

Purdue Global Boilerkey Enrollment for Success Factors Login

Purdue Global officially transitioned its Human Resources support to Purdue West Lafayette on January 3, 2022.

Purdue requires the use of the Duo Mobile Two-Factor-Authentication to log into its technology platform, just as we now use OneLogin for KNA. The Purdue custom implementation of Duo Mobile has been branded “Boilerkey.” You may see the terms “Boilerkey” and “Duo Mobile” used interchangeably in Purdue University systems.

Please follow these directions to set up your **required** Boilerkey authentication.

Preparing to set up your Duo Mobile Boilerkey

Before you begin, you should have ready:

1. **Your Purdue University Career Account Username**

If you are a new employee this is provided in an email. If you are an existing employee please contact Purdue Information Technology Customer Service at 765-494-4000 if you do not have a career account username or password.

2. **Your Career Account Password**

If you are a new employee, please contact Purdue Information Technology Customer Service at 765-494-4000 to create your password.

3. **A mobile device with the Duo Mobile app already installed**

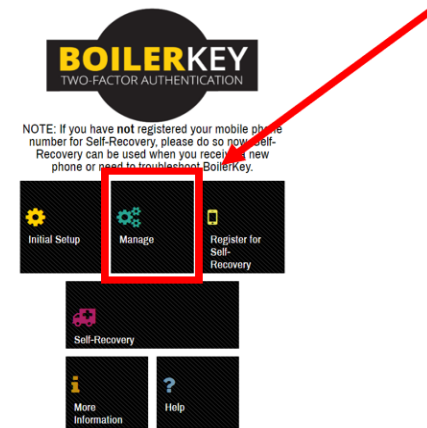
You should have the Duo Mobile app installed on your phone to log into your Purdue Global OneLogin accounts. If you do not, the Duo Mobile application can be obtained from your device’s app store.

4. If you do not have a viable device on which to install this application, please contact Purdue Information Technology Customer Service at 765-494-4000.



Starting your Purdue Boilerkey Enrollment

- 1) When you're ready to proceed, please open a browser (Chrome, Firefox, or Edge), and visit www.purdue.edu/boilerkey
- 2) Click on the **[Manage]** button to log into the Boilerkey homepage.
- 3) Clicking the [Manage] button will bring you to the Boilerkey Career Account System (CAS) Login Page



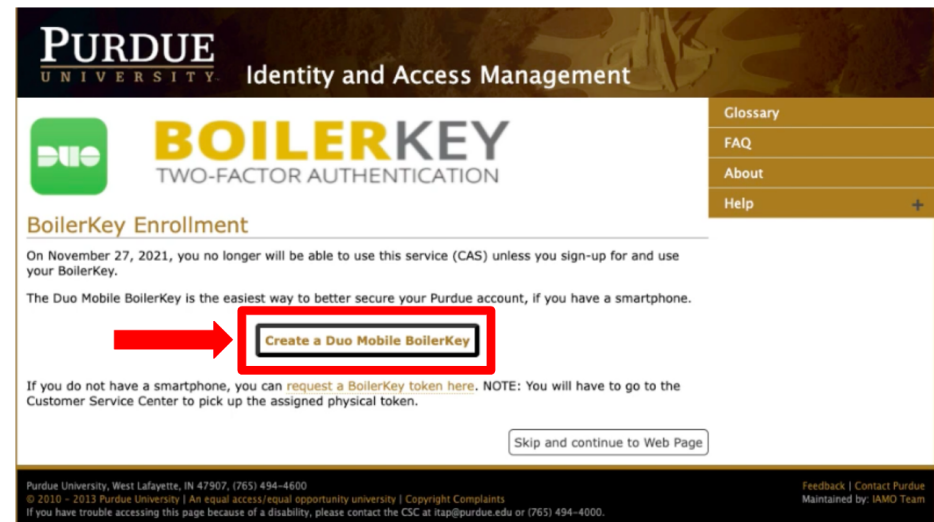
Purdue Boilerkey CAS Login Page

- 1) In the **“Login:”** field type in the career account username previously supplied to you, or obtained from www.purdue.edu/directory
- 2) When logging in this first time, your input in the **“Password:”** field will be the temporary career account password supplied to you by email.
- 3) Click the **[Login]** button to proceed.
- 4) This will direct you to the Mobile Boilerkey setup



Purdue Duo Mobile Boilerkey Setup

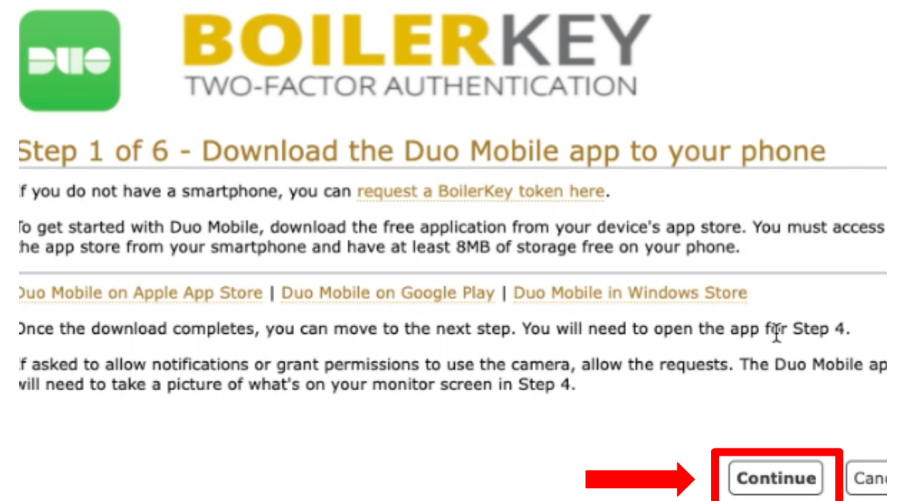
Click on the “Create a Duo Mobile BoilerKey.” Please see the image to the right to begin the Mobile Boilerkey Setup



BoilerKey Two-Factor Authentication


If you don't already have Duo Mobile installed on your device, follow the on screen directions to do so. These are provided to you after you click on “Create a Duo Mobile BoilerKey”. An image of what you should see is to the right.

Otherwise, click the **[Continue]** button and continue to follow the onscreen directions provided




Step 2 – Boilerkey PIN

- 1) Set a four digit number to be used as your Boilerkey PIN.
- 2) Confirm your PIN number in the second text field
- 3) Click the **[Continue]** button to proceed to Step 3.

**PURDUE**
UNIVERSITY

Identity and Access Management



BOILERKEY
TWO-FACTOR AUTHENTICATION

Step 2 of 6 - BoilerKey PIN

The BoilerKey PIN, in combination with your BoilerKey, is to be used instead of your career account password.

NOTE: Your 4-digit BoilerKey PIN should be unique and not shared with anyone. That means it should not be your ATM PIN, or any other 4-digit PIN you already use. It should also not be something like "1111" or "1234", for example.

Please set a 4 digit BoilerKey PIN:

Please verify your new 4 digit BoilerKey PIN:

Step 3 – Name your Duo Mobile Boilerkey

- 1) Name your device using the onscreen instructions
- 2) Click the **[Continue]** button to proceed to Step 4.


Helpful Hints:

The name of your phone cannot have spaces


The pin you create will be your password to login in when you are finished

Device names may only consist of letters, numbers, and underscores.

We would expect to see names like *"Samsung_Galaxy8_Active"*,
"iPhone_10XR", *"Motorola_G5_plus"*, etc

**PURDUE**
UNIVERSITY

Identity and Access Management



BOILERKEY
TWO-FACTOR AUTHENTICATION

Step 3 of 6 - Name your Duo Mobile BoilerKey

Please specify a device name for your new Duo Mobile BoilerKey. An example might be "iPhone6". In the event you set up multiple devices, the device name will help distinguish between them.

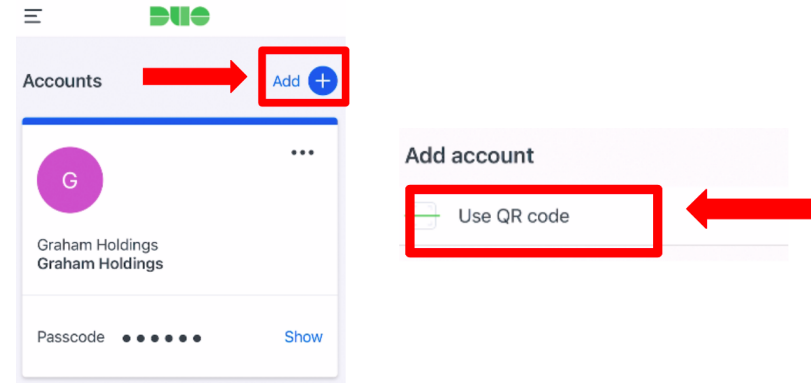
Your new Duo Mobile BoilerKey Device Name:

(only letters, numbers and underscores, up to 32 characters)

Step 4 – Activate Duo Mobile on your Cell phone

- 1) Open DUO Mobile application
- 2) Click “Add +” located in the top right corner
- 3) Click “Use QR code”
- 4) Scan the QR code on your laptop or desktop
- 5) Name your account on DUO Mobile; example “Purdue University”
- 6) Click the **[Continue]** button to proceed to Step 5.

If you’re running the newer version of Duo, it may prompt you to ‘practice authenticating.’ Please just skip through this process.



Step 5 – Test your new Boilerkey

You have two options for logging in with Boilerkey; however, ANY Boilerkey password/passphrase should start with your 4-digit Boilerkey PIN.

NOTE: If option #1 doesn’t work for you, move to option #2

OPTION 1: PUSH - push with app confirmation

Username: yourusername

Password: PIN#,push (Example: 0000,push)

The password/passphrase is the pin you just created. It will prompt the notification to approve the two factor authentication.

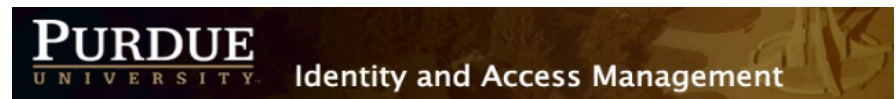
NOTE: Once you press the login button, you will only have 15 seconds to open the mobile notification, and click 'approve'. If you can't complete this in 15 seconds, or you're in an area with a slow mobile connection, you may want to try Option 2 below.

OPTION 2: CODE - PIN with code

Your login should be:

Username: yourusername

Password: PIN#,##### (Example: 0000,passcode from phone)



BOILERKEY
TWO-FACTOR AUTHENTICATION

Step 5 of 6 - Test your new BoilerKey

When logging into portals that have BoilerKey enabled, continue to use your Career Account Login.

However, you will not be able to use your Career Account password where BoilerKey is enabled. Instead, where your password would normally go, type your BoilerKey 4-digit PIN, followed by a comma, followed by the word "push".

Example: 0000,push

If you have more than one registered device, you will have to specify which device you want the system to communicate with. For example, if your tablet is the second device you've registered, you would use the "4-digit PIN,push2".

Now, let's test your new iPhone_XS Duo Mobile BoilerKey!

After entering your username and BoilerKey passphrase, press Continue to trigger the Duo Mobile app on your smartphone.

Username:
BoilerKey Passphrase:

Continue

NOTE: If Option 1 does not work, use this option.

Open the Duo Mobile app on your phone, select the drop down arrow under "Purdue University." Tap the refresh icon and it will generate a new 6 digit pass code.

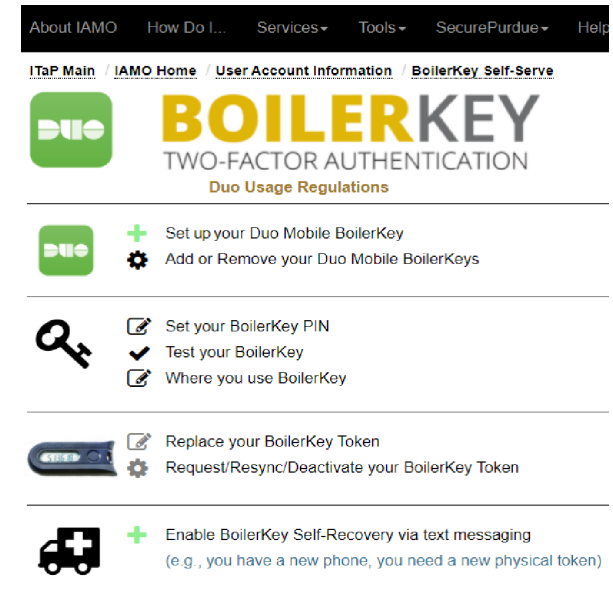
Step 6 – Register for Boilerkey Self-Recovery

Please take a moment to register for Boilerkey Self-Recovery. Boilerkey phone registrations are tied to the device on which they were created and are non-transferable. Boilerkey Self Recovery enables you to transfer your Boilerkey to a new phone. You must enable this tool in the event you lose your phone and/or purchase a new one.

Next to the ambulance, click on the link **“Enable Boilerkey Self-Recovery via text messaging”** and follow the on screen prompts to confirm your cell phone number via text message.

Once the confirmation code has been verified and changes have been saved, click on the **“Boilerkey Self-Serve”** link under the black bar at the top of the page to return to the Boilerkey homepage.

In the future when you get a new phone, so long as the phone number remains the same, you can access the Self-Recovery Tool by clicking on the **“Issues with your Boilerkey?”** link on the Boilerkey Login pages, or the **[Self-Recovery]** button found on the www.purdue.edu/boilerkey webpage.



SUCCESS

You will know you have successfully created your Boilerkey if you land on a Purdue web page.