Duo Two-Factor First-Time Setup For VPN

Summary:
This guide will focus on setting up your first device and backup device with Duo Security in order to enable two-factor authentication with DePaul’s VPN.

Overview:
1. Start Duo two-factor authentication setup
2. Install Duo Mobile on mobile device
3. Enroll Device
4. Enroll Backup Device

Notes:
- Must have a mobile device (phone or tablet) or landline phone.
- We stress that you set up a primary device AND a backup device at first-time setup.
- The devices used on these instructions is an iPhone (smartphone) and a landline (cell phones work the same as landlines). Other devices are similar and on-screen instructions should be followed.

Instructions

- Note: This is the landing page for the Two-factor authentication with the VPN.

Go to “First Time Setup” and click the first link as displayed on the right →

- Note: This will take you to a sign in page; sign in with your campus connect username and password

After logging in, you will be displayed with a welcome screen, proceed to click “Start Setup” →

- Note: If you receive an error, please contact the Help Desk at (312)362-8765

Protect Your DePaul University Account

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.
This process will help you set up your account with this added layer of security.

Start setup
Choose which type of device you would like to use for two-factor authentication and click “Continue” →
  - **Note:** We suggest using a smartphone

Type in your phone number, double check that you entered it correctly, confirm my checking the box, and click “Continue” →

Choose the operating system that your phone runs, and click “Continue” →
  - **Note:** If you don’t know, a simple Google search should do the trick

Install Duo mobile from your respective app store and then click “I have Duo Mobile installed” →
  - **Note:** Follow the platform-specific instructions on screen. We’ll be using an iPhone for this demo.
Go to the app store of your mobile device and download/install “Duo Mobile” →
  - Note: This is what it looks like in the app store

Open the Duo Mobile application, tap “+” on the landing page of DUO and go ahead and scan the barcode →

Scan the barcode →
You should receive the screen to the right, proceed to click “Continue” →
  o  **Note**: If you don’t get this screen or you can’t scan the barcode, click “Click Here” to the right of “Can’t scan the barcode”; then follow the instructions.

You will now see an account in the Duo Mobile application →

Your first device is now enrolled →
  o  **Note**: The Enrollment Successful image displayed to the right may vary
Now enroll a backup device.

- Go to “http://offices.depaul.edu/information-services/security/tools-downloads/two-factor/Pages/default.aspx”

Go to “Manage/Add Devices” and click the first link as displayed on the right →
- **Note:** This will take you to a sign in page; sign in with your campus connect username and password

After logging in, you will be displayed with an authentication screen. Click on “Add a new device.” Use the dropdown menu to select an active device and authenticate →

Go to your smartphone. You should have a Duo login request waiting →

Manage/Add Devices:
This section is for users who need to manage or add new devices. Please follow the instructions in the PDF. To get started follow the link https://wapp.is.depaul.edu/duologin/default.aspx

Please visit the FAQ page or call the Help Desk for any further assistance.
Approve the request →

Once approved, you’ll land on a page to enroll your new device into your account. Select the type of device you are enrolling. →

This guide will use a Landline as the backup, click “Continue” →
Enter your phone number (and extension if applicable), double-check your number, check the box, and click “Continue” →

Device successfully enrolled. You should now have two devices enrolled, one primary and one backup →
  o **Note:** General instructions for enrolling other types of devices can be found at https://guide.duo.com/
  o **Note:** These instructions may vary

If you forgot your primary device, your backup device can now be used to log in →
  o “My settings and devices” page

Answer the phone and then press any key on your phone →
You have now successfully logged in using your backup device ➔