

DECEMBER 10, 2015



TWO-FACTOR AUTHENTICATION ENROLLMENT GUIDE

INFORMATION TECHNOLOGY
THE UNIVERSITY OF TEXAS AT TYLER

ENROLLMENT GUIDE

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

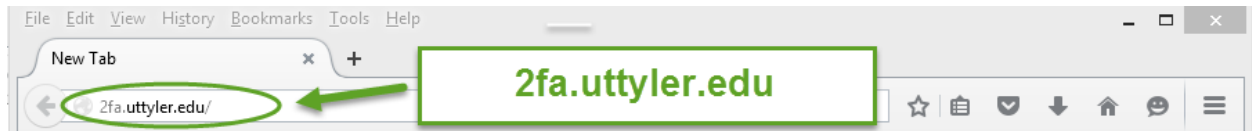
Duo prompts you to enroll when you log into a protected web application, VPN, or server.

NOTE: Have your smartphone (recommended) or other device available as you follow these instructions.

1. ENROLLMENT WEBSITE

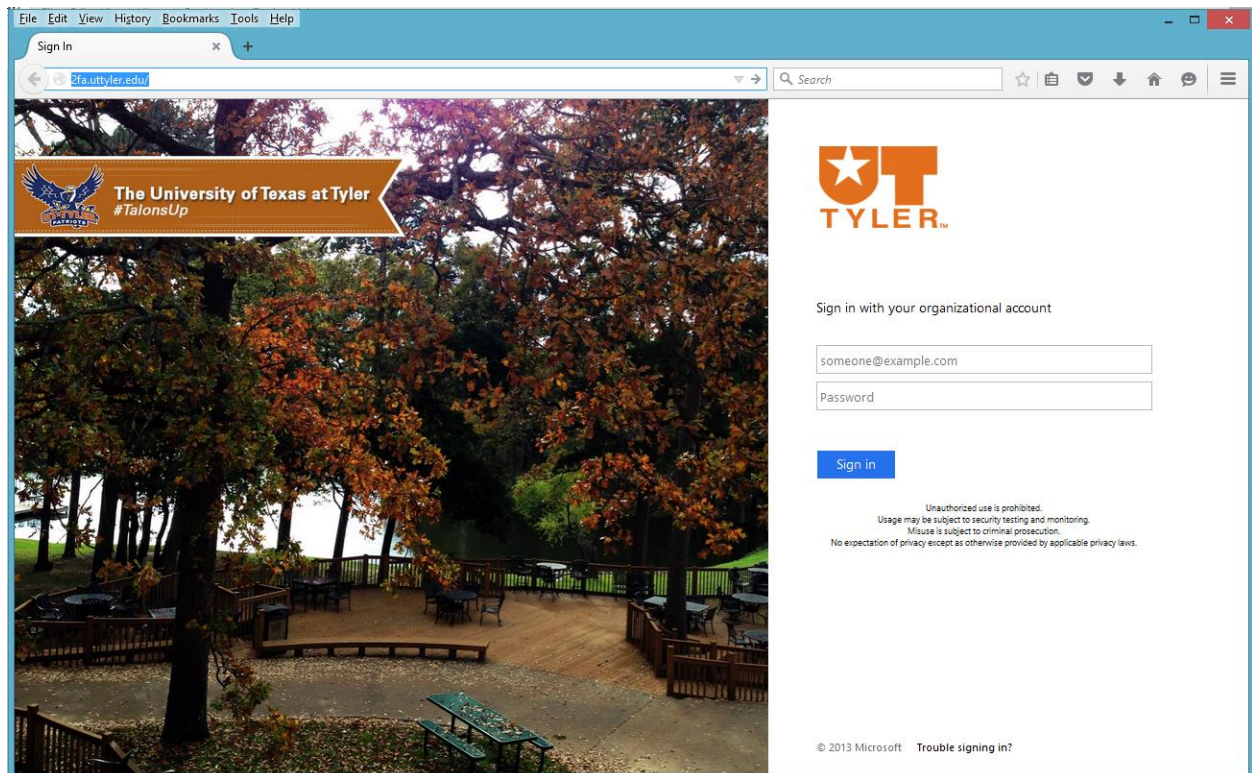
Supported Browsers: Chrome, Firefox, Safari, Internet Explorer 8 or later, and Opera.

- Go to **2fa.uttyler.edu**



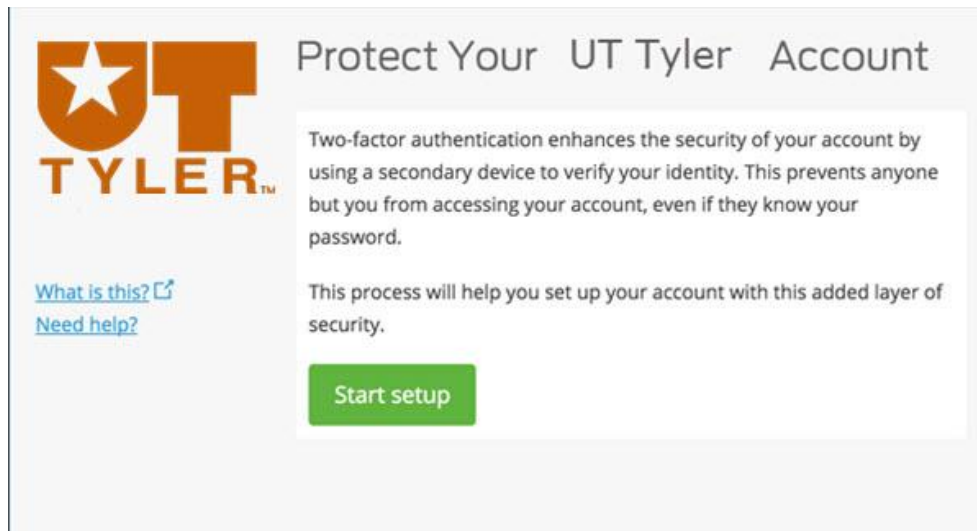
2. LOGIN PAGE

- Enter your email address (i.e., jdoe@uttyler.edu) and the regular UT Tyler account password.



3. WELCOME SCREEN

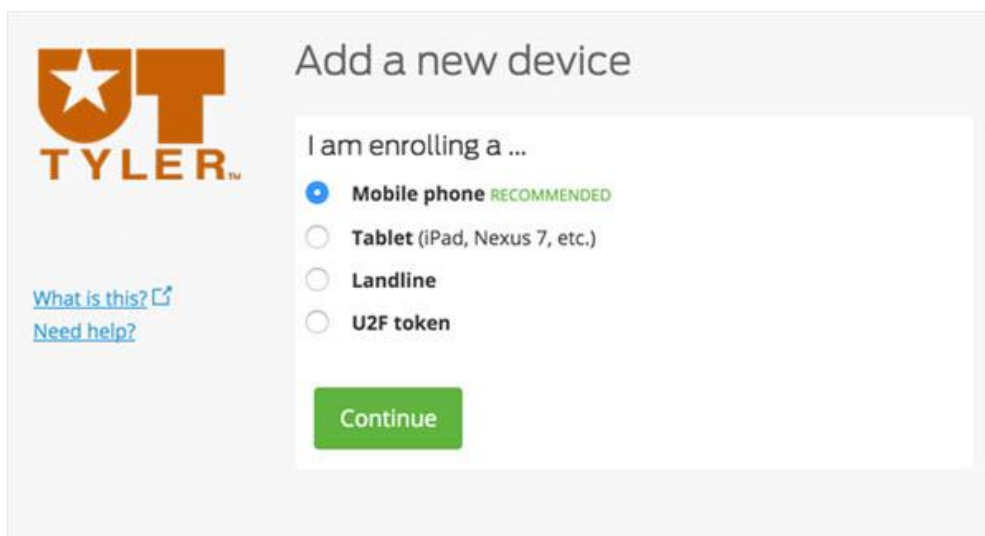
- Click **Start setup** to get started.



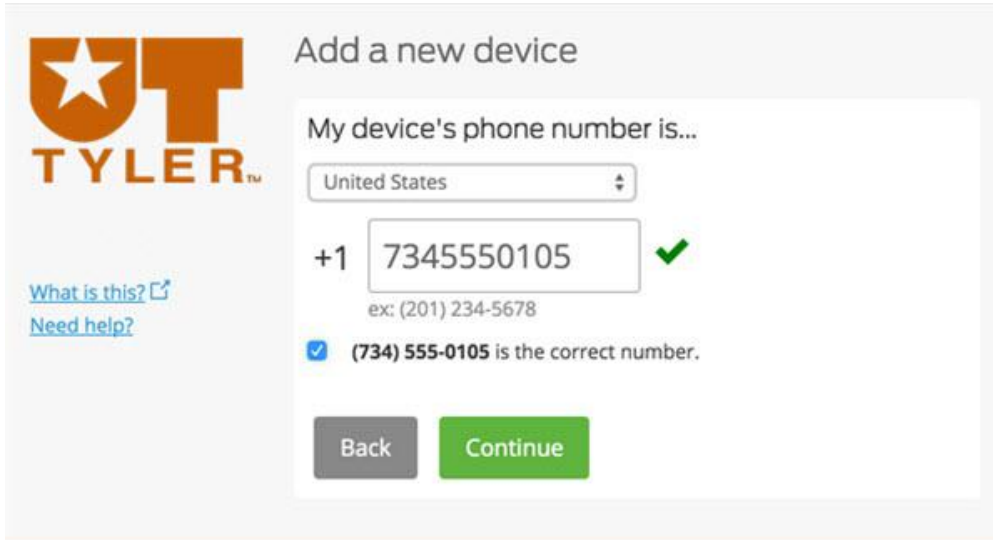
4. CHOOSE YOUR DEVICE

- You can enroll a mobile phone (smartphone or not), a tablet, or a landline. You will be able to add more devices later.
- The rest of these instructions will apply to a mobile phone. **We recommend using a smartphone for the best experience.**

NOTE: If you register another type of device, follow the prompts and instructions that go with your choice.



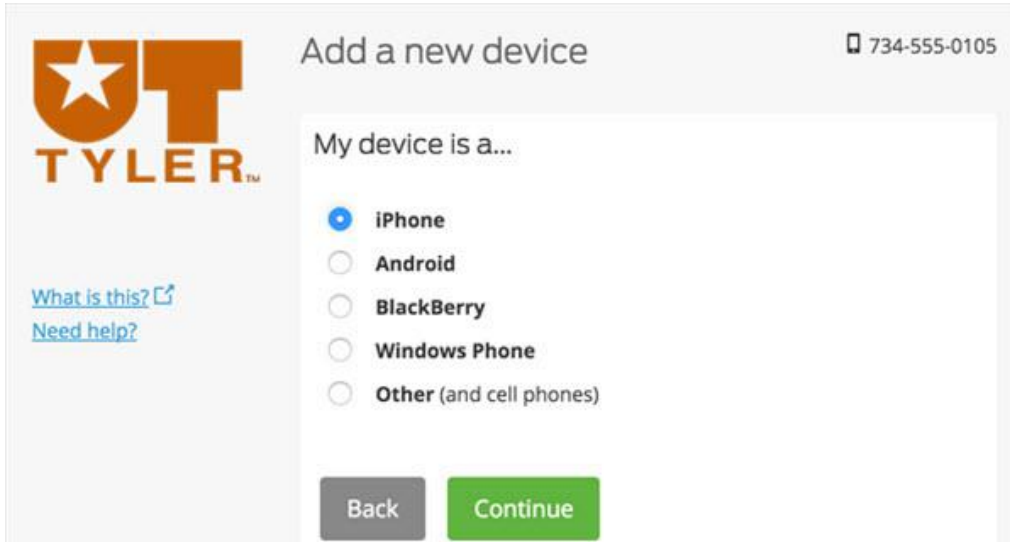
5. TYPE YOUR PHONE NUMBER



The screenshot shows the 'Add a new device' screen. On the left is the TYLER logo (a star in a shield above the letters 'TYLER'). Below the logo are two links: 'What is this?' and 'Need help?'. The main content area is titled 'Add a new device' and contains the text 'My device's phone number is...'. Below this is a dropdown menu set to 'United States'. A text input field contains '+1 7345550105' with a green checkmark to its right. Below the input field is the text 'ex: (201) 234-5678'. A checked checkbox is followed by the text '(734) 555-0105 is the correct number.'. At the bottom are two buttons: 'Back' (grey) and 'Continue' (green).

6. CHOOSE PLATFORM

- Choose your device's operating system (i.e., iPhone, Android, etc.)



The screenshot shows the 'Add a new device' screen. On the left is the TYLER logo. Below the logo are two links: 'What is this?' and 'Need help?'. The main content area is titled 'Add a new device' and contains the text 'My device is a...'. Below this is a list of radio button options: 'iPhone' (selected), 'Android', 'BlackBerry', 'Windows Phone', and 'Other (and cell phones)'. In the top right corner of the main area, there is a small phone icon and the number '734-555-0105'. At the bottom are two buttons: 'Back' (grey) and 'Continue' (green).

NOTE: If you do not have a smartphone (AKA, if you have a flip phone), select **Other (and cell phones)** and click **Continue**.

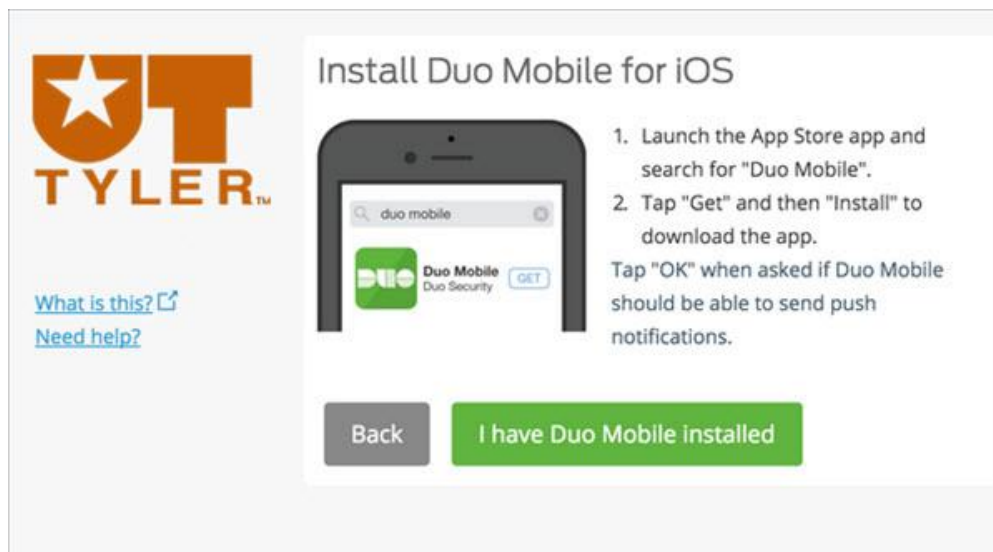
7. INSTALL DUO MOBILE ON YOUR SMARTPHONE OR TABLET

Duo Mobile is an app that runs on your smartphone and helps you authenticate quickly and easily.

Without it you will still be able to login using a phone call or text message, but for the best experience we recommend that you use Duo Mobile.

FOLLOW THE PLATFORM-SPECIFIC INSTRUCTIONS ON THE SCREEN TO INSTALL DUO MOBILE.

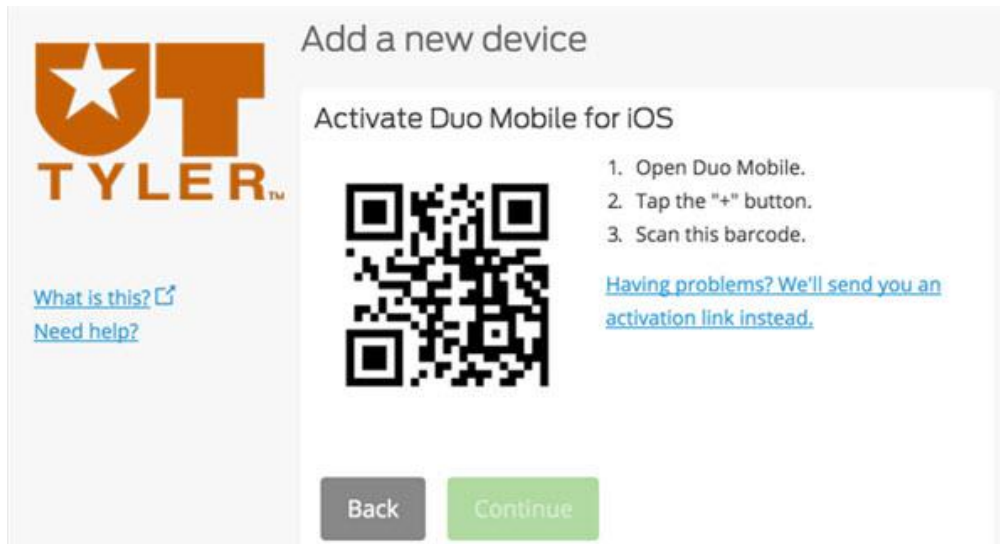
After installing the Duo app return to the enrollment window and click **I have Duo Mobile installed**.



8. ACTIVATE DUO MOBILE

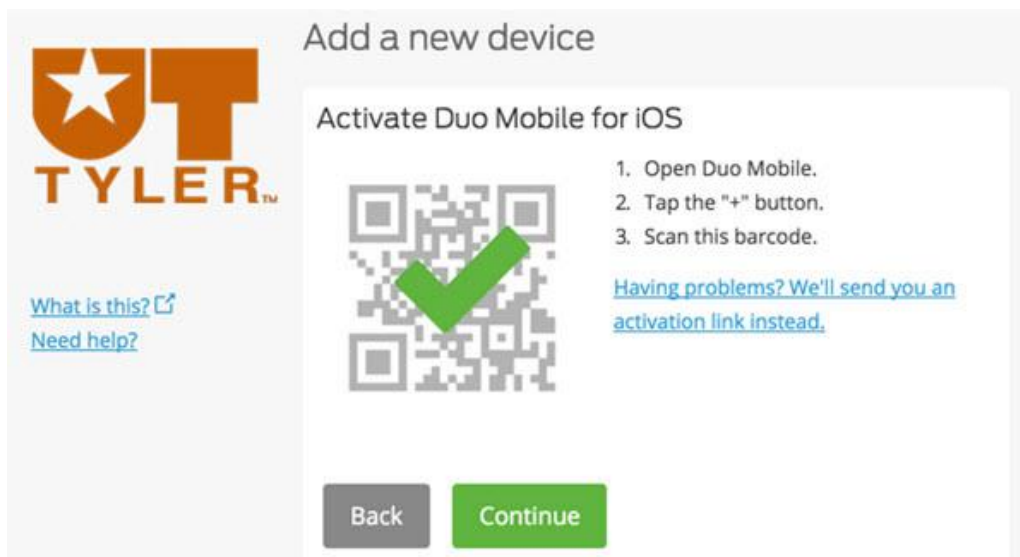
On your mobile device:

- Open **Duo Mobile** app on your mobile device
- Tap "Accept"
- Tap "Add Account" or the plus (+) button in the upper right
- With your mobile device scan the barcode on the computer screen to add the account to Duo Mobile.



On your computer:

- The **Continue** button becomes clickable after you scan the barcode and you get the green check mark.



9. CONFIGURE AUTOMATIC DEVICE OPTIONS (OPTIONAL)

If this is the device you'll use most often with Duo then you may want to enable the **Automatically send me a:** option and choose either **Duo Push** or **Phone Call**.

With this option enabled Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

Click **Continue to login** to proceed to the authentication prompt.

TYLER My Settings & Devices

My default device is: Automatically send me a:

Duo Push
 Phone Call

This device can automatically receive a request when you need to log in with two-factor authentication.

My Devices

Device successfully added!

ENROLLMENT COMPLETE!

ENROLLMENT COMPLETE

Your device is ready to approve Duo authentication requests.

Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received at your phone.

It is recommended that you enroll more than one device in case you lose your phone or it gets stolen.

TYLER Choose an authentication method

Duo Push **RECOMMENDED**

Call Me

Enter a Passcode

Remember me for 8 hours

Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.