

Enroll a Smart 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 Smartphone for EPCS, VPN, or HS Apps (Citrix) use this guideline to re-register it for the CAS system.

To register a Smart Phone 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



HS MFA Self Service Portal

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.

Enroll

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.

Manage

Portal Selection

4. Enter information and press **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 type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Student/Employee ID #:	<input type="text"/> (9 characters)
Birth Date:	<input type="text"/> / <input type="text"/> / <input 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.

5. 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

Instructions: Use your UCD LoginID, or type in a departmental LoginID for which you wish to manage services.

LoginID:

 **Note:** Your LoginID is your login username, not your email address!

Manage Services for Your LoginID

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**.

Manage Services for Your LoginID

Instructions: Choose the service you would like to add, manage or delete for your LoginID.

Manage Services

You subscribe to the following manageable service:

Choose the service you would like to manage and click Continue

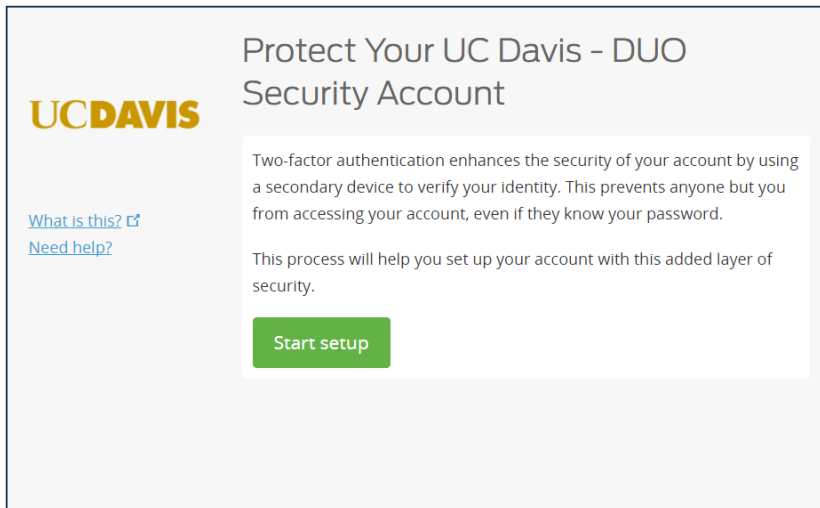
☒ IDUO Duo Multi Factor Authentication

Restricted Services

These restricted services may be available to add:

IDUO

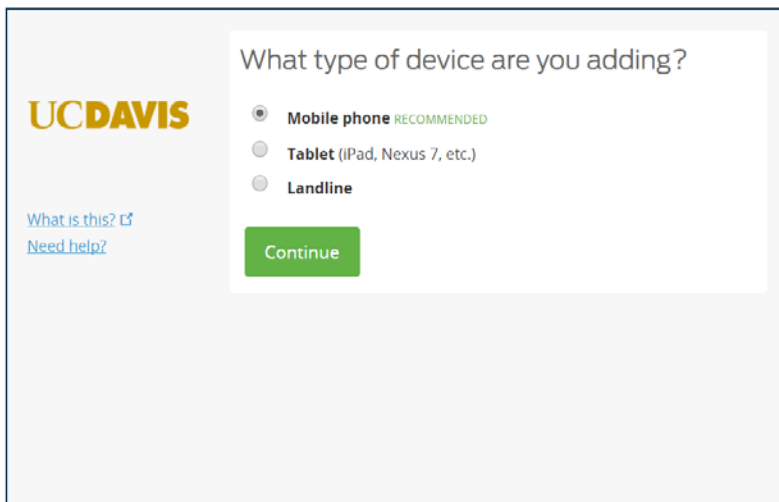
7. Click **Start setup**.



The screenshot shows the 'Protect Your UC Davis - DUO Security Account' page. On the left is the UC DAVIS logo and links for 'What is this?' and 'Need help?'. The main content area explains that two-factor authentication enhances security by using a secondary device. A green 'Start setup' button is prominently displayed at the bottom of the text block.

Start Setup

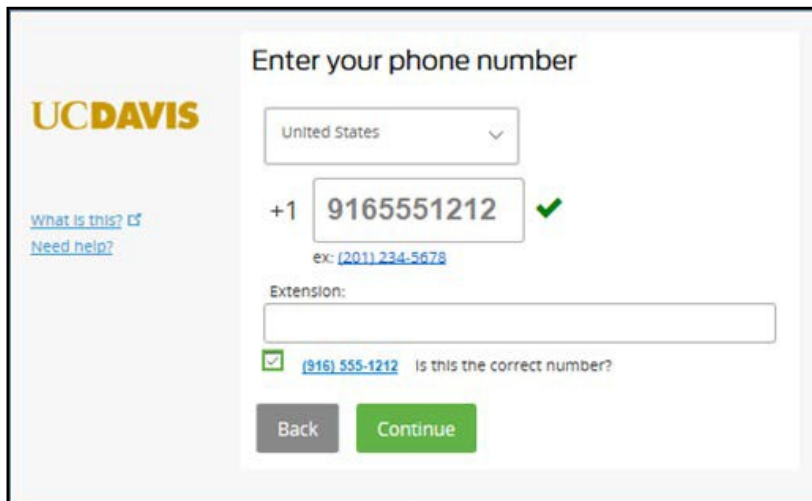
8. Select the device type being added and click **Continue**. (For this example, we add a Mobile phone.)



The screenshot displays the 'What type of device are you adding?' screen. It features the UC DAVIS logo and help links on the left. Three radio button options are listed: 'Mobile phone' (marked as RECOMMENDED), 'Tablet (iPad, Nexus 7, etc.)', and 'Landline'. A green 'Continue' button is located below the options.

Select Device Type

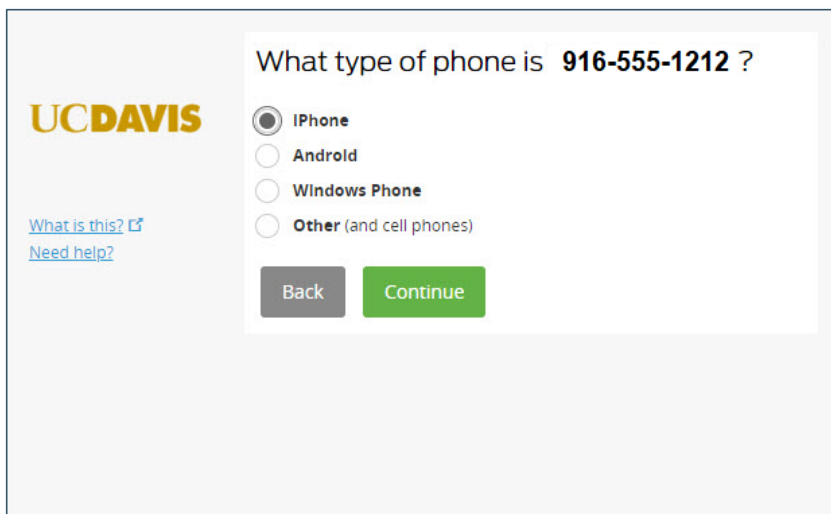
9. Enter the phone number, click the checkbox to confirm the correct number, and then click **Continue**.



The screenshot shows the 'Enter your phone number' screen. It includes the UC DAVIS logo and help links on the left. The main form has a dropdown for 'United States', a text field for the number '+1 9165551212' with a green checkmark, and an example 'ex: (201) 234-5678'. Below this is an 'Extension:' field. A checkbox is checked next to the number '(916) 555-1212' with the text 'Is this the correct number?'. At the bottom are 'Back' and 'Continue' buttons.

Confirm Number

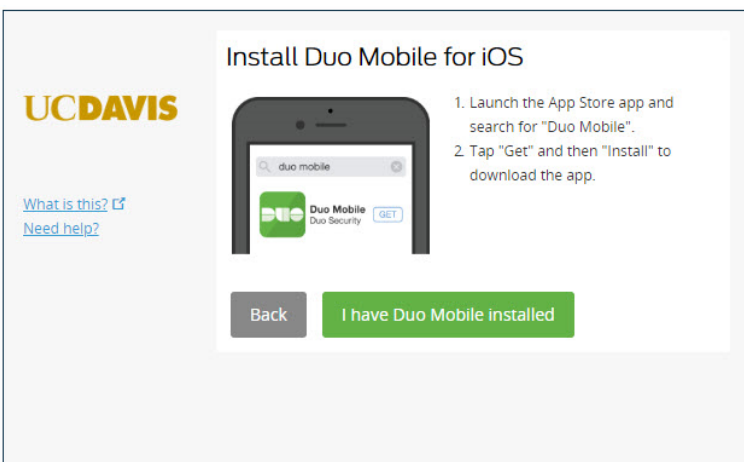
10. Select the phone type, and click **Continue**.



The screenshot shows the UCDavis Duo Mobile setup interface. On the left, the UCDAVIS logo is displayed in orange, with links for "What is this?" and "Need help?". The main content area is titled "What type of phone is 916-555-1212 ?". It features four radio button options: "iPhone" (selected), "Android", "Windows Phone", and "Other (and cell phones)". At the bottom, there are "Back" and "Continue" buttons.

Select Phone Type

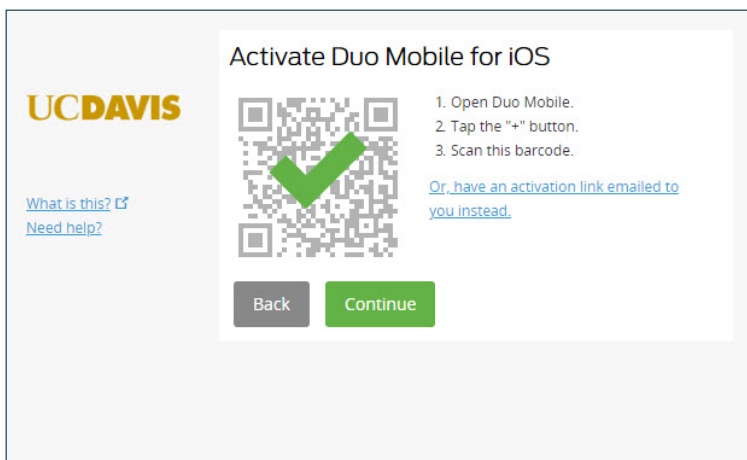
11. From your mobile phone, download the Duo Mobile app from your app store and install it on the phone. Allow notifications and camera access and leave all other settings at default. Then from your computer click "**I have Duo Mobile installed**"



The screenshot shows the UCDavis Duo Mobile setup interface for iOS. On the left, the UCDAVIS logo is displayed in orange, with links for "What is this?" and "Need help?". The main content area is titled "Install Duo Mobile for iOS". It features a graphic of an iPhone displaying the Duo Mobile app icon. To the right of the graphic, there are two numbered steps: "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 "Back" and "I have Duo Mobile installed" buttons.

Install Duo

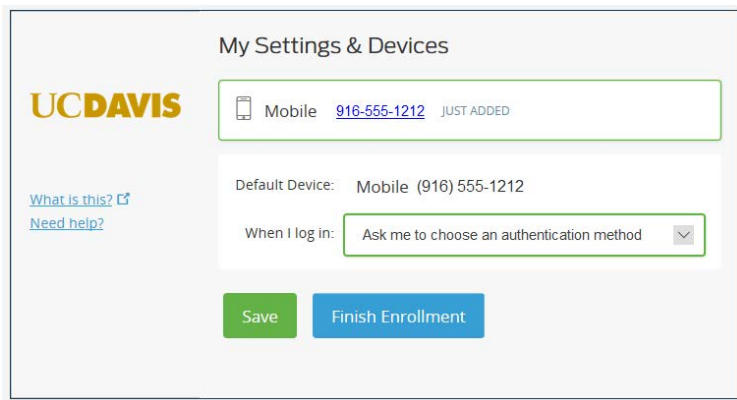
12. Point the Mobile phone camera at the QR code on your computer screen until the green check mark appears. Then click **Continue**.



The screenshot shows the UCDavis Duo Mobile setup interface for activating the app on iOS. On the left, the UCDAVIS logo is displayed in orange, with links for "What is this?" and "Need help?". The main content area is titled "Activate Duo Mobile for iOS". It features a QR code with a large green checkmark overlaid on it. To the right of the QR code, there are three numbered steps: "1. Open Duo Mobile.", "2. Tap the '+' button.", and "3. Scan this barcode." Below the steps, there is a link: "Or, have an activation link emailed to you instead." At the bottom, there are "Back" and "Continue" buttons.

Register phone

13. Verify that your phone number is correct, and select an authentication option for **When I log in**. Click **Save**, and then click **Finish Enrollment**.



My Settings & Devices

UC DAVIS

What is this? [Need help?](#)

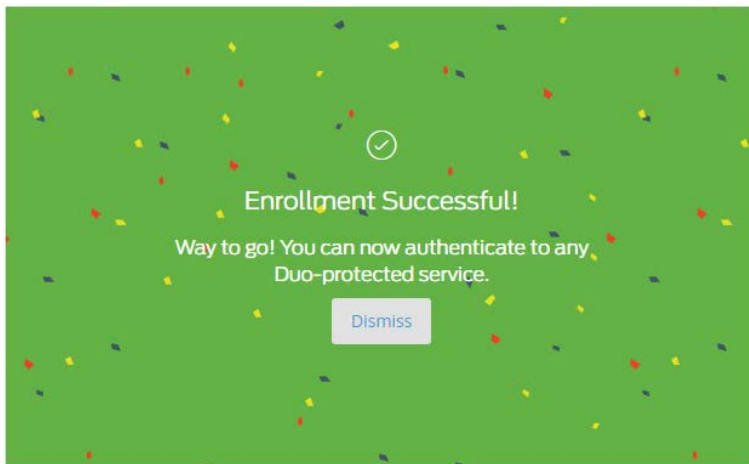
Mobile [916-555-1212](#) JUST ADDED

Default Device: Mobile (916) 555-1212

When I log in: Ask me to choose an authentication method

Save Finish Enrollment

14. All Done. Click **Dismiss**.



Enrollment Complete

NOTE: To add additional devices the process will be similar. Use the **Manage** option instead of **Enroll** at the beginning of the portal. Instructions are available under Guides on the portal.