

Enroll a Smart Phone in Duo for HS Apps

HS Apps Citrix now requires Multi-Factor authentication (MFA) when logging in from 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 smart 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 cell phones and landlines.

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



The image shows a screenshot of the UC Davis Health MFA Self Service page. At the top left is the UC Davis Health logo. To the right is a graphic with icons for a smartphone with a question mark, a smartphone displaying a time '23:27:00', another smartphone with a number '232700', a landline phone, and the Duo Security logo. Below this is a paragraph explaining that UC Davis Health has incorporated Duo Security as a multi-factor authentication solution for off-site locations, combining username and password with a cell phone or landline. At the bottom are four circular buttons: 'Guides', 'Enroll O365 Banner CAS', 'Enroll EPCS VPN Citrix' (which is highlighted with a red border), and '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

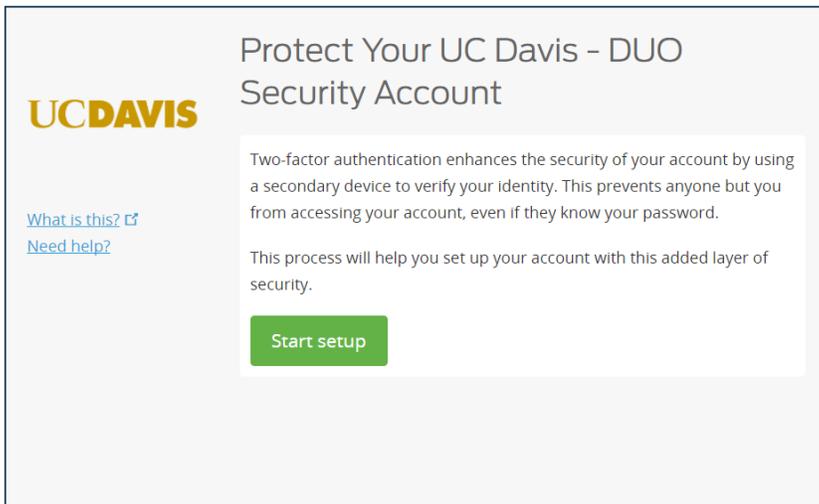
4. If you use a non-Microsoft browser, or if you log in from outside the UC Davis Health Network, you will be challenged for your login ID. Use your normal windows login credentials.



The image shows a screenshot of the Microsoft Forefront Threat Management Gateway login page. The page has a blue background with white text. At the top, it says "Microsoft Forefront Threat Management Gateway". Below that, there is a "Security (show explanation)" section with 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". At the bottom, there are two input fields: "Domain/user name:" and "Password:". A "Log On" button is located to the right of the password field. At the very bottom, it says "© 2009 Microsoft Corporation. All rights reserved."

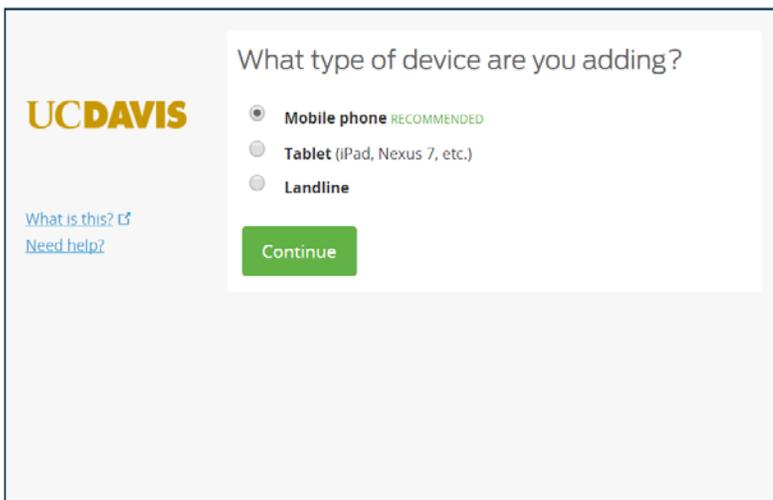
Forefront Login

5. Click **Start setup**.



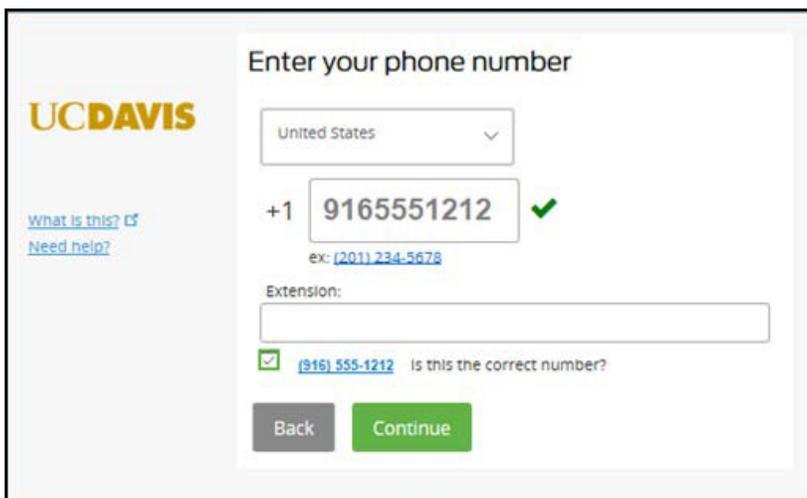
Start Setup

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



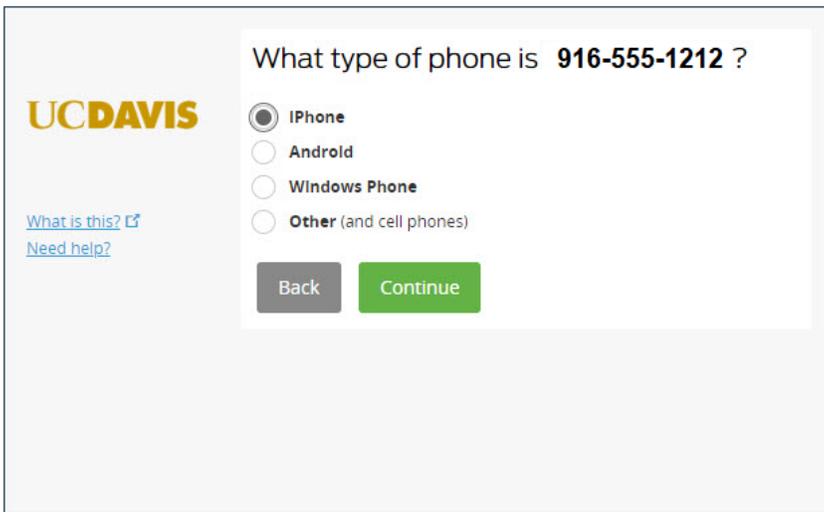
Select Device Type

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



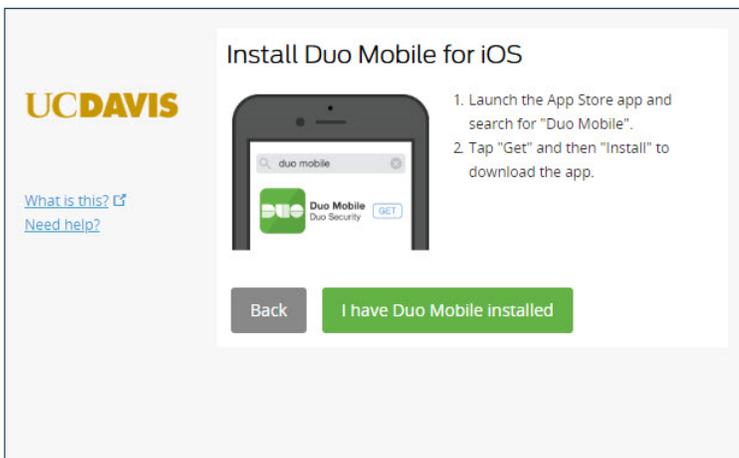
Confirm Number

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



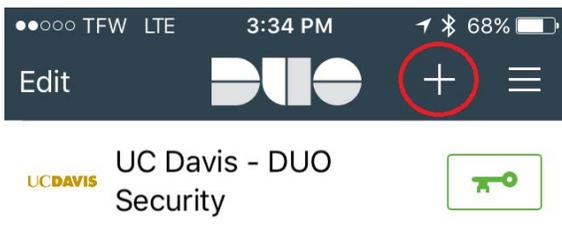
Select Phone Type

9. 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"**



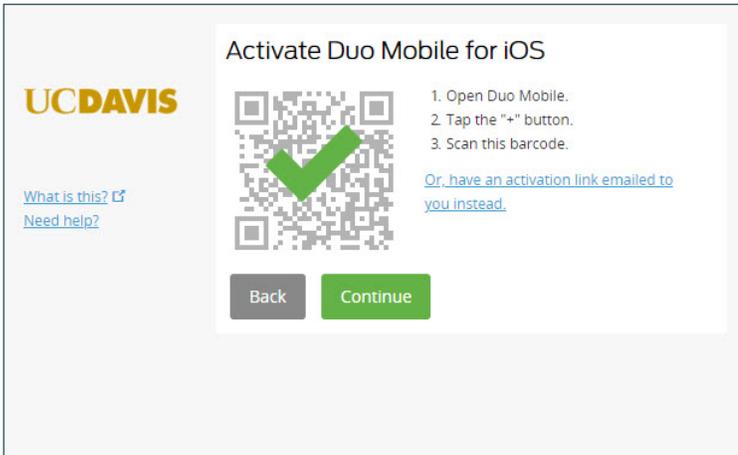
Install Duo

10. Open the Duo App on your smart phone and press the + in the upper right hand corner.



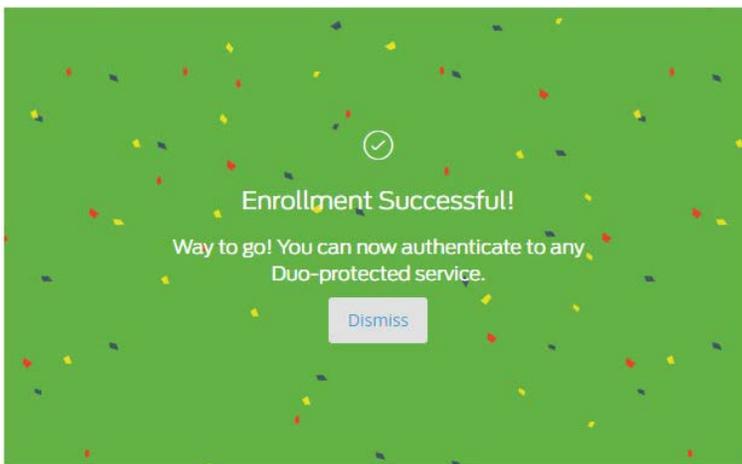
Add Account

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



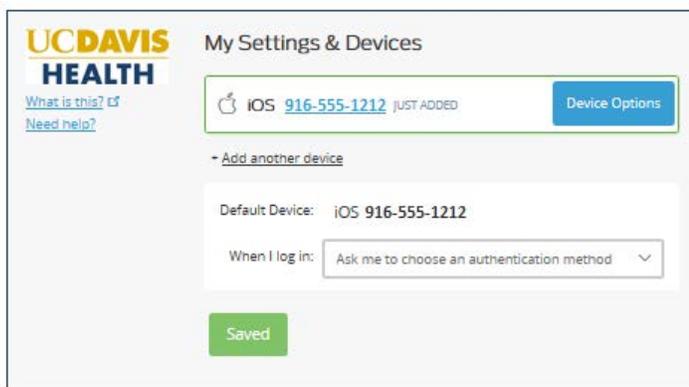
Register Phone

12. Click **Dismiss**.



Enrollment Successful

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



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

NOTE: You can follow the same procedure to add additional devices, but you will need to verify your identity using the first registered device.