 5



Duo Self-Service Portal

What type of phone is [redacted]?

iPhone

Android

Windows Phone

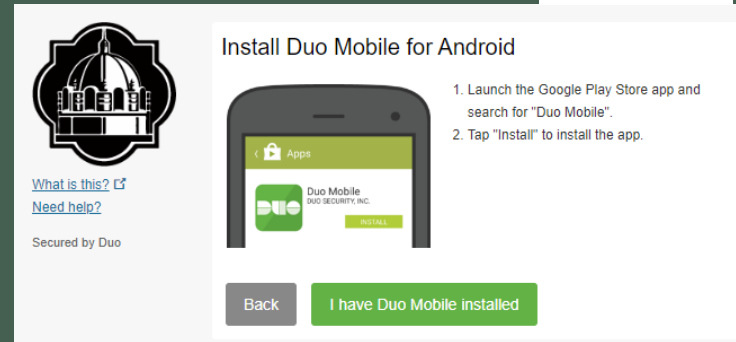
Other (and cell phones)

Back Continue

DUO Setup 2/2: Enrollment NEW

- ▶ After answering the questions, Click on **"I have duo mobile installed."**
- ▶ It will then give you a QR code
- ▶ Open the App on your phone click on the **+** at the top right and allow any settings to scan the QR code
- ▶ Once your account has been activated you will have the QR code with a check and a 6-digit code on your phone, Click **Continue**

Step 6



Install Duo Mobile for Android

1. Launch the Google Play Store app and search for "Duo Mobile".
2. Tap "Install" to install the app.

Back I have Duo Mobile installed

Powered by Duo Security

Step 7



Duo Self-Service Portal

Activate Duo Mobile for iOS

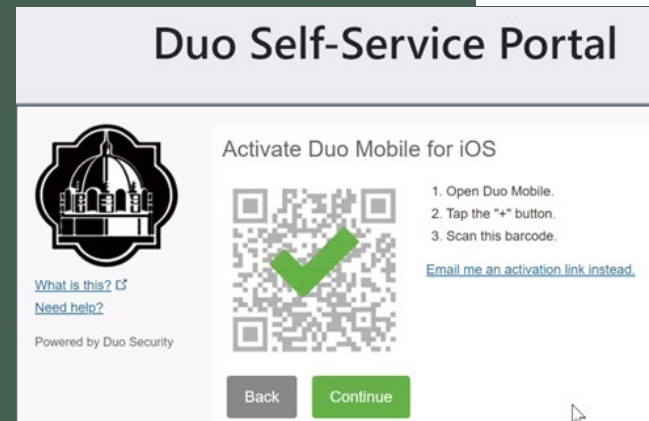
1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

Email me an activation link instead.

Back Continue

Powered by Duo Security

Step 8



Duo Self-Service Portal

Activate Duo Mobile for iOS

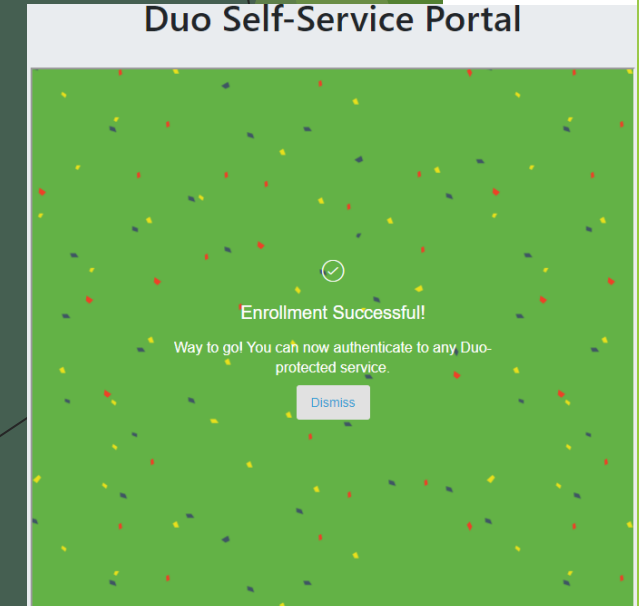
1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

Email me an activation link instead.

Back Continue

Powered by Duo Security

Step 9



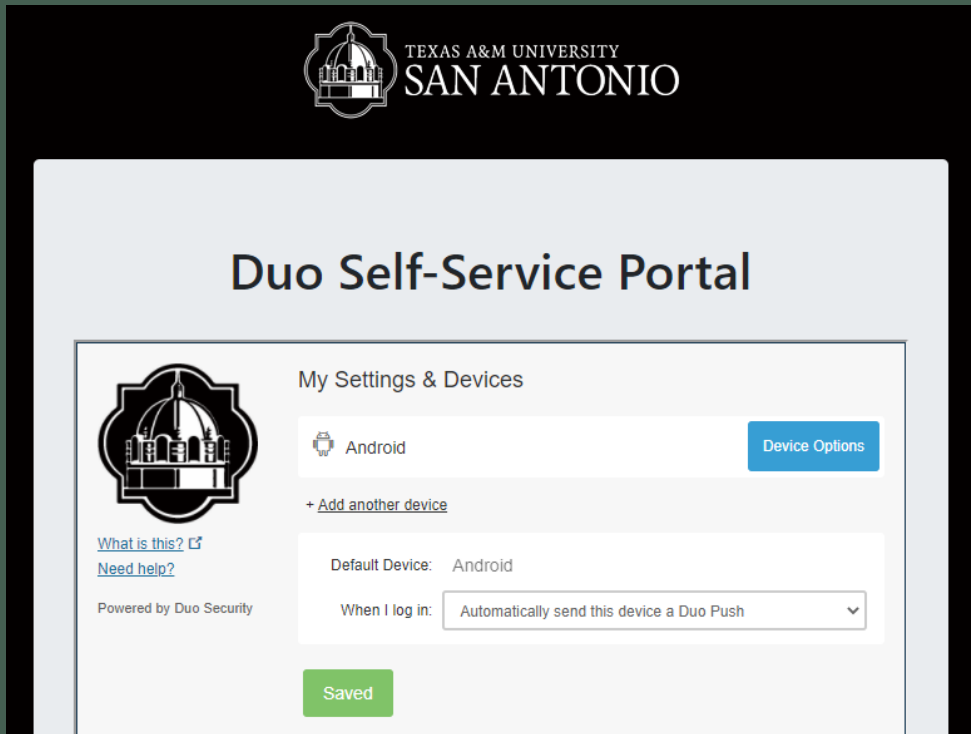
Duo Self-Service Portal

Enrollment Successful!

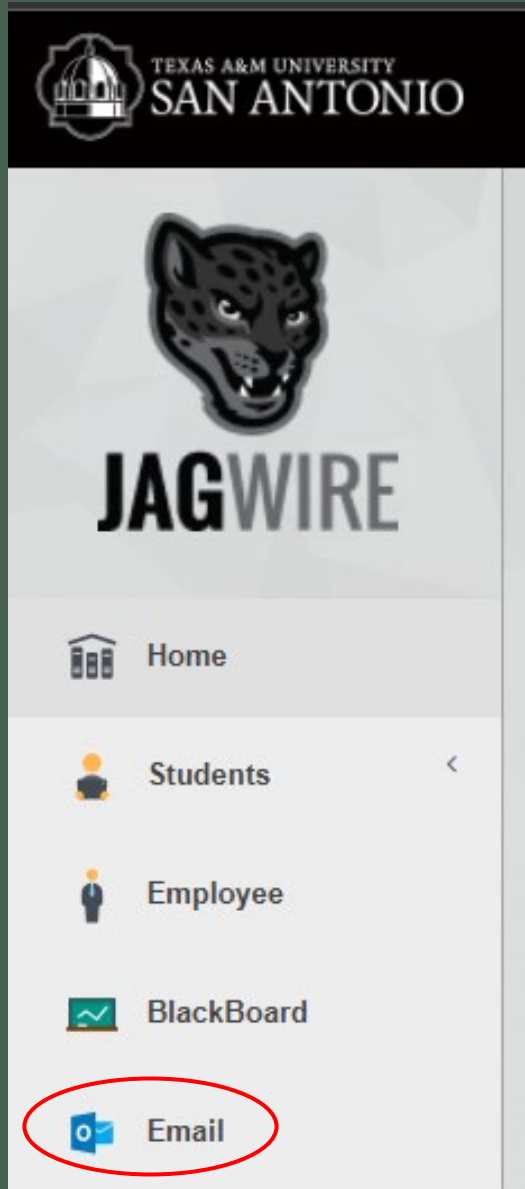
Way to go! You can now authenticate to any Duo-protected service.

Dismiss

DUO Setup: Changing Automatic Authentication Method



- ▶ Click on the drop-down menu
- ▶ Select "Automatically send this device a DUO Push" option
- ▶ Click Save
- ▶ Once Saved
- ▶ Continue to the next step



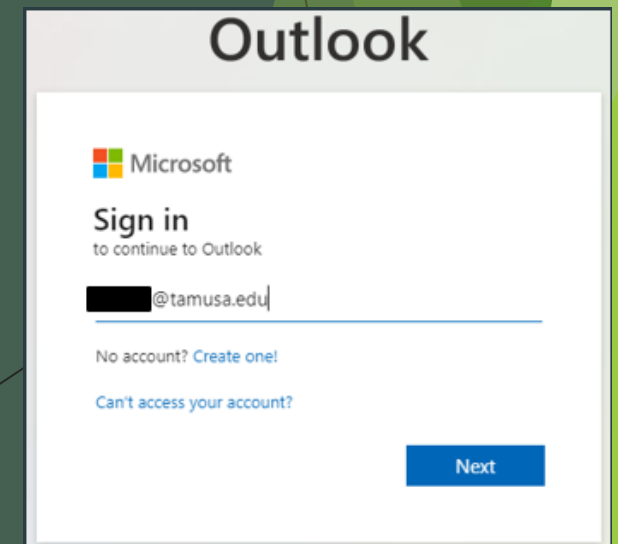
Logging Into Jagwire & Employee Email

- ▶ Click here <https://jagwire.tamusa.edu/>
- ▶ Sign in with your New credentials

- ▶ Click on the **Email** tab
- ▶ Login with email address
username@tamusa.edu
password

(same as Jagwire)

- ▶ Accept the DUO push



!CONGRATULATIONS!

**YOU
HAVE
SUCCESSFULLY
COMPLETED
YOUR
FIRST
TIME
LOG-IN**



Questions?

Contact Us

210-784-4357(HELP)

Located In

Central Academic Building (CAB) Room 233

Hours of Operation and Service Request
form located in the link below:

<https://www.tamusa.edu/its>

