Enrolling Devices in Duo

To use ArchPass, UGA's two-step login powered by Duo you will need to enroll a device with the Duo application.

You can enroll any smartphone, mobile phone, landline phone or tablet. Duo lets you link multiple devices to your account, so you can use your mobile phone and a landline, two different mobile devices or any combination that is useful to you.

An enrollment video is available on the <u>main ArchPass webpage</u>, or you may use the following steps.

Enrollment Guide

You can set up access by going to the <u>Duo Self-Service Portal</u>. (An image of the Self-Service Portal has been provided for your reference.)

		Help Desk	Systems Status
Enterprise Information Technology Services UNIVERSITY OF GEORGIA		Google Custom Search	Search
ArchPass Duo Self-Service I	Portal		8
ArchPass Duo Self Welcome to the ArchPass ArchPass Duo two-factor To enroll in ArchPass Duo choose a device and auth the ArchPass Duo Enrollin UNIVERSITY OF GEOEGIA What is this? If Need help? Powered by Duo Security If you are using a public of you have finished enrolling prevent unauthorized ma	-Service Portal Duo Self-Service Portal. You can use this portal t authentication devices or to enroll in ArchPass Dr for the first time, click "Start setup". To manage entication method to begin. For complete enrollm nent Guide . Protect Your University of 0 Account Two-factor authentication enhances the security of yo a secondary device to verify your identity. This prever from accessing your account, even if they know your: This process will help you set up your account with th security. Start setup or shared computer, be sure to logout or quit the e nagement of your devices in Duo.	to manage your uo for the first time. e your devices, lent instructions, visit Georgia our account by using nts anyone but you password. his added layer of web browser when ng the browser will	
EITS) Access and Security) Office of Info	rmation Security) Tools) Duo) ArchPass Due	o Self-Service Portal	



1. Select the "Start setup" button to begin the Duo setup process on your device.

On the next screen you will be prompted to select the type of device you want to enroll in Duo. A smartphone is the recommended device type; however you may opt to use a tablet, basic cell phone or even a land line. Our example features smartphone set up, which is virtually identical to setup on a tablet.

Adding a backup device is recommended for those times when the device you regularly use is unavailable.



2. Once you have selected your device you may continue to the next screen, where you will be prompted to select your location and enter your telephone number.

After entering your telephone number you will be prompted to confirm that the phone number is correct.



3. After confirming your phone number, you can continue to the next setup screen where you will select the type of phone you are enrolling.

Î	What type of phone 706-555-5555 ?	
UNIVERSITY OF	O iPhone	
GEORGIA	Android	
What is this? C Need help?	BlackBerry	
	O Windows Phone	
Powered by Duo Security	Other (and cell phones)	
	Back	

4. Next, you will be instructed to get and install the Duo Mobile app that is appropriate to your particular device. Follow the installation directions for your device.

When you have successfully installed the Duo Mobile app on your device, you will need to confirm the installation.

5. To confirm the installation, click on the "I have Duo Mobile installed" button.

Note: If you have enrolled a landline phone or cellphone, you will not be prompted to install and activate the Duo Mobile app.

Î	Install Duo Mobile for iOS	
UNIVERSITY OF GEORGIA What is this? C Need help? Powered by Duo Security	 Launch the App Store app and search for "Duo Mobile". Tap "Get" and then "Install" to download the app. Tap "OK" when asked if Duo Mobile should be able to send push notifications. 	
	Back I have Duo Mobile installed	

- 6. After you have confirmed installation of the Duo Mobile App, you will move on to the activation page.
- 7. You will be instructed to open the Duo Mobile App and tap the "+" symbol.
- 8. You will then be prompted to scan a QR code. You will have the option to receive an activation link via email if you prefer. Follow the instructions in the email if you choose this option.

You need to choose only one of the two activation methods: you do not need to do both.



9. Use your device to scan the activation QR code.

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	Activate Duo Mob	oile for
PF A		1. Oper 2. Tap 1 3. Scan <u>Or, have</u> <u>instead.</u>
	Back	
	Scan an activation barcode to link Duo Mobile to your account. No Barcode?	

10. From there you will go to the QR code confirmation page, where a large green check mark will appear over a grayed-out QR code to indicate that you have successfully activated the Duo Mobile app.



11. The last step in setting up your device is deciding your preferred means of notification when receiving authentication requests. We recommend that you set Duo to ask you to choose your authentication method on a case per case basis. Different authentication methods may be easier or more secure to use at different times.

When using the Duo Self-Service Portal, the final enrollment screen displays all your enrolled devices. (Our example shows three enrolled devices - a smartphone, an iOS tablet and an office landline.)

The default device has been selected - entering a method in the second password field will send phone, push and sms authentication notices to your default device.

UNIVERSITY OF GEORGIA What is this? C Need help? Powered by Duo Security	My Settings & Devices			*
	iPhone 706-555-5555		Device Options	
	phone 706-555-5556		Device Options	
	S phone3 706-542-0000		Device Options	
	+ Add another device			
	Default Device:	phone 706-555-5555	•	
	When I log in:	Ask me to choose an authentication method		E
	Saved			4
If you are using a public or shared computer, be sure to logout or quit the web browser when you have finished enrolling or updating your devices. Logging out or quitting the browser will prevent unauthorized management of your devices in Duo.				

12. Always remember to logout of the Duo Self-Service Portal when finished. Logging out prevents unauthorized management of your devices in Duo.

I enrolled in Duo - what now?

Once you are enrolled in Duo you will use it along with ArchPass for logging in to certain protected systems, such as the Remote Access VPN. You can find instructions for using ArchPass powered by Duo to log in to these systems on the <u>Remote Access VPN</u> page or in the <u>How to Use ArchPass powered by Duo</u> documentation.

You can visit the <u>ArchPass FAQ</u> for answers to common questions about logging in, using ArchPass Duo and known problems.

If you have questions or require assistance with ArchPass Duo contact the EITS Help Desk by emailing <u>helpdesk@uga.edu</u> or by calling 706-542-3106.