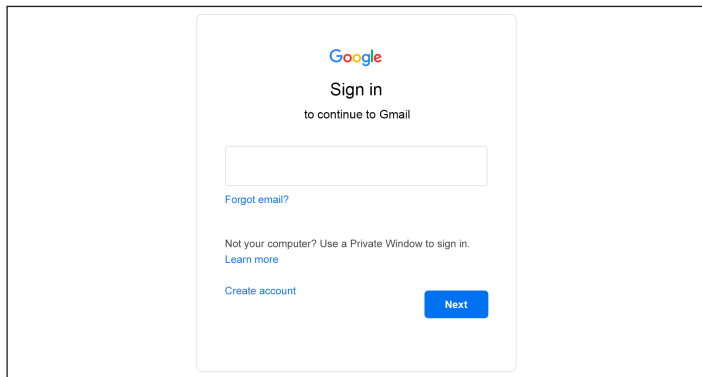
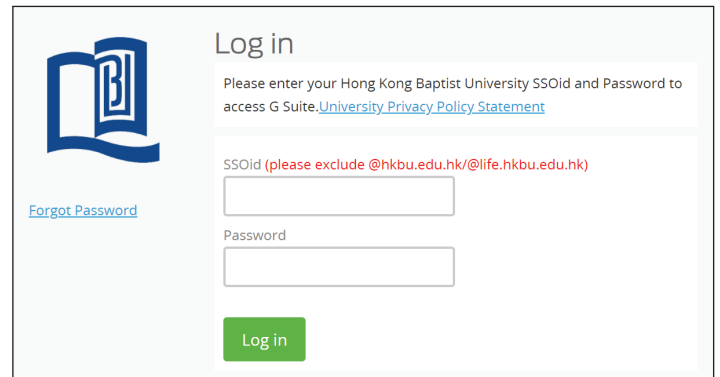


Duo 2FA - Login to Gmail with 2FA enabled

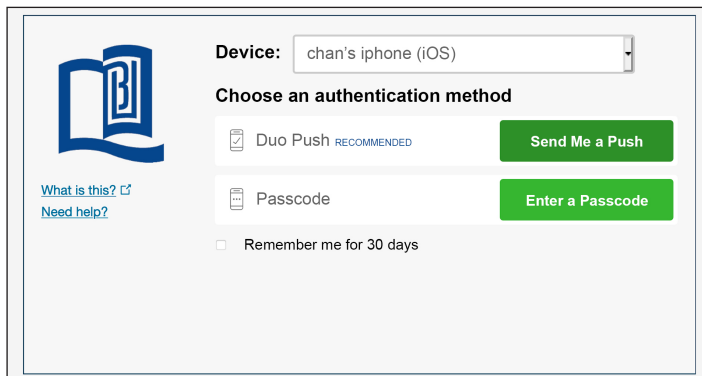


- 1 Enter your email address at Gmail login page as usual.

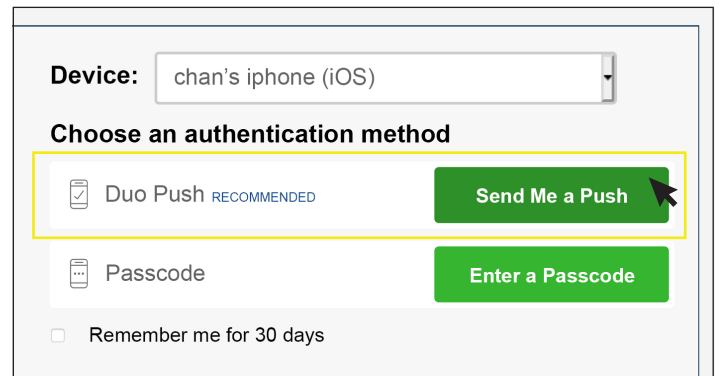


- 2 You will be redirected to a dedicated HKBU login page. Enter your SSOid and password.

Tips: be reminded to exclude '@hkbu.edu.hk/@life.hkbu.edu.hk' when entering your SSOid.



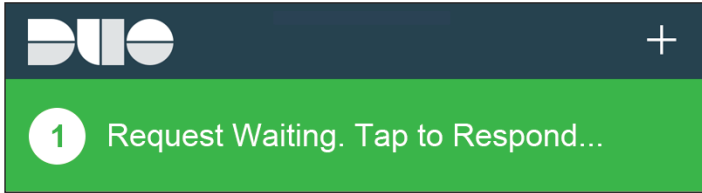
- 3 After inputting your login information, you will be asked to either respond to a push message OR enter a one-time passcode to confirm your identity - both can be done via your mobile devices.



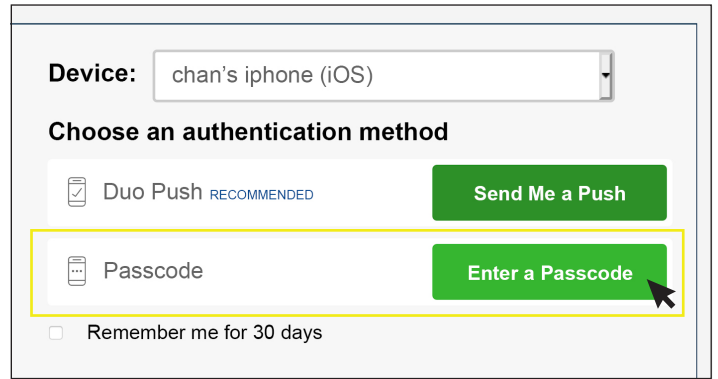
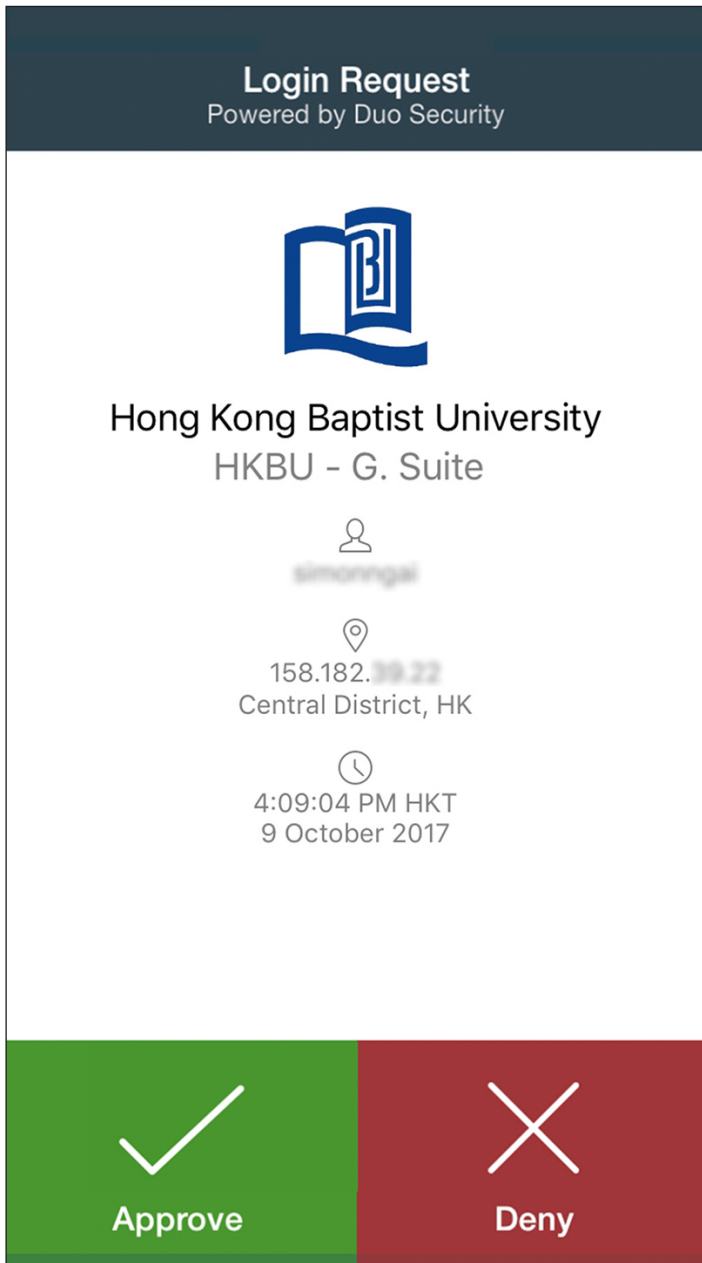
- 4 If your mobile device has Internet access, you are recommended to use Duo Push. This is the easiest and quickest way to confirm your identity.



If at this stage you manage to have logged into Gmail without being prompted to 'Choose an authentication method' as shown below, follow through the mobile device registration process again and make sure that you register your device successfully.

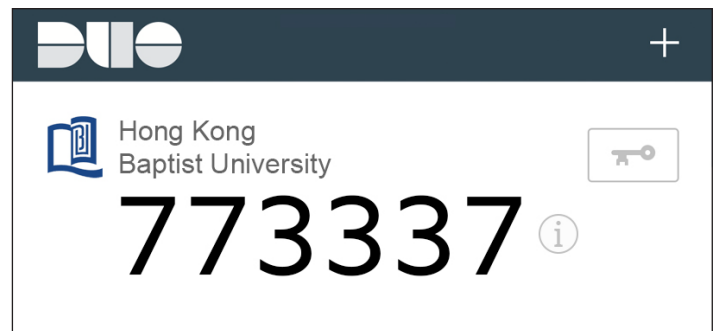
- 5** To use Duo Push:
- Click 'Send Me a Push' button
 - Open your Duo Mobile app. You will be prompted to respond to the authentication request. Tap on the green area.



- The 'Login Request' screen appears. Tap 'Approve' to grant access.



- 6** If your mobile device does not have Internet access, you can still have your identity verified by entering a passcode. To do so,
- Click 'Enter a Passcode' button. You will be prompted to enter a passcode.
 - Open your Duo Mobile app. Tap on the  icon (iOS) /  icon (Android) next to your account. You will see a passcode generated.



- Enter the passcode as shown and click the 'Log In' button to complete the verification.

7 You are now securely logged in.