

## Second Factor Authentication Log In

For additional information on Penn State's 2FA service:

<http://identity.psu.edu/services/authentication-services/two-factor/>

- 1 Access the SIMSreports website and select the Log In button.  
(<http://www.sims.psu.edu>)

Enter your PSU access user id and password and "Log In"

If you have **NOT registered with Duo services**, no further authentication is required

- 2 If you are registered with Duo services, you will be presented with one or more of the following screens (Items 3 – 7) depending on the situation.

**Enrolled Device is NOT a Smart Phone:**  
If **Passcode** is selected and you select **Log In** without entering a Passcode, you are presented with the screen displayed in item 3 in this guide with your default device listed as the Enrolled Device.

- 3 **Enrolled Device is NOT a Smart Phone:**

If **Phone Call** is selected, after you press **Log In** you will receive a call on the enrolled device. Upon answering the call, you are prompted to enter any key. Once you enter a key on your phone, your WebAccess login completes automatically and your Portal session is initiated with presentation of the Portal Summary View page.

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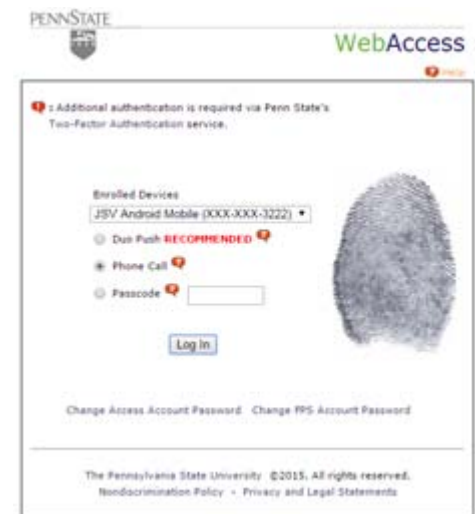
### 4 Enrolled Device is a Smart Phone:

If **Duo Push RECOMMENDED** is selected, after pressing **Log In** you will receive a message on the Enrolled Device. Once the Duo application is running and you accept the message pushed to your Duo application, your WebAccess login completes automatically and your Portal session is initiated with presentation of the Portal Summary View page.



### 5 Enrolled Device is a Smart Phone:

If **Phone Call** is selected, after pressing **Log In** you will receive a call on the enrolled smart phone. Upon answering the call, you are prompted to enter any key. Once you press any key on your phone, your WebAccess login completes automatically and your Portal session is initiated with presentation of the Portal Summary View page.



### 6 Enrolled Device is a Smart Phone:

If **Passcode** is selected, enter the passcode provided by the Duo application and select **Log In**. The Duo application must be running on your personal device; to get the passcode, click on the key icon within the DUO app on the mobile device, after which the passcode is displayed. After entering the passcode to the WebAccess screen and selecting **Log In**, your Portal session is initiated with presentation of the Portal Summary View page.

