

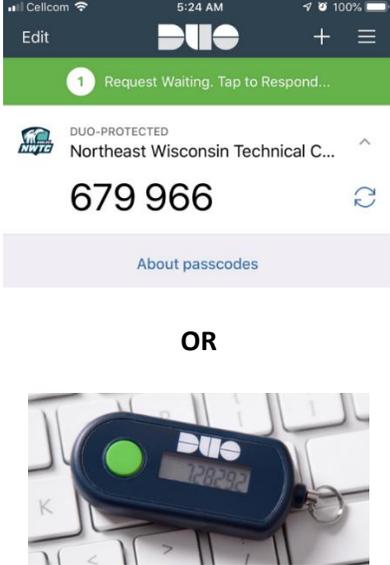
# Duo for PeopleSoft

Before you begin, you will need to have a valid NWTC ID and password. Enrollment in Duo is required for accessing PeopleSoft HR and Campus Solutions. New employees, please see the “Getting Started” guide on the NWTC [website](#) to enroll with Duo Security. We **highly recommend** that you setup a default device for use with Duo. Be sure to complete the steps on page 11 of the [Getting Started Guide](#).

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 an app notification or text box to enter a Duo passcode (no Duo Prompt). When logging into PeopleSoft, use the following patterns along with your password.

<b>Option #1</b> Send a Push Notification to your mobile device.	<b>Option #3</b> Have Duo call your phone number.	<b>Option #2</b> Use the six-digit passcode found in your Duo App or Security Key.
		
Example pattern: <b>LoginPassword,push1</b> 	Example pattern: <b>LoginPassword,phone1</b> 	Example pattern: <b>LoginPassword,123456</b> 

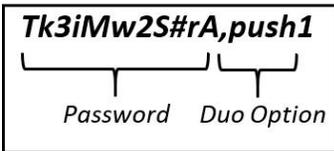
## Login Option #1: Duo App Notification to your mobile device

1. Open the PeopleSoft Sign-on page in your web browser.  
 See the NWTC Website for links to PeopleSoft HR and Campus Solutions.  
<https://www.nwtc.edu/faculty-and-staff>

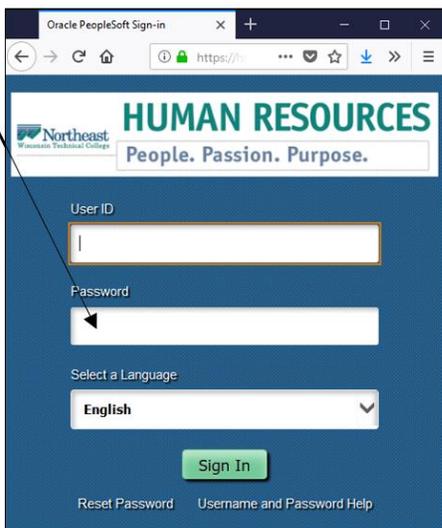
- In the User ID field, enter your NWTC ID number.
- In the Password field, enter your NWTC password followed by “,push1”.



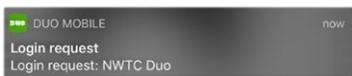
Example:



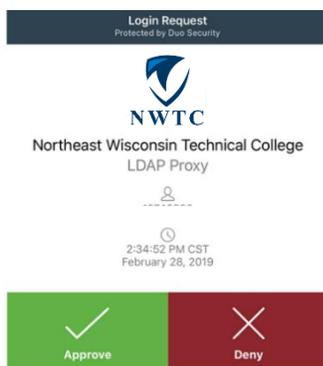
**Tip: to avoid having to use “append mode”, be sure to set a default device for use with Duo. For instructions, see page 11 of the [Getting Started Guide](#). With a default device you can simply enter your password on step #2.**



- Press the “Sign In” button.
- A Duo app-notification will be sent to your mobile device.



- Open the notification and tap the green “Approve” button. Please be patient, it may take a few seconds for the sign-on process to complete.



## Login Option #2: Duo Phone Call

1. Open the PeopleSoft Sign-on page in your web browser.  
*See the NWTC Website for links to PeopleSoft HR and Campus Solutions.*  
<https://www.nwtc.edu/faculty-and-staff>
2. In the User ID field, enter your NWTC ID number.
3. In the Password field, enter your NWTC password followed by “,phone1”.



Example:

**Tk3iMw2S#rA, push1**

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Password Duo Option

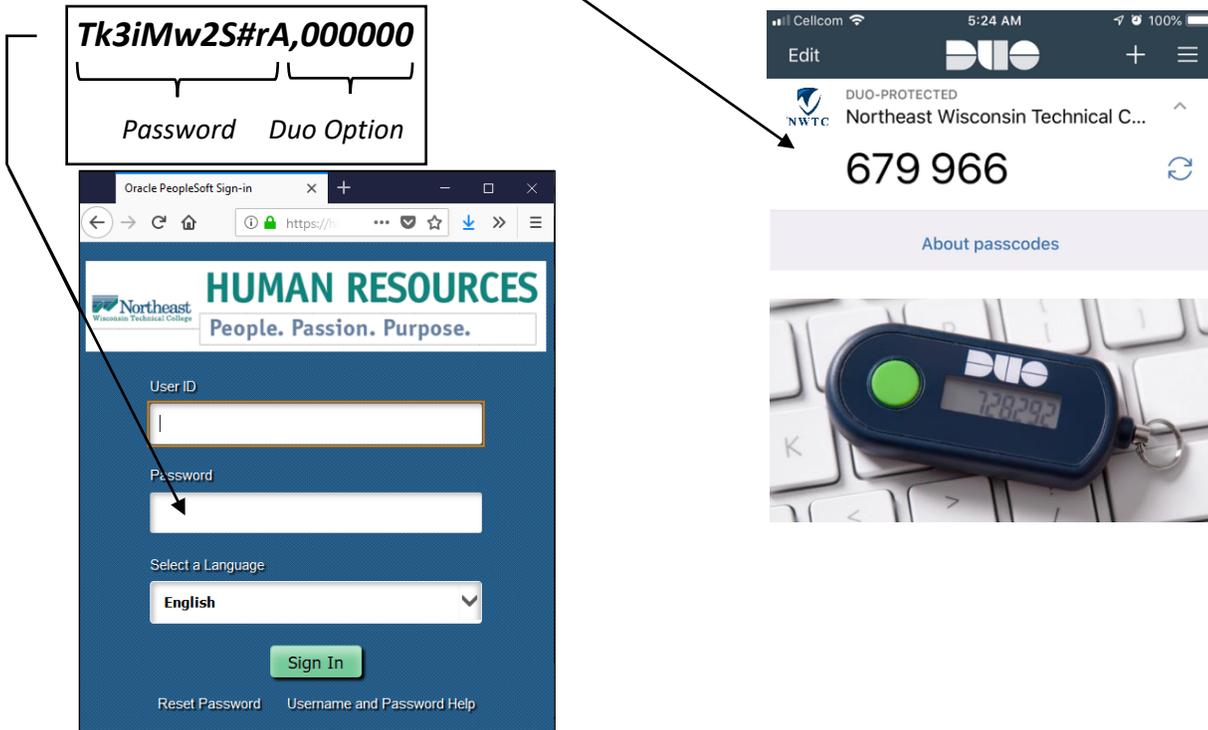
**Tip: to avoid having to use “append mode”, be sure to set a default device for use with Duo. For instructions, see page 11 of the [Getting Started Guide](#). With a default device you can simply enter your password on step #2.**

7. Press the “Sign In” button.
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. Please be patient, it may take a few seconds for the sign-on process to complete.

## Login Option #3: Duo Passcode

1. Open the PeopleSoft Sign-on page in your web browser.  
*See the NWTC Website for links to PeopleSoft HR and Campus Solutions.*  
<https://www.nwtc.edu/faculty-and-staff>

- In the User ID field, enter your NWTC ID number.
- In the Password field, enter your NWTC password, followed by a comma and the six-digit passcode displayed in your Duo mobile app or hardware key.



- Press the "Sign In" button. Please be patient, it may take a few seconds for the sign-on process to complete.

For assistance, please see the [MFA page](#) on the NWTC website or contact the Help Desk at 920-498-6800.