Duo Two-Factor First-Time Setup

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
Start by navigating to “https://offices.depaul.edu/is/security/tools-downloads/two-factor/Pages/default.aspx”
- Note: This is the landing page for the Two-factor authentication.

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
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” →
  o 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/is/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 →

- **Note**: General instructions for enrolling other types of devices can be found at [http://guide.duosecurity.com](http://guide.duosecurity.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 →