TDCJ - DUO MFA Instructions

PURPOSE: This tutorial guides users through the process of completing the mandated use of Multi-Factor Authentication (MFA) via DUO Mobile for LIT system access.

1. **On a computer**, go to [my.lit.edu](http://my.lit.edu)
2. Click “Sign In” in the top right corner

![Welcome to myLIT portal!](image)

3. Sign in using your TDCJ username@lit.edu and click Next

![Sign in](image)

4. Enter your password. (The username entered on step 3 will auto populate.)

![Please enter your LIT T-Number or Username to login](image)
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5. Click the “Blackboard” card.

![Blackboard card image]

Use the following email to login to your blackboard account:
The password will be your myLIT password
Manage your Blackboard courses, complete required quizzes.
Additionally, for all employees, even those who do not teach, you can access training such as the Teaching and Learning Center and LinkedIn Learning to continually improve your skillset.

6. You will be prompted to set up a Duo Mobile account. Click “Next” three times.

![Duo Mobile setup screens]

For issues with DUO account setup, contact the LIT Helpdesk at 409-839-2074 for assistance.
7. Click “Duo Mobile”.

8. Enter your phone number in the “Phone Number” text box.
   a. Click “Continue”
   b. Then confirm your phone number on the next screen by clicking “Yes, it’s correct”.

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11. With Duo Mobile installed, tap “Set up account”
   a. Then tap “Use a QR code”.

12. Scan the QR code displayed on your computer screen in Step 9

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13. Click “Next”, verify the account name in the app and click “Save”.

14. Your account should now be linked to the app.
15. Click “Log in with Duo” and tap “Skip” on the app.

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16. You can either enable notifications or skip
   a. Click “OK”.

17. DUO is now setup.
18. Anytime login to Blackboard or any other LIT application you will now get a
    “Check for a Duo Push” notification on the screen upon login.

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19. Depending on the option chosen in step 16 you will either see a notification on your phone for verification or you will need to open the DUO App to approve the DUO Push notification on your mobile device.
   a. Once you receive this notification pictured below tap “Approve”.

20. Once you approve a DUO push notification it will prompt you asking if you are on your own personal computer. If so, you may click “Yes, this is my device” to reduce the number of times you are prompted by Duo. If you are using a public computer or someone else’s computer, click “No, other people use this device”.

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