Duo UCFlex Portal Login Guide

Summary

This guide provides the steps needed for authenticating to UCFlex with Duo Two-Factor Authentication (2FA). To access UCFlex through the new login portal, open a web browser and navigate to https://www.ucflex.uc.edu.

Authentication Steps

1. Enter your UC username and password and click the “Log in” button. (Figure 1)

*Figure 1: UCFlex login portal*
2. Select “Send Me a Push” to have a push notification sent to your device. (Figure 2)

Figure 2: Choose 2FA Method

3. Your device will receive a notification and you will be prompted to approve or deny the request. (Figure 3) Select the Green “Approve” button to proceed.

Figure 3: Duo Push Notification
4. Once the Duo Push notification has been approved, you will be logged into UCFlex. (Figure 4)

Figure 4: Successful Login
Related Links

Office of Information Security Two-Factor Authentication:
http://www.uc.edu/infosec/services/two-factor-authentication.html

Duo Self-Enrollment and Device Management Page:
https://webapps2.uc.edu/getduo

Duo Self-Enrollment Guide:
http://www.uc.edu/content/dam/uc/infosec/docs/general/Duo_Self_Enrollment.pdf

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