

## DUO Rollout Plan - DRAFT

**Goal: All employees with PS access will be using DUO two-factor authentication by Fall 2019. DoIT also strongly recommends everyone use DUO, regardless of PS access.**

### Objectives

1. Focus on staff with any PS access (beyond self-service) to have Duo by end of calendar year 2018.
2. Faculty should be live 8/15/19.
  - a. Begin focus on faculty in late summer & fall when they return to find staff colleagues who are using DUO. Faculty must know this is coming *before* they leave for the summer.
  - b. Preferably, work with natural collegial cohorts (e.g., divisions, colleges, departments).

### Timeline

ASAP	Get DUO goal on upcoming agendas of ITSC, CPC, PSS, DITs, etc.
3/29/18	Promote DUO rollout during Todd & Mark's <u>TechFest demo</u> (record it?)
4/16/18	<ul style="list-style-type: none"> <li>● Develop UMBC-specific "Show &amp; Tell" style FAQs   <u>PSU's DUO FAQs</u></li> <li>● Develop drop-in or scheduled training that leverages FAQ content</li> <li>● Send draft DoIT News article to DITs, ask for feedback on approach, tone.</li> </ul>
5/1/18	<ul style="list-style-type: none"> <li>● DoIT News article announcing broad goal that links to FAQs &amp; training               <ul style="list-style-type: none"> <li>○ Include broad goal deadline of 12/31/18 for all employees</li> <li>○ Include target deadline of all staff by 8/1/18</li> </ul> </li> <li>● Link DoIT News article in Summer Blackboard Update sent to instructors</li> <li>● All DITs using DUO if not doing so already (check against DIT group)</li> </ul>
6/1/18	Targeted divisions, departments trained, supported or otherwise "touched" by their DITs (if they have one), by DoIT (if they don't).
8/1/18	50% of all staff with access to PS using DUO, start 60-day count-down reminder for those who don't.
11/1/18	Require DUO of all staff who access PS but don't have it turned on already. start 60-day count-down reminder for those staff with PS who don't.
8/17/18	Link to 5/1/18 DoIT News article in Fall Blackboard Update sent to instructors <ul style="list-style-type: none"> <li>● Include FAQ links &amp; "back-to-school" training links before school starts</li> </ul>
9/3/18	Request time on upcoming agenda of Faculty Senate CPC
10/1/18	Faculty Senate CPC requests time for update to Faculty Senate

2/11/19	We have 25% of the faculty on DUO
4/1/19	50% of faculty using DUO.
5/15/19	start 90-day count-down reminder for those who don't
8/15/19	Require DUO for all UMBC employees not using it already