

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.



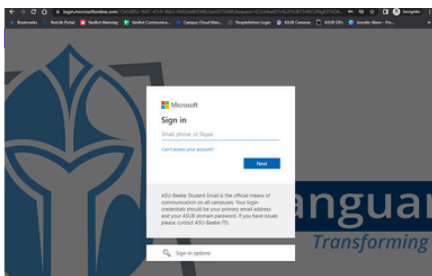
Scan QR to connect to a video tutorial and other Banner Self Service how-to guides



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



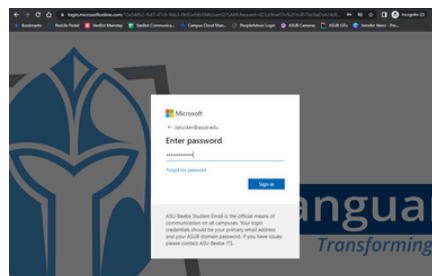
STEP 2: SELECT LOG IN IN THE TOP RIGHT-HAND CORNER OF THE WINDOW.



STEP 3: 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



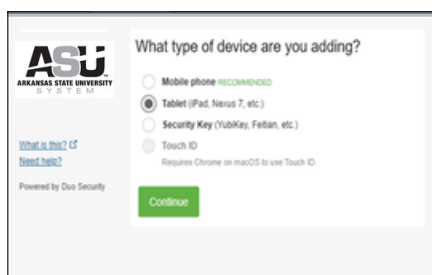
STEP 4: ENTER YOUR ASUB.EDU PASSWORD. SELECT "SIGN IN."

*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!

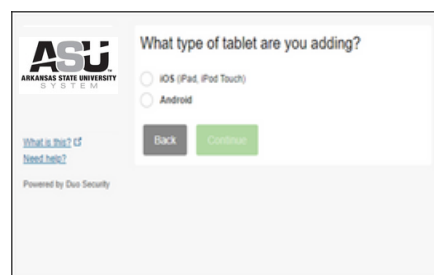


STEP 5: NEXT SET UP DUO MULTI-FACTOR AUTHENTICATION BY SELECT "START SETUP."

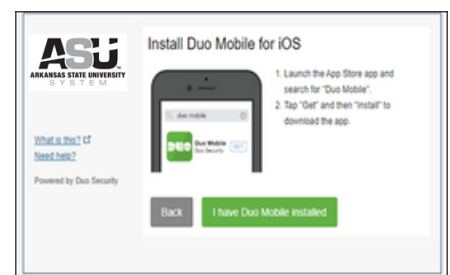


STEP 6: SELECT DEVICE TO BE ADDED.

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



STEP 7: SELECT DEVICE OPERATING SYSTEM.



STEP 8: INSTALL DUO MOBILE FROM APP STORE, IF NOT ALREADY DOWNLOADED.



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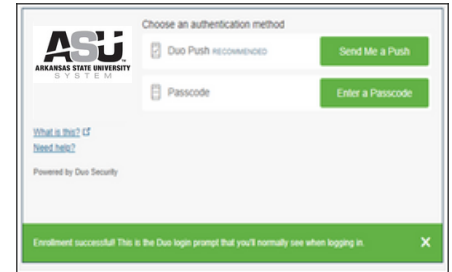
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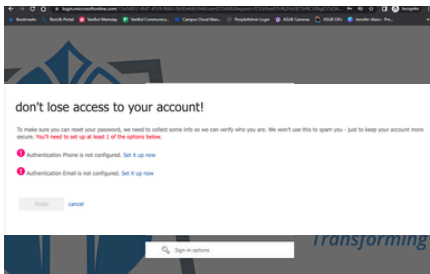
STEP 9: ACTIVATE THE DUO MOBILE APP.



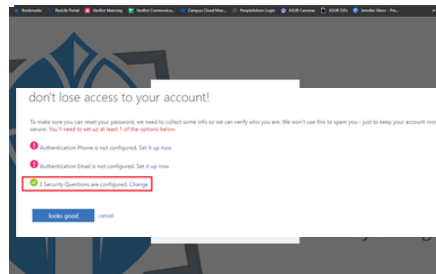
STEP 10: SELECT SETTING PREFERENCES AND CONTINUE TO LOGIN.



STEP 11: SELECT "SEND ME A PUSH" TO AUTHENTICATE THE PROCESS.



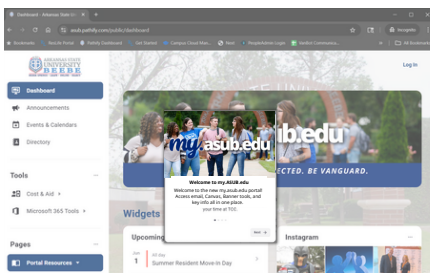
STEP 12: AFTER YOU HAVE SUCCESSFULLY SET UP DUO, YOU WILL BE ASKED TO SET RECOVERY OPTIONS FOR IF YOU FORGET YOUR PASSWORD IN THE FUTURE.



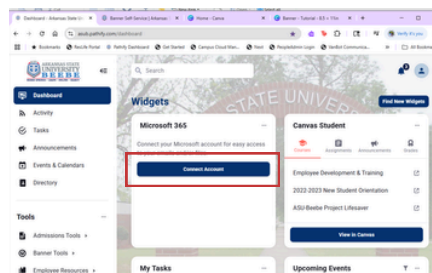
STEP 13: ONCE YOU HAVE ONE OF THE RECOVERY OPTIONS COMPLETED, SELECT THE "LOOKS GOOD" BUTTON.



STEP 14: ONCE SETUP IS COMPLETE, YOU WILL BE DIRECTED TO YOUR MY.ASUB.EDU HUB.



STEP 15: ONCE YOU HAVE SUCCESSFULLY LOGGED INTO THE PORTAL, YOU WILL BE ASKED TO NAVIGATE THROUGH AN SEVERAL BOARDING CARDS.



STEP 16: NAVIGATE TO THE MICROSOFT 365 WIDGET AND SELECT CONNECT ACCOUNT BUTTON TO VIEW YOUR ASUB EMAIL.



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