

# MFA: Enroll a Smartphone

PROCEDURE: Enroll a Smartphone 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 enrollment screen. Click **"Start Setup."**
- d) You are prompted to select the type of device you are adding. Select **"Mobile Phone,"** then click **"Continue."**
- e) Enter your mobile phone number in the space provided.
- f) After entering the phone number, a second field displays for you to confirm the number. Check that the number is correct, select the check box, then click **"Continue."**
- g) Enter the type of mobile phone you are enrolling, then click **"Continue."** (NOTE: Smartphone users should select iPhone, Android, or Windows Phone).

### Step 2: Install the Duo Mobile App on Your Smartphone

- a) Open the App Store or Play Store on your smartphone.
- b) Search for Duo Mobile.
- c) Install the free app on your smartphone. (NOTE: You will need your App Store or Play Store password to complete installation). You will also need to allow Duo mobile to access your camera.

### Step 3: Complete Enrollment Using Your Computer and Your Smartphone

- a) After completing the installation of the app on the smartphone, on your computer, click **"I Have Duo Mobile Installed."**
- b) The activate Duo Mobile screen displays. With the activate Duo Mobile screen displayed on the computer, open the Duo Mobile app on the smartphone.
- c) Click the plus sign (+) in the upper right corner of the phone screen.
- d) From the Duo Mobile app, scan the QR code that displays in the activate Duo Mobile computer screen.
- e) A green check mark displays on the computer screen. Click **"Continue."**
- f) A **"Login request"** notification from Duo Mobile arrives on your phone. When you open the app, it will display **"Approve"** and **"Deny"** buttons. Select **"Approve."** If you accidentally click **"Deny,"** you can choose the "It was a mistake" option.

### Step 4: Select Duo Authentication Method on the Computer

- a) The enrollment successful screen will display. Click **"Dismiss."**
- b) Verify that your phone number is correct, and select an authentication option for **"When I Log In."**
- c) Click Save, then click **"Finish Enrollment."**

For the latest reference see: <https://guide.duo.com/>