Enroll an Additional Authentication Device in Duo

You may wish to enroll an additional authentication device in Duo for situations when you do not have access to your primary authentication device. Follow the steps in this tip sheet to enroll an additional authentication device.

If you have never enrolled a device before do not use these instructions. Instead use the Enroll a Smartphone Guide.

2. Click Enroll EPCS VPN Citrix.
3. Click **Proceed**.

Both EPCS and AnyConnect VPN require prior authorization for access. Enrolling a device will not authorize access.

This portal is intended for users who are already authorized and need to enroll a device or change an existing enrollment.

If you are uncertain about your authorization status, contact the Technology Operations Center at (510) 734-4357.

*Proceed*

If challenged for a password, use your Windows user ID and password. Do not put / in front of your user ID.

*Return*

**HS Apps** (Citrix), does not require preauthorization.

If you need authorization for **VPN**, apply at https://www.ucdmc.ucdavis.edu/remoteaccess/downloadform.html.

If you need authorization for **EPCS**, follow the procedure at https://intranet.ucdmc.ucdavis.edu/ems/projects/epcs_duo.shtml.

Note: The intranet.ucdmc.ucdavis.edu site is internal and can only be accessed from inside UC Davis Health.

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**Prior Approval Warning**

4. If you use a non-Microsoft browser, or if you log in from outside the UC Davis Health Network, you will be challenged for your login ID. Use your normal Windows login credentials.
5. You must use your original authentication device to prove your identity. Click the authentication method you wish to use to continue. (In this example, "Send me a push" is selected.)

Choose an Authentication Method

6. A notice confirming the requested authentication method displays.

Authentication Confirmation
7. Approve access on your device.

8. After, approving access on the original authentication device, the **My Settings & Devices** screen displays. Click **Add another device**.

9. Select the device type being added and click **Continue**.
10. Enter the phone number, click the checkbox to confirm the correct number, and then click **Continue**.

![Confirm Number](image)

11. Confirm that all displayed information is correct.

12. Select phone type and click continue.

![Select Phone Type](image)

13. Make sure you have the app installed. Then click "I have Duo Mobile installed."

![Install Duo](image)
14. Open the Duo App on your smart phone and press the + in the upper right hand corner.

Add Account

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

Register Phone

16. Click Dismiss.
17. Verify that your phone number is correct, and select an authentication option for *When I log in.* Click **Save**, if you changed anything.

18. All Done. Close the browser tab or window.