Setting up and Using Duo Authentication

This guide covers how to initially set up your Duo multifactor authentication (MFA) on your mobile device and how to use it to log into your computer. Photos and instructions may vary slightly based on your device/software used and product updates.

1. First, install the Duo Mobile app to your mobile device for later use

Duo Mobile
Security made simple

OPEN

2. You will receive an enrollment email that will look similar to the below. Click the link to proceed with enrollment

This is an automated email from Duo Security.
Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.

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Hello,
Your organization is now rolling out Duo Security, a friendly and secure way for you to log into your applications. Your administrator has invited you to set up your account for Duo so you can start logging in.
To begin, click this link to enroll a phone, tablet, or other device:
https://api-e028fad4.duosecurity.com/portal?
code=███████████akey=████████████
Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:
https://guide.duo.com/enrollment

3. Navigate through the wizard to add and verify your phone number.

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What is this? ⤴
Need help?

What type of device are you adding?

- ● **Mobile phone** RECOMMENDED
- ○ **Tablet** (iPad, Nexus 7, etc.)
- ○ **Landline**

[Continue]

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What is this? ⤴
Need help?

Verify Ownership of 270-████

1. We can call or text you with a verification code.

[Call me] or [Text me]   Text sent

2. Enter your 6-digit code:

[   ]   [Verify]

[Back]   [Continue]

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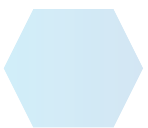Business Computer and Network Specialists

What is this? ⤴
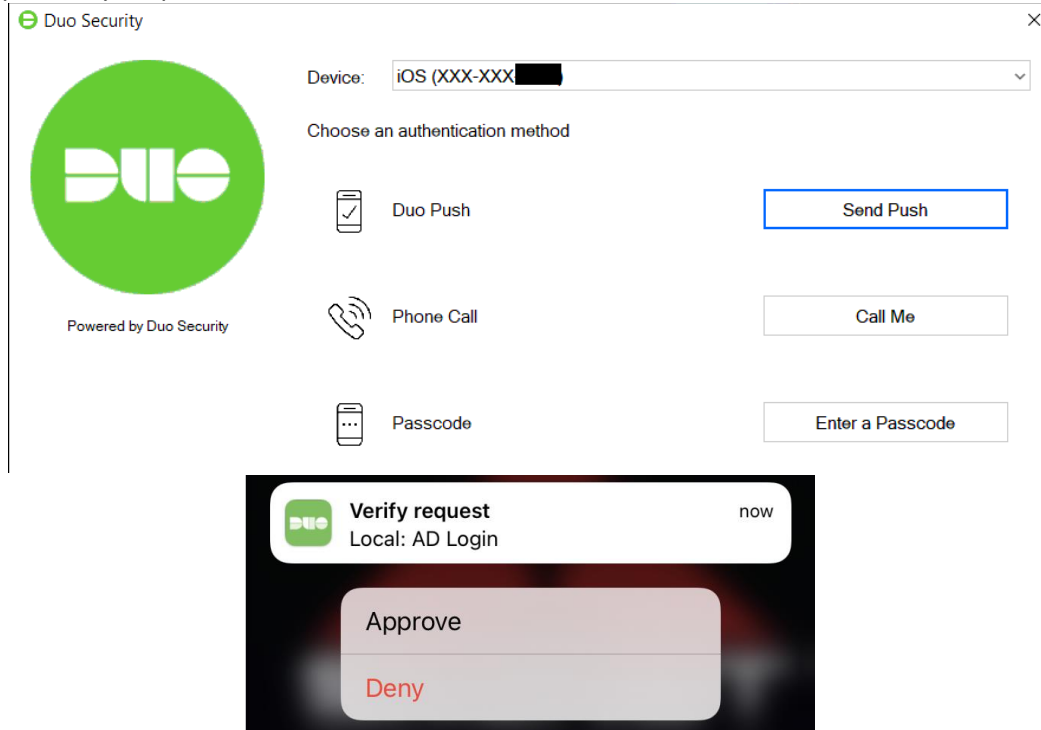Need help?

My Settings & Devices

 iOS 270-████ JUST ADDED

Default Device: iOS ████

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

[Saved]   [Finish Enrollment]

4. When logging onto a computer, you will receive the following prompt. We recommend the push notification, which will appear on your phone

5. You will receive a prompt to set up an offline access code. This is recommended, as without this, if your computer does not have an internet connection, you will not be able to log in. Once this is set up, it typically will not ask again, so this is a one-time process. If you use multiple computers, each one will require a unique offline access code.

270-205-4709

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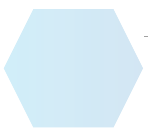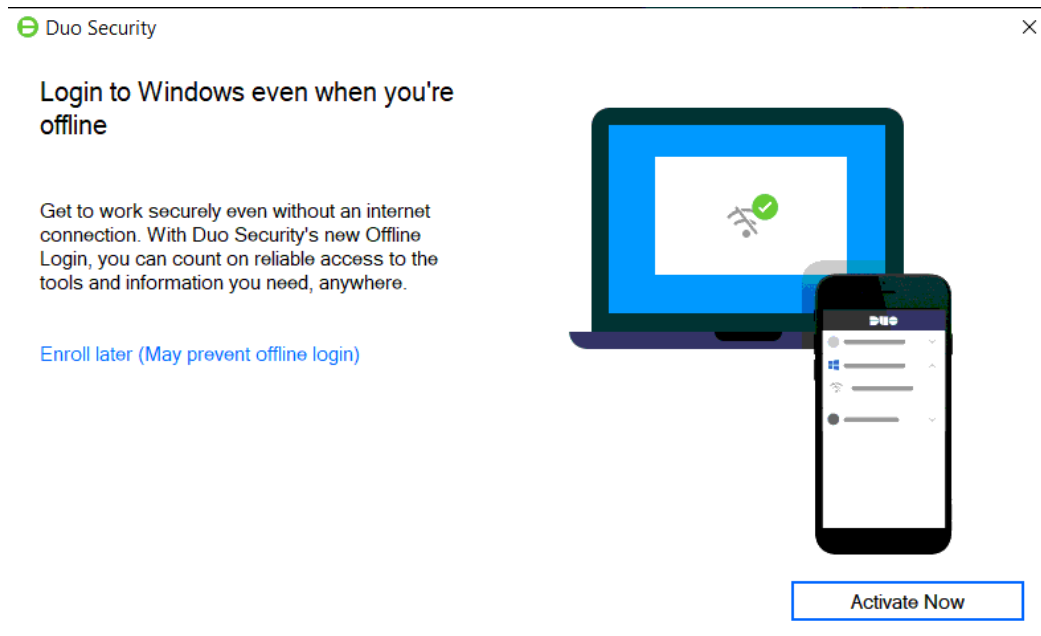
6. To enroll in offline access, follow the on-screen instructions to scan the QR code with your Duo app. This will give you a specific offline code for this computer.

Duo Security   ✕

Scan the QR Code with Duo Mobile to begin activation:

Open the Duo Mobile app and hit the + icon in the top right. Then, scan the code below and follow the instuctions on your mobile device:
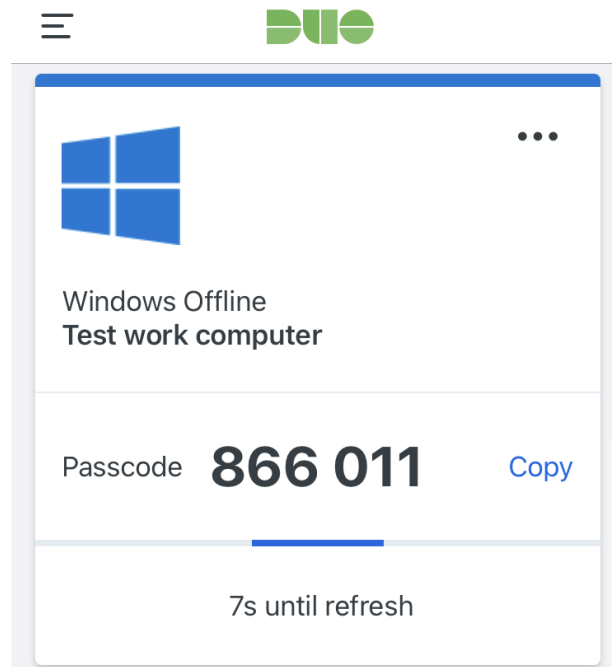
Powered by Duo Security

Enter Offline Code

7. Once offline access is set up you will have a code on your phone that can now be used to authenticate if you do not have internet access

Windows Offline
Test work computer

Passcode   **866 011**   Copy

7s until refresh

8. On additional logins, you can simply use the push notification, phone call, or code to authenticate your login.

Reach out to SmartPath Technologies if you experience any issues.

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