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Setting up Duo for the Supplier Portal

Navigation

http://procurement.umich.edu/supplier-resources/supplier-portal

Overview

DUO two-factor authentication provides an additional layer of security for the supplier portal user. In addition to providing your user id and password, you will now be required to verify your identity via landline, mobile phone or other device.   See this link for detailed information regarding Duo: *https://documentation.its.umich.edu/2fa/options-two-factor-authentication*

This job aid describes how to set up Duo for landline, when you initially log into the Supplier Portal located on the U-M Procurement Services website.   Landline authentication will allow you to register a telephone number (landline or mobile phone are allowed) for <u>call up authentication</u>.   You may also register mobile phone or tablet for more automated authentication. Once you have established landline authentication, you may continue to log into the supplier portal.

Supplier Portal Page

1. Click on the words 'Supplier Portal' in the last paragraph for the log in screen.
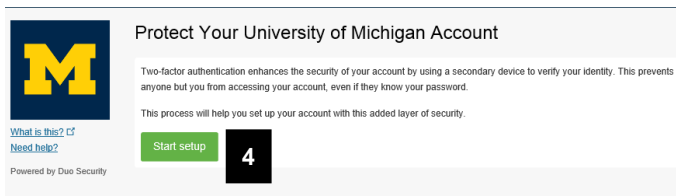
Supplier Sign-in Screen

2. In the User ID and Password boxes, type your Supplier user ID and password.

3. Click Sign In.
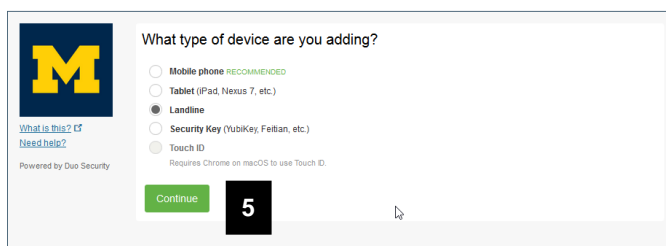
Setup Duo Two-Factor Authentication

Note:

You will be prompted to initiate the setup of Duo, the first time that you login to the Supplier Portal Page.
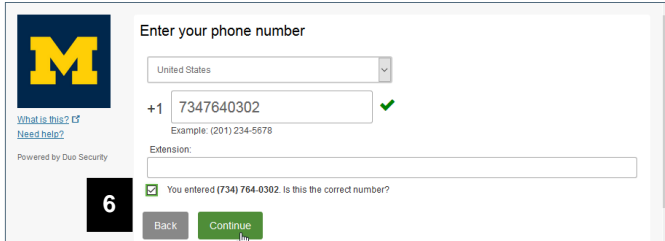
4. Click Start Setup.

Identify Your Device

Note:

Selecting a *mobile phone* enables you to access the system when you are away from your desk. This option is recommended. When you select a mobile phone, you will be requested to download and install a Duo Mobile app. *If you do not desire to install the Duo mobile app, it is possible to register your mobile telephone number as a Landline for call up verification.*

5. Identify the device that you will be using for authentication, and then click Continue. You may only select one device for the initial setup, but you may add additional devices later. For this example, we have selected Landline.
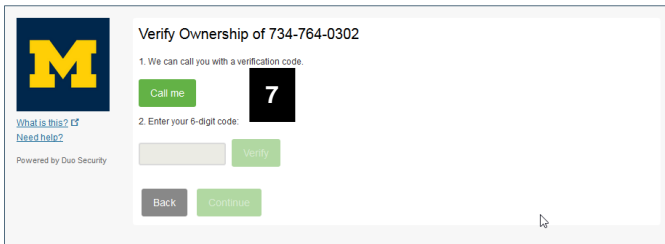
Enter Telephone Number

6. Enter your telephone number, and then click the check box after confirming that the telephone number is correct. Finally, click Continue.

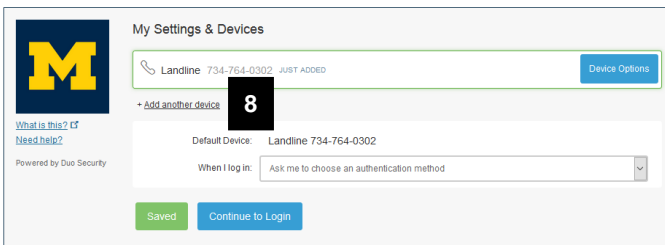## Verify Ownership of Telephone Number

Note:
- You will only receive this screen if you have selected mobile phone in Step 5 above.

7. Click Call me, and wait for your telephone to ring. A verification code will be provided by telephone. Enter the 6-digit verification code, and click Verify. Click continue.
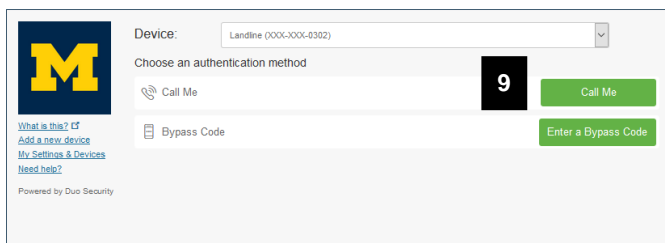
Add Another Device?

8. You have successfully added your device. You may now choose to add another device, or you may click Continue to Login.

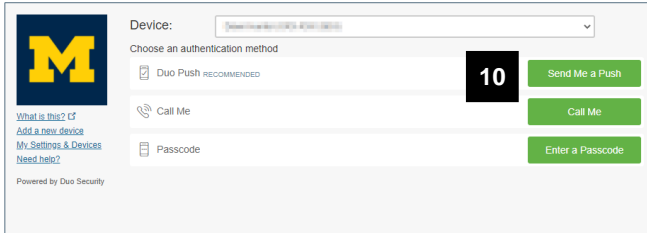## Logging into the Portal with Landline Authenticatio

9. When you login to the portal with Landline authentication, you will click Call Me. You will then receive a call at the selected device. You will be expected to respond via the key pad on your telephone. Once you have responded appropriately, you will be directed to the Supplier Portal. Remember, the telephone number that you provide could be your office phone, your mobile, etc. You may specify more than one device.
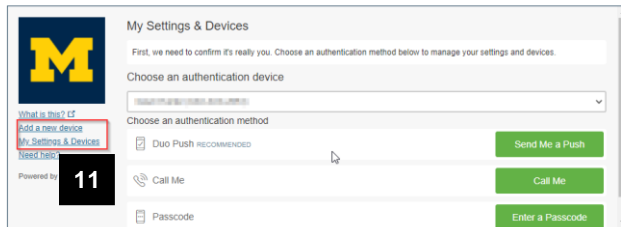
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Logging into the Portal with Mobile Push

10. If you selected mobile and downloaded the Duo App on your mobile phone, you can select the Duo Push which will send a notification to your device and you would select the appropriate response (Approve or Deny)

11. To Add a new device or view your current Setting & Devices, click the option on the left. You will then be required to choose an authentication method to confirm it's you before accessing those options.