**MFA: Landline Phone**

PROCEDURE: Enrolling and Using a Landline Phone in Duo

MFA: All Users

**Step 1: Begin Duo Enrollment From Your Desktop Computer**

a) Open a web browser to https://duo-mgmt.identity.ucsb.edu/.

b) Log into SSO.

c) Your browser will show the MFA with Duo Self-Registration form. Click “Start Setup.”

d) You are prompted to select the type of device you are adding. Select “Landline,” then click “Continue.”

e) Enter your landline phone number in the space provided.

f) After entering the phone number, a checkbox field displays for you to confirm the number. Check that the number is correct, select the checkbox, and then click “Continue.”

g) The “Enroll Successful” screen will display. Click “Dismiss.”

h) Verify that your phone number is correct, and select an authentication option from the “When I login” pull down menu.

i) Choose “Automatically Call This Device.”

j) Click “Save,” then close the browser window.

**Step 2: Testing the Landline**

a) Open a web browser to https://duo-mgmt.identity.ucsb.edu/.

b) Log into SSO.

c) Your browser will show the MFA with Duo Self-Registration application. Click “Call Me.”

d) Answer the call and listen to the instructions to authenticate.

**Step 3: Using the Landline**

a) Click the “Call Me” button on the Duo Prompt (or type “phone” in the Second Password field if you don’t see Duo’s interactive prompt) and Duo will call your phone. The status bar at the bottom of the Duo Prompt updates at each step of the process.

b) Answer the call and listen to the instructions to authenticate. The Duo Prompt’s status bar also tells you how to approve the request over the phone.