

Enroll a (non-smart) Cell Phone in Duo for HS Apps

HS Apps Citrix now requires Multi-Factor authentication (MFA) when logging in outside of a Health System facility.

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 cell 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 HS Apps, 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 reregister it for the HS Apps system, these instructions will help you do that.

There are separate guides for registering smart phones and land lines.

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



The banner features the UC Davis Health logo on the left. In the center, there is a graphic showing three mobile phones and a landline phone, with a green circle containing the Duo logo to the right. Below the graphic, a paragraph explains that Duo Security is used for multi-factor authentication to access various applications. At the bottom, there are four circular buttons: 'Guides', 'Enroll O365 Banner', 'Enroll EPCS VPN' (which is 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 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 **Enroll EPCS VPN** FAQ's

UC Davis Health MFA Self Service

3. If you are Authorized to use VPN, 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.

If you need authorization for **VPN**, apply at
<https://www.ucdmc.ucdavis.edu/remotearchive/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.

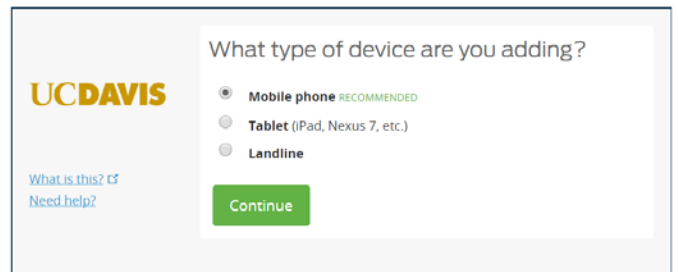


Forefront Login

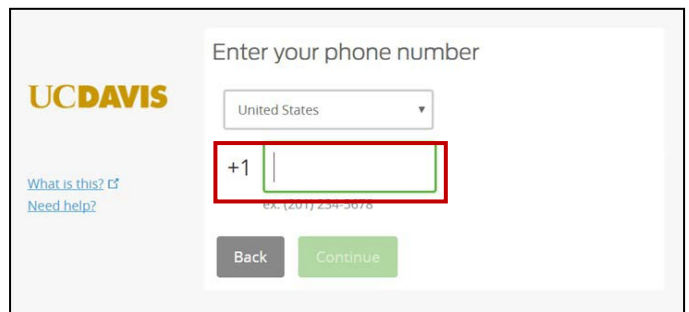
5. Your browser opens to the Duo Enrollment screen. Click **Start setup**.



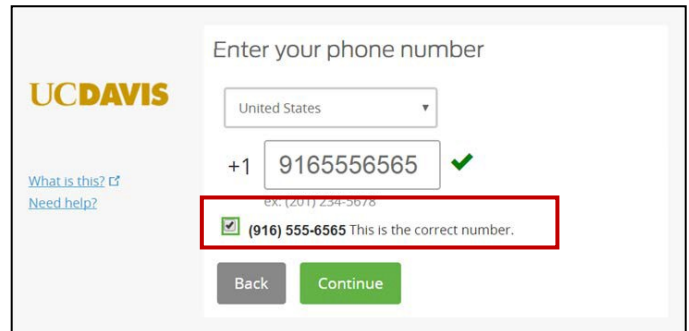
6. You are prompted to select the type of device you are adding. Select **Mobile phone**, and then click **Continue**.



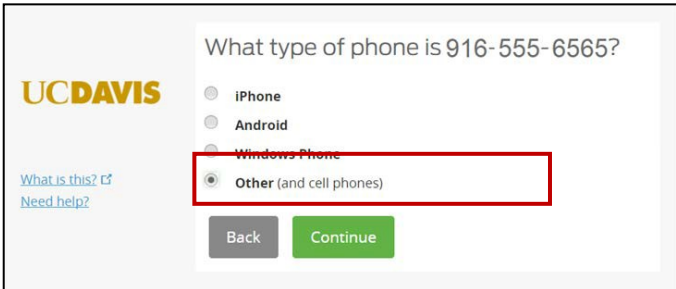
7. Enter your mobile phone number in the space provided.



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**.

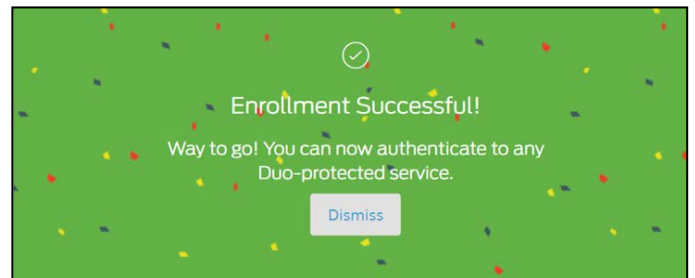


9. Select **Other** as the type of mobile phone you are enrolling, and then click **Continue**.

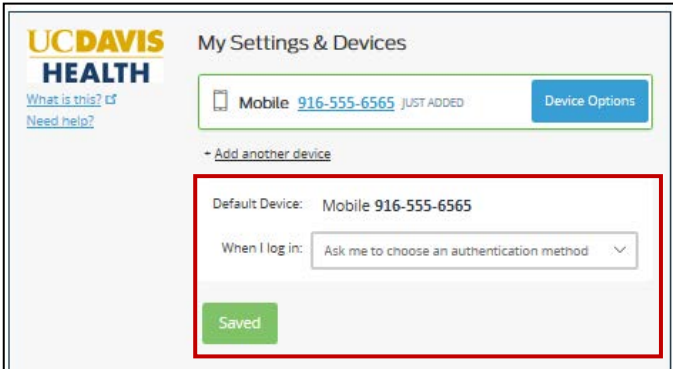


The screenshot shows the UCDavis mobile phone selection screen. The title is "What type of phone is 916-555-6565?". There are four radio button options: iPhone, Android, Windows Phone, and Other (and cell phones). The "Other (and cell phones)" option is selected and highlighted with a red rectangular box. Below the options are "Back" and "Continue" buttons. On the left side, there is the UCDAVIS logo and links for "What is this?" and "Need help?".

10. The **Enrollment Successful** screen displays. Click **Dismiss**.



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



The screenshot shows the UCDavis Health "My Settings & Devices" screen. At the top left is the UCDAVIS HEALTH logo and links for "What is this?" and "Need help?". The main content area shows a mobile device entry: "Mobile: 916-555-6565 JUST ADDED" with a "Device Options" button. Below this is a "+ Add another device" link. A red rectangular box highlights the "Default Device" section, which includes "Default Device: Mobile 916-555-6565" and a "When I log in:" dropdown menu set to "Ask me to choose an authentication method". A "Saved" button is located at the bottom left of the highlighted area.

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