Dear <<<Full name>>>

On <<<date here>>>, the log-in process for <<<system name>>, will change. You will need ArchPass, UGA’s two-step login solution powered by Duo, to complete this new log-in process.

Once <<<system name>>> is protected by ArchPass, there will be two steps to the log-in process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass with <<<system name>>>, you must first enroll a device in Duo through the Self-Service Portal at [archpass.uga.edu](https://eits.uga.edu/access_and_security/infosec/tools/archpass_duo/). The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at <https://www.youtube.com/channel/UCZk9DJYpdW9PrENX57a0KmQ>.

If you have already enrolled a device for accessing another system protected by ArchPass, such as the Remote Access VPN, you do not need to enroll again.

You can enroll a smartphone, tablet, cell phone or landline phone. Once enrolled, you will still be able to access <<<system name>>> from any computer or device you choose. Your enrolled device is used only to verify your ID during the log-in process.

To log in to <<<system name >>> :

1) Enter your MyID and password.

2) Verify your ID with a device enrolled in Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass, powered by Duo, at archpass.uga.edu.

If you have questions about ArchPass or about the legitimacy of this email, please contact the EITS Help Desk at [helpdesk@uga.edu](mailto:helpdesk@uga.edu) or 706-542-3106.

<<<Sender>>>