TAMUS Single Sign On (SSO) Website
Access Using TFS Login and DUO

Texas A&M Forest Service (TFS) – Information Resources Department (IR)
How to access SSO using your TFS login and setup two-factor authentication (DUO)

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http://tfsweb.tamu.edu

Version 1.0, November 10, 2017

Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

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1.0 Getting Started

This document shows you how to access the Texas A&M University System (TAMUS) Single Sign On (SSO) website using your TFS login and how to protect your account using DUO two-factor authentication.

Before you begin, you'll need a computer, tablet, or smart phone with internet access. You'll also need to know your TFS Password (the same one you use to access your e-mail) and a two-factor device such as a smart phone, cell phone, land line, or U2F token.

If you have any trouble getting through this guide, the IR Help Desk is just around the corner: Call: (979) 458-7309, Chat: https://tfshelp.tamu.edu or E-mail: support@tfs.tamu.edu

2.0 First Login & DUO Setup

If you have never signed into SSO using your TFS login, start here. We recommend performing these steps from your laptop or desktop computer.

1. First, go to https://sso.tamus.edu

2. Click on the TFS logo under the "Campus or Agency Logon".

3. Enter your full e-mail address and e-mail password. Click "Sign In".

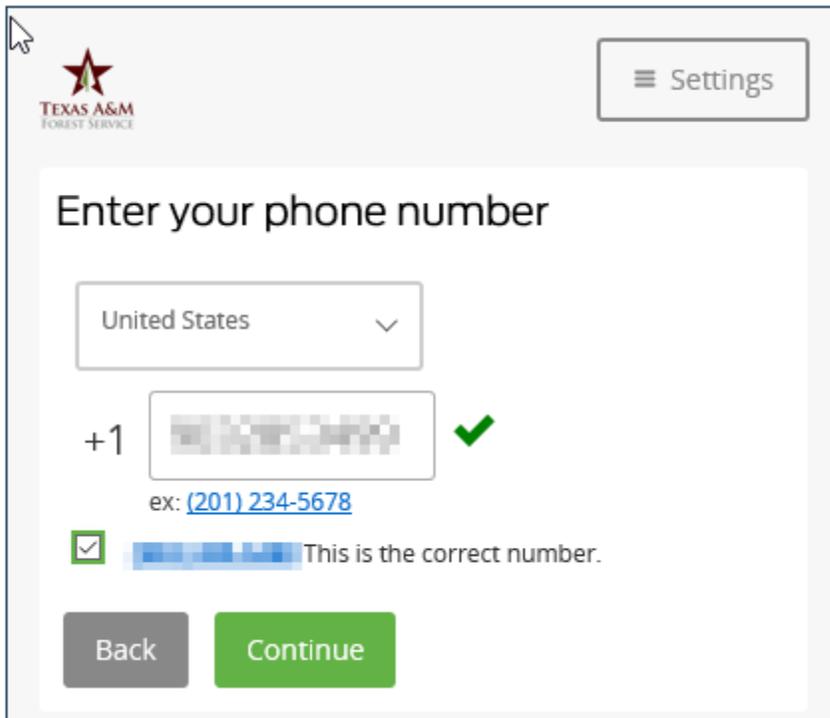4. Click "Start setup" to protect your account with DUO.
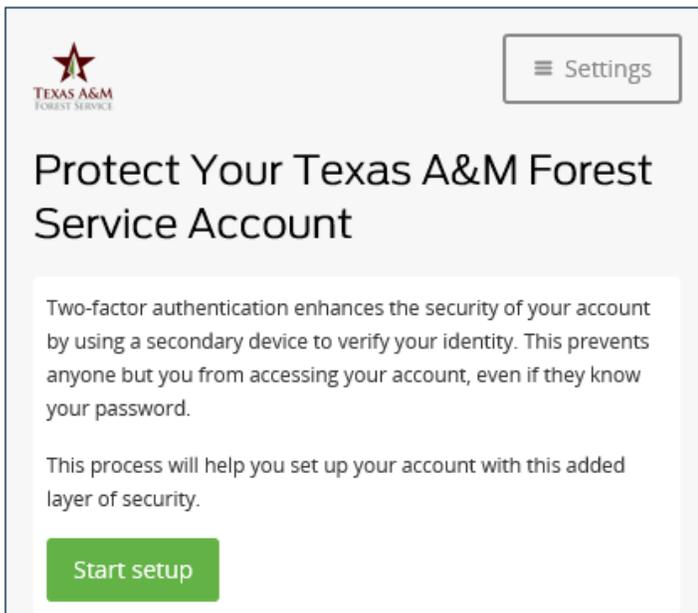
Note: You are required to enable two-factor authentication to use the TFS login to access SSO.

5. Choose what type of device you want to use for your two-factor authentication. A smart or mobile phone is recommended. Then click "Continue".
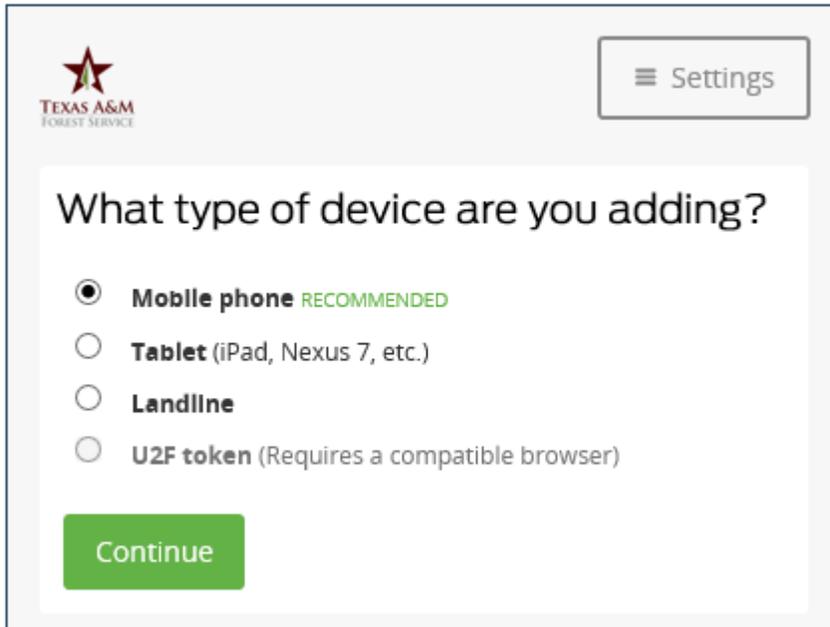
6. Enter your phone number. Be sure to include the area code.

Now read the number and check the box if it is correct. Click "Continue".

7. Tell DUO what type of device you have, then click "Continue".
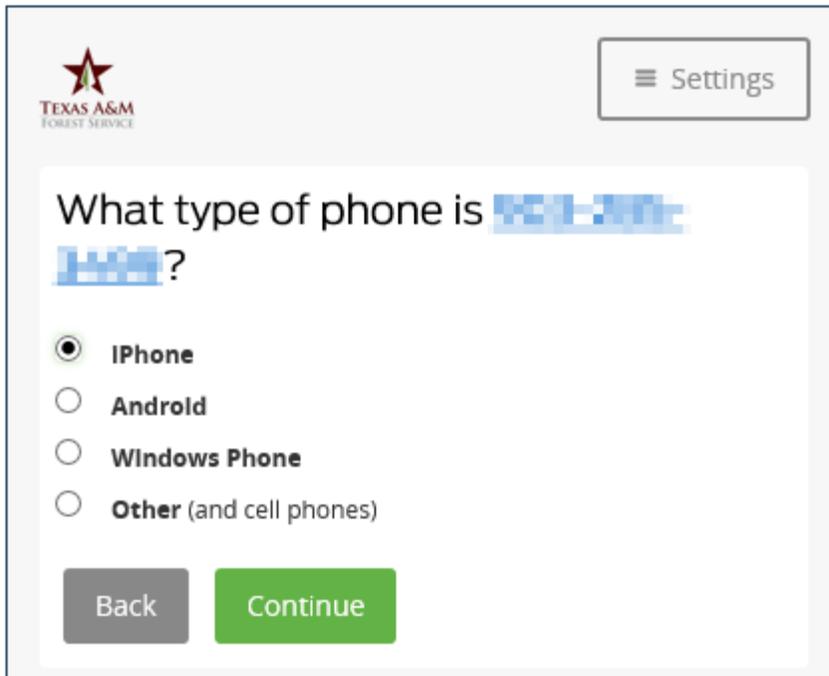
8. At this point, if you are adding a smart phone, go to your phone's app store and download "Duo Mobile". If you are registering a landline, skip this step.
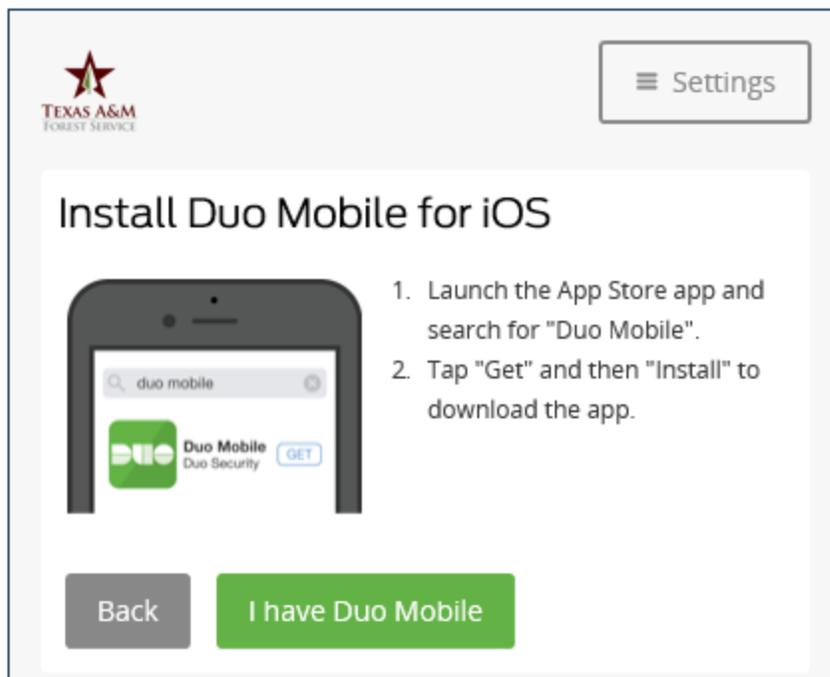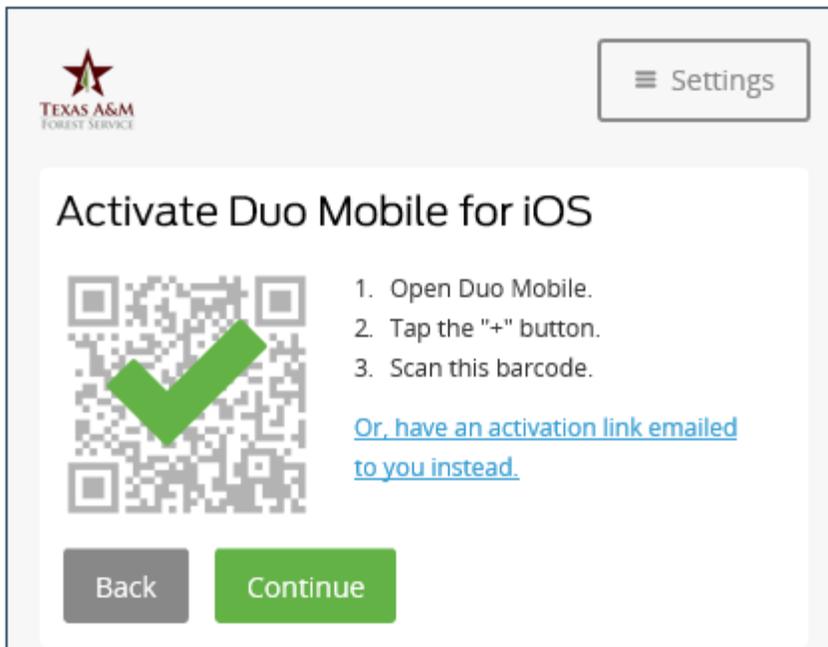

Once you have the DUO app installed, open it and then click "I have Duo Mobile".

9. Open the DUO app on your phone then activate DUO mobile by holding your phone's camera up to the barcode. If you registered a landline, click "Call Me".
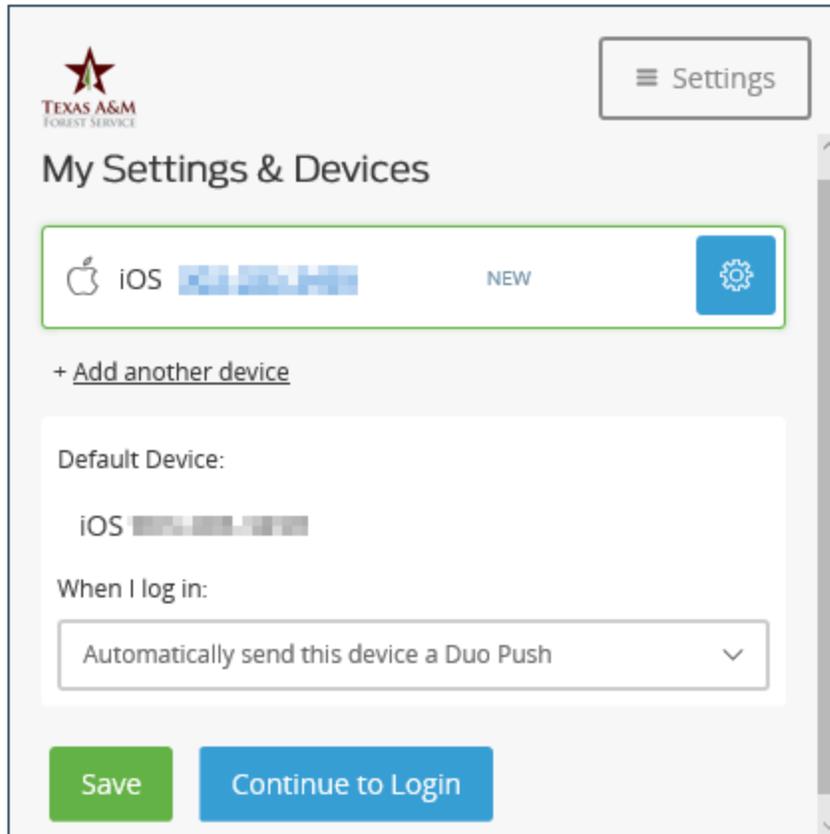

If successful, you will see a green checkmark. Then click "Continue".

10. Your two-factor device has been added to your account!

Now you can add another device if you want or set your login preferences. For less clicks, we recommend setting this to "Automatically send this device a Duo Push".

Click "Save" and then "Continue to Login".

11. Now you will be prompted for your two-factor device. Click "Send Me a Push" or if you opted in for auto push, this area will be greyed out.
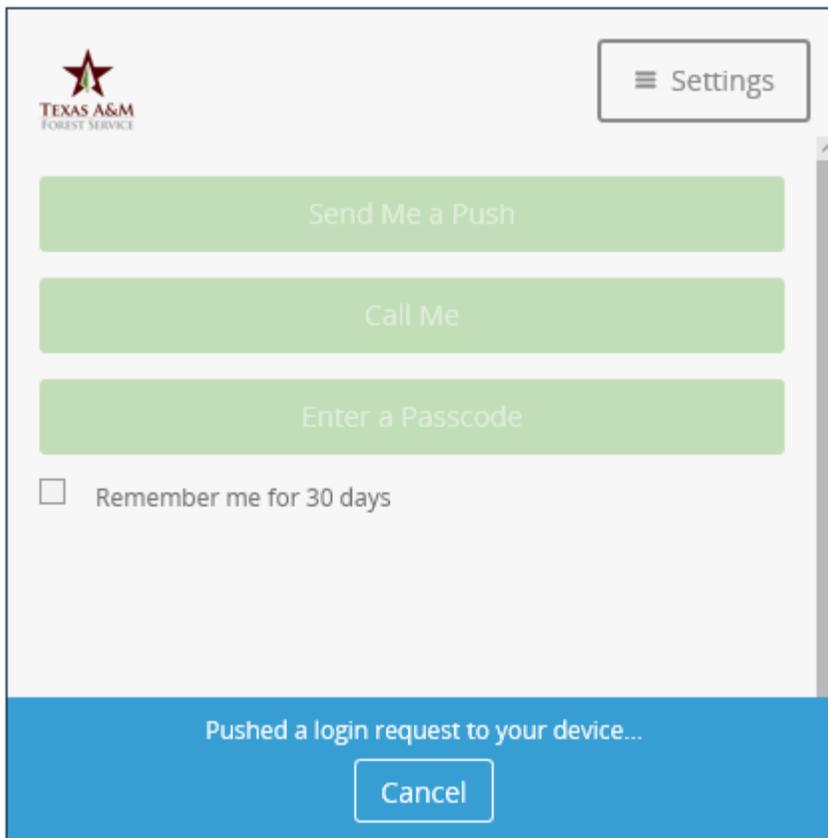
Pro Tip: If you want DUO not to prompt you for 30 days, click "Cancel", check the "Remember me for 30 days" box and then hit "Send Me a Push". If you added a landline, click "Call Me".

Now you'll get a DUO Push to your smart phone. If you opted for DUO to call you, answer your phone and follow the instructions.

A DUO Push will look something like this:

Tap "Approve" or if you phone does the push notification style, swipe and approve.

Once you approve the login, your browser will automatically redirect you to the SSO menu. You're in!
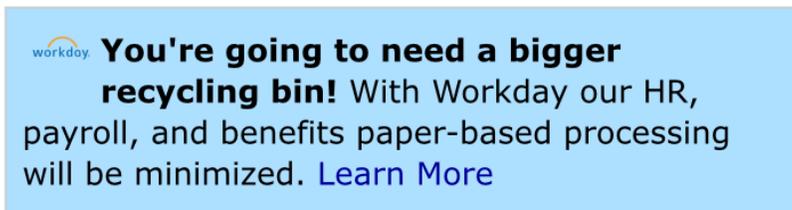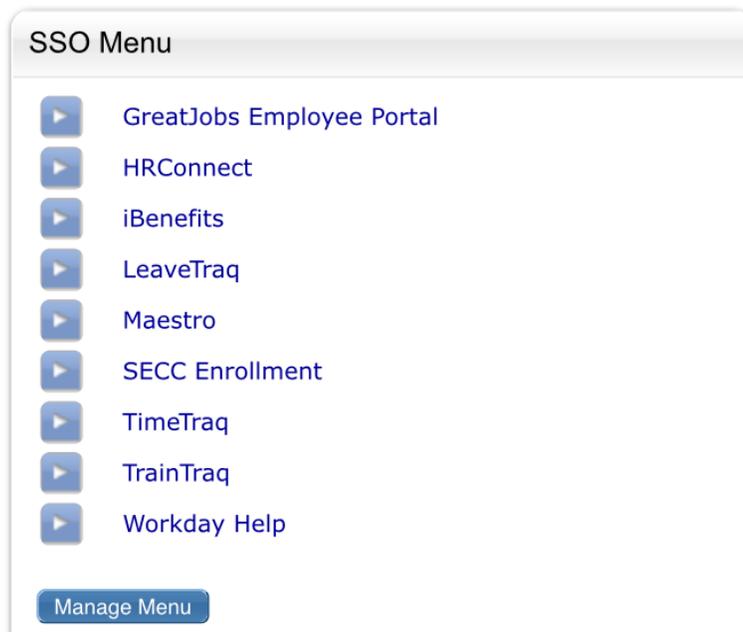

Be sure to log off and close your browser window when you are finished.

3.0 Log into SSO using your TFS Login

If you have already set up DUO for use with your TFS Login while accessing SSO, here are the normal sets you can expect to see when accessing SSO:

1. Go to https://sso.tamus.edu

2. Click on the TFS logo under the "Campus or Agency Logon".

3. Enter your full e-mail address and e-mail password. Click "Sign In".

4. Now you will be prompted to select your two-factor device. Click "Send Me a Push". If you opted in for auto push, this area will be greyed out.
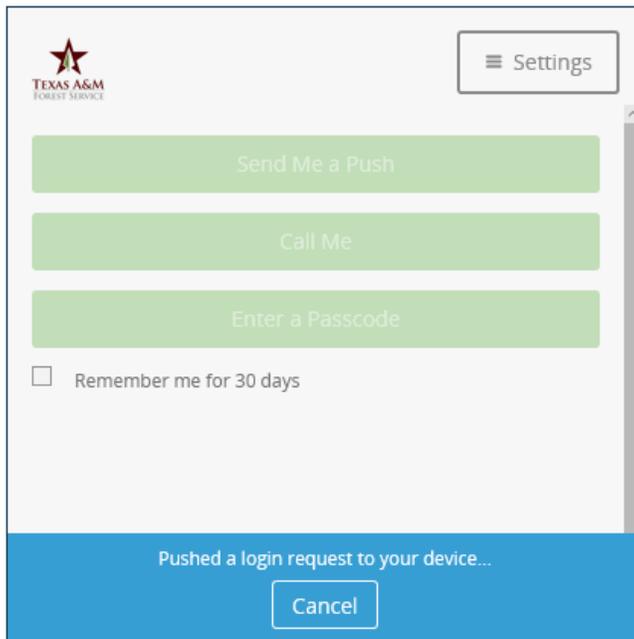

Pro Tip: If you want DUO not to prompt you for 30 days, click "Cancel", check the "Remember me for 30 days" box and then hit "Send Me a Push". If you added a landline or regular cell phone, click "Call Me".
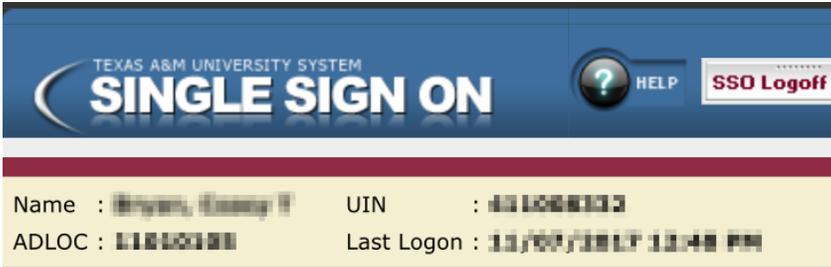
5. Now you'll need to approve the login.

   If you are on a smart phone, you'll simply tap "Approve". If you opted for DUO to call you, answer your phone and follow the instructions.

   A smart phone DUO Push will look something like this:
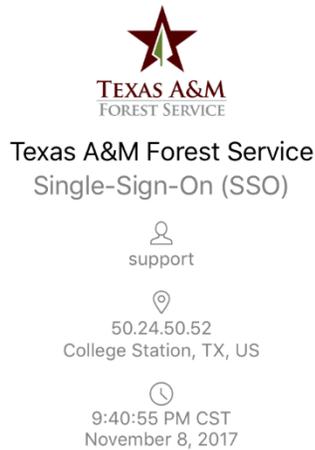
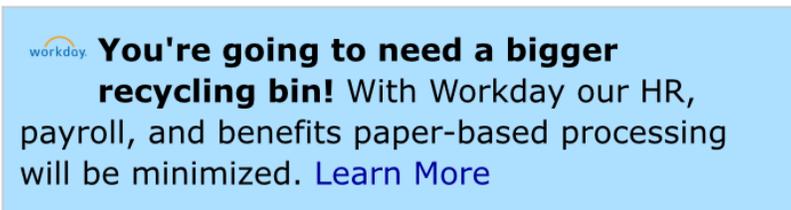   Tap "Approve" or if you phone does the push notification style, swipe and approve.

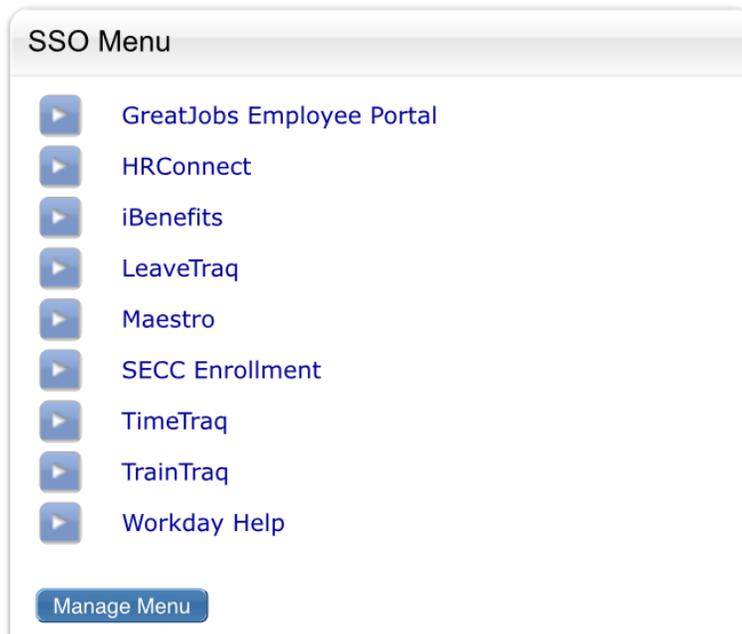You're in! Once you approve the login, your browser will automatically redirect you to the SSO menu.

Be sure to log off and close your browser window when you are finished.
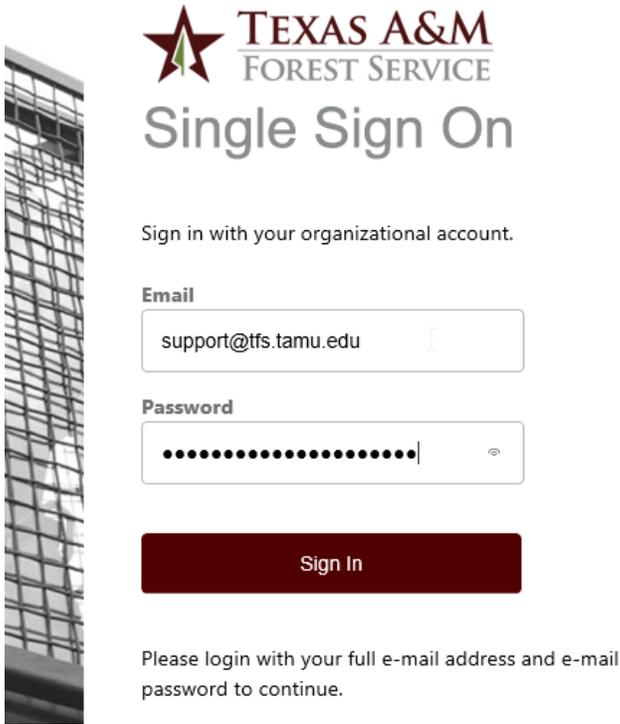
4.0 Make Changes to your DUO Setup

Once you are comfortable logging in with DUO, there will be times that you may need to make adjustments, add additional two-factor devices, or set device defaults. In any of these cases, here's how you get to your settings.

We'll use the SSO website to do this.

1. First, go to https://sso.tamus.edu.

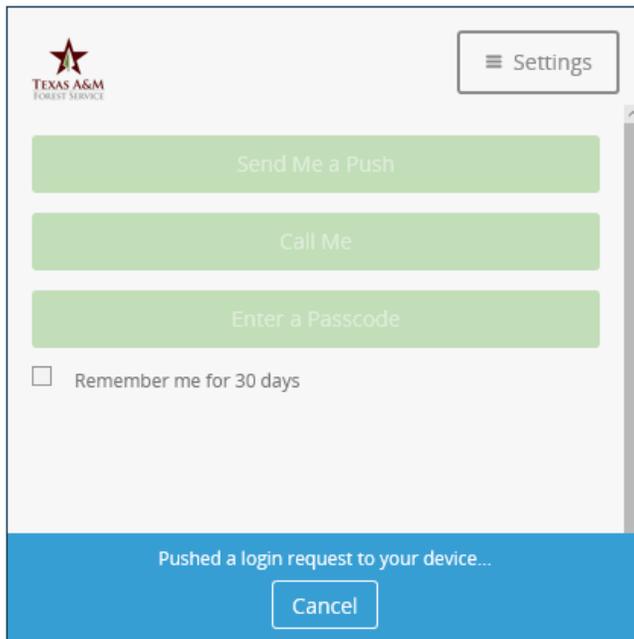2. Click on the TFS logo under the "Campus or Agency Logon".

3. Enter your full e-mail address and e-mail password. Click "Sign In".

4. Now you will be prompted to select your two-factor device. Here is where the steps differ a little. Click "Cancel".
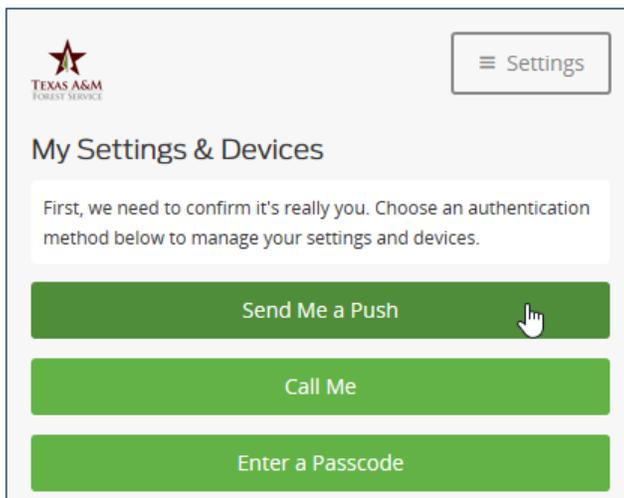
5. Now click "Settings" in the upper right-hand corner.
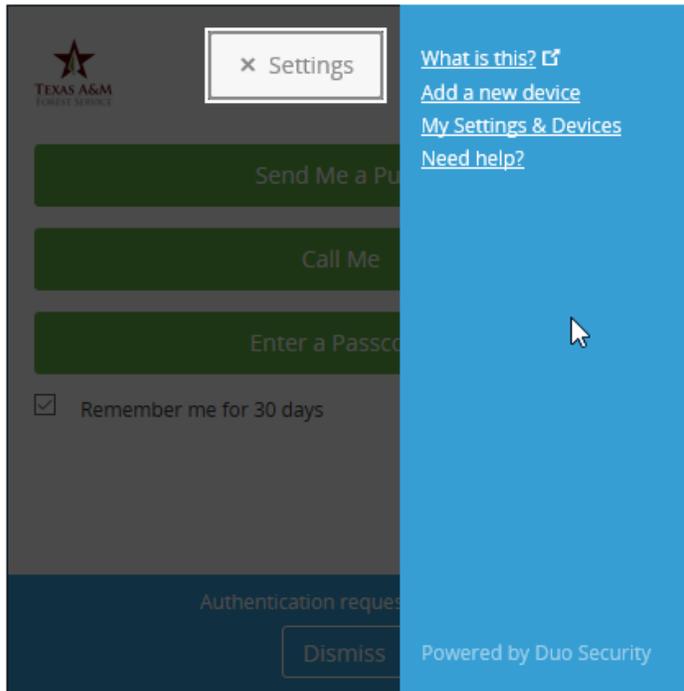
6. Now click "My Settings & Devices". If you are adding a new device, click "Add a new device".

7. You'll need to two-factor to get into your settings. Choose your preferred two-factor device.

8. Now you can add another device or change your default settings on devices you already have.

   Tip: Click the gear icon next to your existing devices to see settings specific to that device.
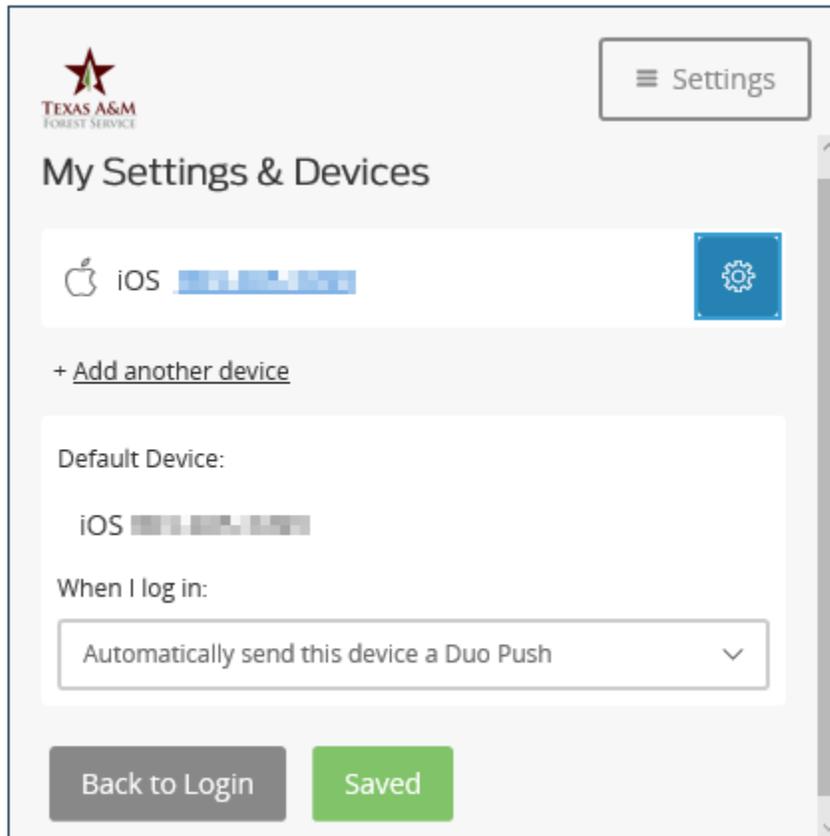
Once done editing, be sure to save your changes if not done automatically then click "Back to Login".
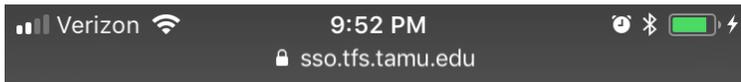
5.0 Login to SSO via Smart Phone

There will be times when you may want to login to SSO exclusively via your smart phone. Here's the steps:

1. Go to https://sso.tamus.edu

2. Scroll down the page until you find the TFS logo. Give it a tap.
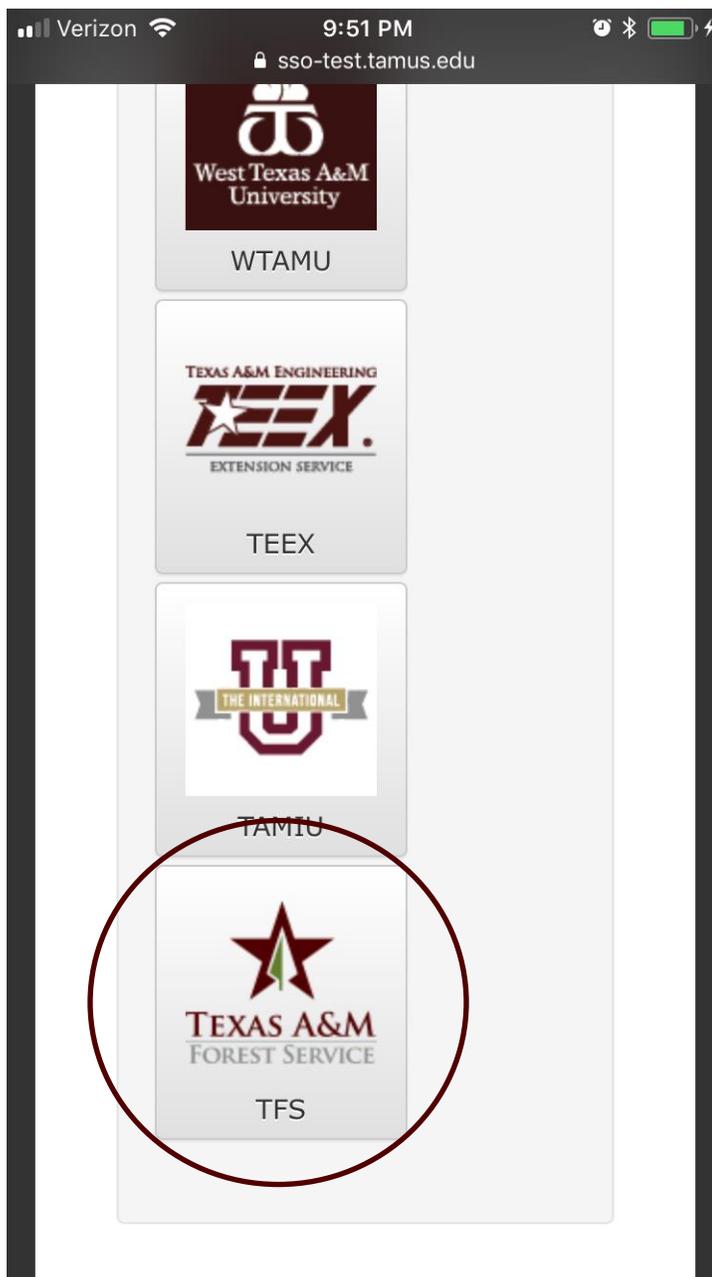
3. Next, sign in with your TFS e-mail address and your e-mail password.

4. Choose your preferred DUO two-factor authentication device. Note: If auto push is enabled, this will be greyed out.
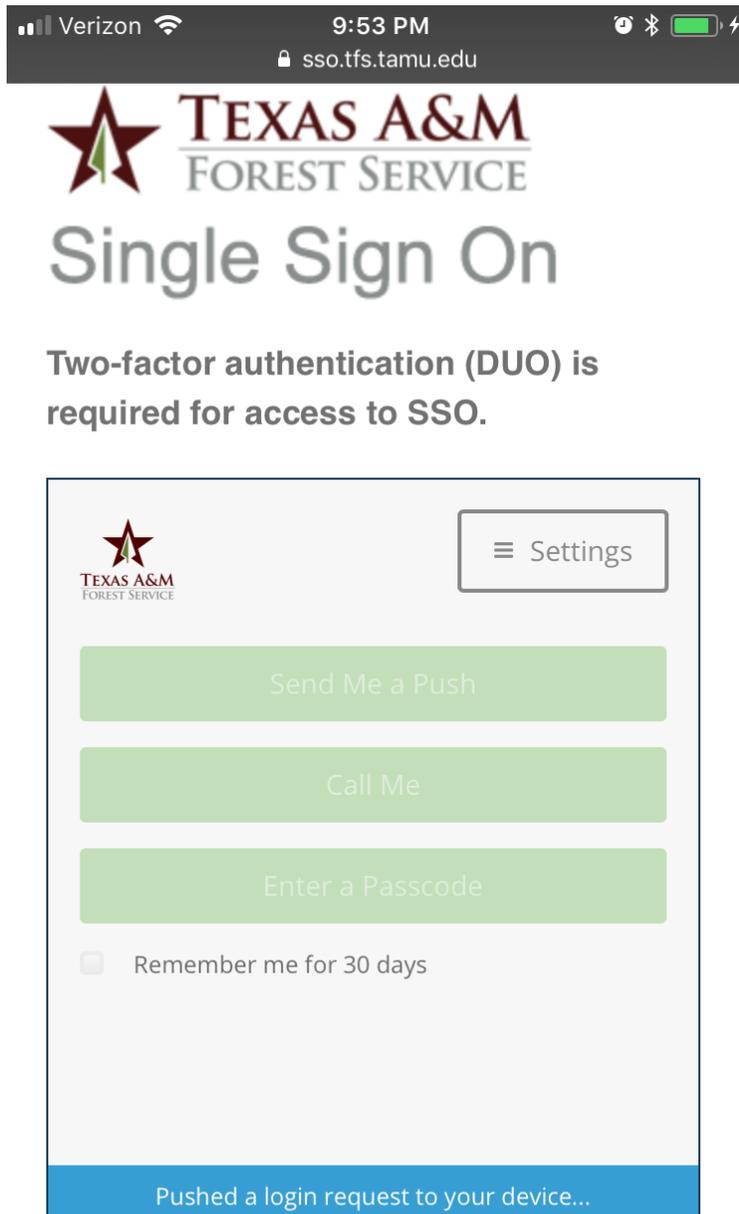
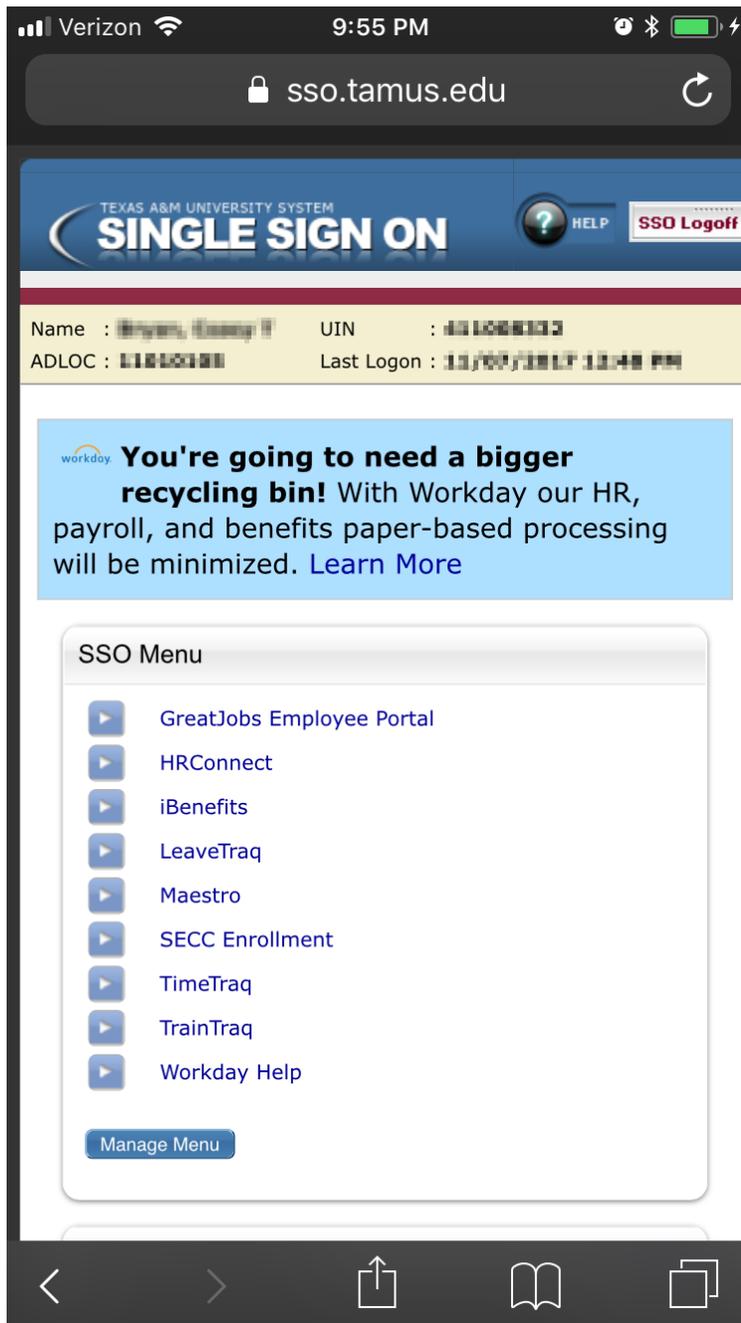5. Approve your login. If you used DUO push, simply tap the notification and approve or deny the login.
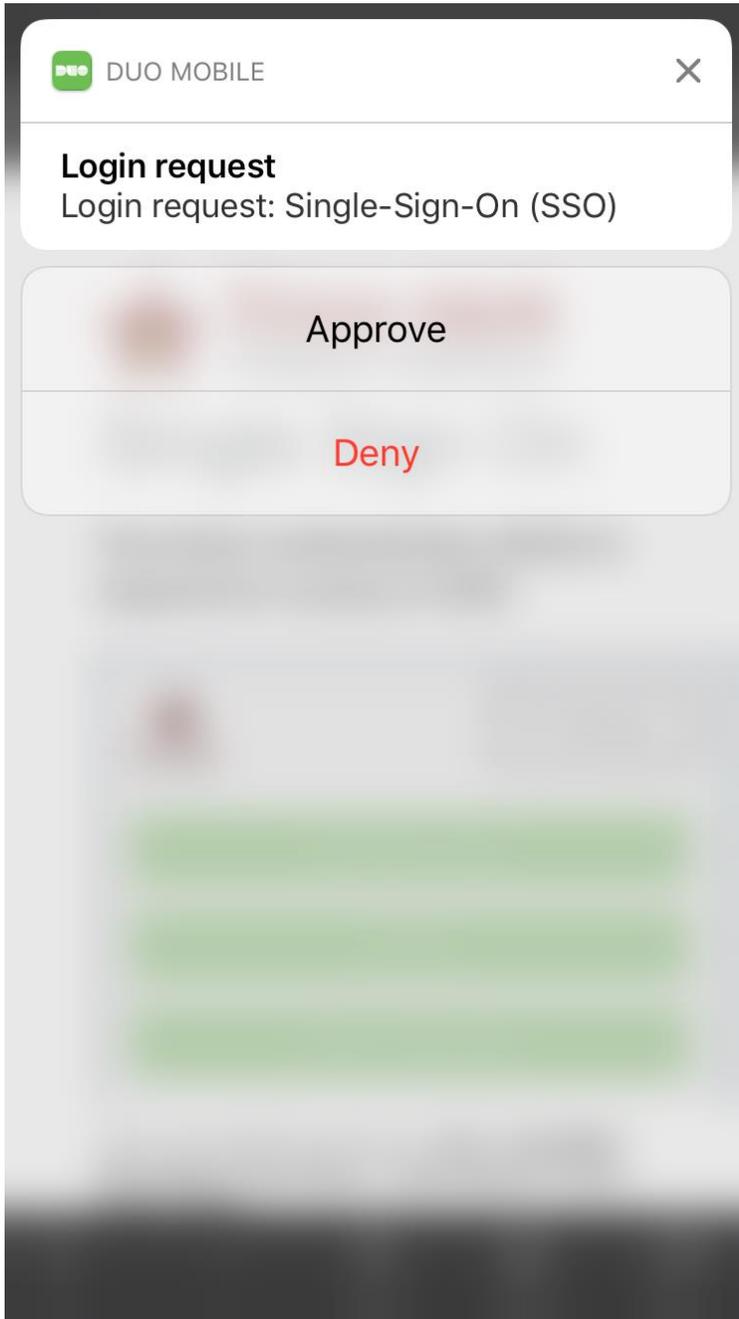
6. Your in!

As always, don't forget to log out and close your browser window when you are done.