3/29/2018

UofL faculty and staff,

We take the security of your data as an employee of the University of Louisville very seriously. With an increase of external global incidents of data breaches, we are taking the opportunity to add an extra security measure to safeguard your personal information and university data to the best of our ability.

**What is changing?**

Beginning April 23, 2018, a new secure digital access process, called UL2FCTR (a Duo product), will go in effect. In the past, the university has followed a traditional security process where the user of any HR-related university system provides only one factor of information to login – your UofL userID and password. With this new system, you will provide two. Multi-factor or two-factor authentication provides an additional layer of security by requiring a second piece of data before you can login. This second factor requirement makes it harder for any unauthorized online access because it is independent from your UofL userID and password.

**How does this affect me?**

After April 23, 2018, you must use the new two-factor verification system to log in to any HR-related (portal) system. This will affect employees who use PeopleSoft HR for their role at UofL, as well as all employees who wish to access ULink to review paycheck stubs, make annual open enrollment elections, etc.

**What do I need to do?**

You must sign up for UL2FCTR (a Duo product) prior to April 23 to be able to access PeopleSoft HR or ULink going forward. Signing up is required, but the process is easy – just follow the prompts as provided. You can sign up and learn much more about how this process works on Information Technology's UL2FCTR webpage.

**Whom can I contact?**

If you would like personal assistance with this technology, please contact your departmental Tier1, the IT HelpDesk or take advantage of iTechConnect's 1:1 services on the lower level of the Miller IT building on the Belknap campus.

John G. Elliott

Chief Human Resources Officer