

Duo for PeopleSoft HR

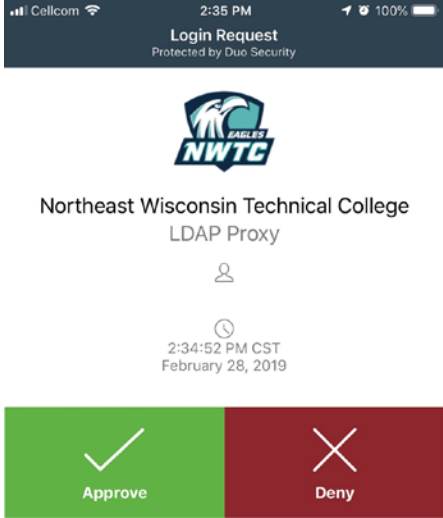

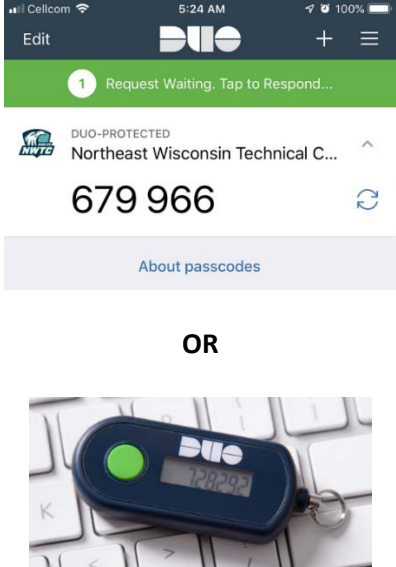


Before you begin, you will need to have a valid NWTC ID # and password. Enrollment in Duo is required for accessing PeopleSoft HR. New employees, see the “Getting Started” guide on the NWTC [website](#) to enroll with Duo Security.

Duo for PeopleSoft uses Append Mode.

What is Append Mode and how does it work with PeopleSoft?

Append mode is for systems where there is no button to send a push or text box to enter a Duo passcode (no Duo Prompt). When logging into PeopleSoft HR, use the following patterns along with your password.

Option #1 Push Notification to your mobile device.	Option #3 Have Duo call your phone number.	Option #2 Six-digit passcode found in your Duo Mobile App or Security Key.
		
Example pattern: LoginPassword, <u>push</u>1	Example pattern: LoginPassword, <u>phone</u>1	Example pattern: LoginPassword, <u>123456</u>

To avoid having to use “append mode” when logging into PeopleSoft HR, make sure that you set a default device in the [Duo Portal – See the Default Device section for instructions](#).

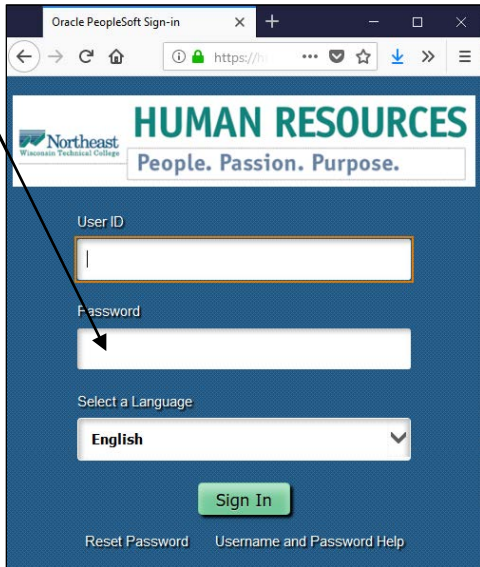
Login Example #1: Duo App Notification to your smartphone (append mode)

1. In the User ID field, enter your NWTC ID number.
2. In the Password field, enter your NWTC password followed by “,push1”.

Tk3iMw2S#rA,push1

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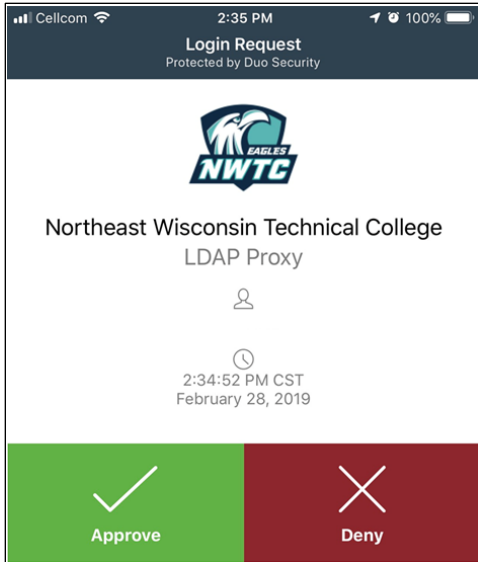
Password Duo Option



3. Press “Sign In”, the following notice will be displayed on screen until the Duo verification is complete.

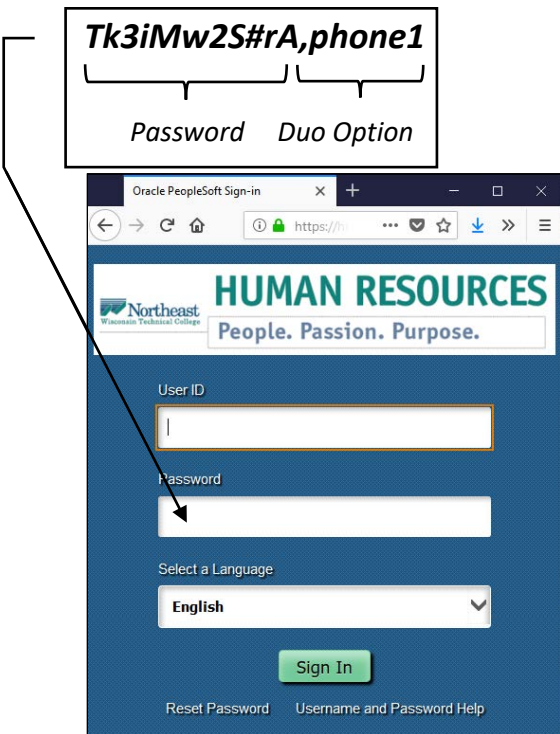


4. A push notification has been sent to your mobile device. To complete the login process, tap Approve.



Login Example #2: Duo Phone Call (append mode)

1. In the User ID field, enter your NWTC ID number.
2. In the Password field, enter your NWTC password followed by “,phone1”.



3. Press “Sign In”, the following notice will be displayed on screen.



4. Duo will call your primary phone number. When the phone rings, pick up the receiver and press 1 to complete the sign-in process. *If you registered multiple phone numbers with Duo you may specify phone2 or phone3 as needed.*

Login Example #3: Duo Passcode (append mode)

1. In the User ID field, enter your NWTC ID number.
2. In the Password field, enter your NWTC password followed by a comma and the six-digit passcode found in your Duo Mobile App or hardware key.

Tk3iMw2S#rA,000000

Password Duo Option

Oracle PeopleSoft Sign-in

HUMAN RESOURCES
People. Passion. Purpose.

User ID

Password

Select a Language
English

Sign In

Reset Password Username and Password Help

DUO-PROTECTED
Northeast Wisconsin Technical C...

679 966

About passcodes

DUO
78292

3. Press "Sign In", the following notice will momentarily display on screen.



For assistance, see the [MFA page](#) on the NWTC website or contact the Help Desk at 920-498-6800 or email help.desk@nwtc.edu.