Using ArchPass Two-Step Login (CAS, web-based applications)

There are multiple options for using ArchPass two-step login, powered by the Duo Mobile App. You can choose from:

- Push notification using the Duo Mobile app
- Phone call
- Passcodes generated by the Duo Mobile app
- Passcodes sent via text message

You may also use ArchPass's **Remember me for 14 days** option when logging in.
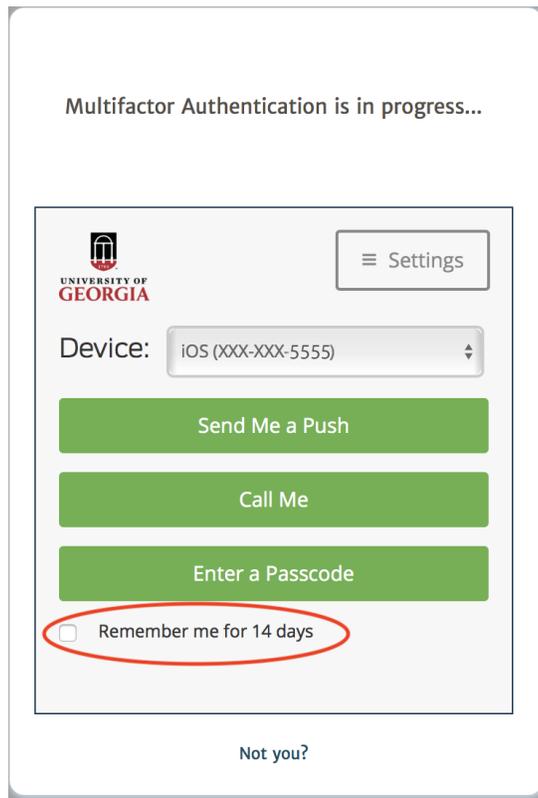
Consider This First

- Before you can use ArchPass, you must first enroll a device (phone or tablet) in the Duo Mobile App.
- To log in to an ArchPass-protected system you will first enter your UGA MyID and password. Click **Log In**. Then you will see the Duo authentication screen.

Use "Remember Me"

To bypass the Duo prompt for 14 days when using the same device and web browser, check the **Remember me for 14 Days** checkbox at the bottom of the Duo window. (This feature requires browser cookies.)


Checkbox grayed out? If you set Duo to automatically send you a push notification, the **Remember me for 14 days** checkbox may be grayed out.

Cancel the push by clicking the blue **Cancel** button on the Duo authentication screen . You will then be able to click the checkbox. Then you will need to choose another option to authenticate.

Push Notification—Duo Mobile App

Click **Send Me a Push.** To bypass the two-factor prompt for 14 days when using the same device and web browser, first check **Remember me for 14 days**.
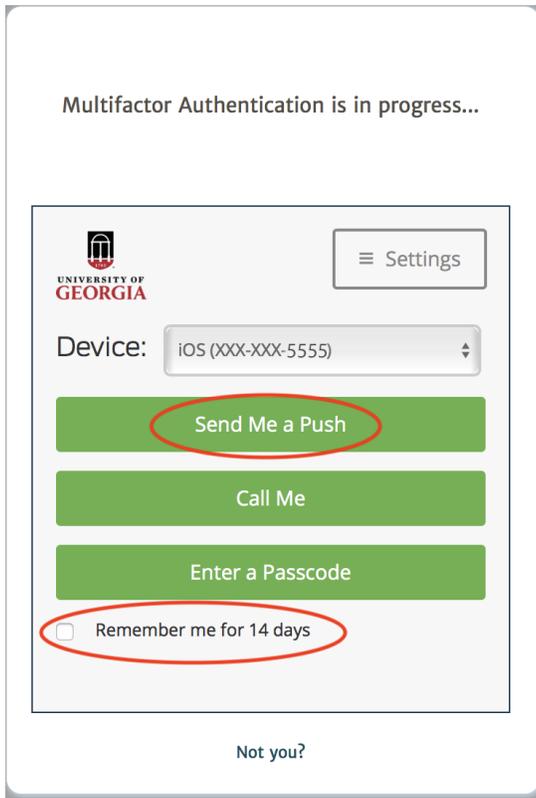
Duo will immediately sends a push notification to your mobile device. On your device, tap **Approve** to approve the login.
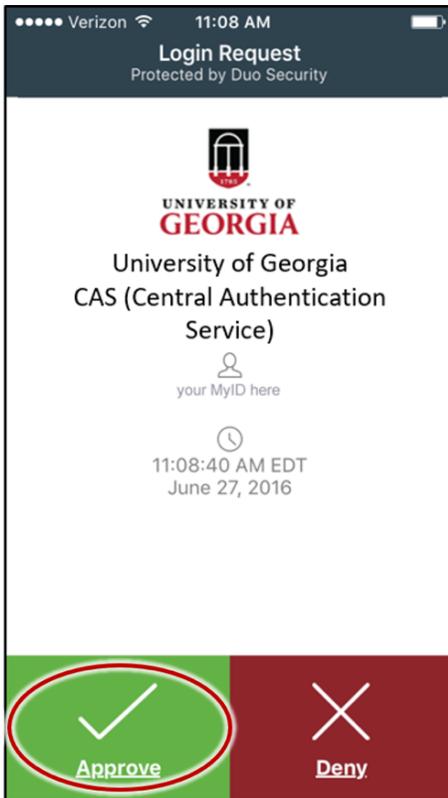
Important! If you receive a push notification that you did not initiate, tap **Deny**, then tap **It seemed fraudulent on the "Why are you denying this request?" screen**.

If you want to cancel the push (because you want to switch to a different device or authentication method), click the blue **Cancel** button that appears on the login screen when the push is being sent.

Phone Call—Call Me

Click **Call Me.** To bypass the two-factor prompt for 14 days when using the same device and web browser, first check **Remember me for 14 days**. This feature requires browser cookies.

Duo will immediately phone the number you enrolled. Answer the call on your phone, and press **1** immediately to approve the login. If you have enrolled more than one phone, select the phone you want Duo to call from the Device drop-down menu.

Important! If you receive a Duo authentication phone call that you did not initiate, press 9 to report fraud.

If you want to cancel the phone call (because you want to switch to a different device or authentication method), click the blue **Cancel** button that appears on the login screen when the call is being made.

Enter a Passcode

Click **Enter a Passcode.** To bypass the two-factor prompt for 14 days when using the same device and web browser, first check **Remember me for 14 days**. This feature requires browser cookies.

You can get a passcode to enter in two ways. Instructions for each option are below.

- Generate a passcode with the Duo Mobile app
- Get passcodes via text message

## Generate a Passcode with the Duo Mobile App

You don't need WiFi or a cellular connection to generate a passcode with the Duo Mobile app.

You can even generate a passcode with the Duo Mobile app if your device is in Airplane mode.

1. Open the **Duo Mobile** app on your device.
2. In the app, tap the **down arrow**.
3. A six-digit passcode displays in the app. Pressing the circle of arrows will generate a new code.
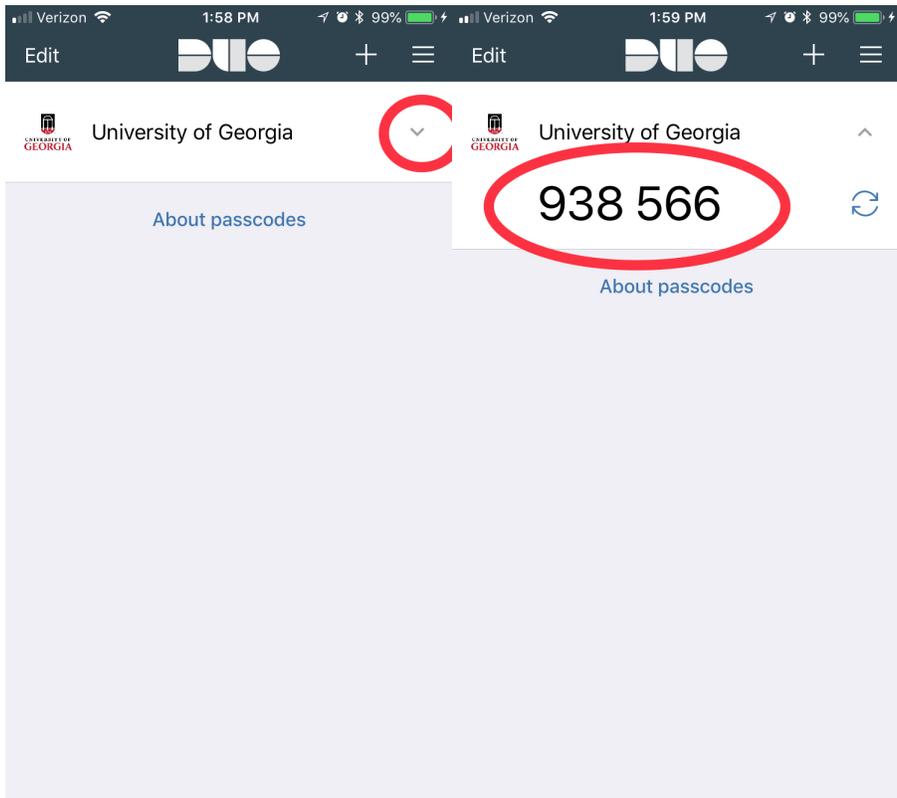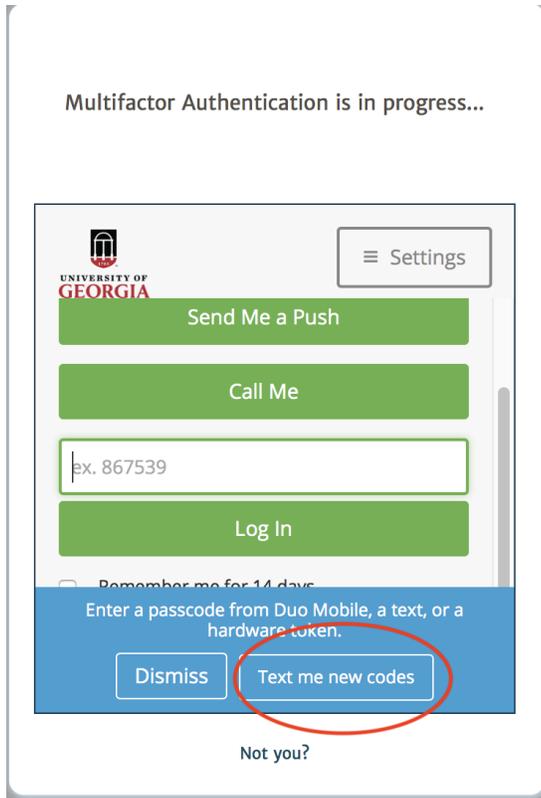
To log in on your computer, click the **Enter a Passcode** button, then enter the passcode in the passcode field, and click **Log In**.
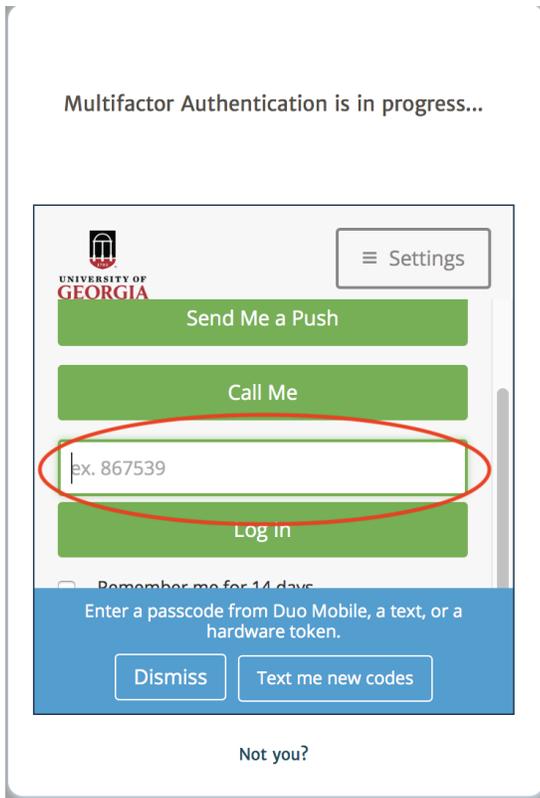
Get Passcodes Via Text Message

1. On the authentication screen, click the **Enter a Passcode** button.

2. Click **Text me new codes** at the bottom of the window.

Duo will immediately send a text message with 10 passcodes to the device you enrolled.

To log in on your computer, enter the first six-digit passcode in the authentication window on your computer, and click **Log In**. Use the remaining passcodes in order as needed until they expire.

Note: Each passcode can be used only once. Passcodes expire after 30 days.