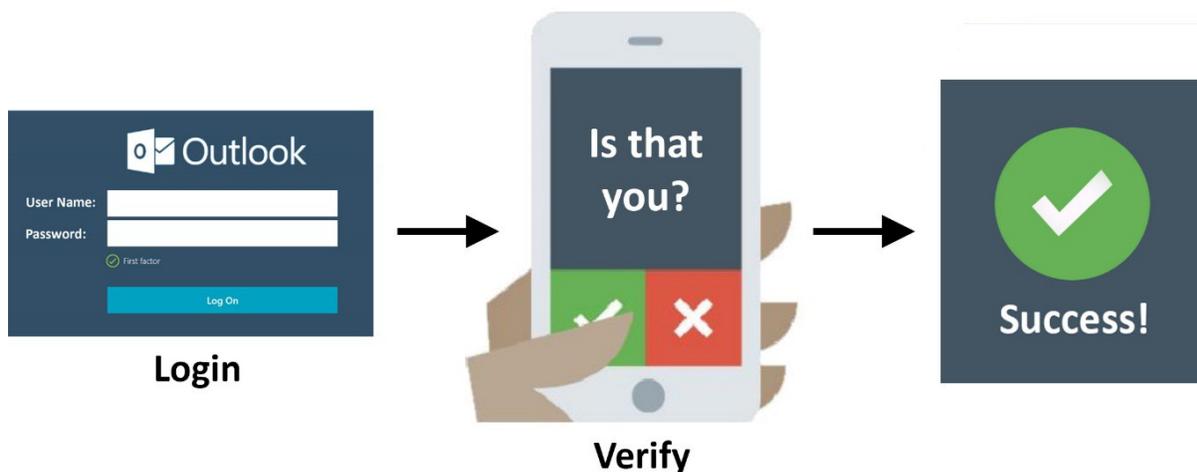


2FA (Two-Factor Authentication)

Two-factor authentication (2FA) is an extra layer of security to protect your CCPS account from unauthorized access. This is accomplished by verifying two items when logging into your account:

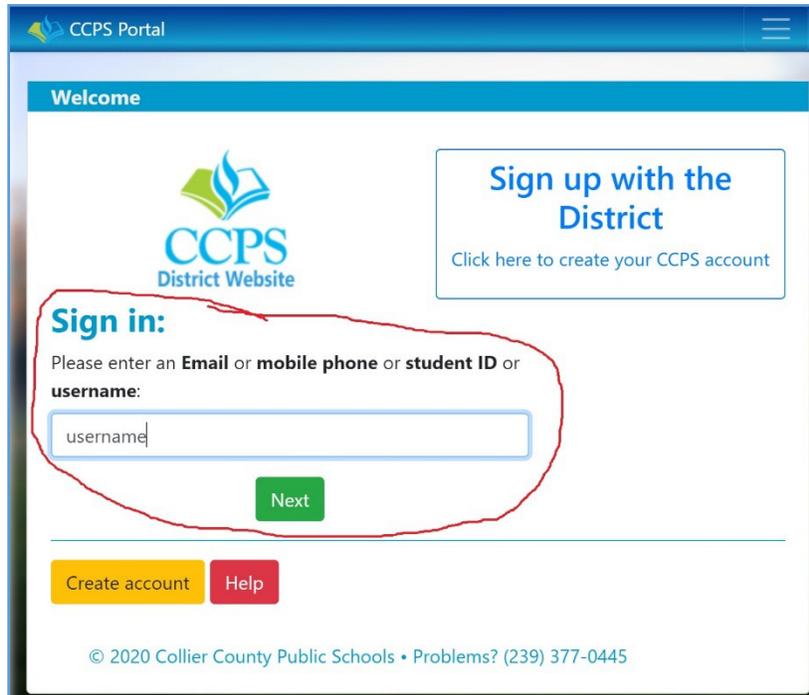
1. Your CCPS Username/Password
2. Second factor of authentication (Can be any of the following):
 - Duo Mobile App installed on your smartphone
 - SMS passcode sent to your telephone number
 - Call placed to your telephone number



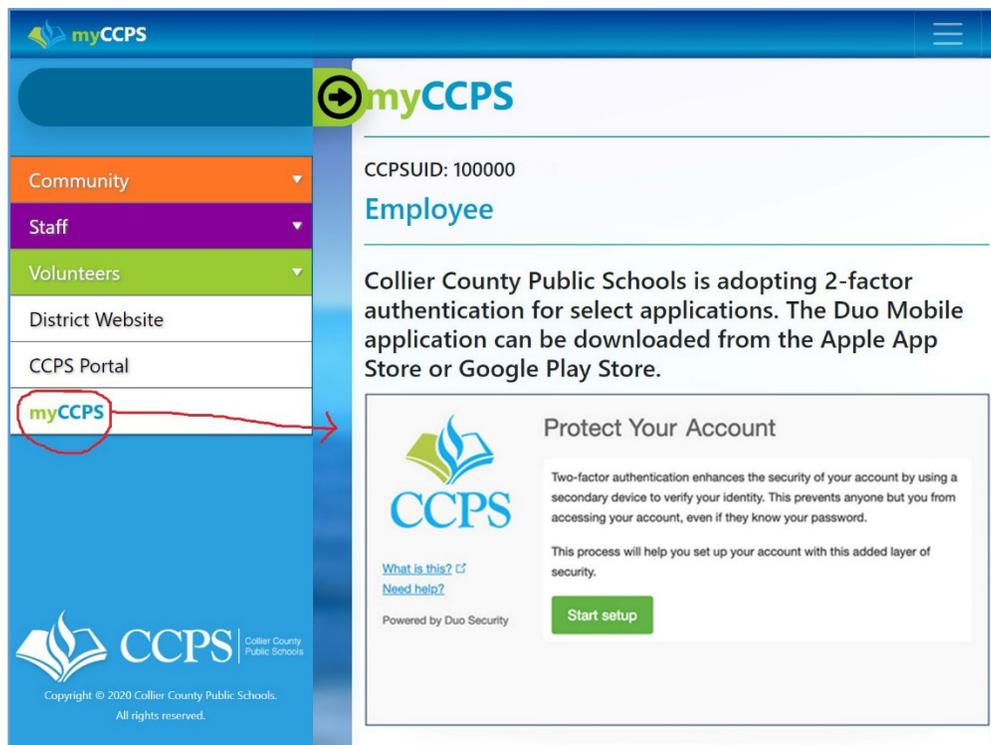
This is very similar to the process for accessing your personal bank account online. You are typically required to enter your username and password, and then receive an SMS passcode (second factor) or telephone call to your smartphone before logging in.

CCPS Setup Instructions for 2FA

1. Open your web browser and visit the following URL: <https://portal.collierschools.com>
2. Type in your username (or CCPS e-mail address) and click Next to login.



3. After logging in, click on the "myCCPS" navigation link. You should see a screen similar to what is shown in the image below where you can begin your Duo (2FA) Enrollment process.

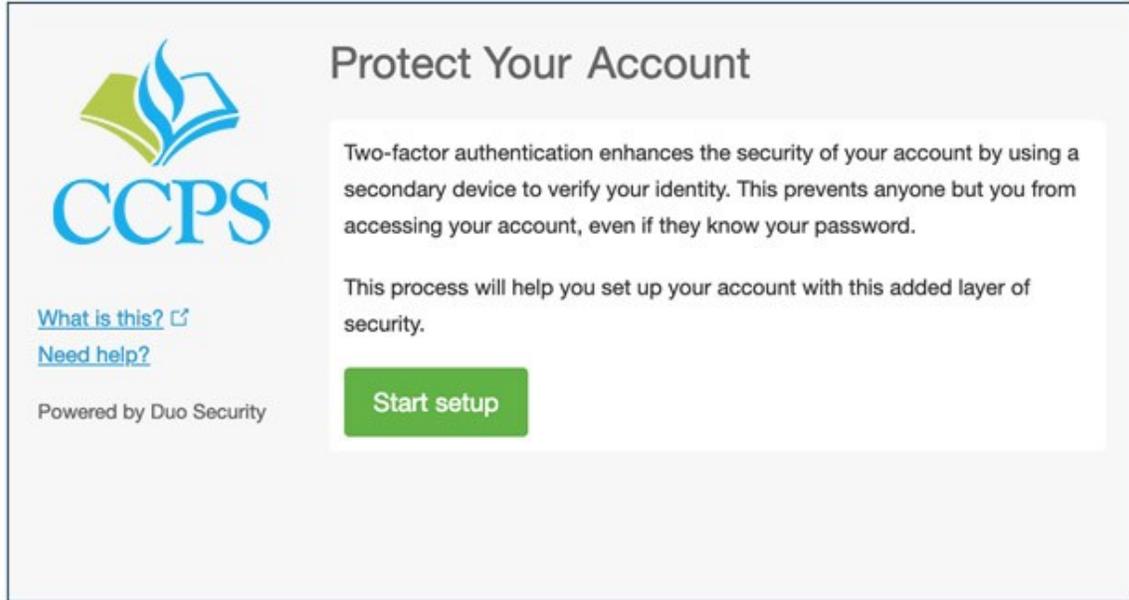


CCPS 2FA Device Enrollment

Follow the steps below to complete your 2FA device enrollment:

- **Welcome Screen**

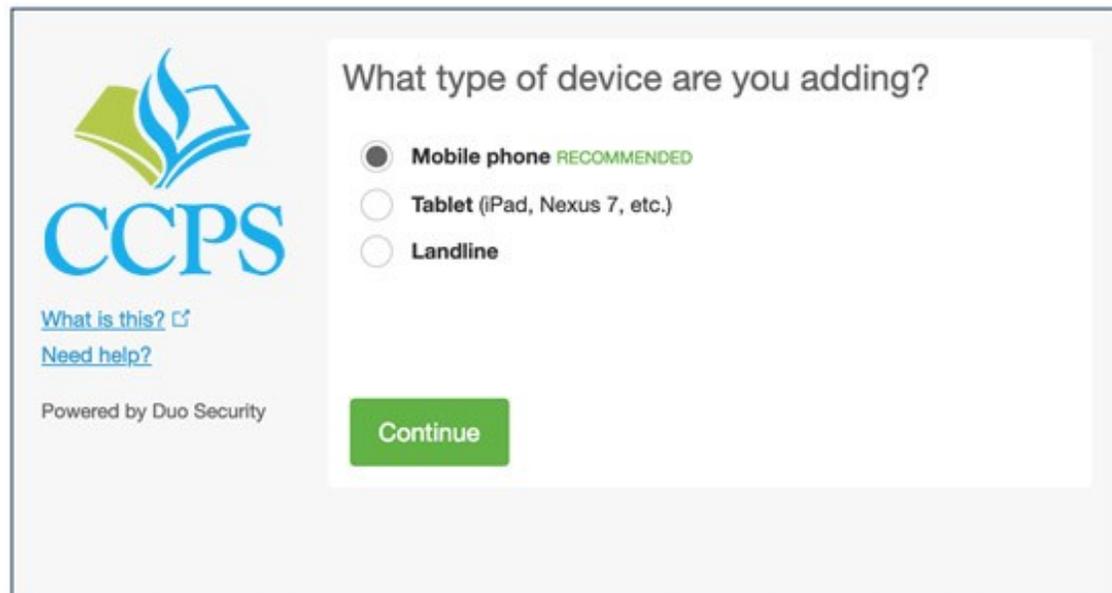
Click “**Start setup**” to begin enrolling your device.



The screenshot shows the 'Protect Your Account' screen. On the left is the CCPS logo (a stylized book with a flame) and the text 'CCPS'. Below the logo are links for 'What is this?' and 'Need help?', and the text 'Powered by Duo Security'. The main content area has the heading 'Protect Your Account' and explains that two-factor authentication enhances security by using a secondary device. It includes a green 'Start setup' button.

- **Choose Your Authentication Device Type**

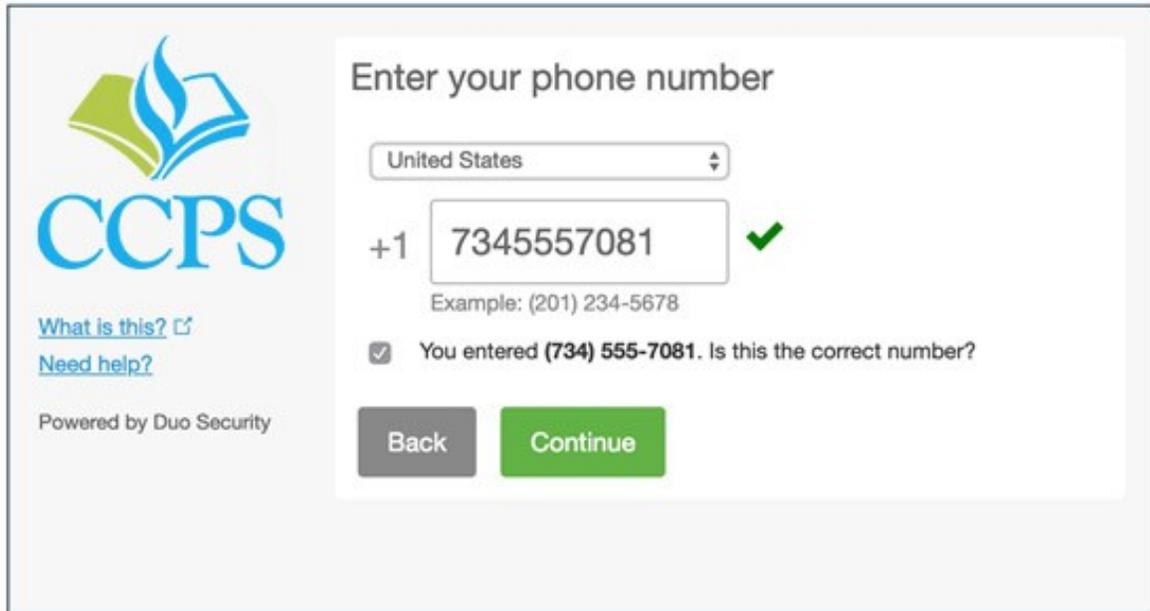
Select the type of device you want to enroll and click Continue. CCPS recommends using a smartphone for the best experience, but you can also enroll a landline (such as your 239-377-XXXX Cisco desk phone)



The screenshot shows the 'What type of device are you adding?' screen. On the left is the CCPS logo and the text 'CCPS'. Below the logo are links for 'What is this?' and 'Need help?', and the text 'Powered by Duo Security'. The main content area has the heading 'What type of device are you adding?' and three radio button options: 'Mobile phone RECOMMENDED', 'Tablet (iPad, Nexus 7, etc.)', and 'Landline'. A green 'Continue' button is at the bottom.

- **Enter your phone number**

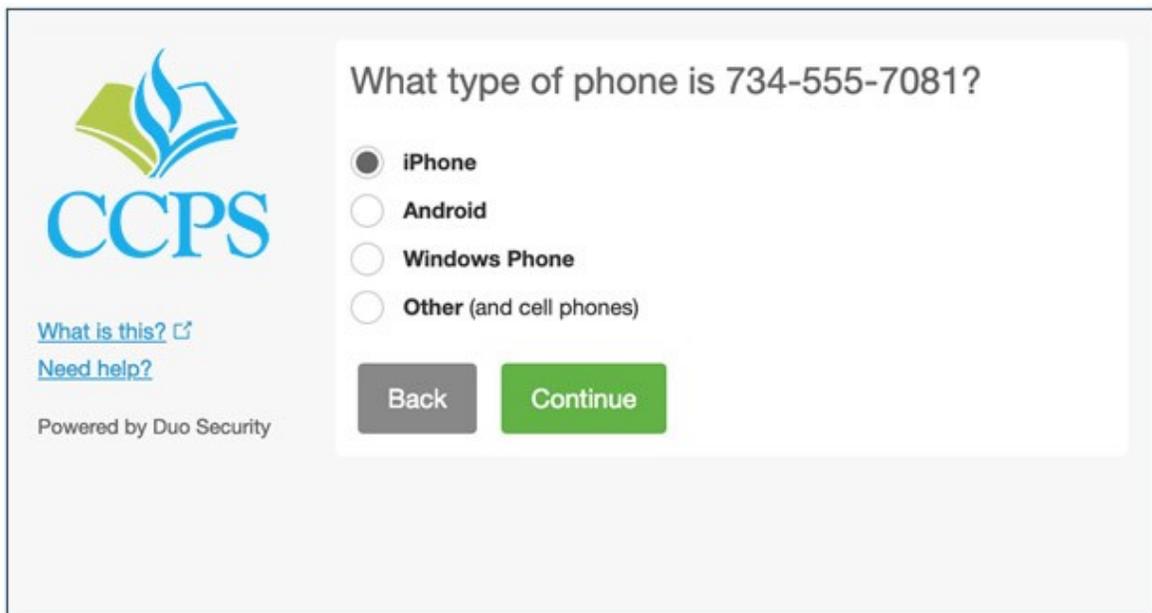
Type in your phone number – Use the number of your smartphone, landline, or cell phone that you will use when logging into a service that requires 2FA. (note: if enrolling a tablet you will not be prompted to enter a phone number).



The screenshot shows the 'Enter your phone number' step of the Duo Security enrollment process. On the left is the CCPS logo and text: 'What is this? [external link]', 'Need help?', and 'Powered by Duo Security'. The main form area has the title 'Enter your phone number'. It features a dropdown menu for 'United States', a text input field containing '+1 7345557081' with a green checkmark to its right, and an example '(201) 234-5678'. Below the input is a checked checkbox with the text 'You entered (734) 555-7081. Is this the correct number?'. At the bottom are 'Back' and 'Continue' buttons.

- **Choose Your Device Platform**

Choose your device's operating system and click "Continue"



The screenshot shows the 'Choose Your Device Platform' step of the Duo Security enrollment process. On the left is the CCPS logo and text: 'What is this? [external link]', 'Need help?', and 'Powered by Duo Security'. The main form area has the title 'What type of phone is 734-555-7081?'. It features four radio button options: 'iPhone' (selected), 'Android', 'Windows Phone', and 'Other (and cell phones)'. At the bottom are 'Back' and 'Continue' buttons.

● Install Duo Mobile

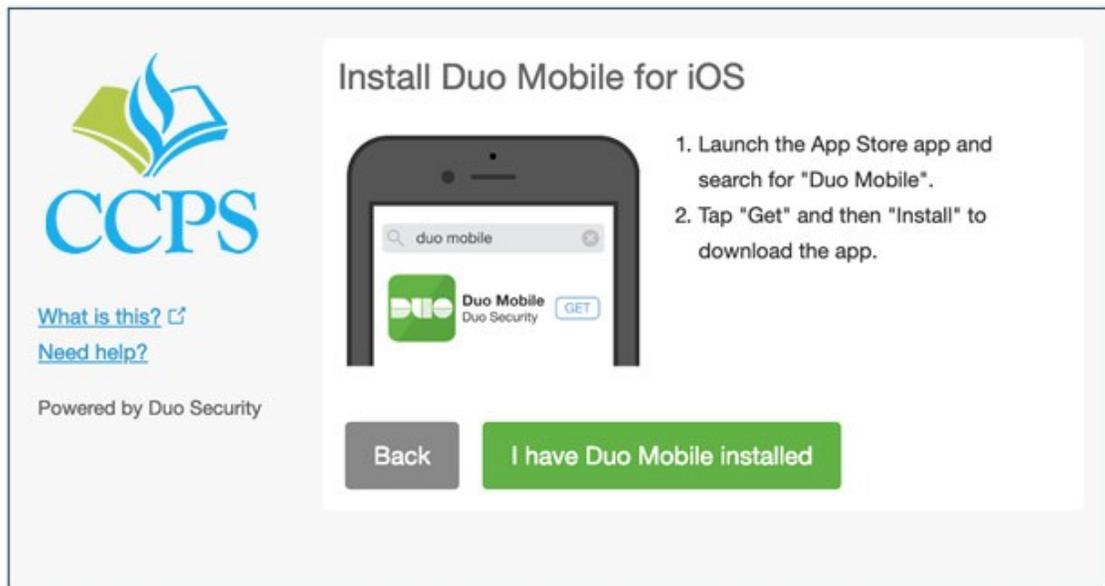
If you have a smartphone or tablet, Duo Mobile is an app that runs on your device which helps you to authenticate quickly using a single button. Without Duo Mobile you can still login using a phone call or text message, but for the best experience CCPS recommends using Duo Mobile for the following reasons:

- Fast and Easy (one button to approve login requests)
- Works from anywhere that you have a Wi-Fi connection (no cell service required)

Duo Mobile can be downloaded from the App Store for your device type:

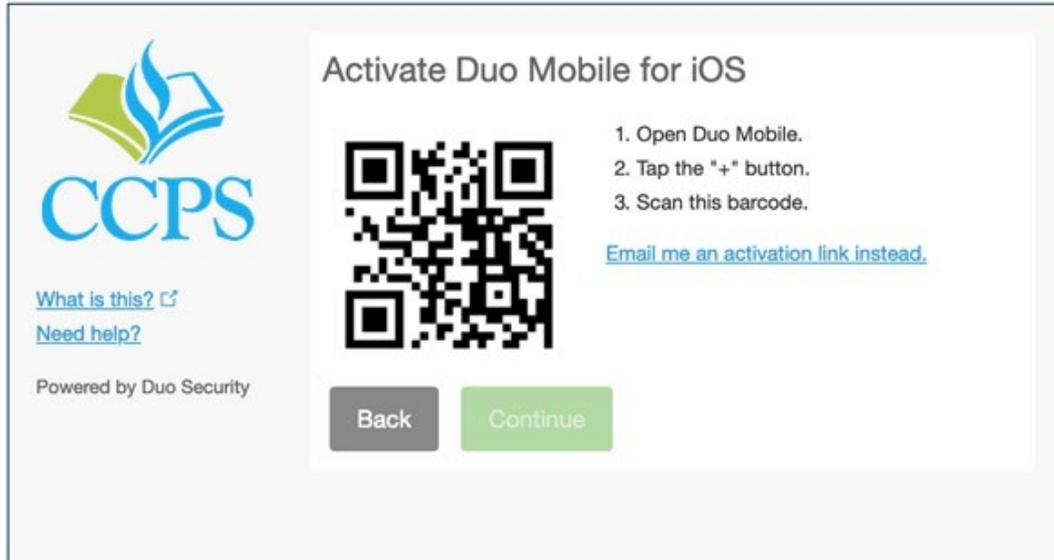
- **iPhone/iPad:** Download “Duo Mobile” from the Apple Store
- **Android:** Download “Duo Mobile” from the Google Play Store

After installing the Duo Mobile app on your device, click “**I have Duo Mobile installed**” on the enrollment screen.

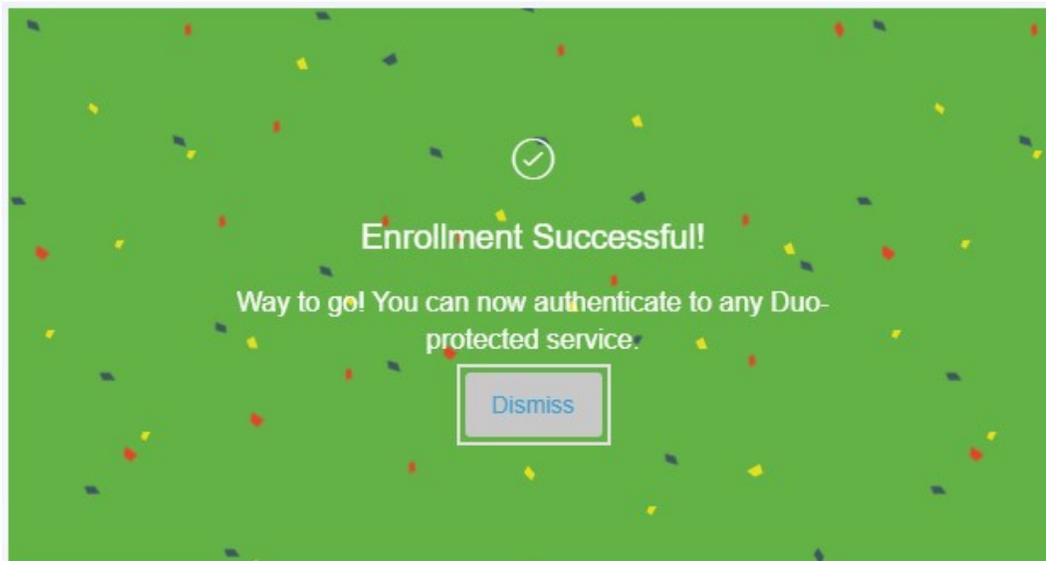


- **Activate Duo Mobile**

Activating Duo Mobile will link your smartphone to your CCPS account. When using iPhone, iPad, and Android devices you can activate Duo Mobile by scanning the barcode with the app's build-in barcode scanner (example shown below).



After scanning the barcode, click “**Continue**” to complete your device enrollment. You should see an “Enrollment Successful” confirmation screen, indicating that you have completed the enrollment process:



- **Configure Device options (optional)**

You can use Device Options to give your phone a more descriptive name, or you can click “**Add another device**” to add a second phone or another device. CCPS recommends adding a second device such as your CCPS provided telephone number (239-377-XXXX), so that you are not locked out of your account if your primary device is unavailable or damaged.

My Settings & Devices

 **Android 734-555-7081** JUST ADDED [Device Options](#)

+ [Add another device](#)

Default Device: **Android 734-555-7081**

When I log in: **Ask me to choose an authentication method** ⌵


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