



Sign-In Instructions for Former Employees Using Duo Mobile

Use these instructions to sign in to the SCO Enterprise Dashboard as a former employee and access your tax documents.

Purpose: You, a recently separated State of Idaho employee, access pay stubs, your W-2, and 1095-C online through Luma. If you don't opt in to receive your Form W-2 electronically, your Form W-2 will be sent to you on paper through the U.S. Mail postmarked on or before January 31st.

Be Prepared: You need a computer with a **Google Chrome** or **Microsoft Edge** browser tab open.

Google Chrome Icon:



Microsoft Edge Icon:

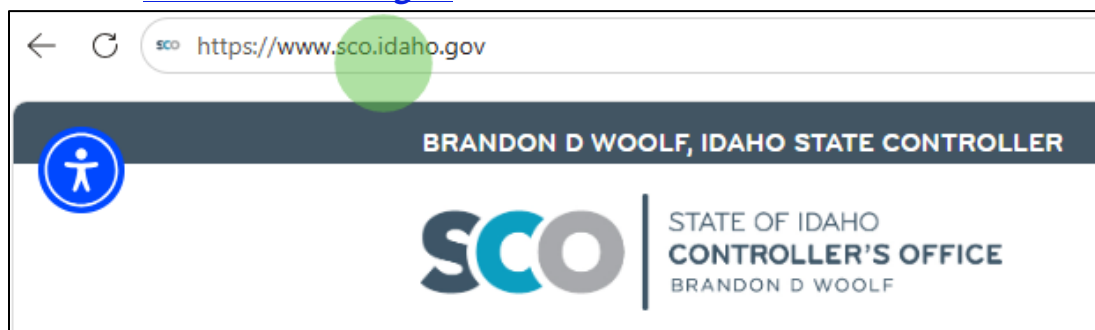


Table of Contents

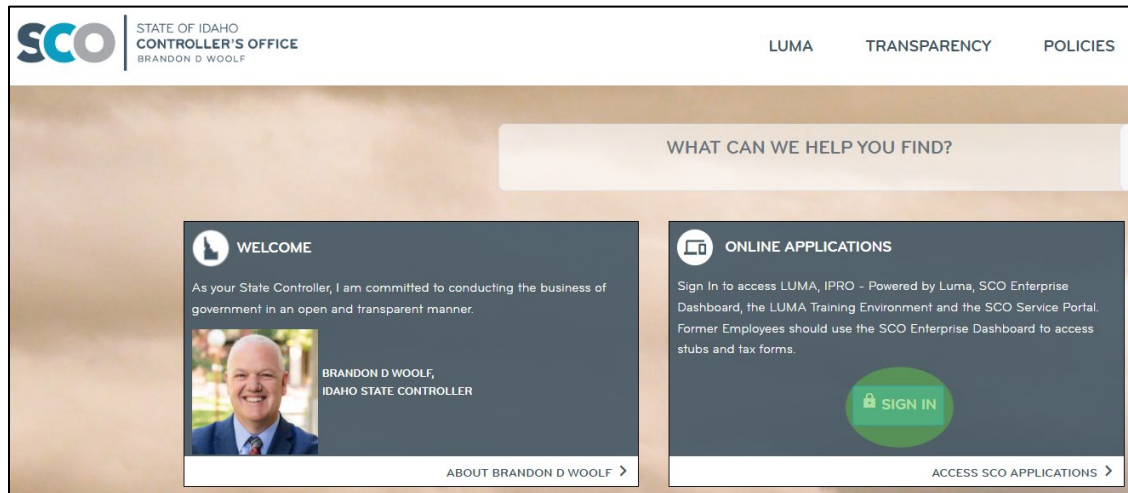
Luma Sign-In Instructions for Former Employees:	2
Add and Register an MFA Account to Your Device	5

Luma Sign-In Instructions for Former Employees:

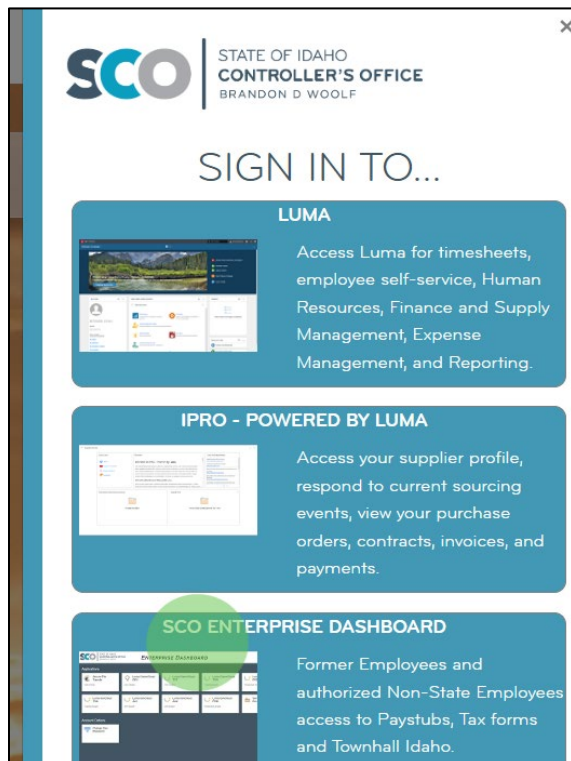
1. Go to www.sco.idaho.gov.



2. Click the **SIGN IN** button in the top center box labeled **ONLINE APPLICATIONS**.



3. Select **SCO ENTERPRISE DASHBOARD**.



4. Enter your **5 Digit State ID** number and **Password**. Then, click the **Sign In** button.



Note¹: If you have forgotten your *State ID* number, select *Forgot your State ID*, and enter your email address. If the email address matches a GHR record, you would receive an email from onboarding@sco.idaho.gov with instructions to recover your *State ID*.

Note²: If you separated from the state more than two months ago, your password will have expired. Use the *Forgot your password?* option to reset your password.

Process Outcome: You logged in with your State ID and password. You are now looking at a page that says one of the following options:

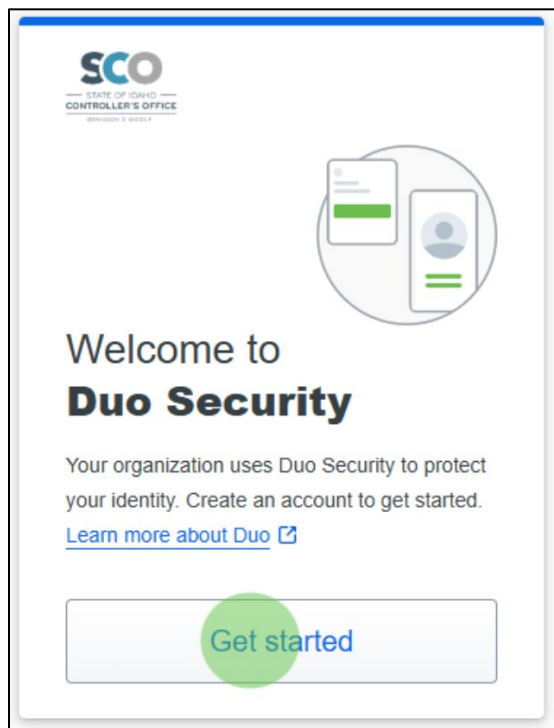
- "Welcome to DUO Security" if you have not registered previously.
- "Enter code in Duo Mobile" if you previously registered and used the Duo Mobile app.
- "Enter your passcode" if you previously registered and used SMS (text) to receive a passcode for Duo.
- "Answer the phone call" if you previously registered and used a phone call for Duo.

Add and Register an MFA Account to Your Device

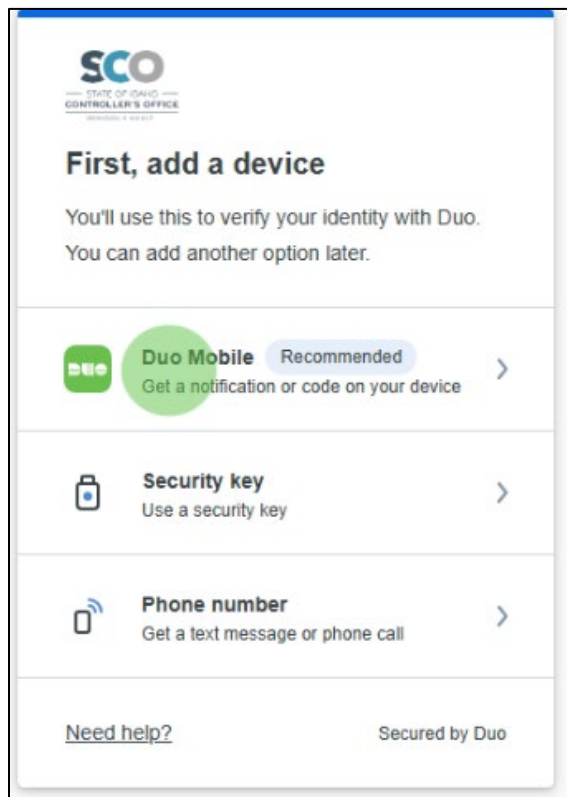
Now that you have signed in with your State ID number and password, you must register an MFA (Multi-Factor Authentication) Account. Multi-Factor Authentication provides security to your account by requiring you to authenticate log-in activity with at least two different devices.

Be Prepared: You need a computer with the Luma Log-in page open, your State ID and password entered, and a mobile device (a smart phone or tablet with a camera) to complete this process.

1. Click the **Get Started** button on the **Welcome to Duo Security** page.



2. Click on the **Duo Mobile** tile on the **First, add a device** page.

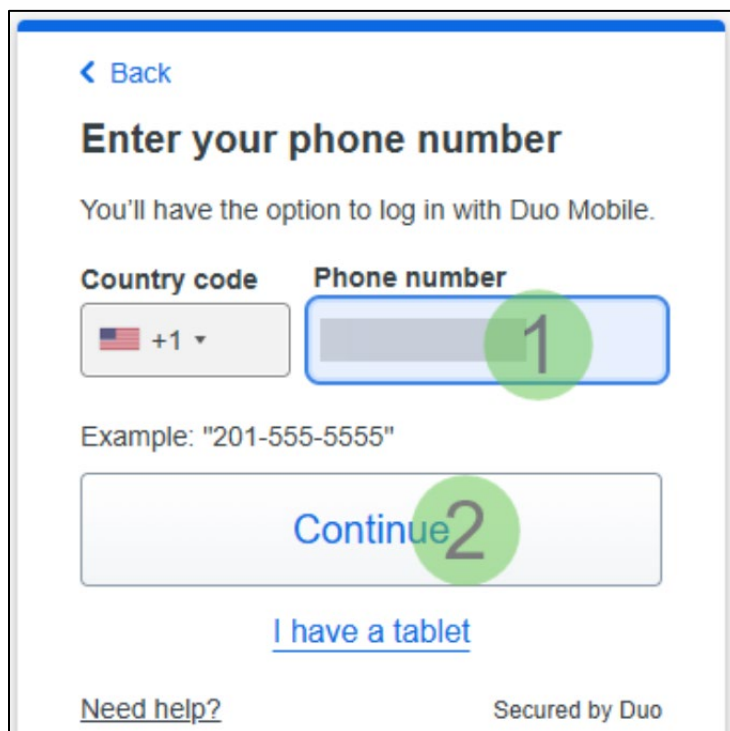


The screenshot shows the 'First, add a device' page. At the top is the SCO logo and the text 'STATE OF IDAHO CONTROLLER'S OFFICE'. Below this is the heading 'First, add a device' and a subtext: 'You'll use this to verify your identity with Duo. You can add another option later.' There are three device options, each with an icon, a title, a description, and a right-pointing arrow:

- Duo Mobile** (Recommended): 'Get a notification or code on your device'. A green circle with the number '1' is overlaid on this option.
- Security key**: 'Use a security key'.
- Phone number**: 'Get a text message or phone call'.

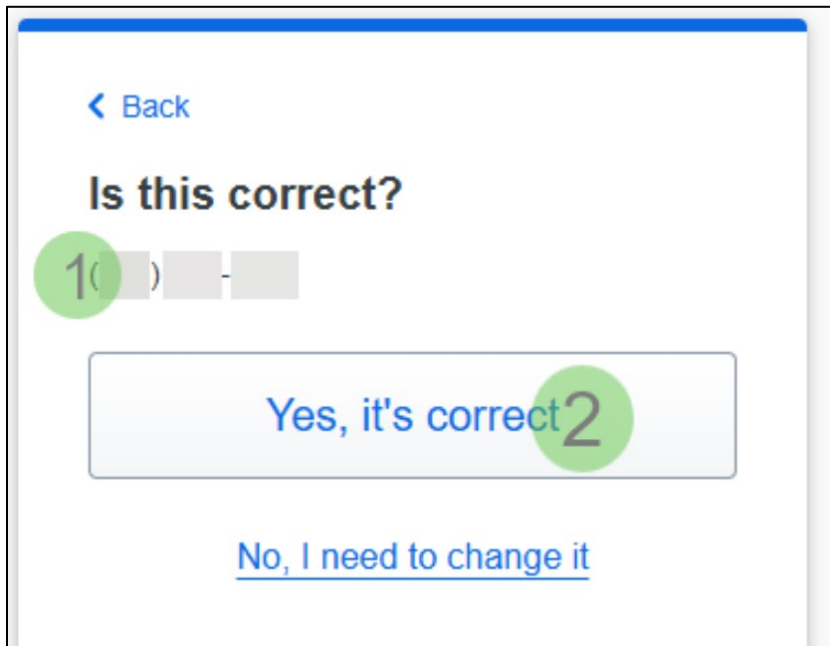
At the bottom, there is a link for 'Need help?' and the text 'Secured by Duo'.

3. Enter your phone number into the **Phone number** field on the **Enter your phone number** page. Then click the **Continue** button.



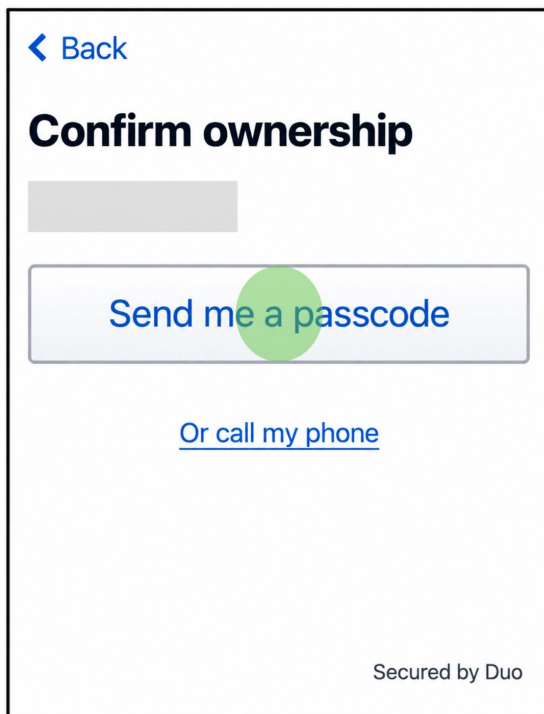
The screenshot shows the 'Enter your phone number' page. At the top left is a '< Back' link. The heading is 'Enter your phone number' with subtext: 'You'll have the option to log in with Duo Mobile.' There are two input fields: 'Country code' (with a dropdown showing '+1' and a US flag icon) and 'Phone number' (with a blue border and a green circle with the number '1' overlaid). Below these fields is an example: 'Example: "201-555-5555"'. A large 'Continue' button is below the example, with a green circle and the number '2' overlaid on it. Below the button is a link: 'I have a tablet'. At the bottom, there is a link for 'Need help?' and the text 'Secured by Duo'.

4. Verify your phone number is correct on the **Is this correct?** page. Then click the **Yes, it's correct** button.

A screenshot of a web form titled "Is this correct?". At the top left is a blue link "< Back". Below the title is a phone number input field with a green circle containing the number "1" next to the first digit. The input field shows "1(" followed by three empty boxes and a hyphen. Below the input field is a large button with the text "Yes, it's correct" and a green circle containing the number "2" next to the word "correct". Below the button is a blue underlined link that says "No, I need to change it".

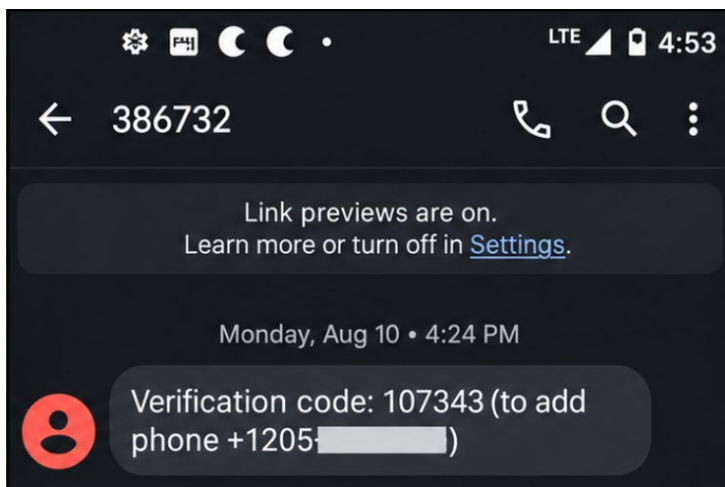
IMPORTANT: *Steps 5 through 7 will only appear for some users. If Step 5 does not appear for you, proceed to Step 8.*

5. Click the **Send me a passcode** button on the **Confirm ownership** page to confirm the device authenticity and phone number.

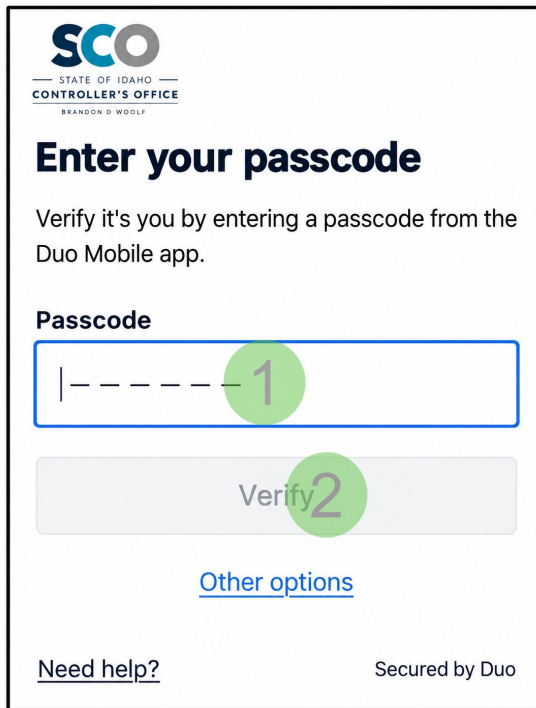


6. Open the text message on your mobile device to find the 6-digit **Verification Code**.

Note: The sender number of the text message is not the confirmation code.



7. Enter the 6-digit **Verification Code** on the **Enter your passcode** page. Then click the **Verify** button.



SCO
STATE OF IDAHO
CONTROLLER'S OFFICE
BRANDON D. WOOLF

Enter your passcode

Verify it's you by entering a passcode from the Duo Mobile app.

Passcode

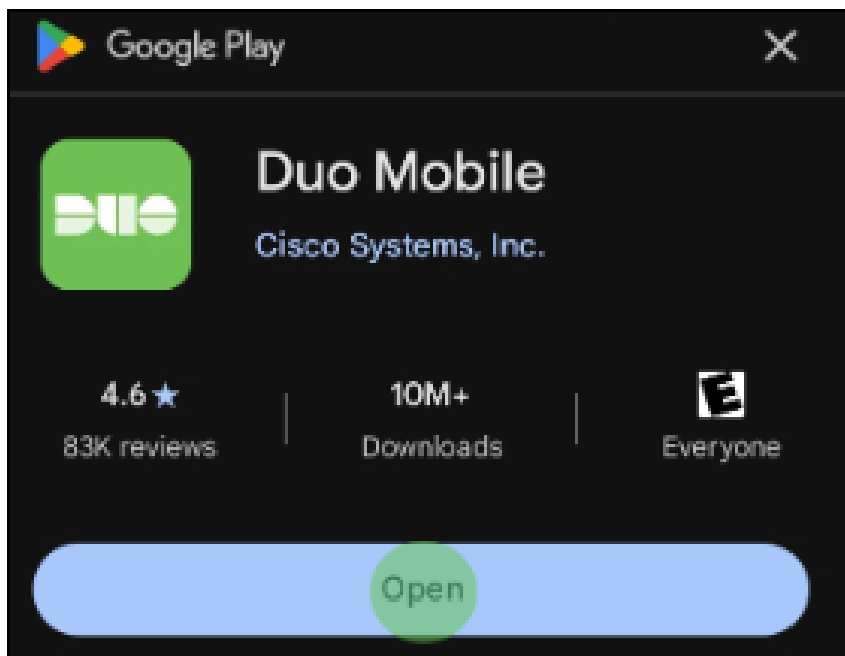
| _ _ _ _ _ 1

Verify 2

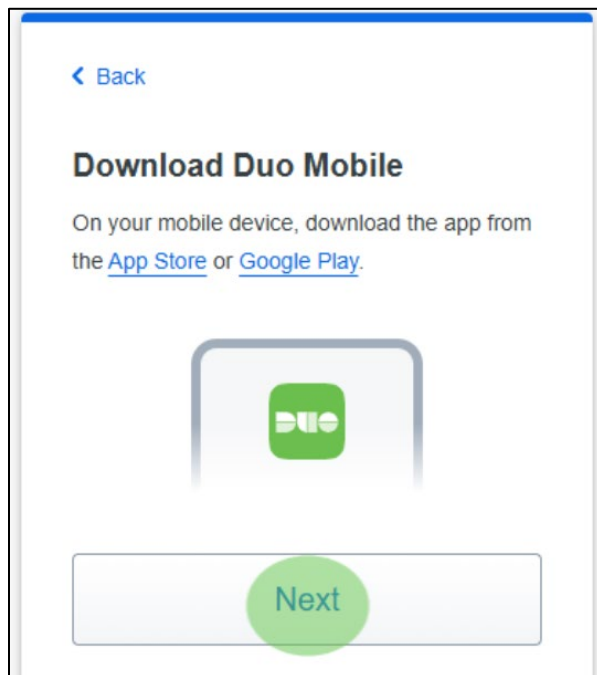
[Other options](#)

[Need help?](#) Secured by Duo

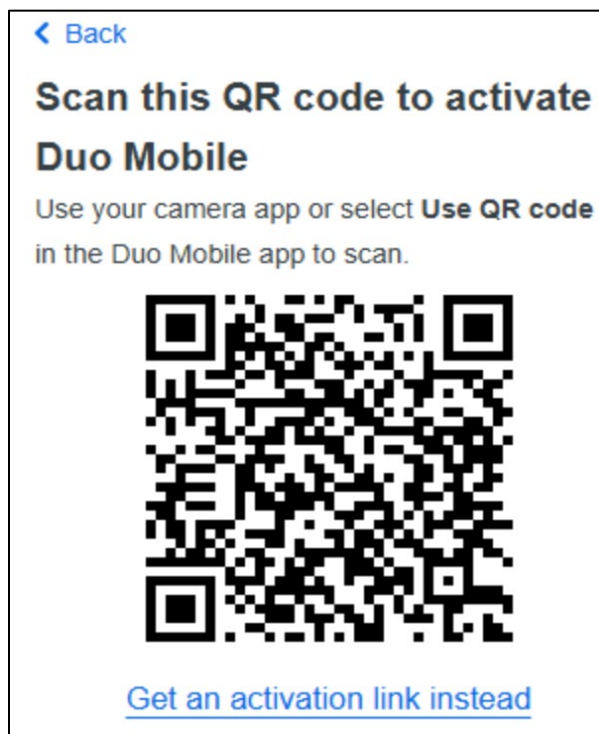
8. Download the **Duo Mobile** app onto your mobile device. Once it has finished downloading, click the **Open** button on your mobile device.



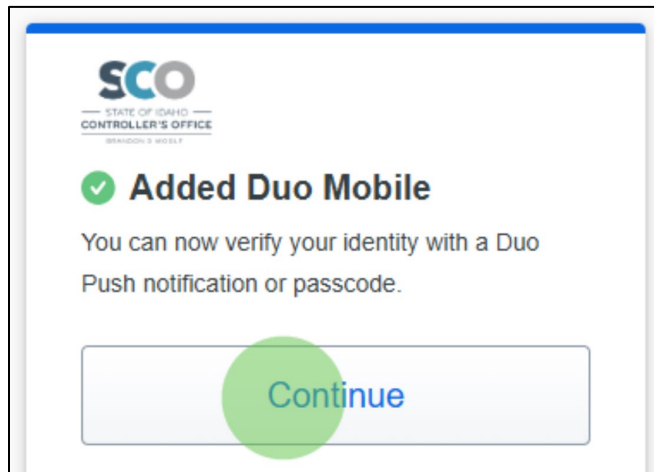
9. Once Duo has opened on your mobile device, return to your computer and click the **Next** button on the **Download Duo Mobile** page.



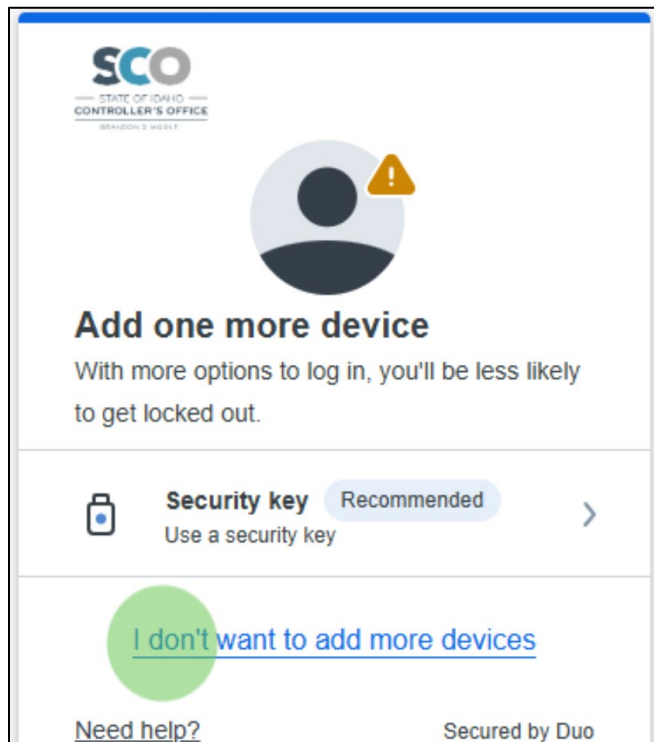
10. Use your mobile device's camera app and scan the **QR code** on the **Scan this QR code to activate Duo Mobile** page.



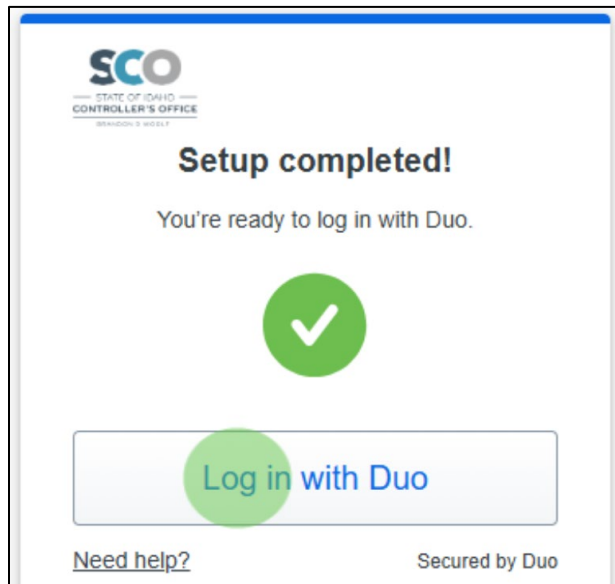
11. Click the **Continue** button on the **Added Duo Mobile** page.



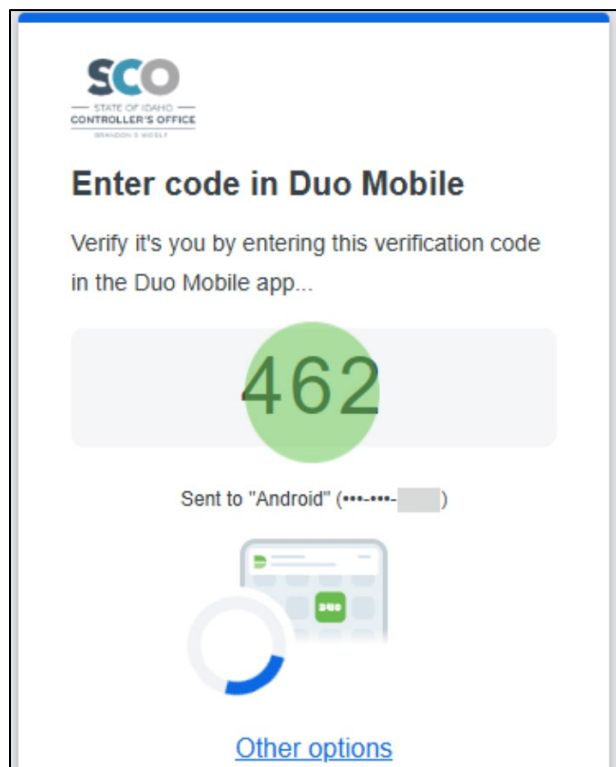
12. Click the **I don't want to add more devices** button on the **Add one more device** page.



13. Click the **Log in with Duo** button on the **Setup completed!** page.



Enter the **three-digit code** shown on the **Enter code in Duo Mobile** page onto your device's **Duo** application.



Process Outcome: You were automatically sent to the SCO Enterprise Dashboard if your Duo login was successful.