

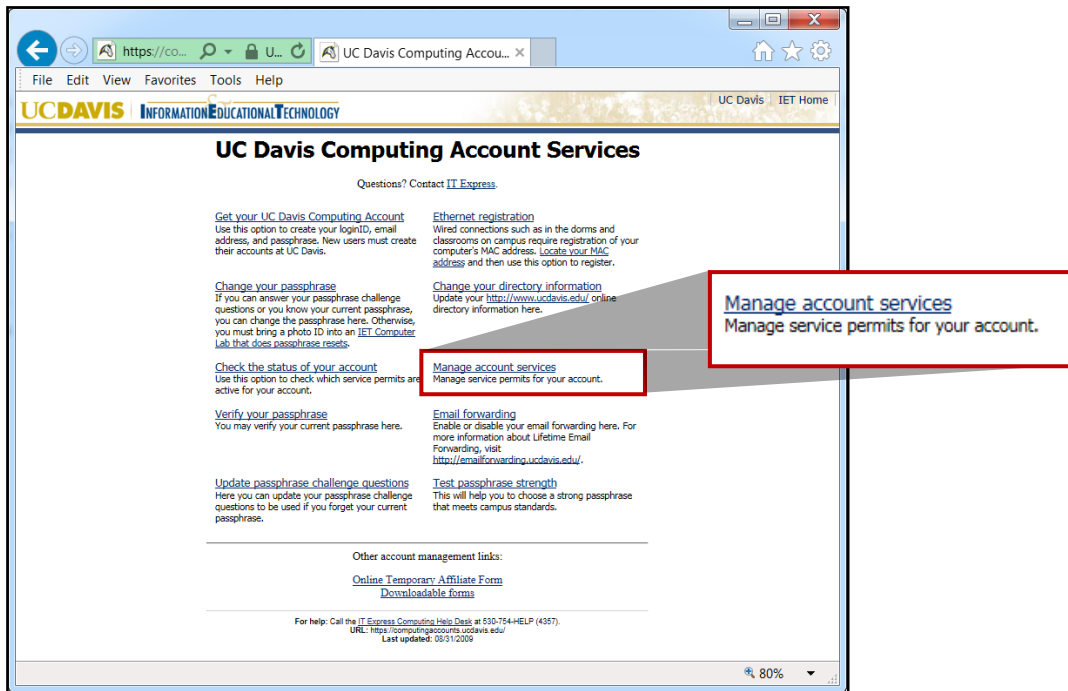
Enroll a Landline Phone in Duo

If you already have another phone enrolled, use the “Enroll Additional Authentication Device” instructions instead.

Email and other O365 applications are only directly accessible in UC Davis Health facilities.

To access email and O365 applications from home, on the road, or on the university campus you must use Multi Factor Authentication (MFA). In addition to entering your userid and password, you must register a device as an authentication token. To register a landline, follow these instructions.

1. Use Edge or Chrome browser to access the main campus **UC Davis Computing Account Services** website at <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>.
2. Click **Manage account services**.



UC Davis Computing Account Services

3. The **Authentication** screen displays. Enter the information requested, and click **Submit information**.

Authentication

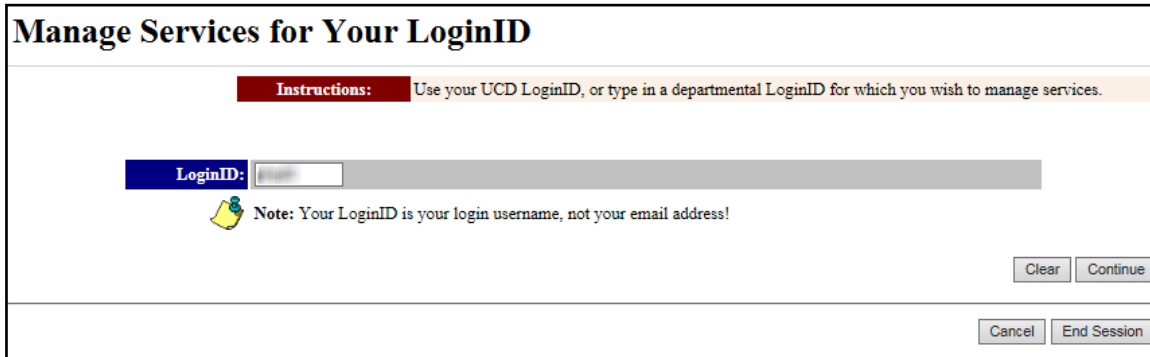
Instructions: Please verify your identity by providing the following information. Do not set up or modify an account for someone else. See [California Penal Code 502\(c\)](#).

First Name:	<input style="width: 90%;" type="text"/>
Middle Name:	<input style="width: 90%;" type="text"/>
Last Name:	<input style="width: 90%;" type="text"/>
Student/Employee ID #:	<input style="width: 90%;" type="text"/>
	(9 characters)
Birth Date:	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
	(MM/DD/YYYY)

Authentication

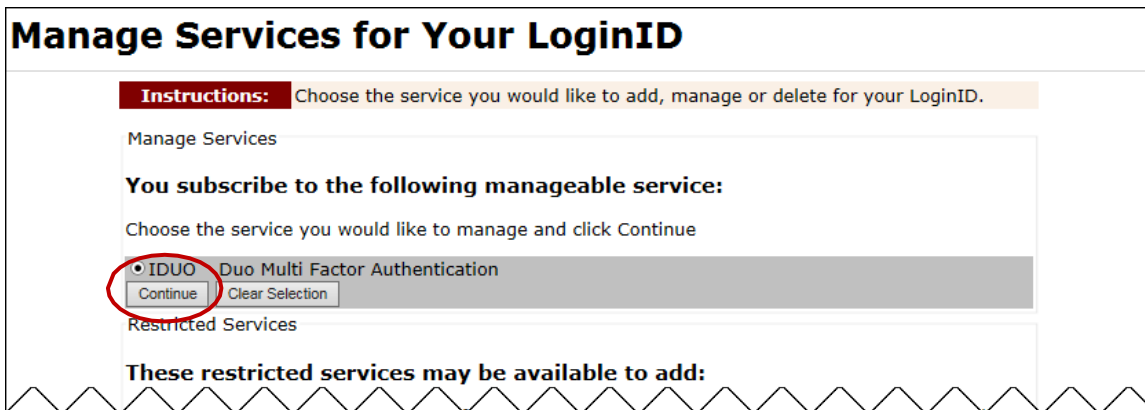
NOTE: A Student/Employee ID# is required. Your employee ID number is located at the bottom of your UC Davis Health ID badge.

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



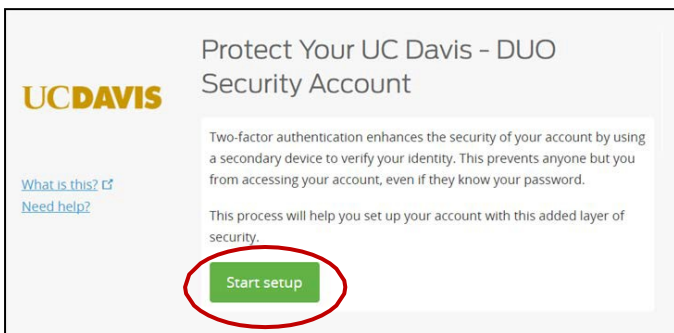
Manage Services for Your LoginID

5. 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**.

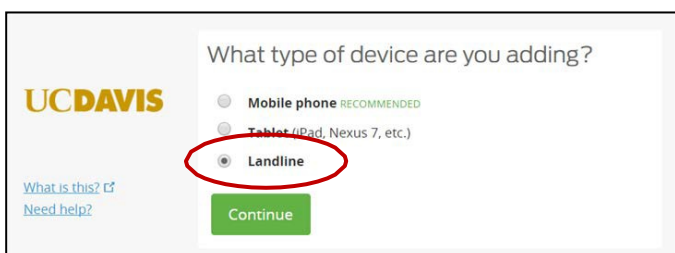


IDUO

6. Your browser opens to the Duo Enrollment screen. Click **Start setup**.



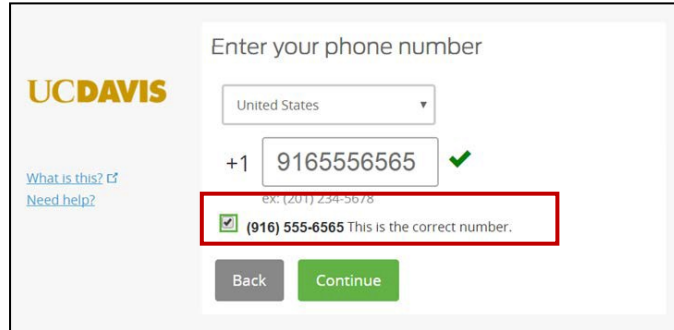
7. You are prompted to select the type of device you are adding. Select **Landline**, and then click **Continue**.



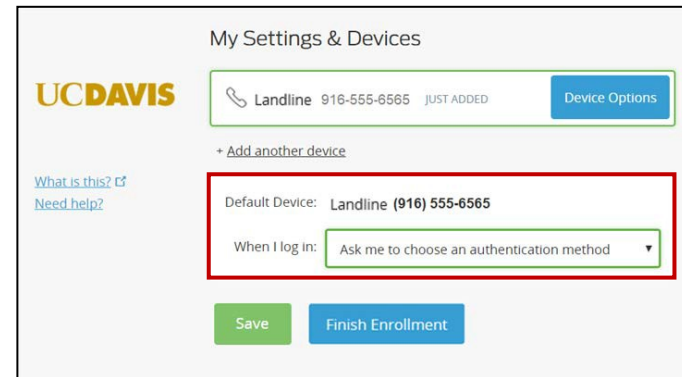
8. Enter your landline phone number in the space provided.



9. 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**.



10. Verify that your phone number is correct, and select an authentication option for **When I login**.



11. Click **Save**, and then click **Finish enrollment**.

12. The **Enrollment Successful** screen displays. Click **Dismiss** to finish.

