Duo Two-Factor Manage and Add Device

Summary:
This guide will focus on how to manage devices and add another device with Duo Security in order to enable two-factor authentication with DePaul’s VPN.

Overview:
1. Login to Duo
2. Manage Devices
3. Add Another Device
4. Login Using Newly Added Device

Notes:
- When first setting up Duo Two-factor authentication, we stress that you set up two devices: a primary and backup.
- Must have a mobile device (phone or tablet) or landline phone.
- The devices used on these instructions are an iPhone and a landline. Other devices are similar and on-screen instructions should be followed.
- This guide is solely for how to manage devices and add another device. For information on setting up your first device, please consult other guides.

Instructions

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

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

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.
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 →
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 
  - Note: General instructions for enrolling other types of devices can be found at https://guide.duo.com/
  - Note: These instructions may vary

If you forgot your primary device, your backup device can now be used to log in 
  - “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 →