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

Start by navigating to “https://offices.depaul.edu/is/security/tools-downloads/two-factor/Pages/default.aspx”

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

Go to “Manage/Add Devices“ and click the first link as displayed on the right →

  o  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 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.