

## 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.ucdmuc.ucdavis.edu>
2. Click the gold **Enroll O365 Banner CAS** bubble

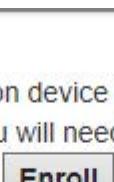


The screenshot shows the UC Davis Health logo on the left. In the center, there is a blue banner with icons of three phones (one with a question mark, one with a timer showing 23 27 00, and one with a numeric keypad), a telephone receiver, and a green circle with the word "DUO". Below the banner, a text block explains the purpose of Duo Security. At the bottom, there are four circular buttons labeled "Guides", "Enroll O365 Banner CAS", "Enroll EPSCS VPN Citrix", and "FAQ's".

To improve our security posture, UC Davis Health has incorporated Duo Security as a multi-factor authentication solution to access EPSCS, 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.

*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:

Middle Name:

Last Name:

Student/Employee ID #:   
(9 characters)

Birth Date:  /  /   
(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

**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

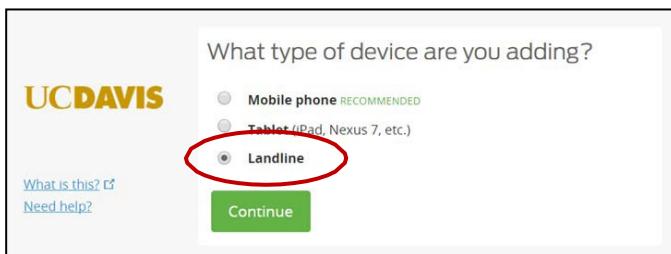
**These restricted services may be available to add:**

IDUO

**7. Click **Start setup**.**



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



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

The screenshot shows a form titled 'Enter your phone number'. At the top left is the UC Davis logo. Below it is a dropdown menu set to 'United States'. A red box highlights the input field where '+1' has been typed. To the right of the input field is a green placeholder 'ex: (201) 234-5678'. At the bottom are two buttons: 'Back' (grey) and 'Continue' (green).

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 same form as above, but the input field now contains '+1 9165556565' with a green checkmark icon to its right. A red box highlights the checkbox labeled '(916) 555-6565 This is the correct number.' At the bottom are the 'Back' and 'Continue' buttons.

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

The screenshot shows the 'My Settings & Devices' page. It lists a 'Landline 916-555-6565 JUST ADDED' device with a 'Device Options' button. Below it is a link '+ Add another device'. A red box highlights the 'Default Device: Landline (916) 555-6565' section. Another red box highlights the 'When I log in:' dropdown menu, which contains the option 'Ask me to choose an authentication method'. 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.

