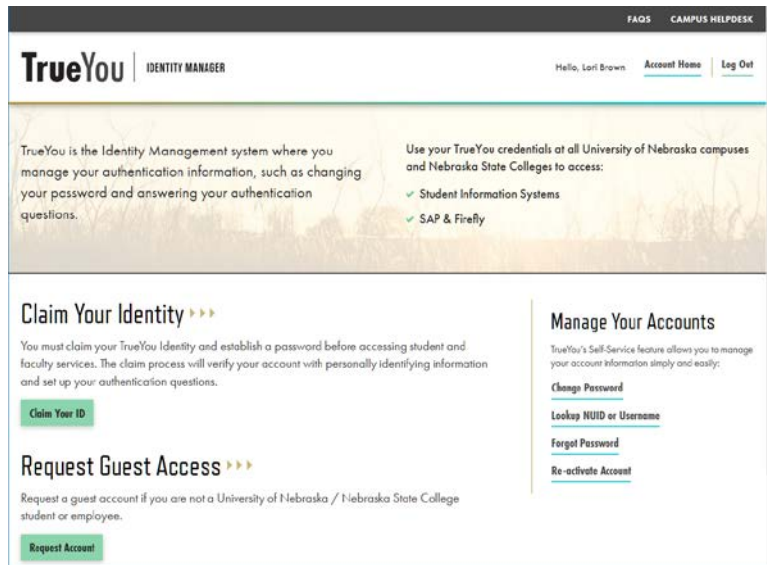# Duo Two-Factor Authentication (TFA) Enrollment Guide

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.
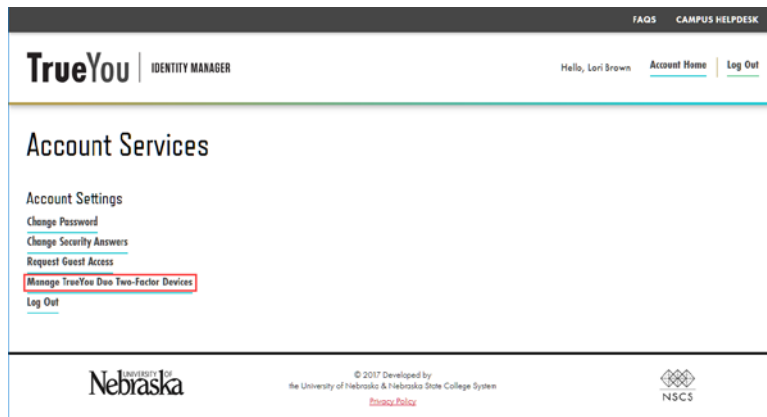
1. Enroll in Duo TFA using TrueYou *(if you're automatically enrolled, jump to Step 2)*

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

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

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.
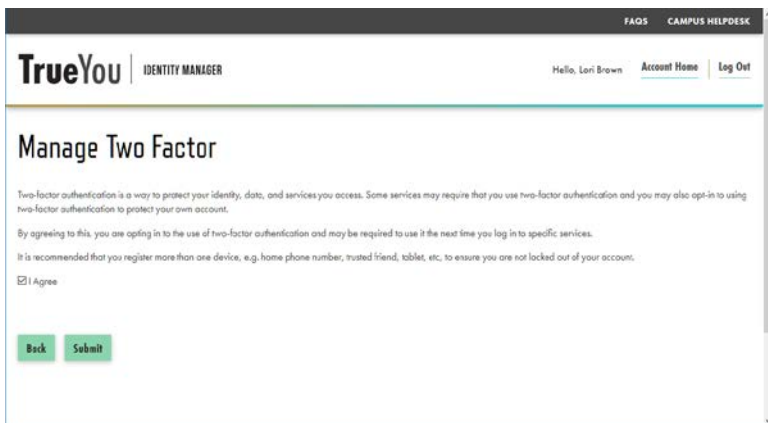
2. Duo TFA Setup Screen *(this is your first step if you're automatically enrolled)*
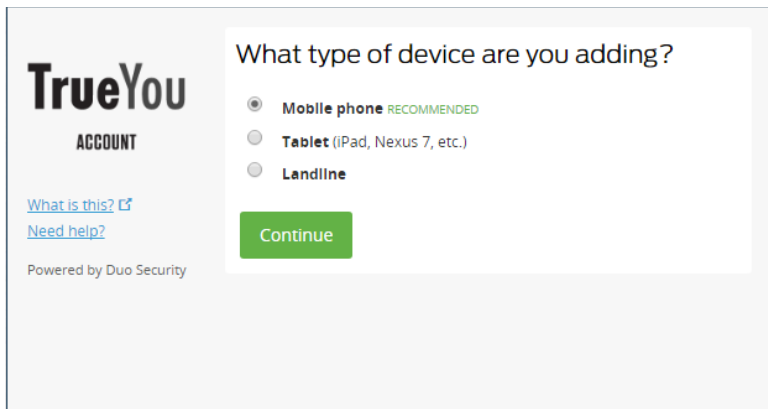
You will then see the Duo TFA setup screen. Click **Start setup** to begin enrolling your device.
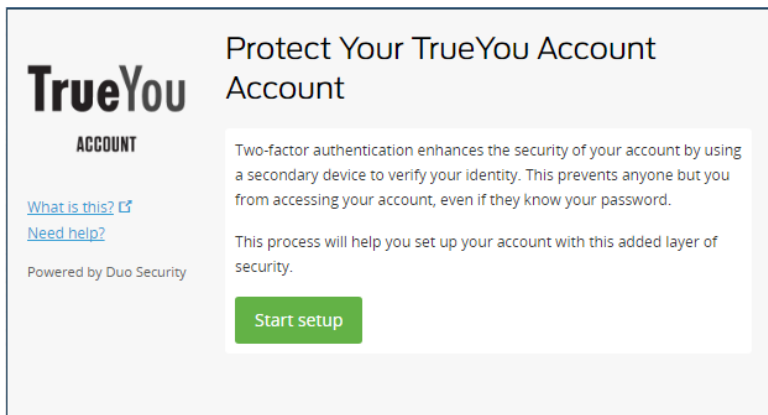
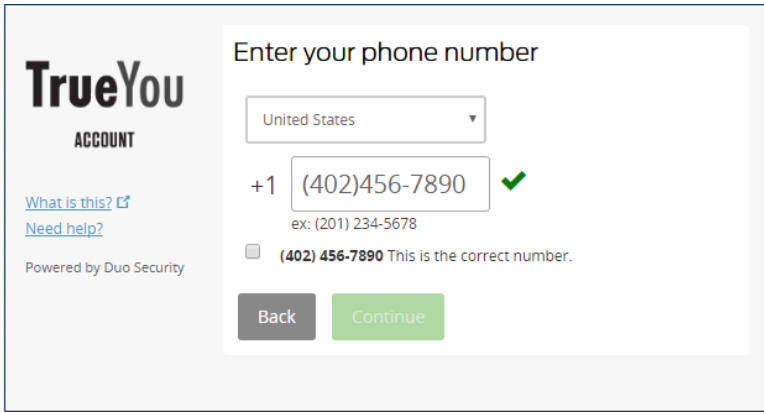## 3. Choose the Type of Device You're Enrolling

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.

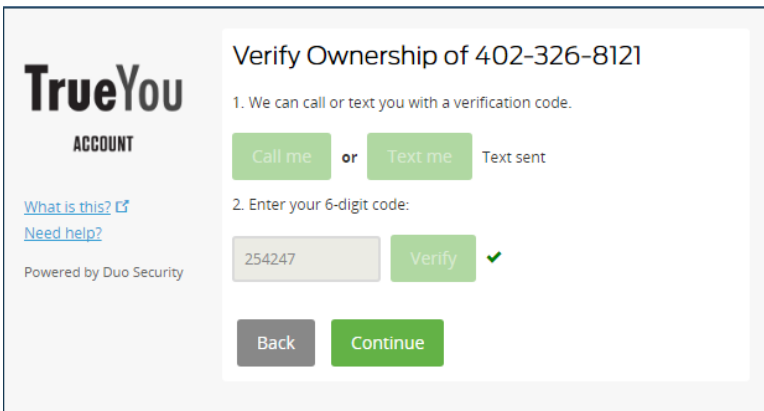Double-check that you entered it correctly, check the box, and click Continue .

5. Verify Ownership of Number

Choose to have Duo Call me or Text me at the number you entered.
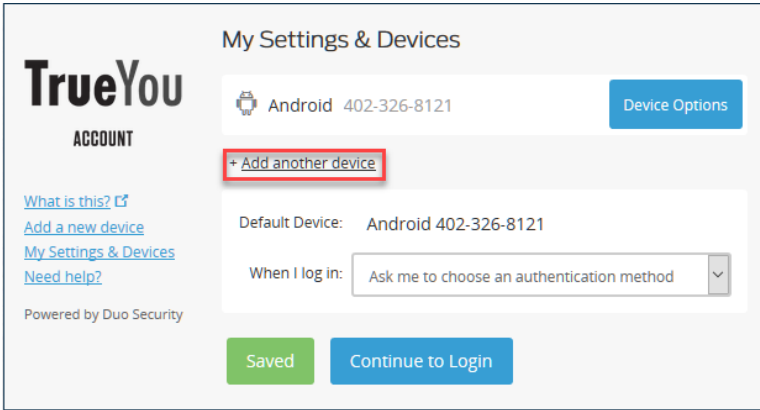
If you chose to receive a text, enter the code in the field and click Verify . Once it has been verified, click Continue .

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.

My Settings & Devices

TrueYou
ACCOUNT

What is this?
Add a new device
My Settings & Devices
Need help?

Powered by Duo Security

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
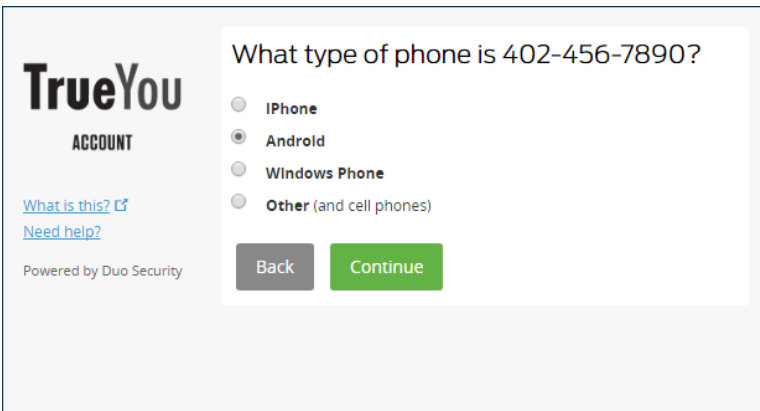
Saved   Continue to Login

7. Choose Your Device Platform

Choose your device's operating system and click Continue .

TrueYou
ACCOUNT

What is this?
Need help?

Powered by Duo Security

What type of phone is 402-456-7890?

○ IPhone
● Android
○ WIndows Phone
○ Other (and cell phones)

Back   Continue

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 I have Duo Mobile installed .

Android:

iPhone:

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 [ADD ACCOUNT], or press [key+].
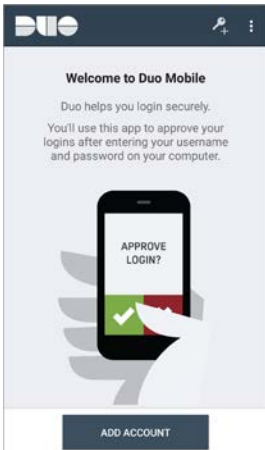
Hold your phone up to the screen so it can scan the barcode.
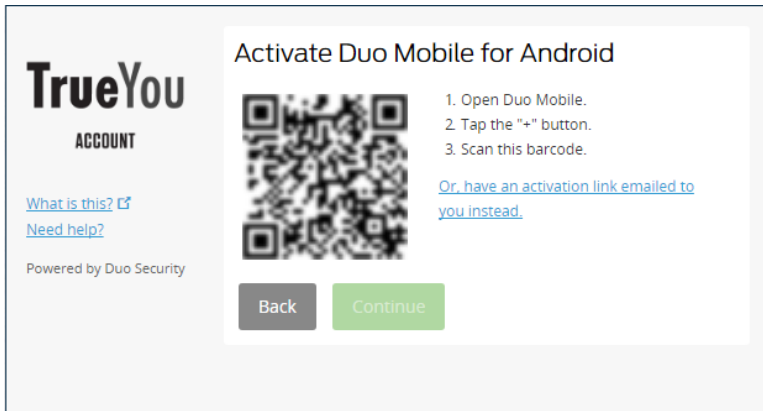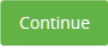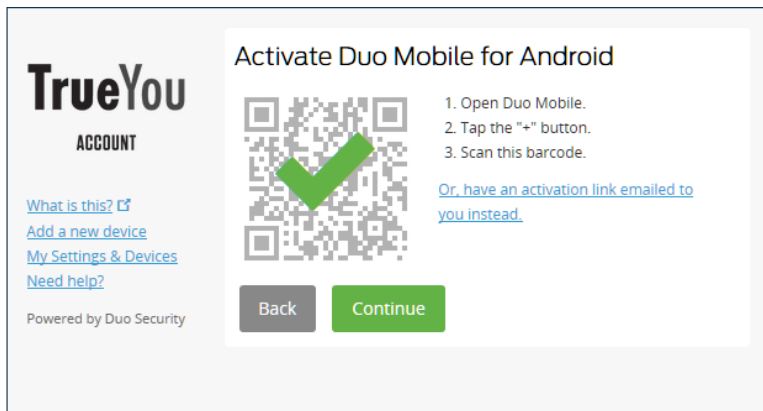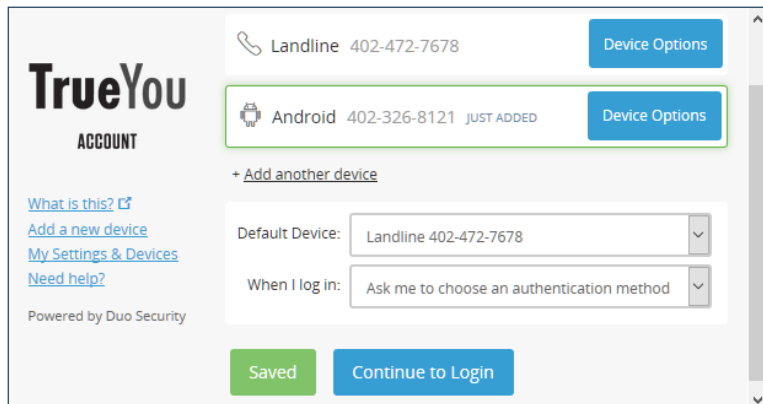

When you have successfully scanned the barcode, a check mark will appear and you can click [Continue].

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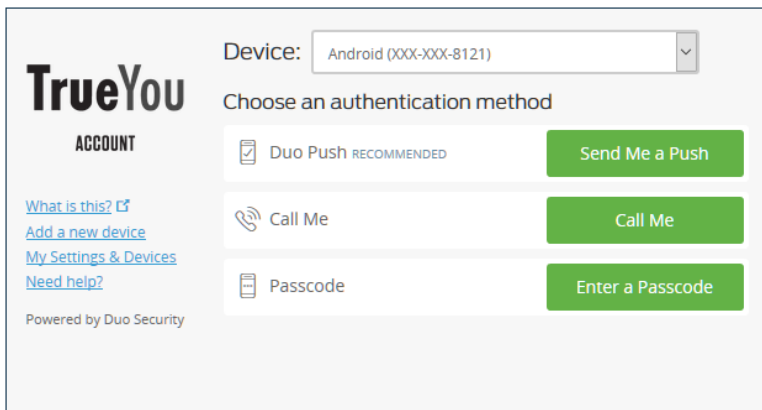
example, both your smartphone and your office phone. If your smartphone is unavailable, you will still be able to access protected systems using your secondary device.

- **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.

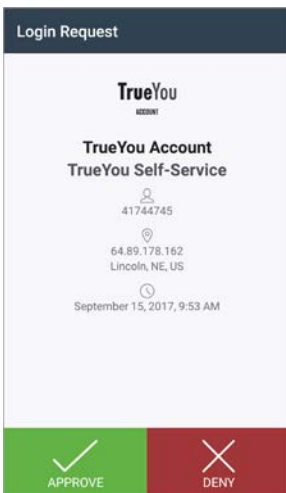Click [Continue to Login] to proceed to the authentication prompt.

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.