April 27, 2020

TO: Texas A&M AgriLife Business Administrators

SUBJECT: Logging into Laserfiche using DUO for TAMU Net ID accounts

Below are some basic instructions for logging into Laserfiche using DUO for Net ID accounts.

1. Fill in your Username & Password (NetID@tamu.edu only)

   **Note: This is only for TAMU NetID’s, this does not include AgriLife ID’s at this time.**
3. You will receive a DUO message on your mobile phone or a call depending on how you configured DUO.

4. Once you click the 'Approve', you will be logged into Laserfiche.

5. If you are not setup for DUO for your NET ID, please visit https://it.tamu.edu/duo/ or your own department's DUO site.