

ARCHPASS DUO REQUEST AND USE

Section: Information Technology

Policy: All staff members of University Housing needing an ArchPass Duo are required to adhere to this policy.

Purpose: The purpose of this policy is to establish procedures for requesting and using an ArchPass for housing employees.

Scope: This policy applies to all University Housing employees who need to access University systems with an ArchPass (e.g., WebDFS, Banner).

Procedure:

- I. The employee's supervisor will request an ArchPass Duo via Information Technology (IT) request.
- II. The IT staff will determine, after discussing the need with supervisor, if the employee needs to be enrolled in group 1 (general use) or group 2 (restricted use).
- III. If it is determined that the employee needs to be enrolled in group 1, the employee will follow steps IV-VI. Group 2 enrollments please will use step VII.
- IV. The employee shall visit the ArchPass Duo site to self-enroll at https://eits.uga.edu/access_and_security/infosec/tools/archpass_duo/archpass_duo_enrollment/.
- V. The employee will land at the central authentication service (CAS) page and should use his/her MyID credentials to access the ArchPass Duo page.
- VI. Once at the ArchPass Duo page, the employee will follow the instructions to enroll in ArchPass Duo for general use.
- VII. If it is determined that the employee needs to be enrolled in group 2, the IT staff will submit a request to EITS on behalf of the employee.
- VIII. Once the employee is authorized, the employee will receive an email from Duo Security with instructions for enrolling in ArchPass Duo. The email will contain a clickable, secure link to the ArchPass Duo enrollment page.
- IX. After the employee has enrolled, the employee will use Cisco AnyConnect VPN software to connect to the remote access VPN. IT staff members will install this software.
- X. The IT staff shall provide additional assistance if requested.

Approved by management team: March 21, 2017

Revised: May, 2015