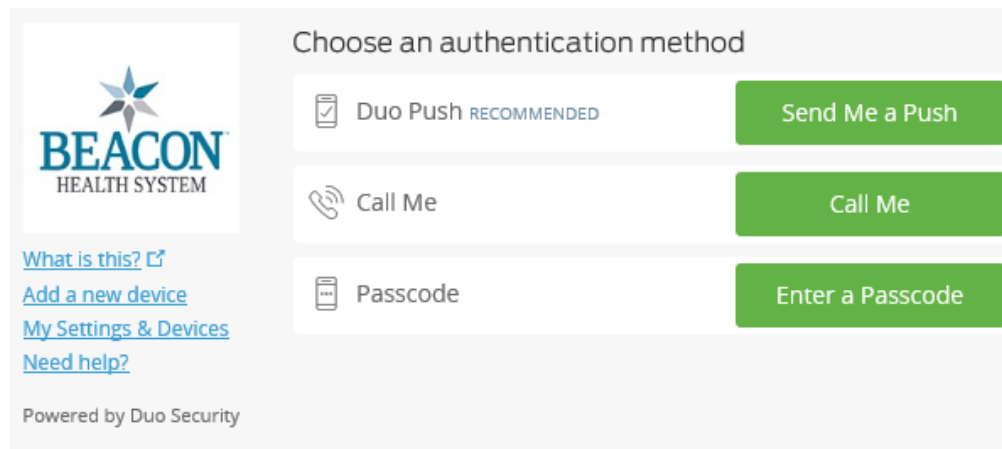


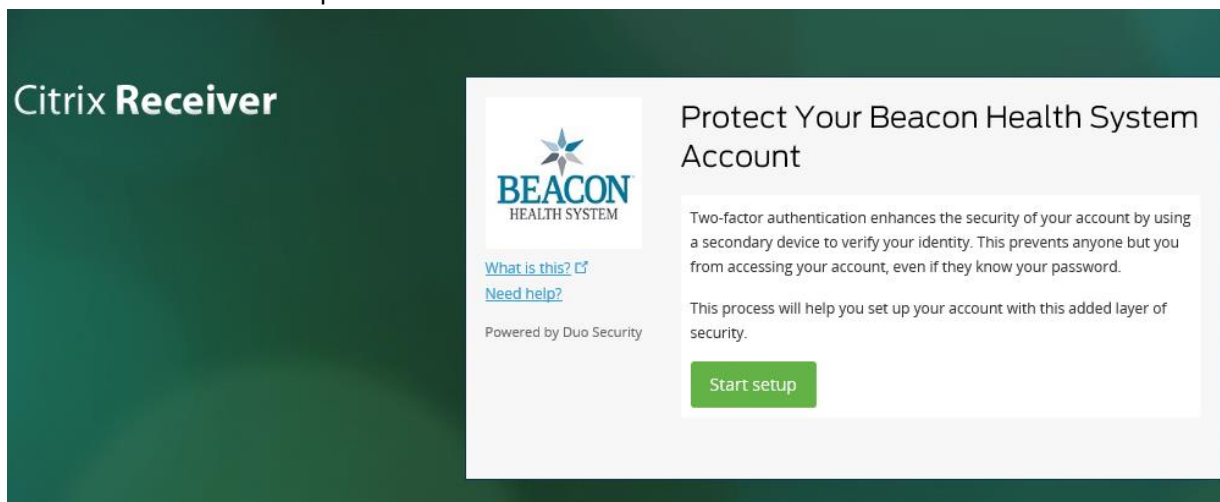
Updated DOCS Page will now require DUO Authentication starting 5/31/2017

When users go to <https://docs.beaconhealthsystem.org>

- If users already have a DUO account setup on their smartphones, users will just choose “Send Me a Push” and users will receive a message from the DUO mobile app to confirm.



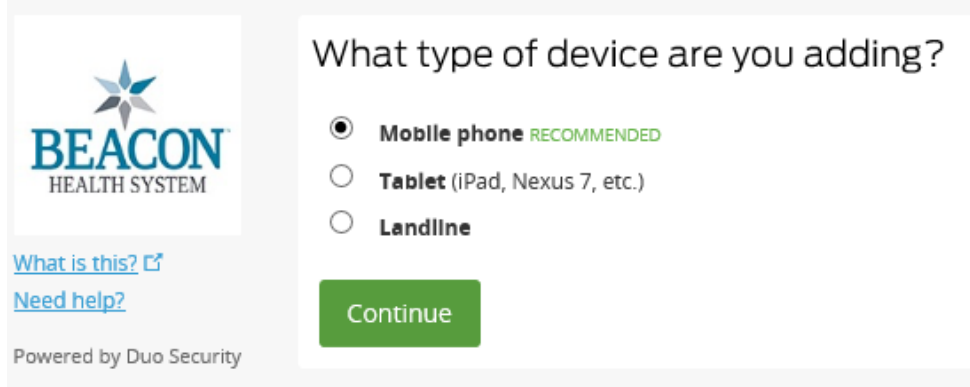
- If users do not have an existing DUO account, they will see the following
- Click on Start Setup



This section is for users with smartphones

Please skip down below for users with basic cell phones (non smartphones)

We do not recommend landline or tablet options.



**BEACON HEALTH SYSTEM**

[What is this?](#)  
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Powered by Duo Security

## Add a new device

My device's phone number is...

+1  ✓

ex: (201) 234-5678

**(734) 555-0105** This is the correct number.

[Back](#)

Enter your cell phone number, check the box to confirm this is the correct number and select continue.

On the next screen, select your phone's operating system (iOS, Android, etc.)

Follow the instructions to download the Duo Mobile app from your app store and then select 'I have Duo Mobile installed'. ("Duo Google" is not the correct app.)

Follow the on screen instructions to open the Duo Mobile app, tap the '+' button, and scan the QR code on the screen.

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## Install Duo Mobile for iOS

1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

Tap "OK" when asked if Duo Mobile should be able to send push notifications.

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## Activate Duo Mobile for Android

1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

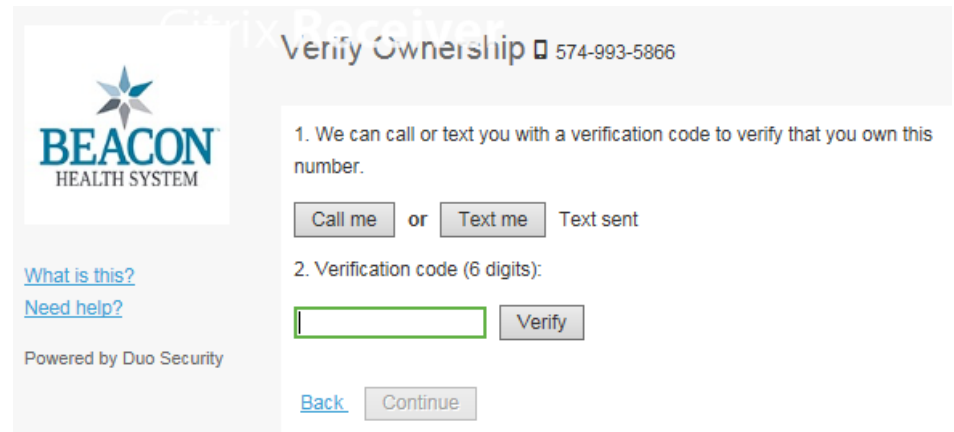
[Or, have an activation link emailed to you instead.](#)

The next step is account verification:

Select 'Text me'

You should receive a text on your phone 'Verification code: [xxxxxx] (to add phone +1xxx-xxx-xxxx)'

Type in the verification code and select 'Continue'



Verify Ownership 574-993-5866

1. We can call or text you with a verification code to verify that you own this number.

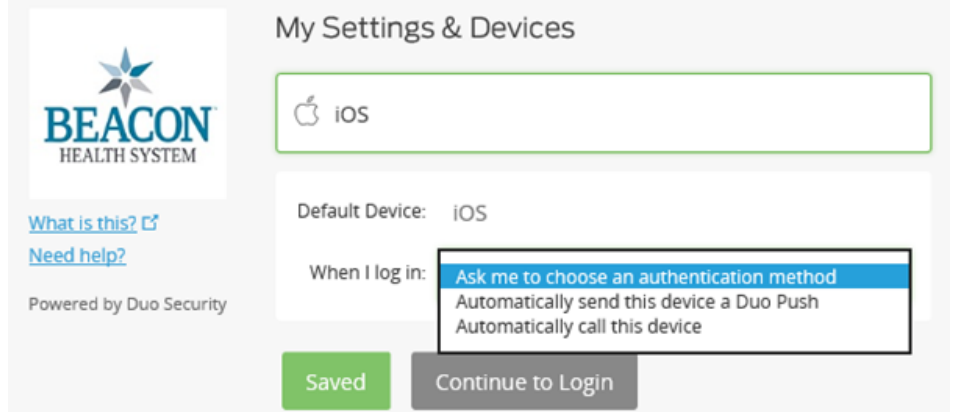
Call me or Text me Text sent

2. Verification code (6 digits):

Verify

Back Continue

On this last page, to streamline DUO, select the 'automatically send this device a Duo Push', then Save and Continue.



My Settings & Devices

iOS

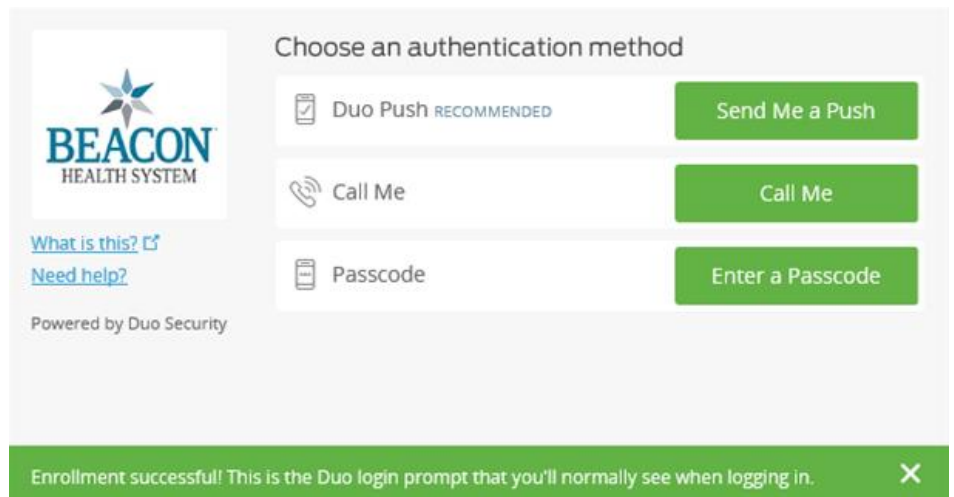
Default Device: iOS

When I log in:

Ask me to choose an authentication method  
Automatically send this device a Duo Push  
Automatically call this device

Saved Continue to Login

DUO setup is complete!



Choose an authentication method

DUO Push RECOMMENDED Send Me a Push

Call Me Call Me

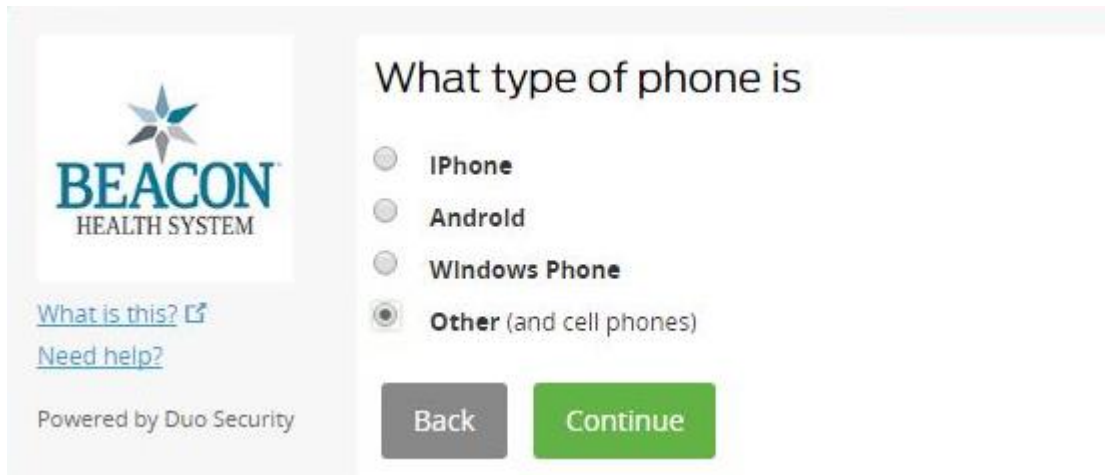
Passcode Enter a Passcode

Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.

Choose "Send Me a Push" to authenticate. The DUO Mobile app on your smartphone will prompt you to "Approve" and "Confirm".

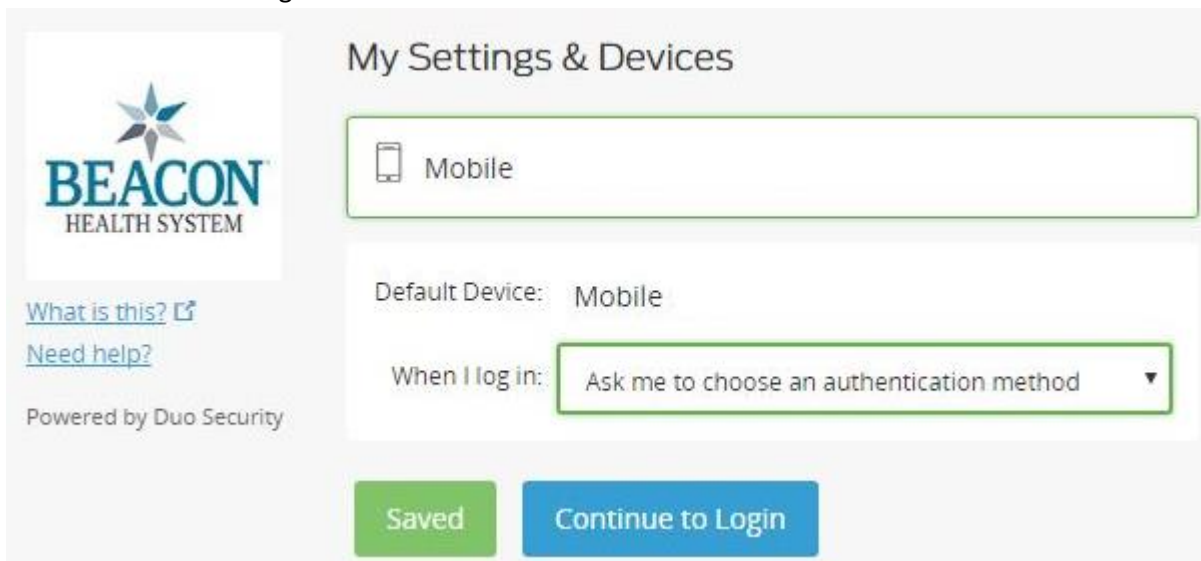
For users with basic cell phones (non-smartphones)

- Choose "Other"



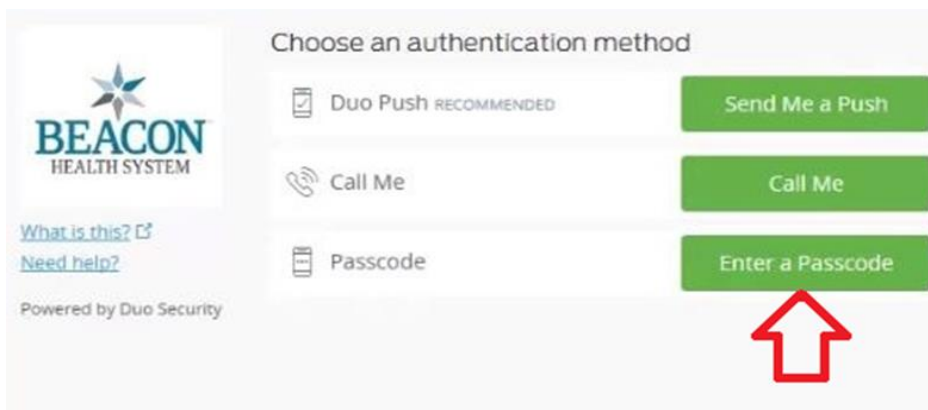
The screenshot shows the 'What type of phone is' selection screen. On the left is the Beacon Health System logo and navigation links. The main area has four radio button options: iPhone, Android, Windows Phone, and Other (and cell phones). The 'Other' option is selected. Below the options are 'Back' and 'Continue' buttons.

- Select "Ask me to choose and authentication method"
- Click "Continue to Login"



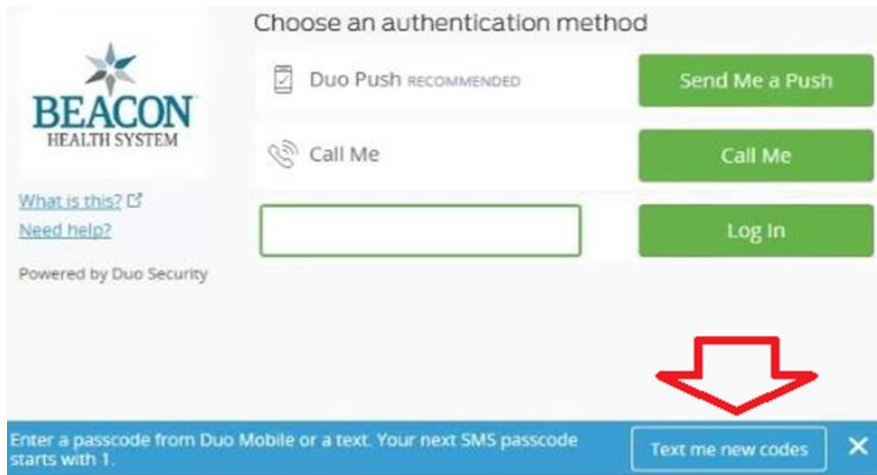
The screenshot shows the 'My Settings & Devices' configuration screen. A 'Mobile' device is listed. The 'Default Device' is set to 'Mobile'. The 'When I log in:' dropdown menu is set to 'Ask me to choose an authentication method'. At the bottom are 'Saved' and 'Continue to Login' buttons.

- Click "Enter a Passcode"

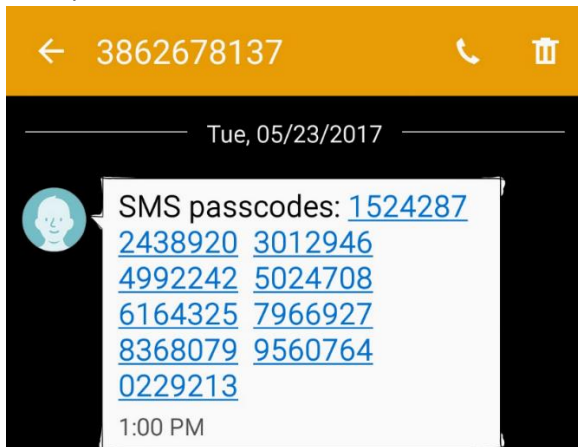


The screenshot shows the 'Choose an authentication method' screen. Three options are listed: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. A red arrow points to the 'Enter a Passcode' button.

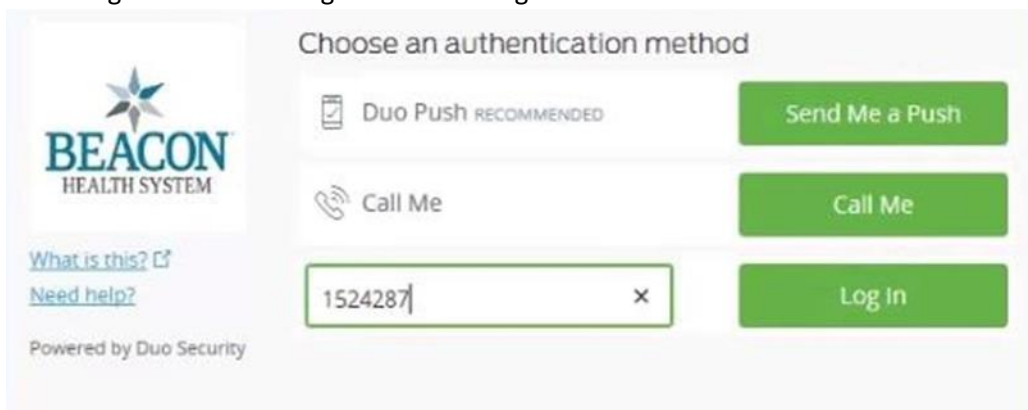
- Click on Text me new codes”



- The cell phone set up for your DUO account will receive a text message with a list of 10 codes  
Example:



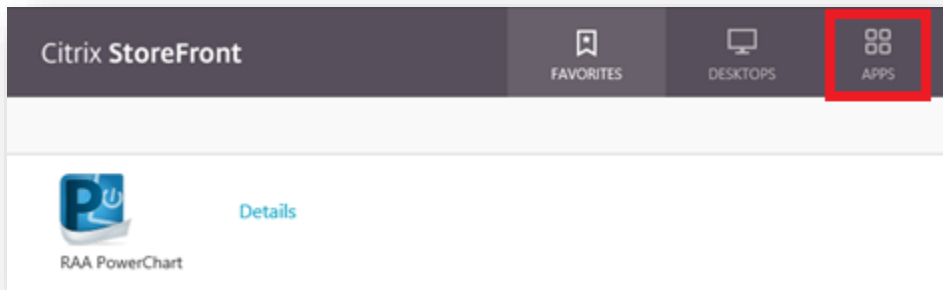
- Enter one of the 7 digit codes. Each code will only be used once.  
Click “Log In” after entering one of the 7 digit codes



The set of 10 codes will allow you to log in 10 times.

If you forget which code you used last time, just click on “Send Me New Codes” and DUO will send you a set of 10 new codes to use.

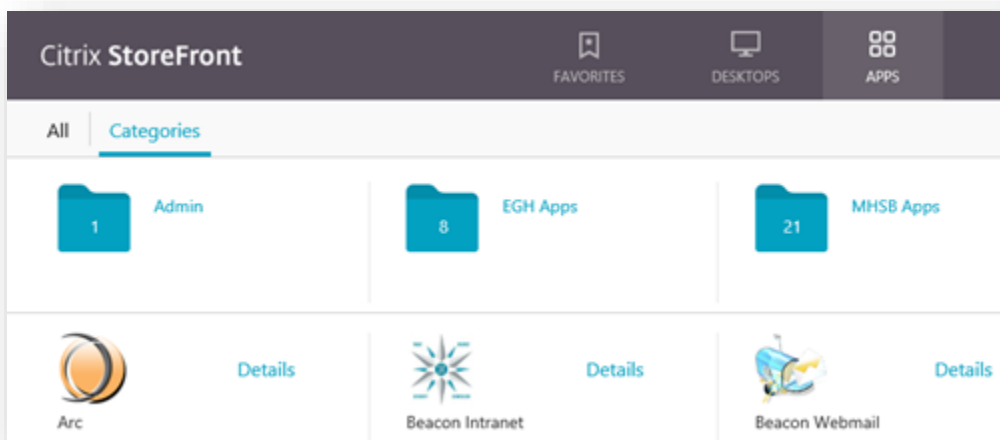
After logging in, the main page is the Favorites page. This will initially be blank. Select Apps at the top of the page to see the available applications.



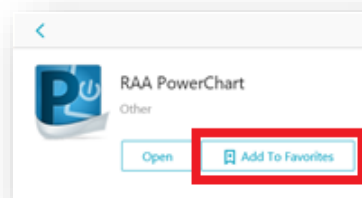
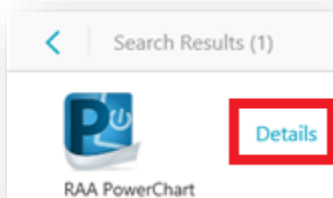
On the Apps page, applications can be listed by either 'All' or 'Categories'. Use the search bar on the right side of the page to search for your application. *e.g. 'power' can be used to search for PowerChart.*



With this upgrade the name of the application will become "RAA PowerChart" and all of the non-prod environments will no longer be listed, to make the correct application stand out better.



If you have an application you want to have added to the Favorites page, click the details button and you will have an option to 'Add to Favorites'. Selecting this option will list this application on the Favorites page for easy access next time you use the DOCS page.



Please contact the Beacon helpdesk 574-647-7254 if you have any questions or need further assistance.