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How to setup Duo Two-Factor Authentication?

Watch a quick overview video about Duo: [Introduction to Duo Security](#)

Read the complete guide to Duo two-factor authentication: <https://guide.duo.com/>

These steps will walk through the set up and process for using Duo.

The set up must be completed on a computer and you will need to have access to the smartphone and other devices* you will be using to complete your authentication.

*Office of Information Technology (OIT) recommends using a smart phone as the primary device and a landline as your secondary device.

Step One: Welcome Screen

When you first attempt to activate on Duo protected web site, you will be presented with a Welcome and start Set Up screen for enrolling in Duo. Click on the green Start set up button to begin the enrollment process.

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Step Two: Choose Primary Device for Authentication

Select the type of device you'd like to enroll and click **Continue**. (Mobile phone is recommended for your primary device, with landline as a backup.)

Step 3: Enter Your Phone Number

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1. Select your country from the drop down menu (U.S. is default)
2. Use the number of the smartphone, landline or cell phone you will most likely have with you when you're logging into the Florida Tech CAS service.
3. Verify that you have entered the number correctly, check the box and click **Continue**.

Step 4: Choose Device Platform

Choose your device's operating system and click **Continue**.

Step 5: Install Duo Mobile

1. Launch the App Store on your mobile phone.
2. Get the Duo Mobile App and install it.
3. Tap "OK" when asked if Duo Mobile should be able to send push notifications.

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Step 6: Activate Duo Mobile

Activating the app links it to your account so you can use it for authentication. Follow the platform specific instructions on the screen

Activation Success!

The Continue button will be clickable and have a green check on it after you scan the barcode successfully. Click **Continue** to go on. Then follow the prompts on your smart phone and computer to complete the process of linking your smartphone to your account.

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Step 7: (Optional) Set up Your Device Name and Select Notification Method

1. Click on My Settings and Devices.
2. You can enter a name for your device here.
3. You can also select how you would like authentication notifications to be sent by choosing your preference from the drop down menu next to “When I log in:”
4. Click **Save** to save your settings.

The screenshot displays the Duo Security configuration page. On the left, the Florida Tech logo is visible along with links for 'What is this?' and 'Need help?'. The main area lists two devices: 'Amy's Mo...' (321-555-5555) and 'Landline' (321-674-7738, JUST ADDED). Each device has a 'Device Options' button. Below the devices is a '+ Add another device' link. The 'Default Device' dropdown is set to 'Amy's Mobile 321-555-5555', and the 'When I log in:' dropdown is set to 'Automatically send this device a Duo Push'. At the bottom, there are 'Save' and 'Continue to Login' buttons.

Congratulations! Your smart phone is ready to approve Duo authentication requests.

1. Click on **Send Me a Push**.
2. A “Login Request” notification will be sent to your phone.
3. Follow the normal process to access notifications on your phone (e.g. tap, swipe left, or swipe right), then tap **Approve/Confirm** to allow the login.

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Step 8: Add a Second Device.

OIT recommends that you add your landline in case you lose or do not have your smart phone with you.

1. Click on “Add a new device.”

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2. You may need to confirm that you are requesting a new device. Duo will send a notification to your smartphone (primary) device. Once you confirm, you will be prompted to the next step.
3. Choose “Landline” (recommended) and click **Continue**.

Step 9: Enter the Phone Number for Second Device

1. Choose your country (U.S. is default).
2. Enter your phone number.
3. Verify you have entered the correct number by checking the box.
4. Click **Continue**.

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Step 10: Finish Enrolling Landline

1. Follow the prompts to finish enrolling your landline phone.
2. To have Duo authenticate via your landline, click on the Call Me button.
3. Duo will call your landline phone. Pick up the line then tap any key on the phone. Your computer screen will then open to the page you tried to log into.

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