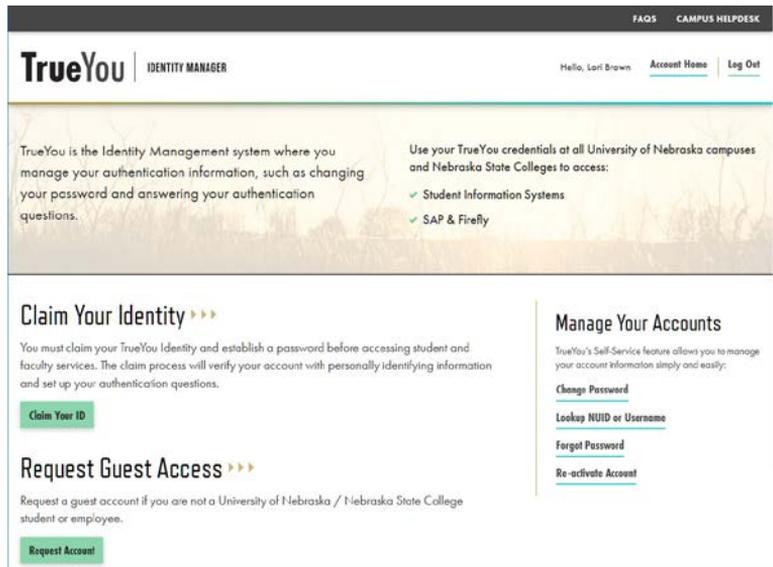


# Duo Two-Factor Authentication (TFA) Enrollment Guide

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

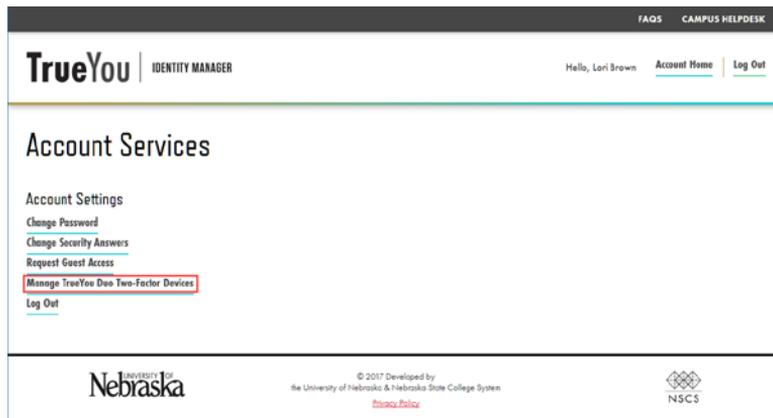
## 1. Enroll in Duo TFA using TrueYou *(if you're automatically enrolled, jump to Step 2)*

Go to TrueYou at <http://trueyou.nebraska.edu> . Click **LOGIN** . Sign on with either your TrueYou identity or your campus identity.



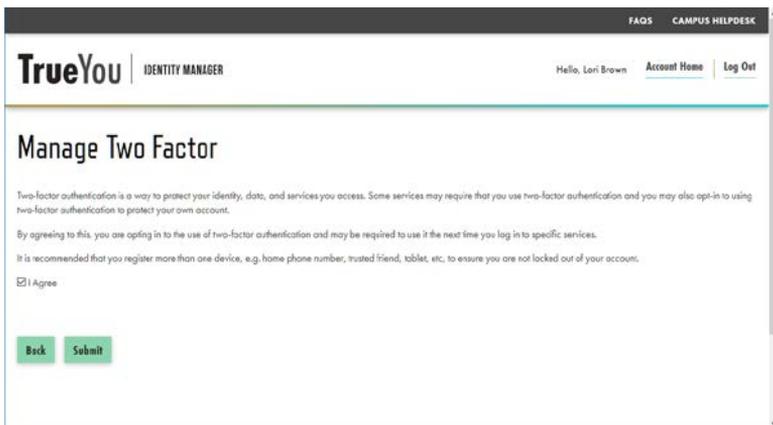
The screenshot shows the TrueYou Identity Manager interface. At the top, there are links for 'FAQS' and 'CAMPUS HELPDESK'. Below that, the user is greeted with 'Hello, Lori Brown' and has links for 'Account Home' and 'Log Out'. The main content area is divided into two columns. The left column has a heading 'TrueYou is the Identity Management system where you manage your authentication information...' and a list of services: 'Student Information Systems' and 'SAP & Firefly'. The right column has a heading 'Use your TrueYou credentials at all University of Nebraska campuses and Nebraska State Colleges to access:' and a list of services: 'Student Information Systems' and 'SAP & Firefly'. Below this, there are three main sections: 'Claim Your Identity >>>', 'Request Guest Access >>>', and 'Manage Your Accounts'. The 'Manage Your Accounts' section includes links for 'Change Password', 'Lookup MUID or Username', 'Forgot Password', and 'Re-activate Account'.

Click **Manage TrueYou Duo Two-Factor Devices**.



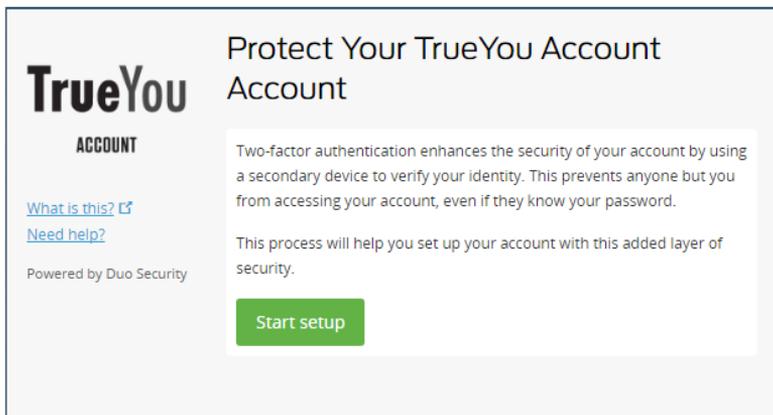
The screenshot shows the TrueYou Identity Manager 'Account Services' page. At the top, there are links for 'FAQS' and 'CAMPUS HELPDESK'. Below that, the user is greeted with 'Hello, Lori Brown' and has links for 'Account Home' and 'Log Out'. The main content area has a heading 'Account Services' and a list of links: 'Account Settings', 'Change Password', 'Change Security Answers', 'Request Guest Access', 'Manage TrueYou Duo Two-Factor Devices' (highlighted with a red box), and 'Log Out'. At the bottom, there is a footer with the University of Nebraska logo, copyright information, and the NSCS logo.

Check the “I Agree” box and click **Submit** . By checking the box, you are agreeing to that fact that you will be required to use Duo for certain campus services.



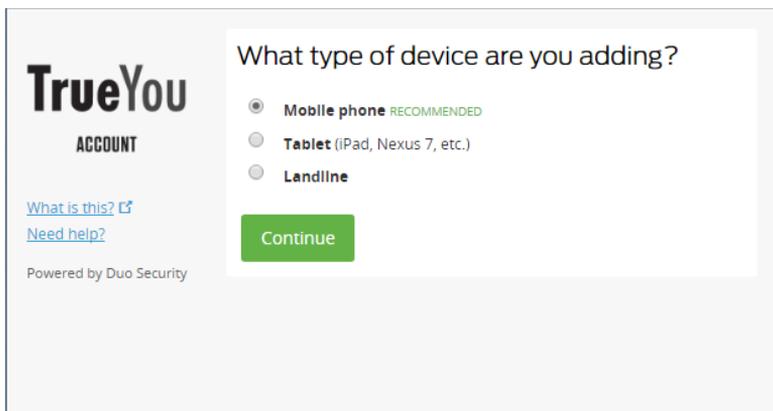
## 2. Duo TFA Setup Screen (this is your first step if you're automatically enrolled)

You will then see the Duo TFA setup screen. Click **Start setup** to begin enrolling your device.



## 3. Choose the Type of Device You're Enrolling

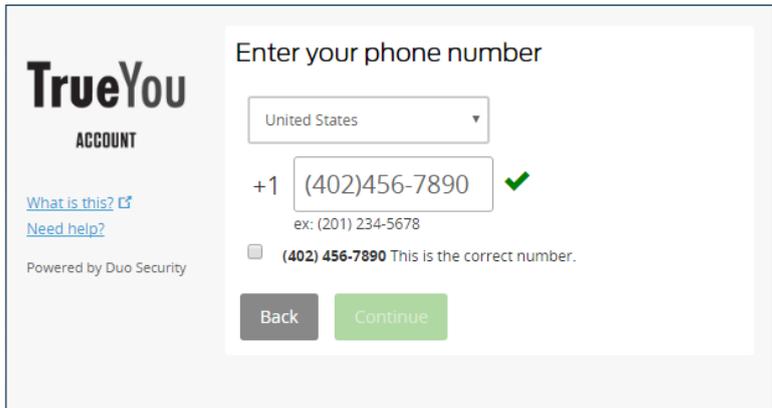
Select the type of device you'd like to enroll and click **Continue**. It is recommended to use a smartphone for the best experience, but you can also enroll a landline telephone or iOS/Android tablet.



## 4. Type Your Phone Number

Select your country from the drop-down list and type your phone number. Use the number of your smartphone, landline or cell phone that you'll have with you when you're logging in to a Duo-protected service. You can enter an extension if you chose "Landline" in the previous step. If you're enrolling a tablet, you will not be prompted to enter a phone number.

Double-check that you entered it correctly, check the box, and click .

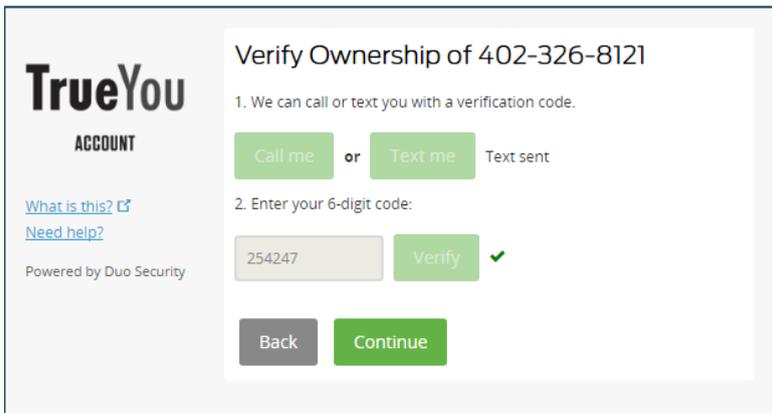


The screenshot shows the TrueYou ACCOUNT interface. On the left, there is a sidebar with the TrueYou logo, the word 'ACCOUNT', and links for 'What is this?' and 'Need help?'. Below the sidebar, it says 'Powered by Duo Security'. The main content area is titled 'Enter your phone number'. It features a dropdown menu set to 'United States', a text input field containing '+1 (402)456-7890' with a green checkmark to its right, and an example 'ex: (201) 234-5678'. Below the input field is a checkbox that is checked, with the text '(402) 456-7890 This is the correct number.' At the bottom of the form are two buttons: 'Back' and 'Continue'.

## 5. Verify Ownership of Number

Choose to have Duo  or  at the number you entered.

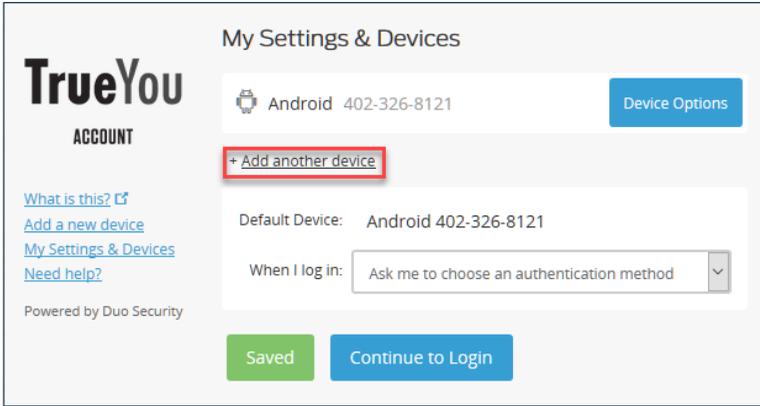
If you chose to receive a text, enter the code in the field and click . Once it has been verified, click .



The screenshot shows the TrueYou ACCOUNT interface for verifying ownership. The title is 'Verify Ownership of 402-326-8121'. Step 1 is 'We can call or text you with a verification code.' Below this are two buttons: 'Call me' and 'Text me', with 'or' between them. To the right of 'Text me' is the text 'Text sent'. Step 2 is 'Enter your 6-digit code:'. Below this is a text input field containing '254247' and a 'Verify' button with a green checkmark to its right. At the bottom of the form are two buttons: 'Back' and 'Continue'.

## 6. Link your Phone Number to a Device and/or Add Another Device (recommended)

If you want to use your phone for push notifications, click Add another device.



TrueYou  
ACCOUNT

My Settings & Devices

Android 402-326-8121 Device Options

+ Add another device

Default Device: Android 402-326-8121

When I log in: Ask me to choose an authentication method

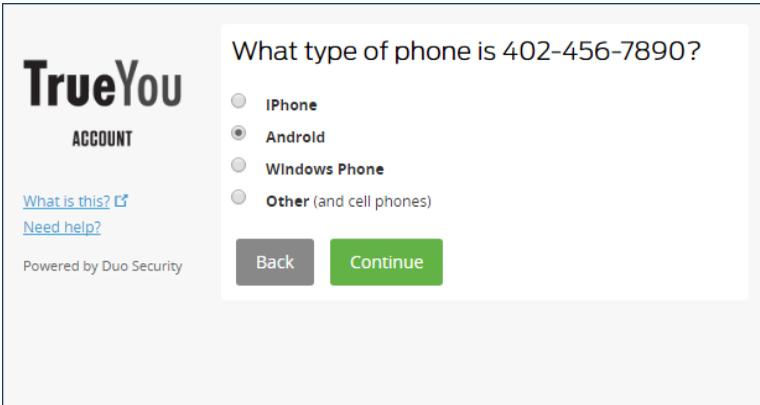
Saved Continue to Login

Powered by Duo Security

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

## 7. Choose Your Device Platform

Choose your device's operating system and click .



TrueYou  
ACCOUNT

What type of phone is 402-456-7890?

iPhone

Android

Windows Phone

Other (and cell phones)

Back Continue

Powered by Duo Security

[What is this?](#) [Need help?](#)

## 8. Install Duo Mobile

Duo Mobile is an app that runs on your smartphone or tablet and helps you authenticate quickly and easily.

Follow the platform-specific instructions on the screen to install Duo Mobile. After installing Duo, return

to the enrollment window and click .

## Android:

# TrueYou

ACCOUNT

[What is this?](#) [Need help?](#)

Powered by Duo Security

## Install Duo Mobile for Android



1. Launch the Google Play Store app and search for "Duo Mobile".
2. Tap "Install" to install the app.

[Back](#) [I have Duo Mobile installed](#)

## iPhone:

# TrueYou

ACCOUNT

[What is this?](#) [Need help?](#)

Powered by Duo Security

## Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

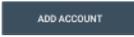
[Back](#) [I have Duo Mobile installed](#)

## 9. Activate Duo Mobile

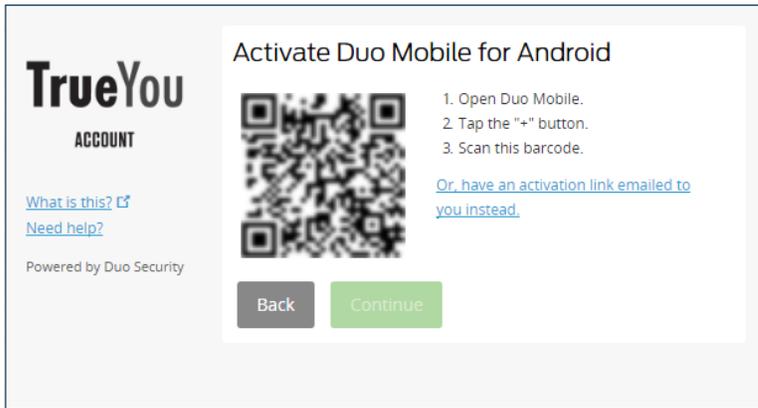
Activating the app links it to your account so you can use it for authentication.

Open Duo on your smartphone or tablet.

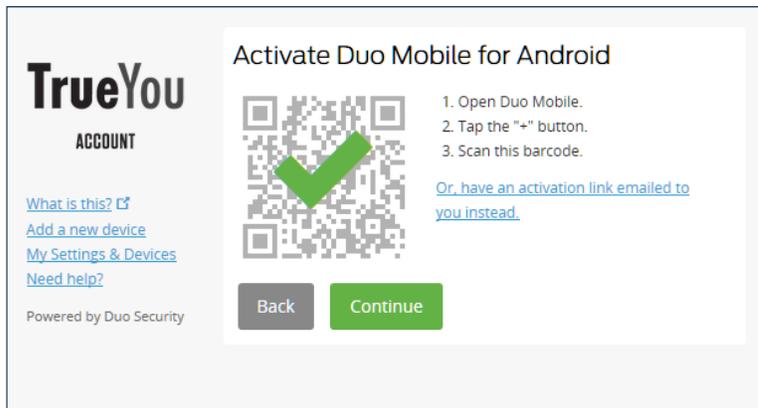


Press  , or press  .

Hold your phone up to the screen so it can scan the barcode.

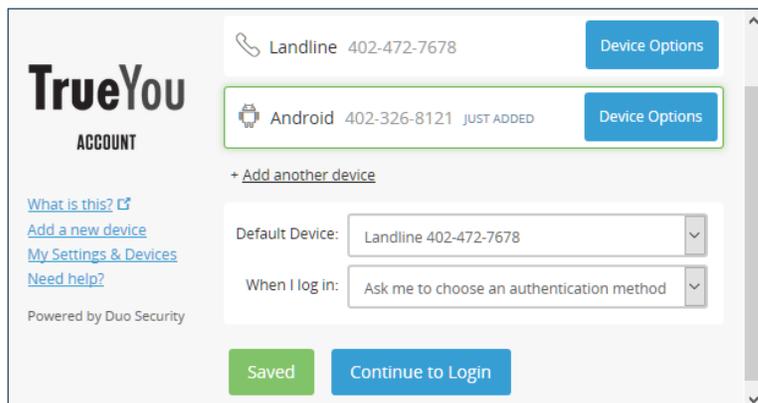


When you have successfully scanned the barcode, a check mark will appear and you can click .



Can't scan the barcode? Click **Or, have an activation link emailed to you instead.** and follow the instructions.

## 10. Configure Automatic Device Options (Optional)



- **Add another device** – Click + [Add another device](#) to start the enrollment process again and add a second phone or device. Note: It is recommended that you register at least two devices, for

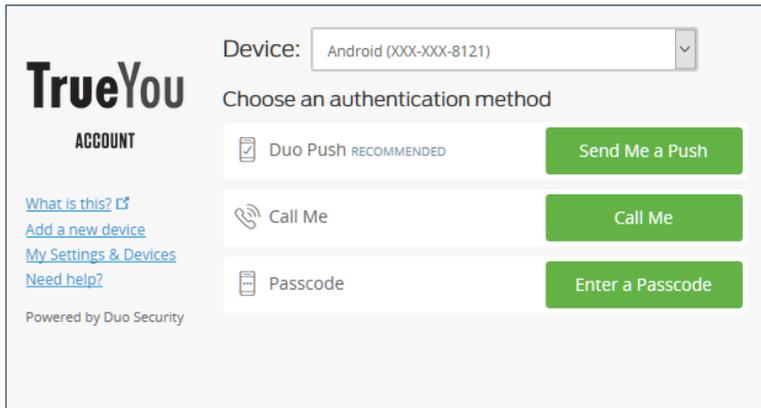
example, both your smartphone and your office phone. If your smartphone is unavailable, you will still be able to access protected systems using your secondary device.

- **Rename your device** - Click **Device Options** to give your device a more descriptive name.
- **Delete a device** – Click **Device Options** and click  beside the device you wish to delete.
- **Setting a Default device** - If this is the device that you'll use most often with Duo, then you will want to choose it as your Default Device.
- **Automatic Notification Settings** - You may also want to change the “When I log in:” option to either “Automatically send this device a Duo push” (smartphones only) or “Automatically call this device” so you are not prompted each time to choose an authentication method.

Click **Continue to Login** to proceed to the authentication prompt.

## Congratulations!

Your device is ready to approve Duo authentication requests. Click **Send Me a Push** to give it a try (with the Duo mobile app).



On your phone, you should get a notification that you have a Login Request. All you need to do is tap “Approve” and you should now be logged into your application.

