

Enroll a Landline Phone in Duo

If you already have another phone enrolled, use the “Enroll Additional Authentication Device” instructions instead.

Email and other O365 applications are only directly accessible in UC Davis Health facilities.

To access email and O365 applications from home, on the road, or on the university campus you must use Multi Factor Authentication (MFA). In addition to entering your userid and password, you must register a device as an authentication token. To register a landline, follow these instructions.

1. Use Edge or Chrome (not all browsers work) to access the **HS MFA Portal** website at:
<https://hsmfa.ucdmc.ucdavis.edu>
2. Click the gold **Enroll O365 Banner CAS** bubble



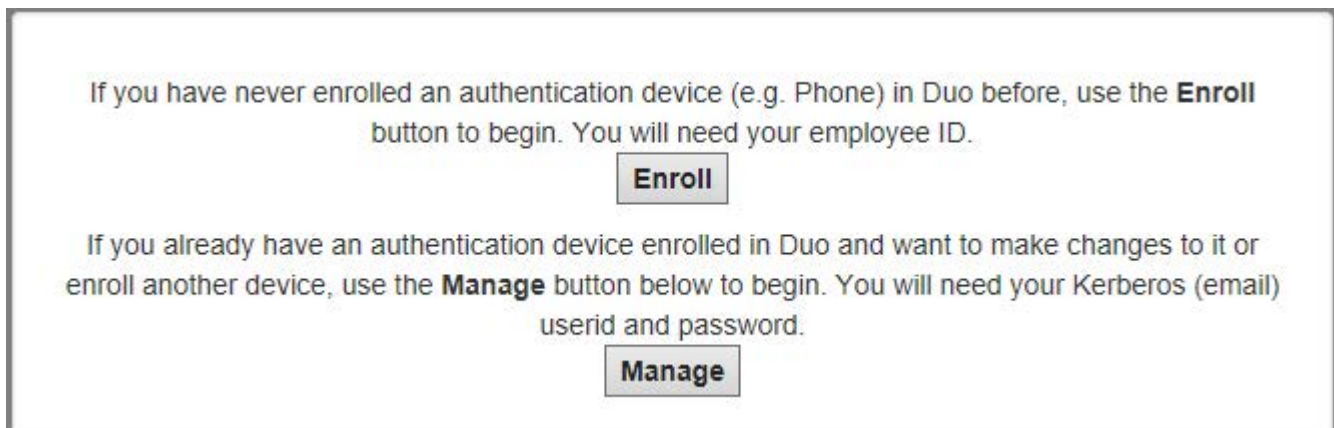
UCDAVIS HEALTH

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

HS MFA Self Service Portal

3. Click **Enroll**.



If you have never enrolled an authentication device (e.g. Phone) in Duo before, use the **Enroll** button to begin. You will need your employee ID.

Enroll

If you already have an authentication device enrolled in Duo and want to make changes to it or enroll another device, use the **Manage** button below to begin. You will need your Kerberos (email) userid and password.

Manage

Portal Selection

4. Enter information and press **Submit information**.

Authentication

Instructions: Please verify your identity by providing the following information. Do not set up or modify an account for someone else. See [California Penal Code 502\(c\)](#).

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Student/Employee ID #:	<input type="text"/> (9 characters)
Birth Date:	<input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)

Authentication


NOTE: A Student/Employee ID# is required. Your employee ID number is located at the bottom of your UC Davis Health ID badge.

5. The **Manage Services for Your LoginID** screen displays. Confirm that your Kerberos username displays in the LoginID field and click **Continue**.

Manage Services for Your LoginID

Instructions: Use your UCD LoginID, or type in a departmental LoginID for which you wish to manage services.

LoginID:

 **Note:** Your LoginID is your login username, not your email address!

Manage Services for Your LoginID

6. At the next screen, select the radio button for **IDUO Duo Multi Factor Authentication** under **You subscribe to the following manageable service**, and click **Continue**.

Manage Services for Your LoginID

Instructions: Choose the service you would like to add, manage or delete for your LoginID.

Manage Services

You subscribe to the following manageable service:

Choose the service you would like to manage and click Continue

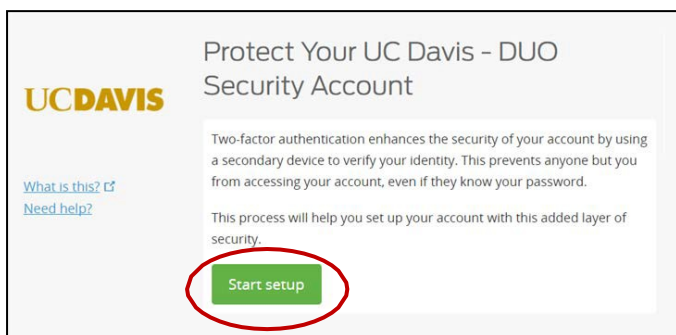
☒ IDUO Duo Multi Factor Authentication

Restricted Services

These restricted services may be available to add:

IDUO

7. Click **Start setup**.



UC DAVIS

Protect Your UC Davis - DUO Security Account

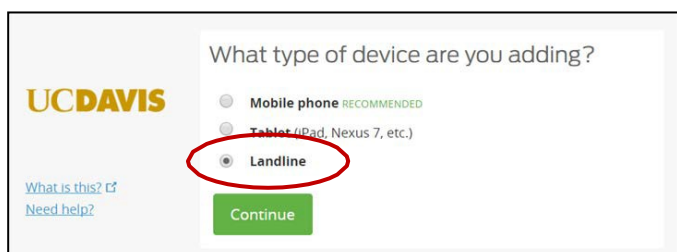
Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

Start setup

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



UC DAVIS

What type of device are you adding?

☐ Mobile phone **RECOMMENDED**

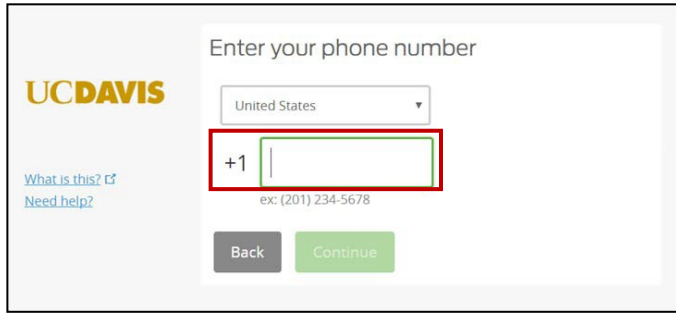
☐ Tablet (iPad, Nexus 7, etc.)

☒ Landline

Continue

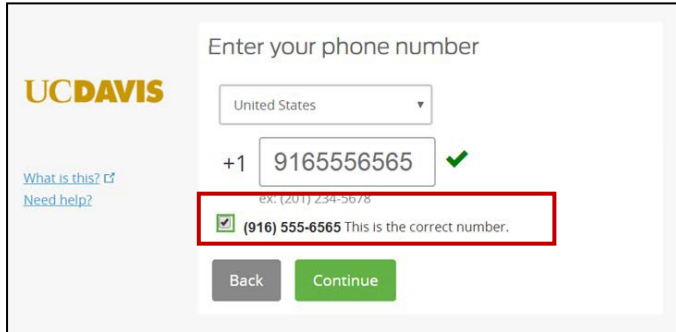
[What is this?](#) [Need help?](#)

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



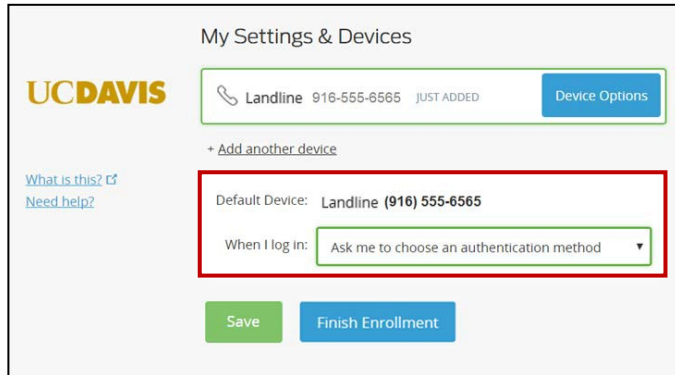
The screenshot shows the 'Enter your phone number' screen on the UCDavis portal. The UCDavis logo is in the top left. Below it are links for 'What is this?' and 'Need help?'. The main form has a title 'Enter your phone number'. Below the title is a dropdown menu for 'United States'. To the right of the dropdown is a red-bordered input field for the phone number, preceded by a '+1' label. Below the input field is an example number 'ex: (201) 234-5678'. At the bottom are 'Back' and 'Continue' buttons.

10. 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**.



The screenshot shows the confirmation screen. The phone number '9165556565' is entered in the input field, and a green checkmark is next to it. Below the input field is a red-bordered box containing a checked checkbox and the text '(916) 555-6565 This is the correct number.' Below this box are 'Back' and 'Continue' buttons.

11. Verify that your phone number is correct, and select an authentication option for **When I login**.



The screenshot shows the 'My Settings & Devices' screen. The UCDavis logo is in the top left. Below it are links for 'What is this?' and 'Need help?'. The main form has a title 'My Settings & Devices'. Below the title is a card for 'Landline 916-555-6565 JUST ADDED' with a 'Device Options' button. Below the card is a link '+ Add another device'. Below the link is a red-bordered box containing 'Default Device: Landline (916) 555-6565' and 'When I log in: Ask me to choose an authentication method' with a dropdown arrow. At the bottom are 'Save' and 'Finish Enrollment' buttons.

12. Click **Save**, and then click **Finish**.

13. **Enrollment Successful** screen displays. Click **Dismiss** to finish.

