## How to Log Into Aeries.NET Remotely with 2 Factor Authentication

- This document describes how to use 2 Factor Authentication to log into Aeries.NET from off campus. After November of 2015, you will need to use 2 Factor Authentication to log in remotely.
- You will need to have been registered by the CIS department to successfully follow these instructions.
- You will need to have whatever token (hardware token, smart app, cell phone) with you to successfully log in.
  - 1. Go to Remote Aeries.NET Login Page
    - www.bonitausd.org->Staff Resources->Remote Aeries Login

Links to Staff Resources		
Outlook Web Access	Illuminate Education	enVisionMath (Pearson
StandardsScore	Renaissance Place	OdysseyWare
Catapult	Riverdeep	Starfall
SharePoint (Internal)	SharePoint (External)	SharePoint (Office 365
My Math (McGraw-Hill ConnectED)	Administrative Phone Directory	Online Resource Cente
Office 365	Edulink	Aeries.Net
TrackIT - CIS Work Orders	Follett Destiny	Rosetta Stone
IEP Attendance Hours	SEIS	VPort
Remote Aeries.net (Beta)		

2. Type in your username and click Login

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3. Select your method of authentication and press Log in

DUC	Device:   Android (XXX-XXX (€CCM)) ▼        ● Duo Push RECOMMENDED
Need help?	Passcode Rext SMS passcode starts with 1 (send more)
	Automatically send a push to XXX-XXX-0669 from now on.
	Manage devices Log in >

- Smart Phone App: Duo Push (Default)
- Token: Passcode
- SMS/ Text Message: Passcode (and select send more)
- 4. Confirm Identity

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- If using the Smart Phone App You will receive a notification which you will need to approve.
- If using a hardware token, click the white button on the token and key into the Passcode field the number that is displayed.
- If receiving an SMS text message, you will receive 10 passcodes within a single text message. The duo login page will tell you which code is active.



**Note:** you may use each of the passcodes once before requiring duo to send you another text message.

## 5. Log into Aeries.NET

• If prompted, enter your username and password



• Sign in



## **Need Assistance Logging in**

- Technical support is available Monday through Friday, 7:30am 4pm by calling the CIS department at extension 8880. <u>Technical support is not available outside of regular school hours.</u>
- If you are unable to log in outside of schools hours you may
  - Go to your school and login from there, 2 Factor Authentication is not required when logged in from a Bonita USD campus.