

Enroll a Landline Phone in Duo for HS Apps

HS Apps Citrix now requires Multi-Factor authentication (MFA) outside of Health System Facilities.

To use MFA, in addition to entering your userid and password you must use a registered device (usually a smart phone) as an authentication token.

If you have never registered a device in Duo security MFA, use these instructions to register a land line phone.

If you have registered a device for EPCS or AnyConnect VPN, then you do not have to register another device.

If you already have a device registered for EPCS or VPN but want to register a different device for VPN, do not use these instructions. Instead use guide "Enroll an Additional Device for HS Apps".

If you have registered a device for O365, Banner or CAS, you will need to re-register it for the HS Apps system, these instructions will help you do that.

There are separate guides for registering smart phones and cell phones.

1. Access the HSMFA website at:
<https://HSMFA.ucdmc.ucdavis.edu>.
2. Click **Enroll EPCS VPN Citrix**.



The banner features the UC Davis Health logo on the left. The central graphic shows a smartphone with a question mark, a smartphone displaying a Duo security code (23 27 00), a landline phone, and the Duo Security logo. Below this, a paragraph explains that Duo Security is used for multi-factor authentication for various applications. At the bottom, there are four circular buttons: 'Guides', 'Enroll O365 Banner CAS', 'Enroll EPCS VPN Citrix' (highlighted with a red border), and 'FAQ's'.

UCDAVIS HEALTH

To improve our security posture, UC Davis Health has incorporated Duo Security as a multi-factor authentication solution to access EPCS, Office 365, VPN, HS Apps, and other applications from off-site locations. DUO helps to verify identification by combining username and password (something you know) with cell phone or landline (something you have). This ensures that you are the person trying to access your account.

Guides **Enroll O365 Banner CAS** **Enroll EPCS VPN Citrix** **FAQ's**

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 [\(916\) 734-4357](tel:9167344357).

If challenged for a password, use your windows userid and password.
Do **not** put / in front of your userid.

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/emr/projects/epcs_duo.shtml.

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

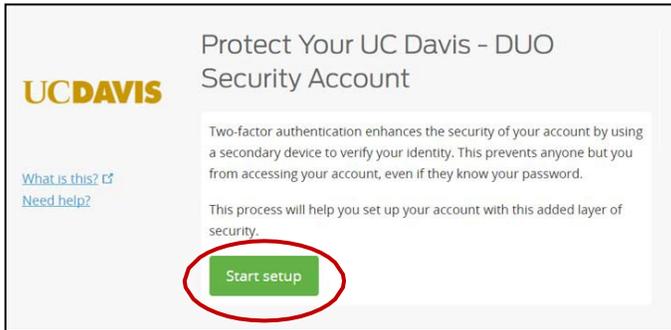
Prior Approval Warning

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.

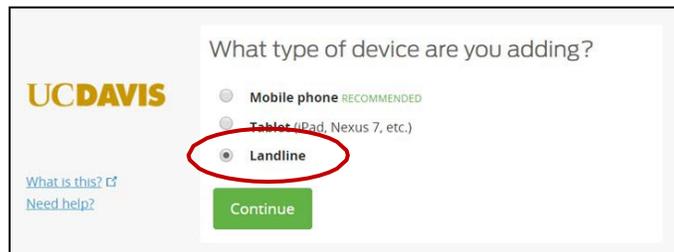
The image shows a screenshot of the Microsoft Forefront Threat Management Gateway login page. The page has a blue header with the Microsoft logo and the text "Forefront Threat Management Gateway". Below the header, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". A warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below this, there is a checkbox labeled "I want to change my password after logging on". The login fields include "Domain\user name:" and "Password:", both with yellow input boxes. A "Log On" button is located to the right of the password field. At the bottom, there is a copyright notice: "© 2009 Microsoft Corporation. All rights reserved."

Forefront Login

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



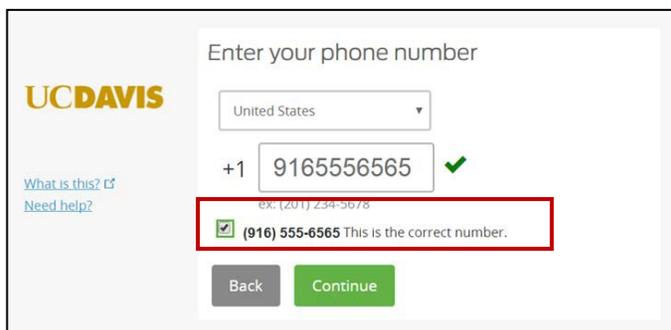
6. You are prompted to select the type of device you are adding. Select **Landline**, and then click **Continue**.



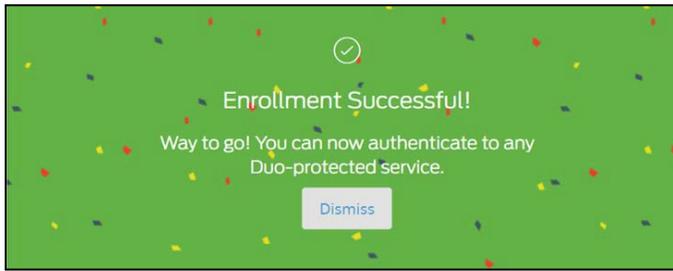
7. Enter your landline phone number in the space provided.



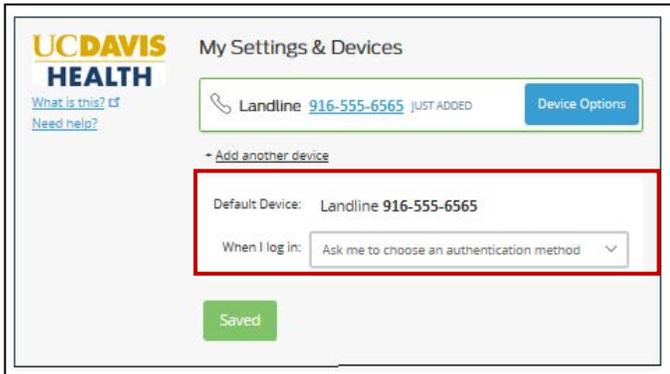
8. After entering the phone number, a second field displays for you to confirm the number. Check that the number is correct, select the checkbox, and then click **Continue**.



9. The Enrollment Successful Screen displays. Click **Dismiss**.



10. Verify that your phone number is correct, and select an authentication option for **When I log in**. Click **Save**, if you made any changes.



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