

## Blackboard Two-Factor Access Instructions for Users NOT Using the DUO Two-Factor Cell Phone App

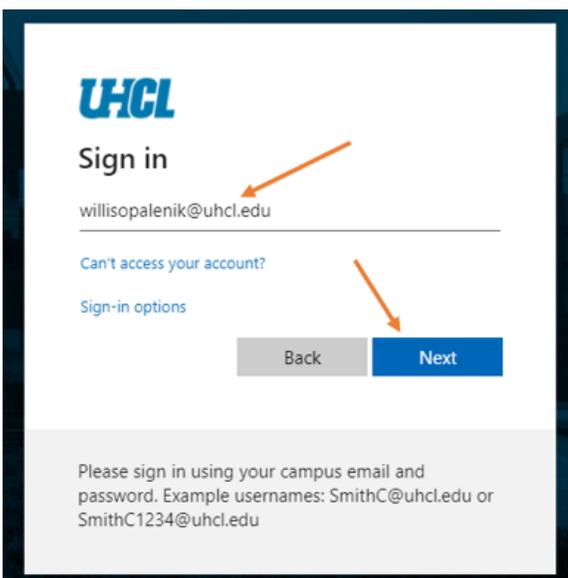
**NOTE:** For more information about what 2FA is and why it is now required, please visit the UHCL web page, [Two-Factor Authentication with Duo](#). Information is also provided on that page for users who would prefer to use the DUO Two-Factor cell phone app.

Beginning the evening of Monday, February 15, 2021, UHCL's Blackboard system will require two-factor authentication (2FA) of users when they log into the system. UHCL students, faculty, and staff who already use UHCL's O365, including Outlook, will encounter the same two-factor authentication and log in process that they use with those applications. The following document is intended for Blackboard users who do not already use two-factor authentication to access O365. It outlines the steps needed to activate 2FA when logging in via the new Blackboard login page.

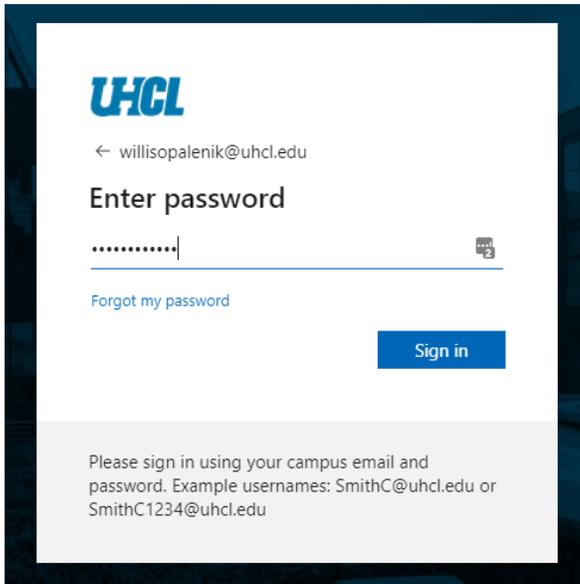
1. Using Chrome or Firefox, navigate to UHCL's [Blackboard Login Page](#). Once there, click the green Log Into Blackboard button.



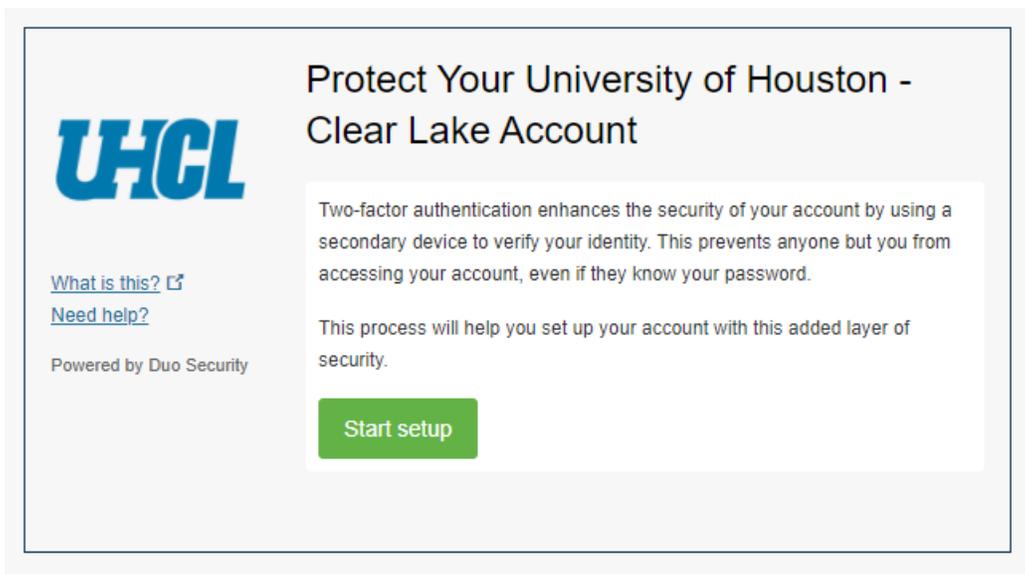
2. You should be presented with a UHCL Sign In screen, similar to that shown below. Type in your UHCL email address and then click the Next button.



3. At the next screen, enter the password associated with your UHCL email address/username and then click the Sign in button. NOTE: If you don't know or can't recall your UHCL password, visit UHCL's [Reset Password page](#).

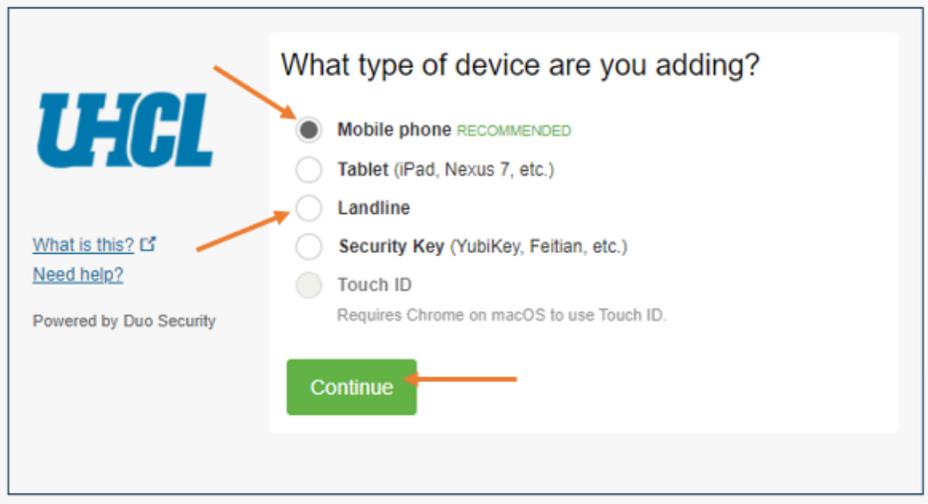


4. If you have already activated 2FA, you will then be logged into Blackboard. However, if you are new to 2FA, you will see an announcement screen similar to that shown below. Once you have read the message on the screen, click the Start setup button.

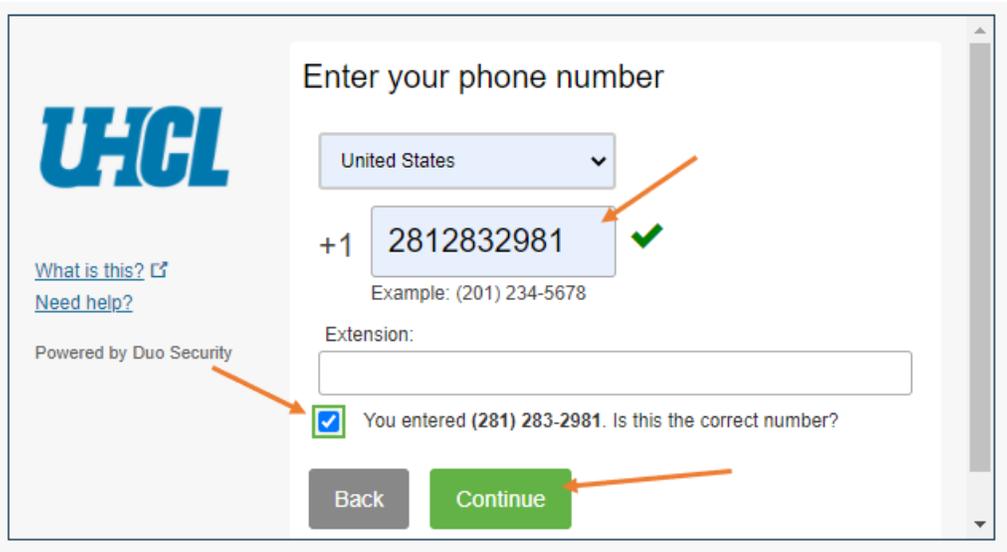


5. The recommended way to set up 2FA is to use your mobile/cell phone. However, you also have the option to have the system telephone your landline or another number to authenticate your login. You can also set up multiple authentication options and you will then select the desired one when prompted to authenticate in future.

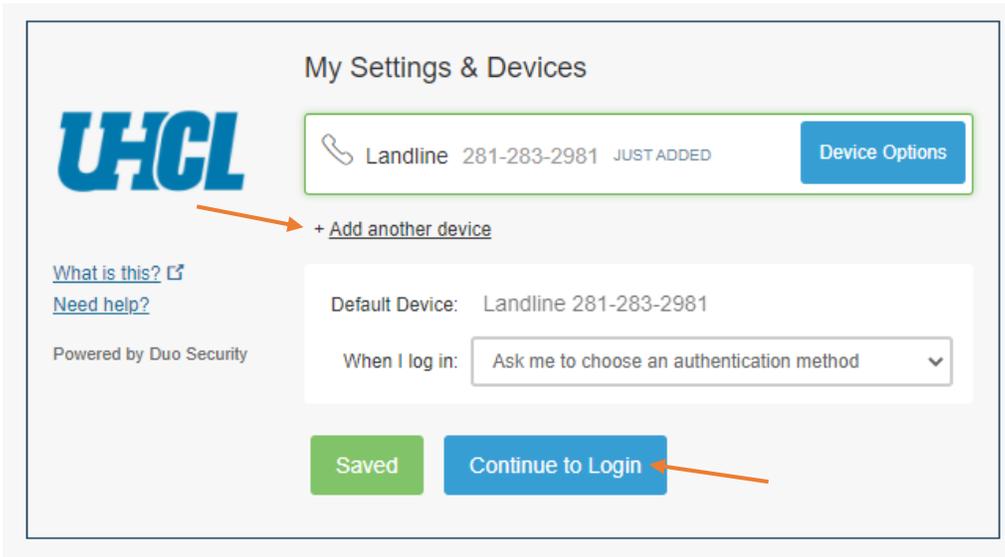
To specify either a Mobile phone or Landline, click the button located to the left of your choice and then click the Continue button.



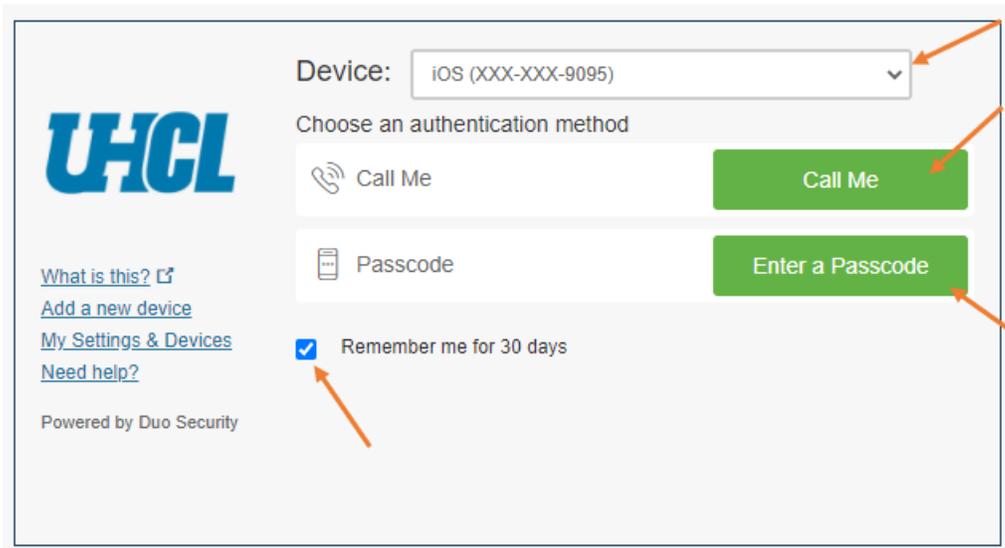
6. At the resulting screen, enter the desired telephone number, check the box to confirm that the number display is correct, and then click the Continue button.



- At the My Settings & Devices screen, you may select either Add another device (to specify a second authentication option), or Continue to login to proceed.



- Once you have set up all authentication devices that you want to use and you click Continue to Login, you will reach the authentication screen. If you have set up multiple authentication devices, you will see the option to view a drop-down menu from which to select an option. Choose your desired authentication device and then click either Call Me (if you are using a Landline or other phone) or Enter a Passcode (if you are using a cell phone or tablet). **NOTE: You can also check the Remember me for 30 days option, to reduce the number of times you are forced to authenticate.**



If you select the Call Me option, a call will go to your selected device. When you answer that phone, you will be prompted to authenticate by pressing a button on the phone. If you select Enter a Passcode, you will be prompted to have a passcode sent to your selected phone or

tablet. Once that code arrives as a message on your device, you will enter it on this screen and you will then be logged into Blackboard.

### Logging Out of Blackboard

Once you finish working in Blackboard and log out, the use of 2FA may trigger the following error message to appear. If it does, press the F5 key to refresh your session, exit the browser, and then open the browser and continue your work.

