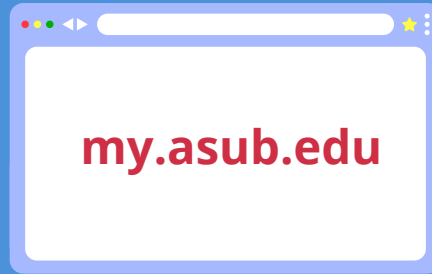


How to set up your ASUB.edu account for the first time

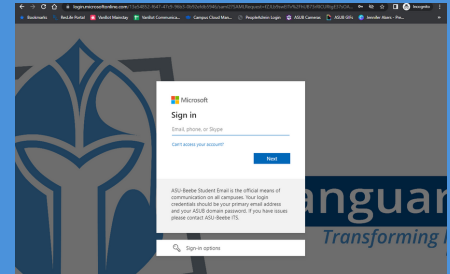
STUDENTS ARE ADVISED TO SET UP THEIR MY.ASUB.EDU ACCOUNT AND ENROLL IN DUO MULTI-FACTOR AUTHENTICATION BEFORE ATTEMPTING TO ACCESS EMAIL, BANNER SELF-SERVICE, ASUB MOBILE APP, ETC.



Scan QR to connect to a video tutorial and other Banner Self-Service how-to guides



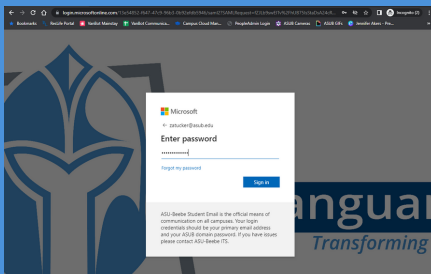
STEP 1: FROM A WEB BROWSER, VISIT MY.ASUB.EDU.



STEP 2: ENTER YOUR ASUB.EDU EMAIL ADDRESS. SELECT "NEXT."

*Use your ASUB.edu email address. Typically, your email address will be your first name, followed by a period, followed by your last name, followed by the ampersand sign, followed by "asub," followed by a period, followed by "edu."

Example: firstname.lastname@asub.edu



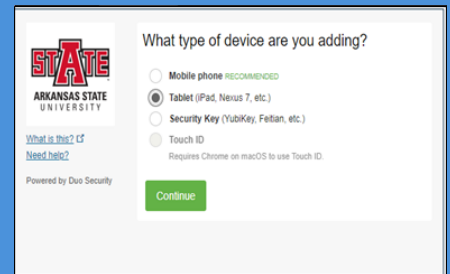
STEP 3: ENTER YOUR ASUB.EDU PASSWORD. SELECT "SIGN IN."

*New students' default password is the first letter of their first name capitalized, followed by the first letter of their last name lowercase, followed by their eight digit birthday, followed by an exclamation mark.

Example: Jd01061993!

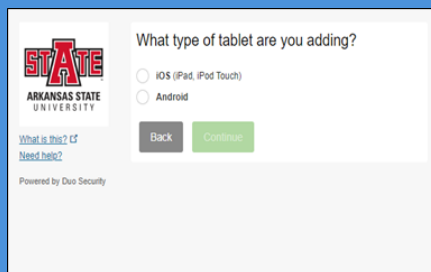


STEP 4: NEXT, SET UP DUO MULTI-FACTOR AUTHENTICATION BY SELECTING "START SETUP."

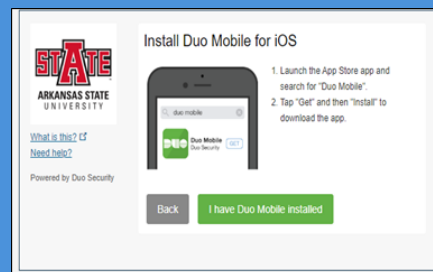


STEP 5: SELECT DEVICE TO BE ADDED.

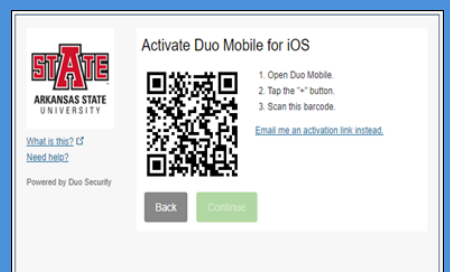
NOTE: YOU MUST SELECT "TABLET" EVEN IF YOU ARE USING A PHONE OR THE SETUP WILL FAIL!



STEP 6: SELECT DEVICE OPERATING SYSTEM.



STEP 7: INSTALL DUO MOBILE FROM THE APP STORE, IF NOT ALREADY DOWNLOADED.



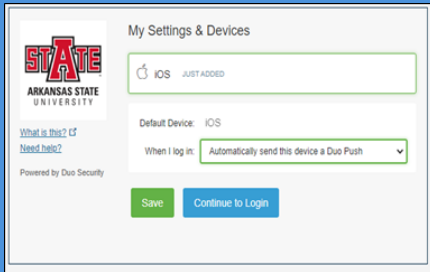
STEP 8: ACTIVATE THE DUO MOBILE APP.



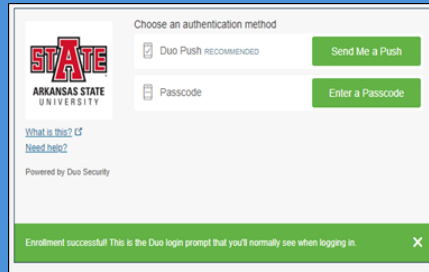
Scan QR to connect to IT Support Helpdesk for technical assistance.

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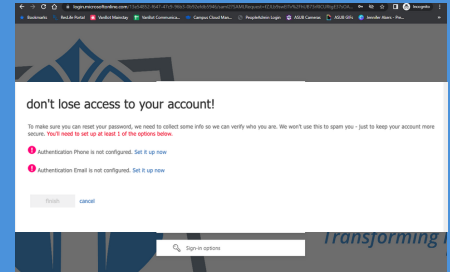
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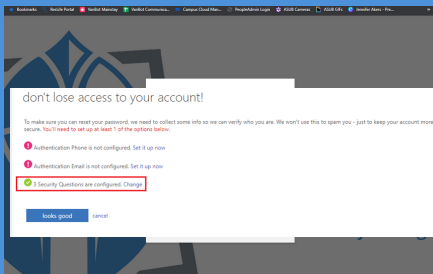
STEP 9: SELECT SETTING PREFERENCES AND CONTINUE TO LOGIN.



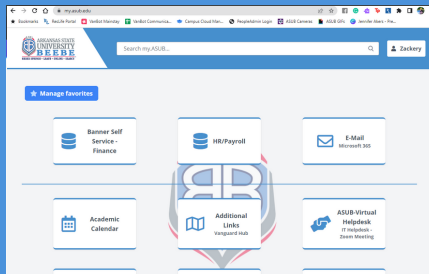
STEP 10: SELECT "SEND ME A PUSH" TO AUTHENTICATE THE PROCESS.



STEP 11: AFTER YOU HAVE SUCCESSFULLY SET UP DUO, YOU WILL BE ASKED TO SET RECOVERY OPTIONS FOR YOUR EMAIL. CHOOSE WHETHER TO LINK YOUR CELL PHONE TO AN ALTERNATIVE EMAIL TO GET RECOVERY INFORMATION IF YOU FORGET YOUR PASSWORD.



STEP 12: ONCE YOU HAVE ONE OF THE RECOVERY OPTIONS COMPLETED, SELECT THE "LOOKS GOOD" BUTTON.



STEP 13: ONCE SETUP IS COMPLETE, YOU WILL BE DIRECTED TO YOUR MY.ASUB.EDU HUB.



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