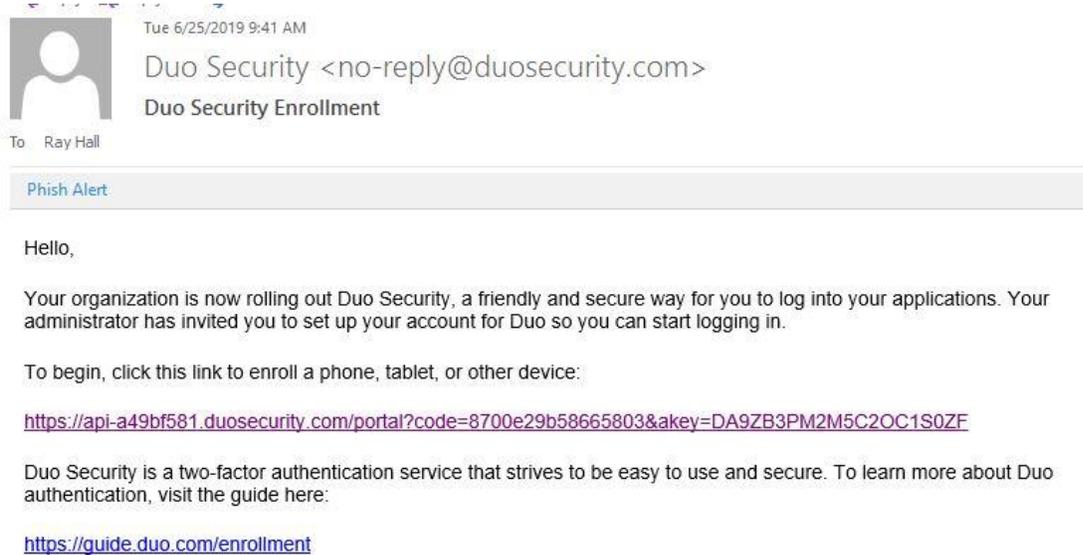


How to perform self-enrollment in Duo Security MFA

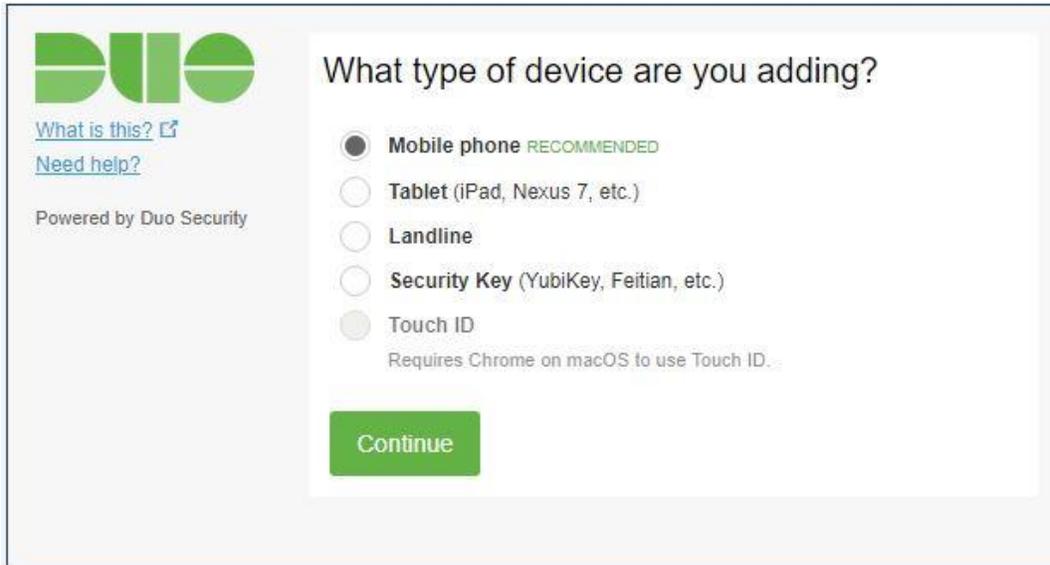
1. After being added to the Duo System, you will receive an e-mail that looks similar to this within 1 day. Click on the link to be taken to the self-enrollment website.



2. This will be the first screen; click Start Setup.

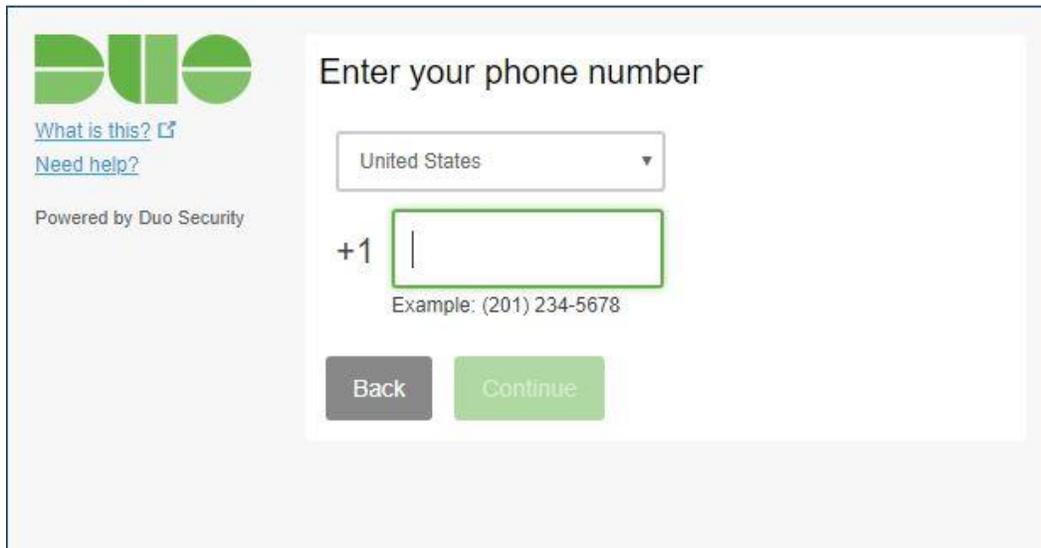


- Specify what type of device you want to enroll to act as your multi-factor / secondary authentication device. The most common option will be Mobile Phone. Please check with IT before selecting a different option.



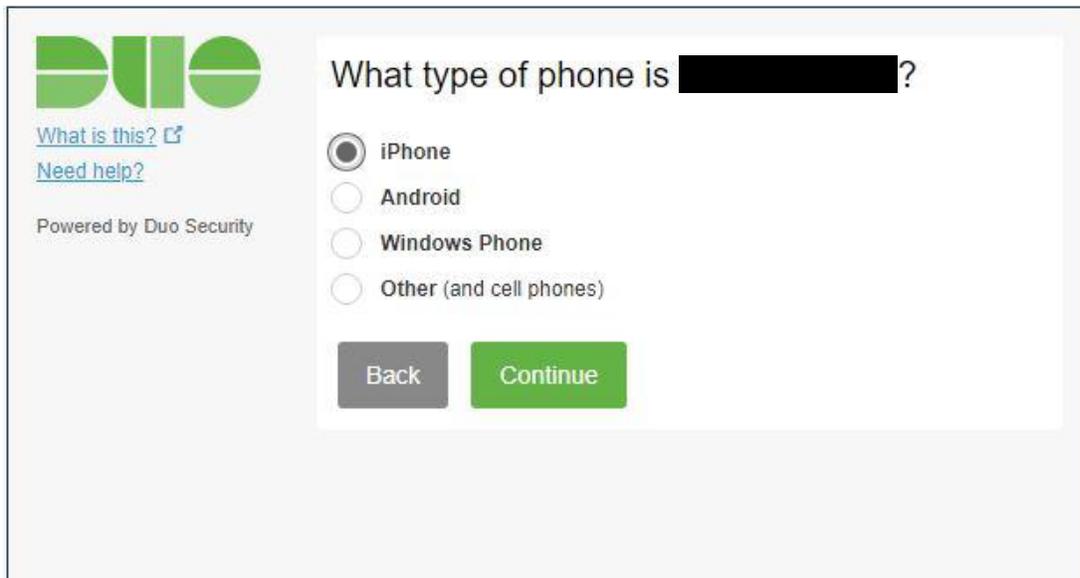
The screenshot shows the Duo Security enrollment interface. On the left, there is the Duo logo, a link for 'What is this?', a link for 'Need help?', and the text 'Powered by Duo Security'. The main content area is titled 'What type of device are you adding?' and contains five radio button options: 'Mobile phone' (marked as RECOMMENDED), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', 'Security Key (YubiKey, Feitian, etc.)', and 'Touch ID' (with a note: 'Requires Chrome on macOS to use Touch ID.'). A green 'Continue' button is located at the bottom of the options.

- Enter your mobile phone number and click Continue.



The screenshot shows the Duo Security enrollment interface for entering a phone number. On the left, there is the Duo logo, a link for 'What is this?', a link for 'Need help?', and the text 'Powered by Duo Security'. The main content area is titled 'Enter your phone number' and contains a dropdown menu for 'United States', a text input field with a '+1' prefix and a vertical cursor, and an example number '(201) 234-5678'. At the bottom, there are 'Back' and 'Continue' buttons.

5. Select your type of smart phone. If you have a flip-phone / non-smartphone, select other.



The screenshot shows the Duo Mobile setup interface. On the left, there is the Duo logo, a link for "What is this?", a link for "Need help?", and the text "Powered by Duo Security". The main content area has the heading "What type of phone is [redacted]?" followed by four radio button options: "iPhone" (selected), "Android", "Windows Phone", and "Other (and cell phones)". At the bottom, there are two buttons: "Back" and "Continue".

6. If using a smartphone, download the respective "Duo Mobile" app onto your phone. Then click I Have Duo Mobile Installed.

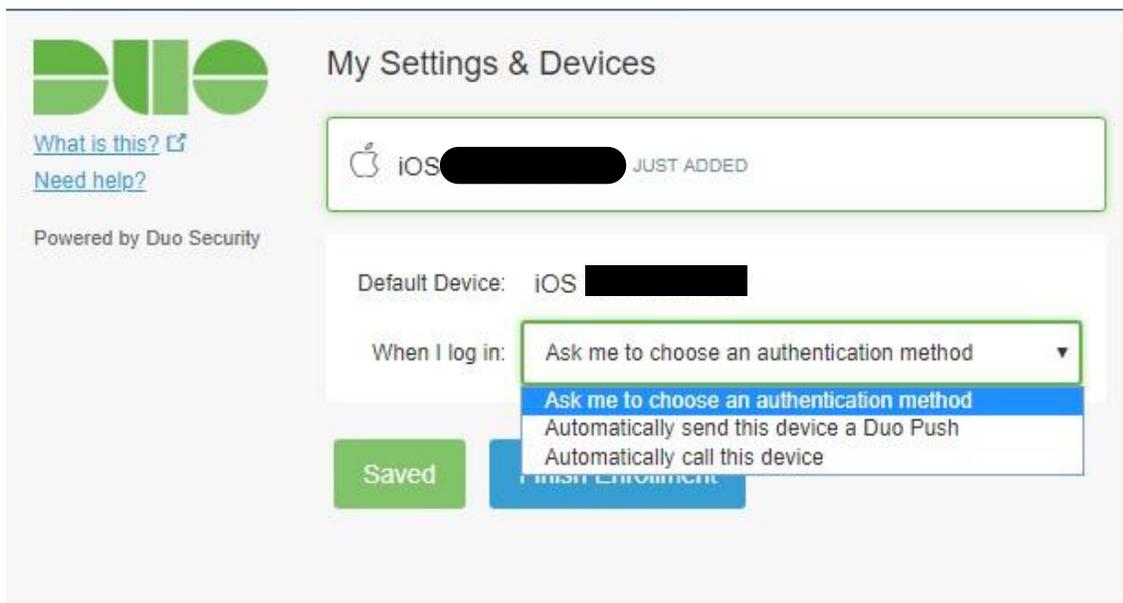


The screenshot shows the Duo Mobile setup interface for iOS. On the left, there is the Duo logo, a link for "What is this?", a link for "Need help?", and the text "Powered by Duo Security". The main content area has the heading "Install Duo Mobile for iOS". Below the heading is an image of an iPhone displaying the Duo Mobile app in the App Store search results. To the right of the image are two numbered instructions: "1. Launch the App Store app and search for 'Duo Mobile'." and "2. Tap 'Get' and then 'Install' to download the app.". At the bottom, there are two buttons: "Back" and "I have Duo Mobile installed".

7. Open your Duo Mobile app and click the + sign to add an account. Then scan the barcode on the screen with your phone.



8. Choose what you would like to happen when using Duo by default. If you select Ask Me To Choose, you can choose each time between using the App, getting a phone call, or getting a text message to authenticate you. Click Finish Enrollment and you are done!



9. Now when you sign in to a system that has been setup to use Duo MFA, after entering your username and password, you will be sent a code on your device to enter as the "multi-factor" authentication.