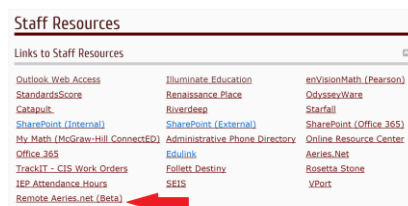


How to Log Into Aeries.NET Remotely with 2 Factor Authentication

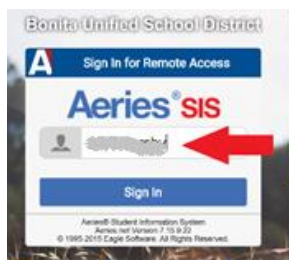
- This document describes how to use 2 Factor Authentication to log into Aeries.NET from off campus. After November of 2015, you will need to use 2 Factor Authentication to log in remotely.
- You will need to have been registered by the CIS department to successfully follow these instructions.
- You 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

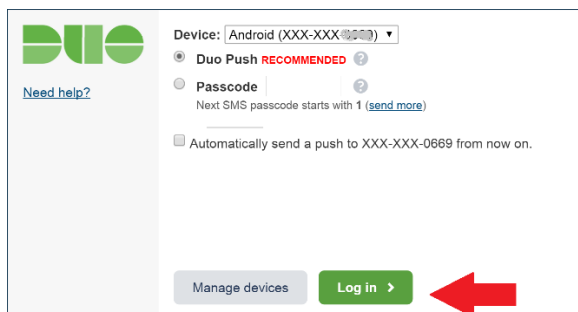
- o www.bonitausd.org->Staff Resources->Remote Aeries Login



2. Type in your username and click Login



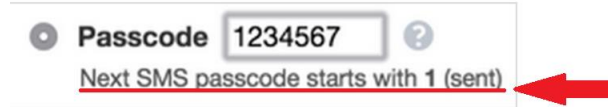
3. Select your method of authentication and press Log in



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

4. Confirm Identity

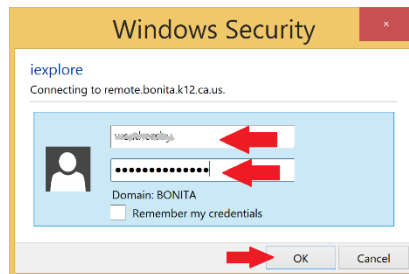
- If using the Smart Phone App You will receive a notification which you will need to approve.
- If using a hardware token, click the white button on the token and key into the Passcode field the number that is displayed.
- If receiving an SMS text message, you will receive 10 passcodes within a single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



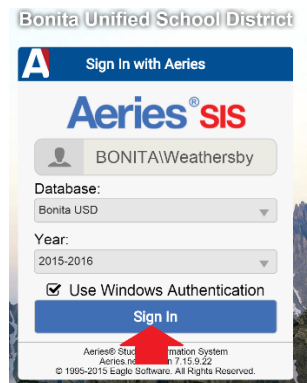
Note: you may use each of the passcodes once before requiring duo to send you another text message.

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. Technical support is not available outside of regular school hours.
- 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.