## 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.

Sea	irch			
Q Ap	o Store			
		۲	Ų	Q
Today	Games	Apps	Updates	Search

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 <u>www.hawaii.edu/its/uhlogin/device-reg</u> enter your "UH Username" and your "UH Password"

SULES ITY OF AVE	LH Username
LE THE ALLAND AND ALL	UH Password
Forgot Password?	Log in

11. Once you login, the following screen will appear. Click "Start setup" UH Login Multi-Factor Authentication (MFA) Device Registration

SUBSITY OF HTT	Protect Your University of Hawaii Account
What is this? C Need help?	Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password. This process will help you set up your account with this added layer of security. Start setup

12. Then click "Mobile phone" and click "Continue"

UH Login Multi	i-Factor Authentication (MFA) Devi	ce Registration
What is this? If Need help?	What type of device are you adding?  Mobile phone recommended Tablet (IPad, Nexus 7, etc.) Landline Continue	

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
	Back Continue

14. On the next screen, click the appropriate phone type and click "Continue". UH Login Multi-Factor Authentication (MFA) Device Registration

STEREITY OF HYA	What type of phone is (808) 123-45	67?
S - Nadamarann	IPhone	
THE ARE CONTRACTION	Android	
What is this?	Other (and cell phones)	
Need help?		
	Back Continue	

15. The following screen will appear, click "I have Duo Mobile installed" UH Login Multi-Factor Authentication (MFA) Device Registration

Steedily OF Male	Install Duo Mobile for iOS
What is this? Cr Need help?	<ol> <li>Launch the App Store app and search for "Duo Mobile".</li> <li>Tap "Get" and then "Install" to download the app.</li> </ol>
	Back I have Duo Mobile installed

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".

ALL OF HALE	Activate Duo Me	obile for iOS
What is this? Cf Need help?		<ol> <li>Open Duo Mobile.</li> <li>Tap the "+" button.</li> <li>Scan this barcode.</li> <li><u>Or, have an activation link emailed to</u> you instead.</li> </ol>
	Back Continue	

UH Login Multi-Factor Authentication (MFA) Device Registration

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

U	H Login Mult	i-Factor Authentication (MFA) Device Regis	tration
<u>и</u> 1	What is this? C'A	Activate Duo Mobile for iOS           Image: Open Duo Mobile         1. Open Duo Mobile.           Image: Open Duo Mobile         2. OpenDuoMobile.	

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

SUREITY OF AIR	My Settings & Devices
	G iOS (808) 123-4567 JUST ADDED Device Options
TE AR EA O KA 'AINA IN'S	+ <u>Add another device</u>
What is this? C Need help?	Default Device: iOS (808) 123-4567
	When I log in: Ask me to choose an authentication method 🔹
	Saved Continue to Login

19. The following screen will appear. Click the "Send Me a Push" button. UH Login Multi-Factor Authentication (MFA) Device Registration

ERSITY OF HY	Choose an authentication met	hod
E - NALAMATANA	Duo Push Recommended	Send Me a Push
ANT COST INTER	ار Call Me	Call Me
What is this? L <sup>*</sup> Add a new device	Passcode	Enter a Passcode
<u>My Settings &amp; Devices</u> Need help?		
Enrollment successful! Thi	s is the Duo login prompt that you'll normally	see when logging in.

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.

••# Verizon LTE 9:33 Login R Protected by	AM 88% D equest Duo Security		
University UH Login MFA De	of Hawaii		
ی dtl	ee		
166.122 Honolulu	) .207.39 ., HI, US		
9:32:30 / Novembe	) AM HST r 9, 2018		
Approve	Deny		

22. The following will appear on your computer. UH Login Multi-Factor Authentication (MFA) Device Registration

A LEAST A AMERICA	Choose an authentication method		
	Duo Push Recommended	Send Me a Push	
	🛞 Call Me	Call Me	
What is this? C Add a new device My Settings & Devices Need help?	Passcode	Enter a Passcode	

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 <u>"Remember me for 1 day" button</u>. 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.

ALL STRY OF HIGH	Device: ios (xxx-xxx-4567 Choose an authentication method	
C MALAMACANO 00		Send Me a Push
<u>What is this?</u> 다 <u>Need help?</u>	🛞 Call Me	Call Me
	Passcode	Enter a Passcode
	Remember me for 1 day	