ASUB Standard Operating Procedure – 8201

Standard Operating Procedure Synopsis

Title: **DUO FOB REQUEST**
Approval Date: May 4, 2022
Revision Date, if applicable:
Review Date(s): May 31, 2023; May 8, 2024
Annual Review Month: May
Responsible Officer (RO): Vice Chancellor for Information Technology
Standard Operating Procedures Manager (PM): Director of Infrastructure

A. Purpose and Scope

The purpose of DUO is to add an additional authentication factor to Arkansas State University-Beebe network security. DUO adds a second way to protect accounts associated with ASU-Beebe. This reduces the risk of hacked accounts substantially.

B. Definitions

DUO – A multi-factor authorization tool used to secure ASU-Beebe's network.

FOB – A hardware token used to provide a login code to DUO in place of a smartphone.

C. Procedures

1. Complete the banner and network access form on the ITS SharePoint site. Complete the DUO section requesting a FOB.

2. You will be notified when the FOB is ready for pickup.

D. Related Information

[Banner and Network System Access Form](#)