

MFA: Non-smart Cell Phone

PROCEDURE: Enroll a Non-smart Cell Phone in Duo

MFA: All Users

Step 1: Duo SMS Enrollment

- 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) Select **"Mobile Phone,"** then click **"Continue."**
- e) Enter your SMS phone number in the space provided.
- f) After entering the phone number, a check box field displays for you to confirm the number. Check that the number is correct, select the check box, and then click **"Continue."**
- g) The **"Enroll Successful"** screen will display. Click **"Dismiss."**
- h) Verify that your phone number is correct, and leave the default option for the **"When I log in"** pull down menu.

Step 2: Generating and Using SMS Codes

- a) Open a web browser to <https://duo-mgmt.identity.ucsb.edu/>.
- b) Log into SSO.
- c) To have Duo text you a batch of passcodes, click the **"Text Me New Codes"** button (or type **"SMS"** in the **Second Password** field). View the SMS/text message from Duo. The Duo Prompt's status bar indicates the passcodes were sent to your phone. The number of SMS passcodes sent in one batch is defined by your administrator (10 maximum, expiring in an hour). Sending multiple passcodes at once lets you use those passcodes to authenticate multiple times when you may not have cellular service.
- d) To authenticate using an SMS passcode, click the **"Enter a Passcode"** button, type in a passcode you received from Duo via text message, and click **"Log In."**

Duo tracks which SMS passcodes you've already used in your batch, letting you know which one to use next.

You can have new passcodes sent to you at any time. A new batch of passcodes will invalidate all old passcodes, so it's probably best to delete the old message when a new one comes in.