

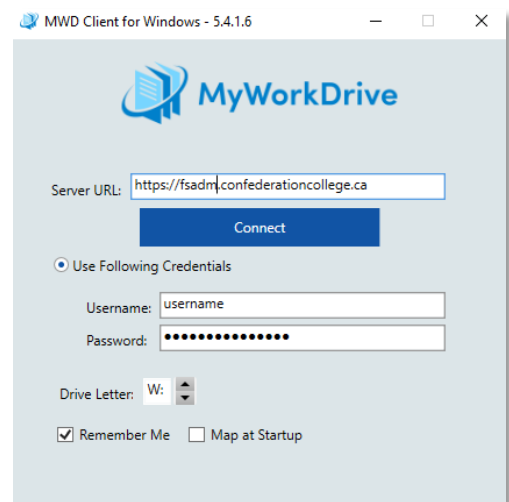
Installing MyWorkDrive and Duo Multi-Factor Authentication

1. In your web browser, navigate to <http://myworkdrive.com/download/>. Click the **Download Now** button. From here you can download the Desktop App for Mac or PC using the two links provided.



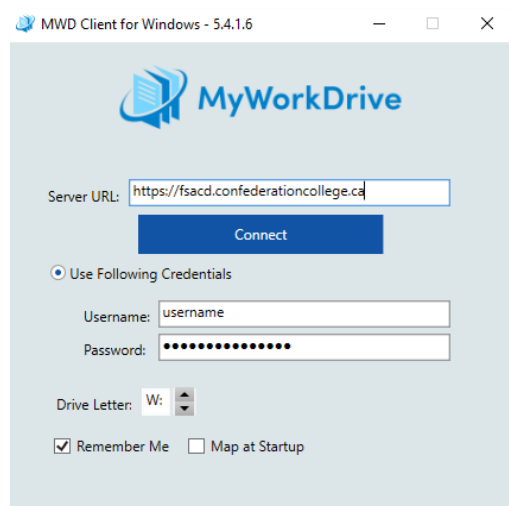
2. Once the file has downloaded, run it to install the program to your computer.
3. After the installation is complete, open the program.
4. You will be prompted to enter some details to login to the correct location:
 - a. **Staff users**, use the following information:

Server URL:
<https://fsadm.confederationcollege.ca>

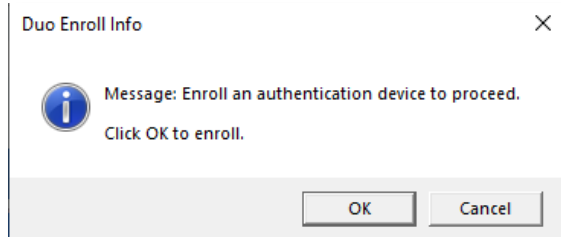


- b. **Faculty users**, use the following information:

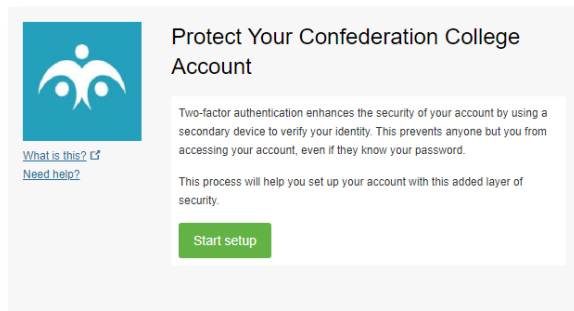
Server URL:
<https://fsacd.confederationcollege.ca>



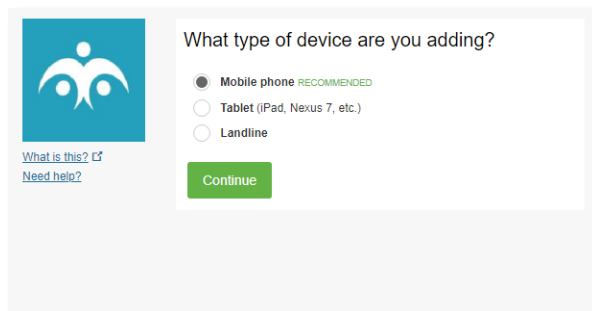
5. Click **Connect**.
6. Now enter your regular Confederation College **username** and **password**.
 - a. By default the application will map your drive to the W: drive letter. You may change this or keep it as the default.
7. Click **Login**.
8. You will now be prompted to set up DUO on your mobile device. Click **OK**:



9. This will redirect you to a website:

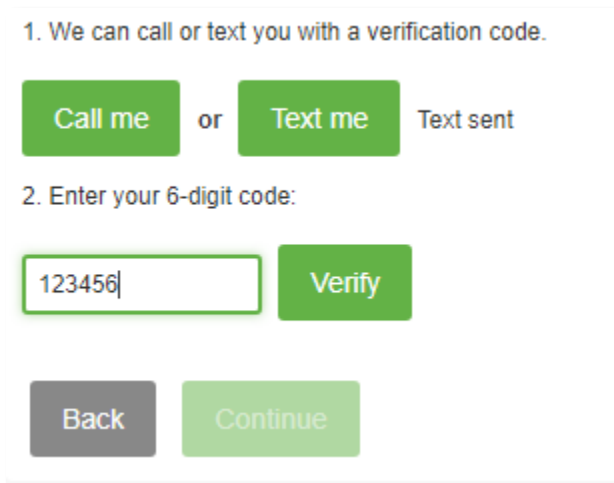


10. Click **Start Setup** to begin the Duo setup.
11. Select a device you would like to use as a second factor for logging in. We recommend your mobile phone:



12. Enter your mobile phone number, confirm that it is correct by checking the box provided, and then click **Continue**.

13. Verify your settings at the next step by clicking on **Call me** or **Text me**. This will give you a 6-digit code to input to confirm the setup:



1. We can call or text you with a verification code.

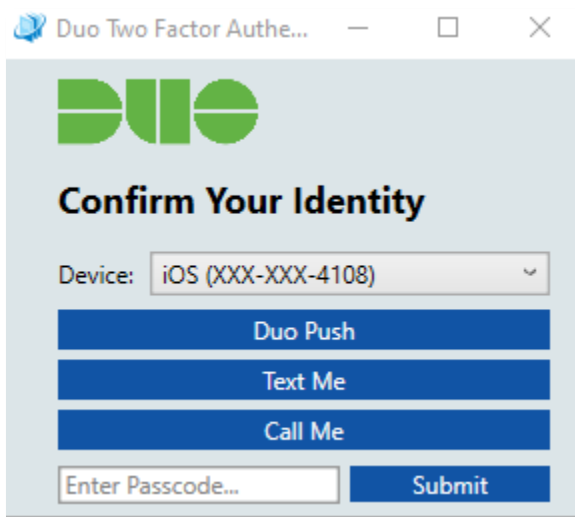
Call me or **Text me** Text sent

2. Enter your 6-digit code:

123456 **Verify**

Back **Continue**

14. Click **Continue**.
15. You should now see your device listed. Choose an authentication method under the “**When I log in:**” dropdown menu.
16. Click **Save** and then click **Finish Enrollment** to complete the setup.
17. When logging into **MyWorkDrive**, you will now see the following step after correctly entering your username and password as outlined on step 6:



Duo Two Factor Authe... — □ ×

Duo

Confirm Your Identity

Device: iOS (XXX-XXX-4108) ▾

Duo Push

Text Me

Call Me

Enter Passcode... **Submit**

18. Select your preferred method of authentication and then click submit. Follow the subsequent actions on your mobile device to complete the authentication.