



Hello,

Your organization, the Marlboro Central School District, is now rolling out Cisco Duo Security on all school network accounts. Duo is a secure way for you to log into your account while off school campus. Please pay attention to the following timeline and follow the steps outlined below to setup your Duo account correctly.

1. **Pre-Registration process** – On September 20, 2023, each employee will receive a Duo registration email from “Duo Security Enrollment”. The email will have a link to enroll into Duo Security. The pre-enrollment period is from September 20th – September 29th, 2023. All employees should pre-register during this period.
2. **Download “Duo mobile” from the App Store** or Google Play onto your mobile phone. A guide to set up the app has been provided for you beginning on page 2.

App Store Preview



3. **Duo Mobile will go Live on Wednesday, October 4, 2023.** After that day, you will be required to use the app to login to your @marlboroschools.org account off campus.
4. The next few pages will guide you through the setup of the DUO App on your mobile phone.
5. For assistance with this process or after the launch date, please contact Joel Indelicato in the Tech Services Office at x1903 or JOEL.INDELICATO@marlboroschools.org



Welcome to **Duo Security**

Let's set up an account to protect your identity.

Next



What can you do?

The best way to protect your identity
is with two-step verification using your
phone or another device.

Next



Select an option

You'll use this to log in with Duo. You can add another option later.



Duo Mobile

Recommended

Get a notification or code on your device



Phone number

Get a text message



Secured by Duo



Using Duo Mobile is the recommended method



The text message option is only available this school year to assist the transition. Beyond this school year, the DUO Mobile App will need to be used.

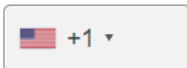
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Enter your phone number

You'll get codes from Duo at this number to use when you log in.

Country code

Phone number



Example: "201-555-5555"

☐ This is a landline phone

Add phone number

Secured by Duo

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Is this correct?

(518) 727-4127

Yes, it's correct

[No, I need to change it](#)



Secured by Duo

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Confirm ownership

(518) 727-4127

Send me a passcode

[Or call my phone](#)

Secured by Duo

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Passcode sent

Enter the two-factor authentication passcode sent to (518) 737-4627

1 1 4 7 6 4

Verify

[Send a new passcode](#)



Secured by Duo



✓ Added phone

You can now log in with Duo using a text message or phone call.

Continue

Secured by Duo



Add another way to log in?

We recommend this to ensure you don't get locked out.



Duo Mobile Recommended

Get a notification or code on your device



[Skip for now](#)

Secured by Duo



Setup completed!

You're ready to log in with Duo.



Secured by Duo

First Login After Setup



Sign in

to continue to Gmail

Email or phone

richard@marlboroschools.org

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next



Single Sign-On

richard@marlboroschools.org [edit](#)

Password

.....

Log in

Secured by Duo



Enter code in Duo Mobile

Verify it's you by entering this verification code in the Duo Mobile app...

719

Sent to "Android" (.....)



[Other options](#)

[Need help?](#)

Secured by Duo

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Other options to log in



Duo Push

Send to "Android" (.....9127)



Text message passcode

Send to "Android" (.....9127)



123

Bypass code

Enter a code from your IT help desk



[Need help?](#)

Secured by Duo



Enter your passcode

Verify it's you by entering the passcode sent in a text to "Android" (...-...-1127).

Passcode

Verify

[Send a new passcode](#)

[Other options](#)

[Need help?](#)

Secured by Duo



Success!

Logging you in...

