

# Installation and Registration Guide for Duo Security – the university's service for multi-factor authentication

 Before registering with Duo, we <u>highly recommend</u> installing the Duo Mobile app on your preferred mobile device, e.g., your <u>smartphone</u>. The app is available from the Apple App Store, Google Play or the Microsoft Store. *Important!* There are multiple Duo apps. Please install the Duo Mobile app with the green logo.



During app installation, click "Allow access to camera" so that you can scan the barcode that will be generated during Duo registration.

 The next step is to register with Duo. From your <u>laptop or desktop computer</u>, visit: <u>https://myaccount.ucdenver.edu/CUSecure</u>.

Login with your CU network Username (**type in your "Username"** <u>not your email</u> <u>address</u>) and Password. The Duo Authentication "Start setup" message will appear.

Denver   Anschutz		<b>Duo Authentication</b>
Web login Please sign in with your university credentials.	Berver   Anschutz	Protect Your CU Secure Account
Username or email	Need help?	Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.
Password		This process will help you set up your account with this added layer of security.
Login		Start setup
Forgot your password? Need help?		

3. Select your preferred device type to receive the authentication request from the Duo application and click Continue.

Perver   Anschutz What is this? C Need help?	What type of device are you adding?  Mobile phone RECOMMENDED Tablet (iPad, Nexus 7, etc.) Landline Continue

### **Duo Authentication**

4. If you've selected a mobile phone, input the phone number and select the type of phone.

Duo Authentication		Duo Authentication		
Derver   Anschutz Wheils this? Cf Need hels?	Enter your phone number United States +1 United States +		Conver ( Anschutz Magus Instit Of Stend Leigt	What type of phone is a line of phone is a line of phone is a defended windows Phone is defended of pronest.

5. A barcode should appear on your computer screen. Using the mobile app that you installed in Step 1, scan the barcode with your phone to activate the Duo authentication service. (If you're using a Landline for authentication, you will skip this step.)

Derver   Anschutz What is this? IS Add a new device My Settings & Devices Need help?	Activate Duo Mol	bile for Android 1. Open Duo Mobile. 2. Tap the "+" button. 3. Scan this barcode. <u>Or, have an activation link emailed to</u> you instead.
	Back Continue	

6. On the next screen, next to "When I log in", make sure "Ask me to choose an authentication method" is selected in the dropdown box.

What is this? Cf	My Settings	& Devices	
Add a new device My Settings & Devices Need help?	🖗 Android		Device Options
	+ Add another device		
	Default Device:	Android	
	When Hog in:	Ask me to choose an author	entration method

**Duo Authentication** 

7. Next, select your preferred authentication method and save your preferences. You will have the option to choose: a.) *Duo Push*, b.) *Call Me*, or c.) *Passcode*.

Instructions for your preferred authentication method are provided below:

a. To choose **Duo Push** (recommended method):

🕎 Denver   Anschutz	Choose an authentication method		* 3° 5' 5'	See 10:0
What is this? C Add a new device	Duo Push Recommended	Send Me a Push	← Login Request	t
My Settings & Devices Need help?	🛞 Call Me	Call Me	ACH	
	Passcode	Enter a Passcode	Acme C Acme We	
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Denver   Anschutz	Device: Android (2006-2006-1713)	Ŧ		
Add a new device My Settings & Devices	Choose an authentication method	i i	$\sim$	×
my activity or according				
Need help?	Duo Push Recommended		Approve	Deny
Need help?	Call Me	Send Me a Push Call Me	Approve	Deny O

### b. To choose Call Me:

5

# **Duo Authentication**

Perver   Anschutz What is this? C Add a new device	Device: Android (XXX-XXX-1713) Choose an authentication method	V	
My Settings & Devices Need help?	Duo Push Recommended	Send Me a Push	 Duo dials the phone you
	🛞 Call Me	Call Me	registered in Step 5.
	Passcode	Enter a Passcode	

What is this? C	Device: Android (000-1000-1713)	<u>v</u>	
Add a new device My Settings & Devices Need help?	Choose an authentication meth	lod	
	Duo Push recommended	Send Mera Pacifi (	
	🖑 Call Me	- Call Me	
	Passcode	Eller a Paricola	Press any key
	Remember me for 12 hours		on your phone
Answered. Press any key	on your phone to log in	Cancel	to authenticate

#### c. To choose Passcode:

			Click Enter a
🕎 Denver   Anschutz	Choose an authentication met	thod	Passcode to authenticate. A
What is this? C Add a new device My Settings & Devices Need help?	Duo Push RECOMMENDED	Send Me a Push	code is texted to
	🛞 Call Me	Call Me	your phone. (Be sure you clicked "Allow
	Passcode	Enter a Passcode	notifications"
			during the installation process.)
	Duo Authenticatio	o <b>n</b>	
Deriver   Anschutz	Device: Android (XXX-XXX-1713)		
Add a new device My Settings & Devices	Choose an authentication met	hod	
Need help?	Duo Push Recommended	Send Me a Push	
	🛞 Call Me	Call Me	You will have 5
	1165693	Log In	minutes to enter the passcode
	0.0000		texted to your
Enter a passcode from D	luo Mobile or a text.	Text me new codes	phone and then click Log In.

- You have now completed the registration process for setting up multi-factor authentication with Duo!
- Thank you for your support in maintaining the university's secure environment.