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.

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1. Access the HSMFA website at:

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

![Prior Approval Warning]

**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.

![Forefront Login]

**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**.

![Enrollment Successful Screen](image)

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.

![My Settings & Devices](image)

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