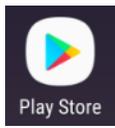
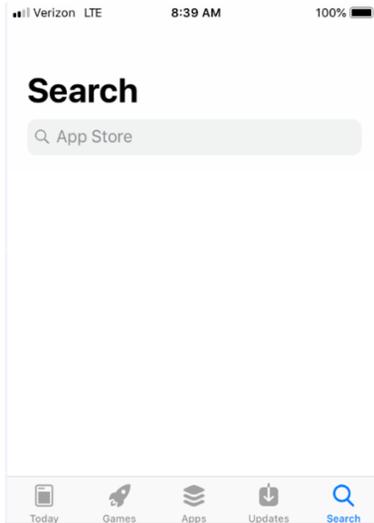


# Multi-Factor Authentication (MFA), ie. DUO Registration Instructions

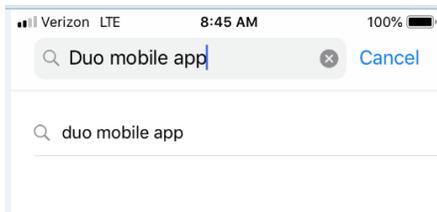
1. Log into the App Store on an iPhone or the Play Store on an Android. NOTE: Remaining photos depict iPhone screens, but steps on an Android are similar.



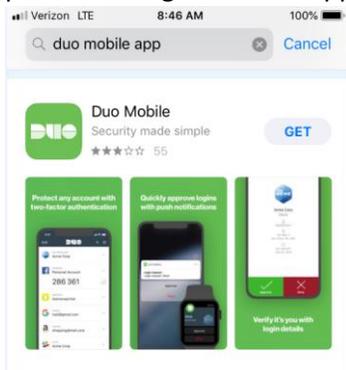
2. Click the magnifying glass icon at the bottom right hand corner of your phone screen.



3. In the search bar, type in "DUO Mobile" app.



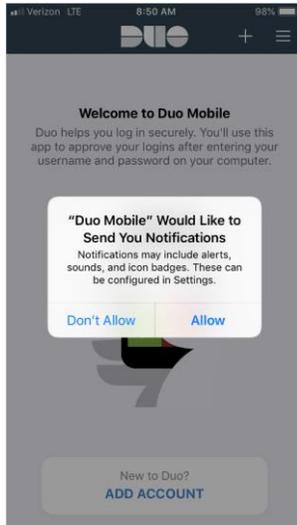
4. Search for the icon pictured below. Click the "GET" button on the iPhone or click "INSTALL" on an Android phone and login in to the app store to confirm purchase (NOTE: The app is free.)



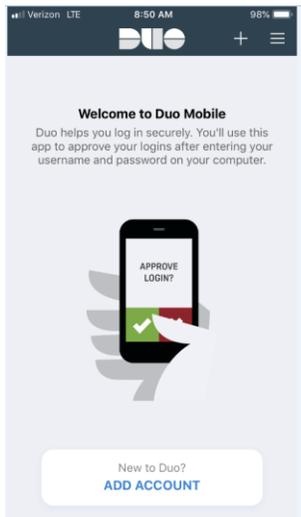
5. Once app is installed, click on the DUO Mobile icon on your phone.



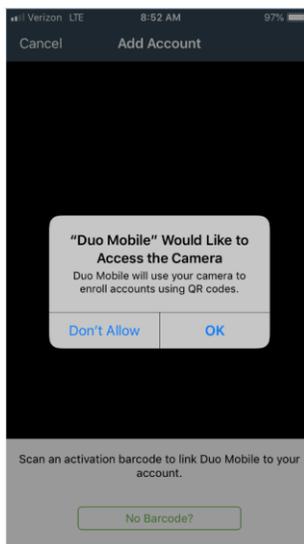
6. The following pop-up window will appear, click “Allow” receive notifications or click “Don’t Allow” if you do not want to receive notifications. Typically, most people select “Allow”, note: this can be changed by you later if you so choose to change your selection.



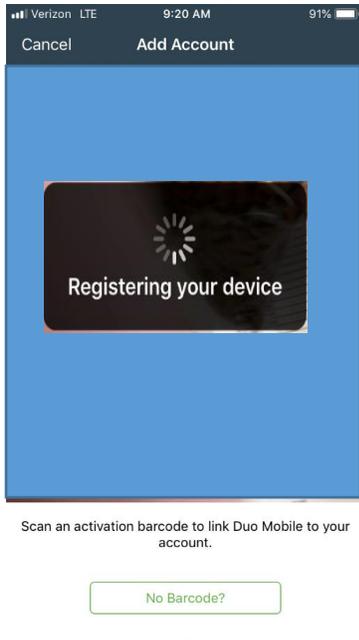
7. On the welcome click “Add Account” at the bottom of the screen.



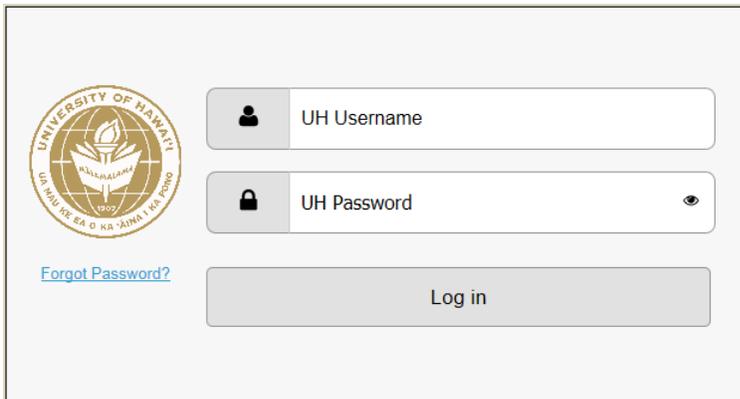
8. The following pop-up window will appear, click “Ok” or “Don’t Allow” for the app to have access to your phone camera. You must click “Ok”.



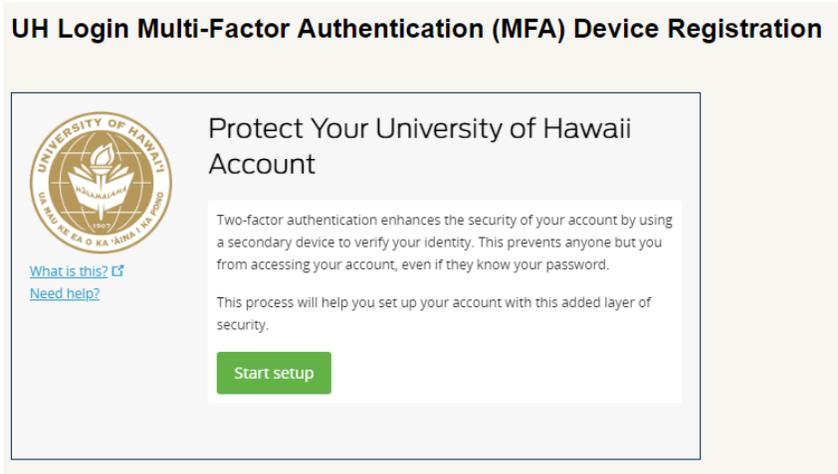
9. Your camera will open up.



10. On a computer, login to the UH Login MFA Device Registration site at [www.hawaii.edu/its/uhlogin/device-reg](http://www.hawaii.edu/its/uhlogin/device-reg) enter your "UH Username" and your "UH Password"

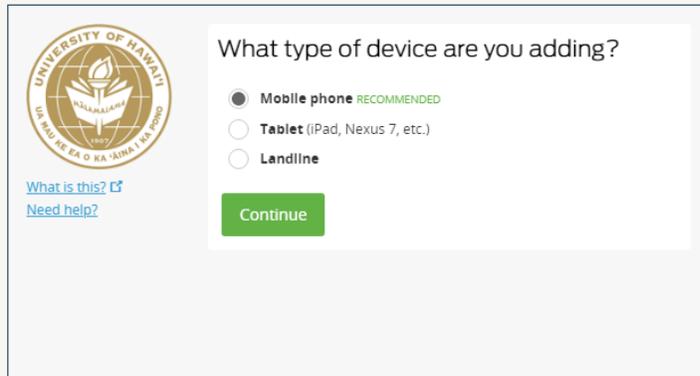


11. Once you login, the following screen will appear. Click "Start setup"



12. Then click “Mobile phone” and click “Continue”

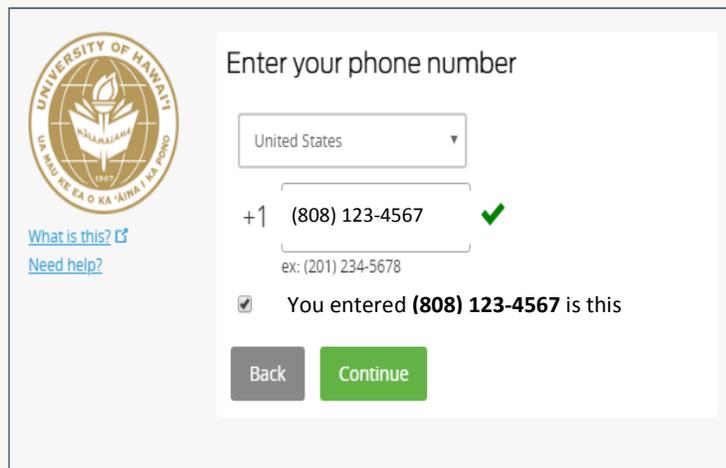
### UH Login Multi-Factor Authentication (MFA) Device Registration



The screenshot shows the UH Login MFA Device Registration interface. On the left is the University of Hawaii logo with the text 'UNIVERSITY OF HAWAII' and 'UN IPU KE EA O KA 'AIHA I KA POHO'. Below the logo are links for 'What is this?' and 'Need help?'. The main content area asks 'What type of device are you adding?' and has three radio button options: 'Mobile phone RECOMMENDED' (selected), 'Tablet (iPad, Nexus 7, etc.)', and 'Landline'. A green 'Continue' button is at the bottom.

13. Enter your mobile phone number including the area code, i.e. (808) 123-4567. Click the box to confirm your telephone number and click “Continue”.

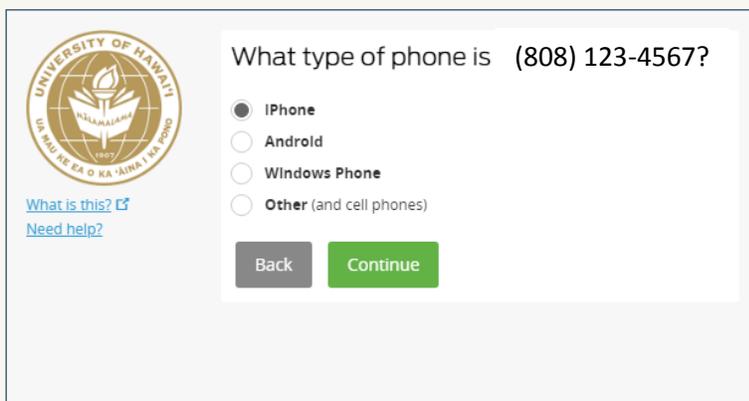
### UH Login Multi-Factor Authentication (MFA) Device Registration



The screenshot shows the 'Enter your phone number' step. It features the University of Hawaii logo and links on the left. The main area has a dropdown menu set to 'United States', a text input field containing '+1 (808) 123-4567' with a green checkmark, and an example 'ex: (201) 234-5678'. Below the input is a checked checkbox with the text 'You entered (808) 123-4567 is this'. At the bottom are 'Back' and 'Continue' buttons.

14. On the next screen, click the appropriate phone type and click “Continue”.

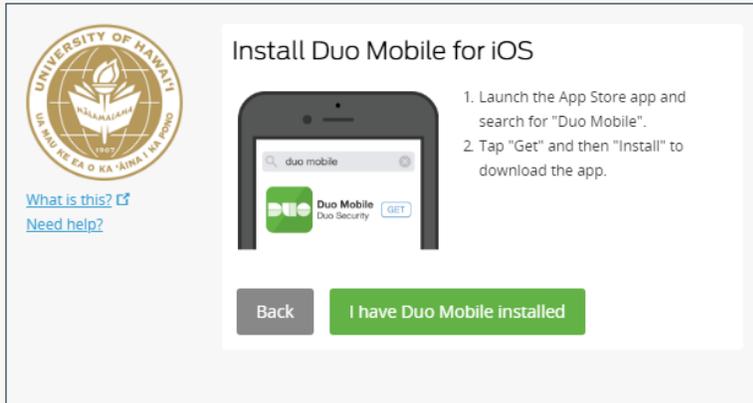
### UH Login Multi-Factor Authentication (MFA) Device Registration



The screenshot shows the 'What type of phone is (808) 123-4567?' question. It features the University of Hawaii logo and links on the left. The main area has four radio button options: 'iPhone' (selected), 'Android', 'Windows Phone', and 'Other (and cell phones)'. At the bottom are 'Back' and 'Continue' buttons.

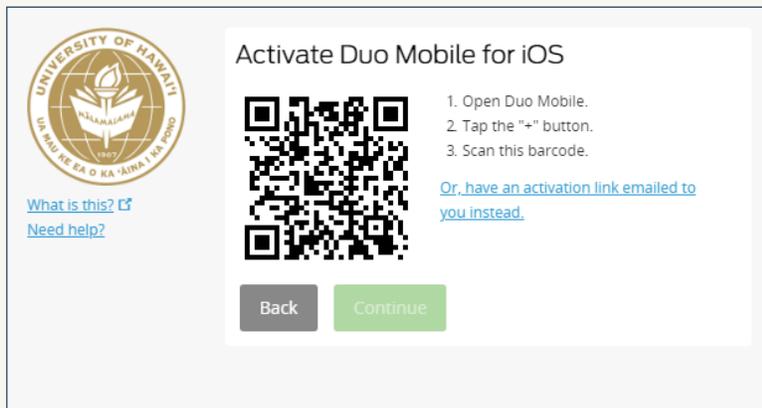
15. The following screen will appear, click "I have Duo Mobile installed"

### UH Login Multi-Factor Authentication (MFA) Device Registration



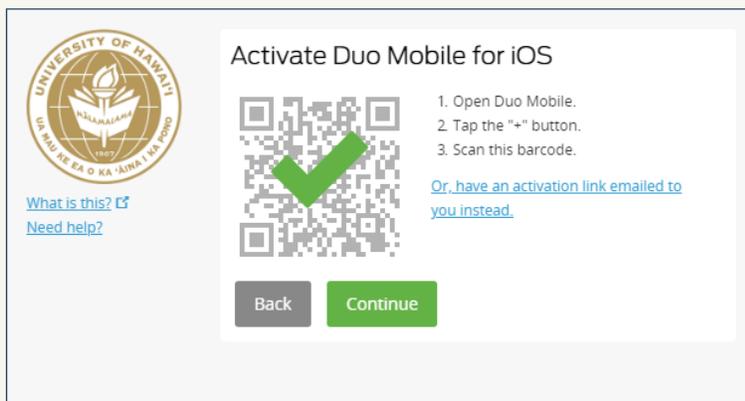
16. Place your phone screen up to the QR code box and your phone camera will automatically register the picture and your account will be activated. Click "Continue".

### UH Login Multi-Factor Authentication (MFA) Device Registration



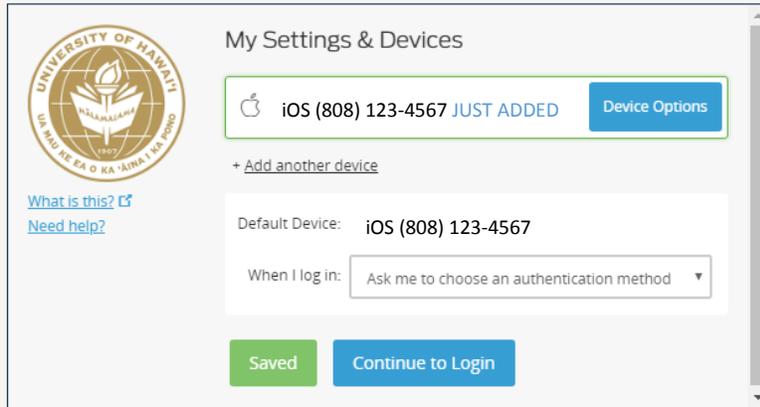
17. The following screen will appear. Click "Continue".

### UH Login Multi-Factor Authentication (MFA) Device Registration



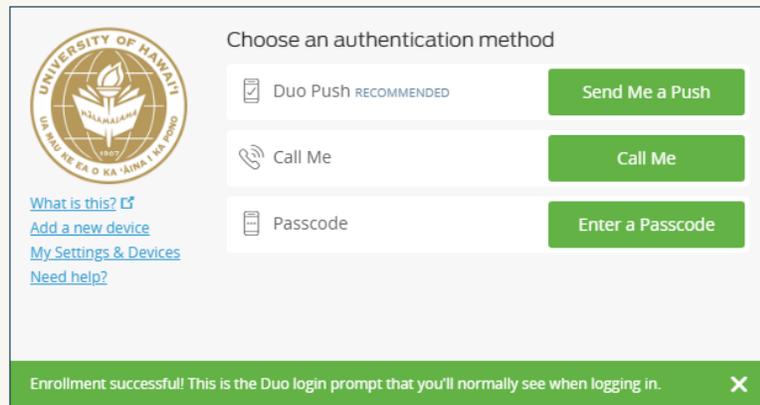
18. The following screen will appear. If you want to enter another device, click the “+ Add another device” button, otherwise, click “Continue to Login.” **NOTE: If you use your personal phone for MFA, it is highly recommended that you also add your office phone number as another device.**

### UH Login Multi-Factor Authentication (MFA) Device Registration

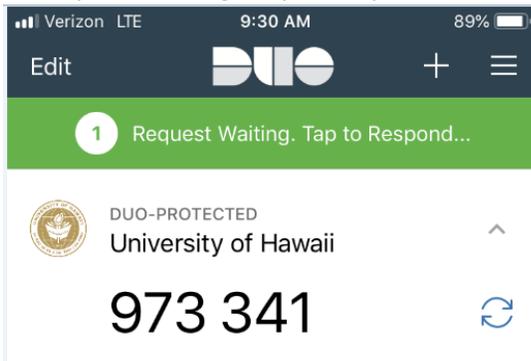


19. The following screen will appear. Click the “Send Me a Push” button.

### UH Login Multi-Factor Authentication (MFA) Device Registration



20. A push notification will be sent to your phone. Click the green banner at the top of your Duo screen that says, “1 Request Waiting. Tap to respond...”



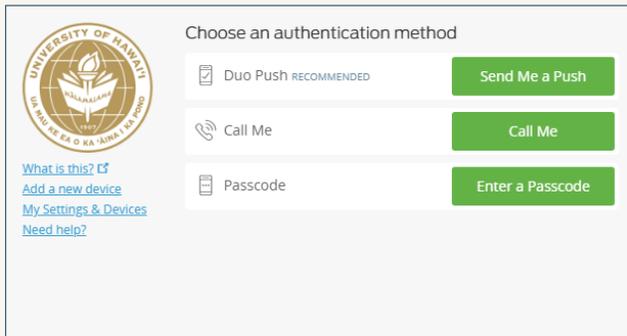
21. Click the "Approve" button.



22. The following will appear on your computer.

### UH Login Multi-Factor Authentication (MFA) Device Registration

You have successfully tested your Multi-Factor authentication.



CONGRATULATIONS! You have successfully set-up Multi-Factor Authentication for your UH accounts.

**NOTE: It is highly recommended that the 1<sup>st</sup> time you log into a browser or new computer for the day, you check the "Remember me for 1 day" button. This will make use of various UH programs such as email, KFS, on-line leave, etc; throughout the day easier, as you will not have to do the MFA each time you login to a UH program.**

