Enroll a Landline Phone in Duo

CAS protected applications require MFA authentication from all locations.

To access CAS protected applications you must register a device as an authentication token.

If you have already registered a device for Email, O365 or Banner you do not need to register again.

If you have already registered a land line for EPCS, VPN, or HS Apps (Citrix) use this guideline to re-register it for the CAS system.

To register a land line for the first time, follow these instructions.

1. Use Edge or Chrome (not all browsers work) to access the HS MFA Portal website at: https://hsmfa.ucdmc.ucdavis.edu

2. Click the gold Enroll O365 Banner CAS bubble

3. Click Enroll.

If you have never enrolled an authentication device (e.g. Phone) in Duo before, use the Enroll button to begin. You will need your employee ID.

If you already have an authentication device enrolled in Duo and want to make changes to it or enroll another device, use the Manage button below to begin. You will need your Kerberos (email) userid and password.

Portal Selection
4. Enter information and press **Submit information**.

**Authentication**

NOTE: A Student/Employee ID# is required. Your employee ID number is located at the bottom of your UC Davis Health ID badge.

5. The Manage Services for Your LoginID screen displays. Confirm that your Kerberos username displays in the LoginID field and click **Continue**.

6. At the next screen, select the radio button for **IDUO Duo Multi Factor Authentication** under You subscribe to the following manageable service, and click **Continue**.
7. Click **Start setup**.

8. You are prompted to select the type of device you are adding. Select **Landline**, and then click **Continue**.
9. Enter your landline phone number in the space provided.

![Image of phone number entry screen]

10. After entering the phone number, a second field displays for you to confirm the number. Check that the number is correct, select the checkbox, and then click **Continue**.

![Image of phone number confirmation screen]

11. Verify that your phone number is correct, and select an authentication option for **When I log in**.

![Image of settings and devices]

12. Click **Save**, and then click **Finish**.

13. **Enrollment Successful** screen displays. Click **Dismiss** to finish.

![Image of enrollment successful message]