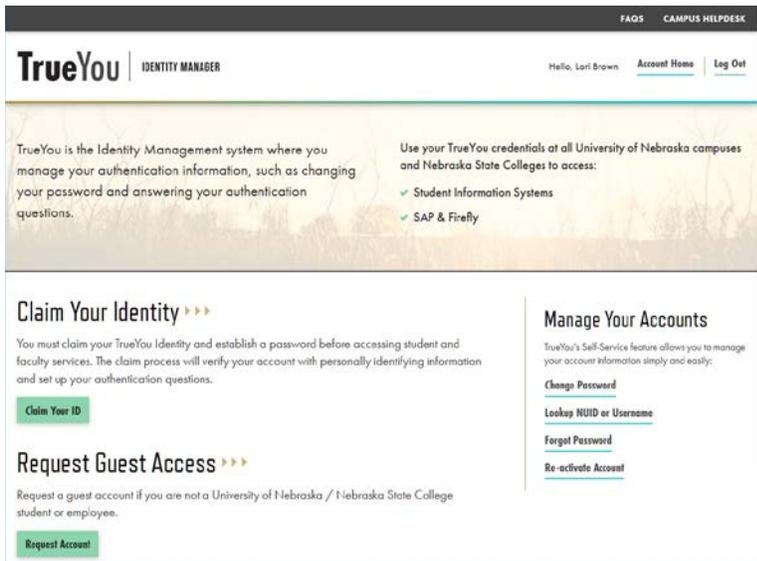


Duo Two-Factor Authentication (TFA) Enrollment Guide

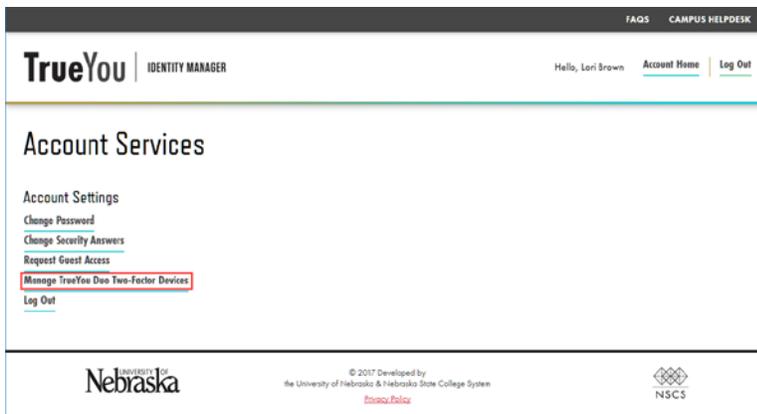
Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

1. Enroll in Duo TFA using TrueYou

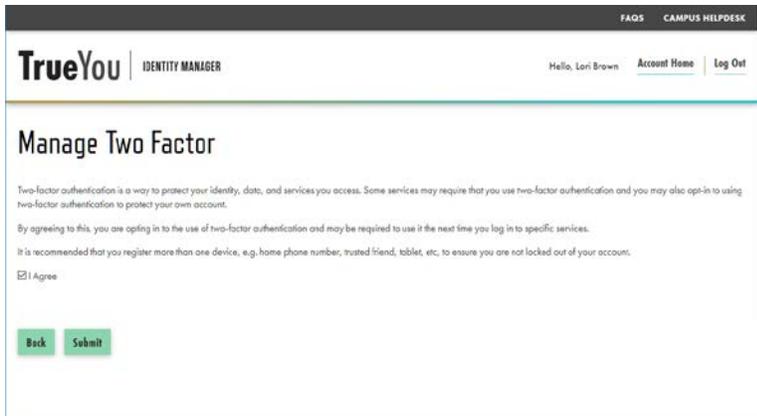
Go to TrueYou at <http://trueyou.nebraska.edu> . Click **LOGIN** . Sign on with either your TrueYou identity or your campus identity.



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

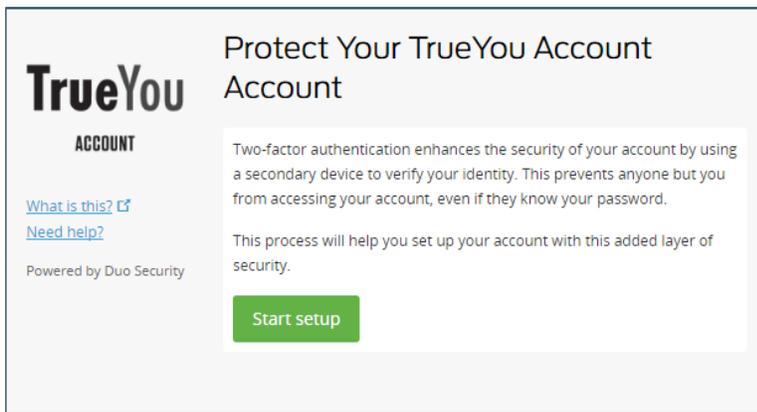


Check the "I Agree" box and click **Submit** . By checking the box, you are agreeing to that fact that you will be required to use Duo for certain campus services.



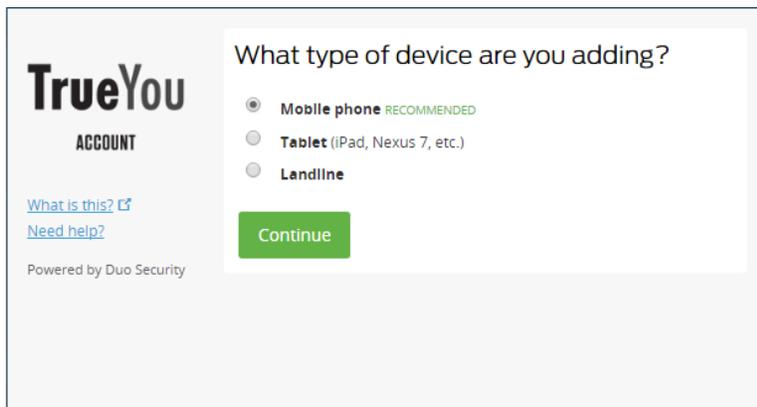
2. Duo TFA Setup Screen

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

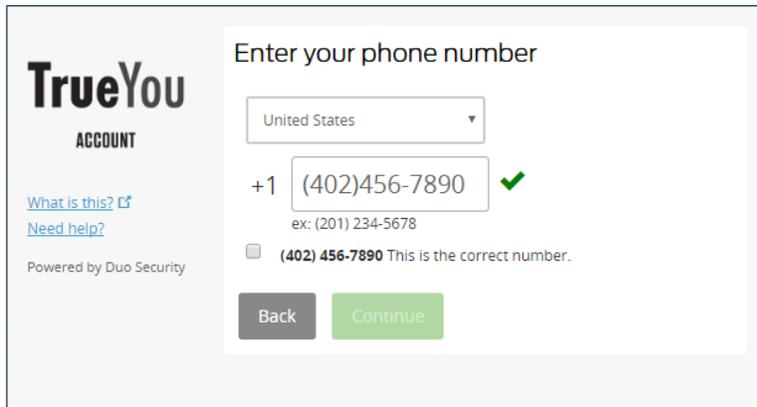
Select the type of device you'd like to enroll and click [Continue](#). It is recommended to use a smartphone for the best experience, but you can also enroll a landline telephone or iOS/Android tablet.



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 .

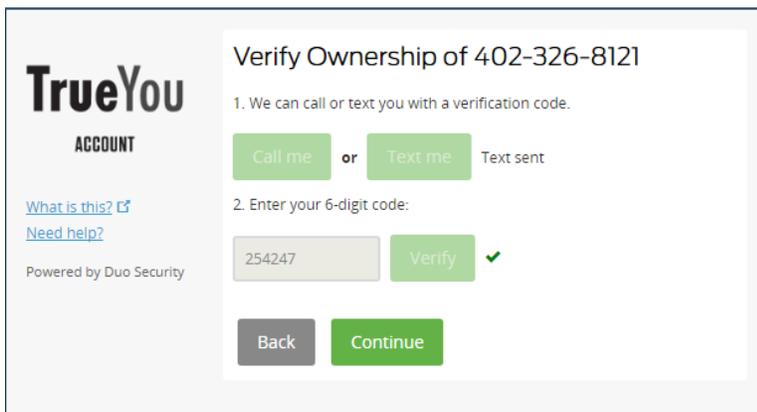


The screenshot shows the TrueYou ACCOUNT interface. On the left, there is a sidebar with the TrueYou logo, the word "ACCOUNT", and links for "What is this?" and "Need help?". Below this, it says "Powered by Duo Security". The main content area is titled "Enter your phone number". It features a dropdown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

5. Verify Ownership of Number

Choose to have Duo  or  at the number you entered.

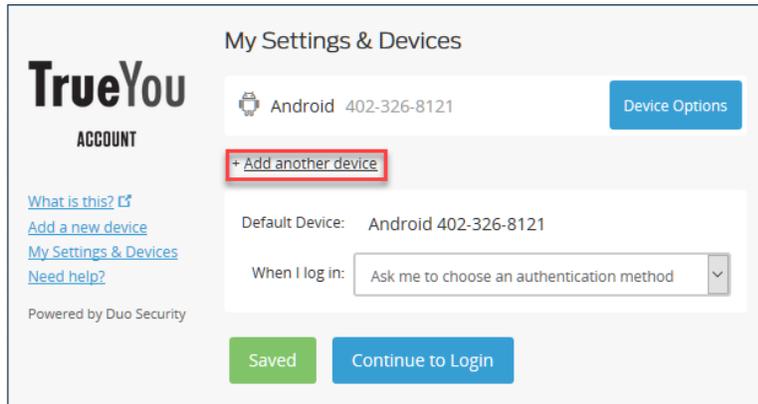
If you chose to receive a text, enter the code in the field and click . Once it has been verified, click .



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

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

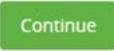
When I log in: Ask me to choose an authentication method

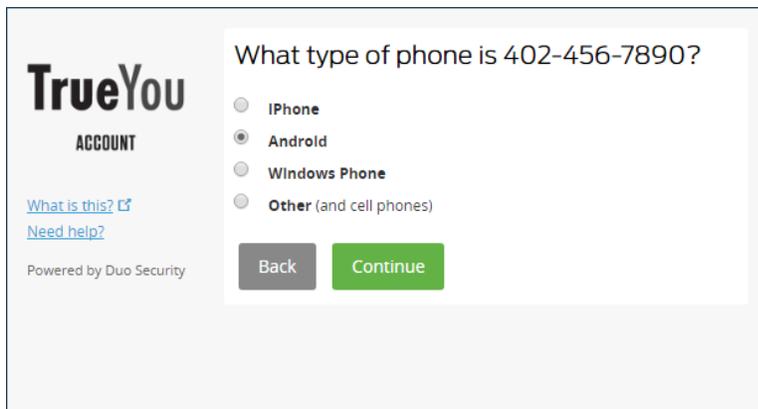
Saved Continue to Login

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

Powered by Duo Security

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

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

Powered by Duo Security

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 .

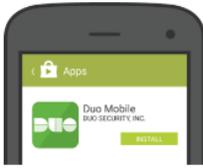
Android:



[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:



[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

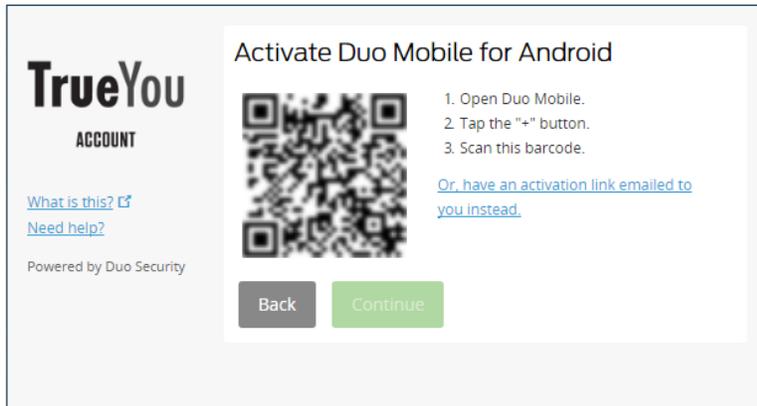
Activating the app links it to your account so you can use it for authentication.

Open Duo on your smartphone or tablet.

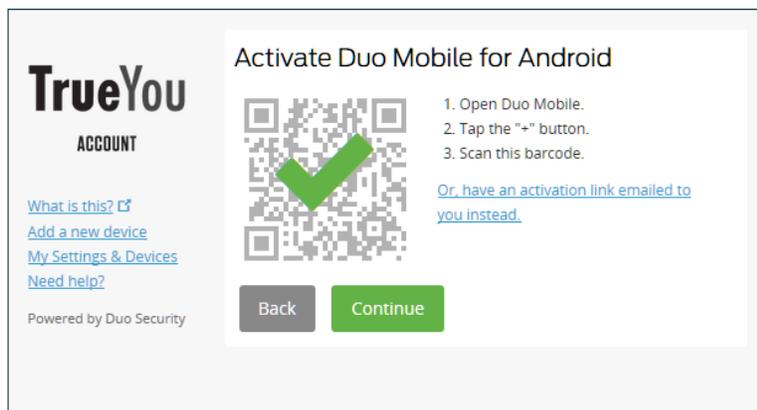


Press , or press .

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

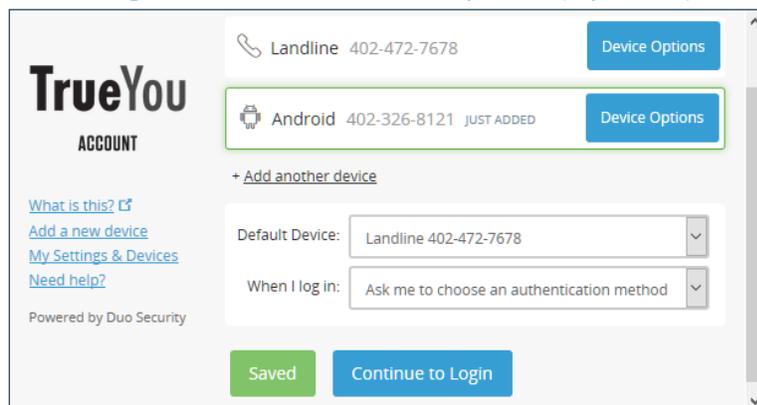


When you have successfully scanned the barcode, a check mark will appear and you can click



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

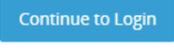
10. Configure Automatic Device Options (Optional)



- **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

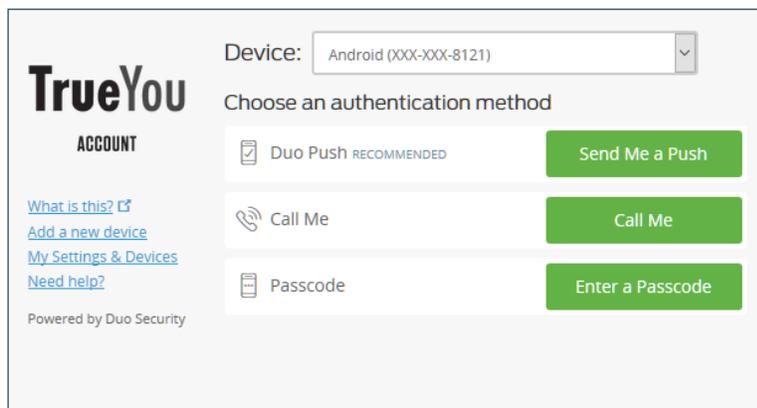
example, both your smartphone and your office phone. If your smartphone is unavailable, you will still be able to access protected systems using your secondary device.

- **Rename your device** - Click  to give your device a more descriptive name.
- **Delete a device** – Click  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  to proceed to the authentication prompt.

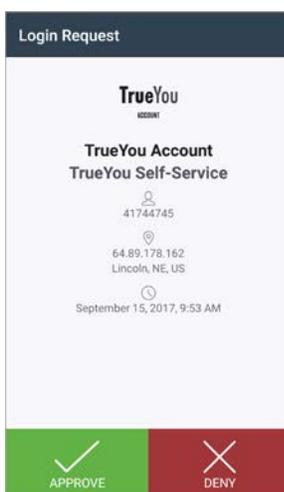
Congratulations!

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



The screenshot shows the TrueYou ACCOUNT settings page. On the left, there are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". Below these links is the text "Powered by Duo Security". On the right, there is a "Device:" dropdown menu showing "Android (XXX-XXX-8121)". Below this is the heading "Choose an authentication method" followed by three options: "DUO PUSH RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button.

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.



The screenshot shows a mobile notification titled "Login Request". It features the TrueYou logo and the text "TrueYou Account TrueYou Self-Service". Below this, it displays the user's ID "41744745", a location "64.89.178.162 Lincoln, NE, US", and the time "September 15, 2017, 9:53 AM". At the bottom, there are two buttons: a green "APPROVE" button with a checkmark icon and a red "DENY" button with an X icon.