



# Duo Hardware Tokens Form

(Duo Security MFA hardware tokens)

Date: \_\_\_\_\_ (insert date)

I, \_\_\_\_\_ (insert name),

of \_\_\_\_\_ (insert address)

CSU is rolling out MFA use DUO security, which is a secure way for CSCS staff to log into the Web Kiosk and other CSU IT systems.

CSCS staff can use the token as an alternative to using your own phone with DUO MFA to receive authentication codes.

The role of CSCS is to ensure that staff are able to access IT hardware systems like Web Kiosk at all times.

CSCS will pay for the 1<sup>st</sup> (first) DUO hardware token issued to CSCS staff. It is the responsibility of the individual staff for the security of this token. The tokens are not to be shared between staff members and used for any other purpose.

### Replacement of tokens if lost/ damaged

If the first token is lost/ damaged or stolen it is the responsibility of the CSCS staff member to report it to their Supervisor immediately and pay for subsequent tokens thereafter. All costs for a replacement DUO Hardware token will be bared by the individual staff member not CSCS.

1. **agree to report lost/damaged or stolen tokens** which have been issued to me to my Supervisor immediately.
2. **agree to pay for a replacement** DUO hardware token
3. **agree** that CSCS is the owner of the DUO MFA Hardware token and is the property of CSCS at all times.
4. **agree** to return the Hardware token to CSCS when your employment contact ends and you cease working for CSCS.

### Signed by:

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Witnessed by:

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_