Enroll a Smart Phone in Duo

UC DAVIS HEALTH
INFORMATION TECHNOLOGY SECURITY

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 (usually a smart phone) as an authentication token. To do so, follow these instructions.

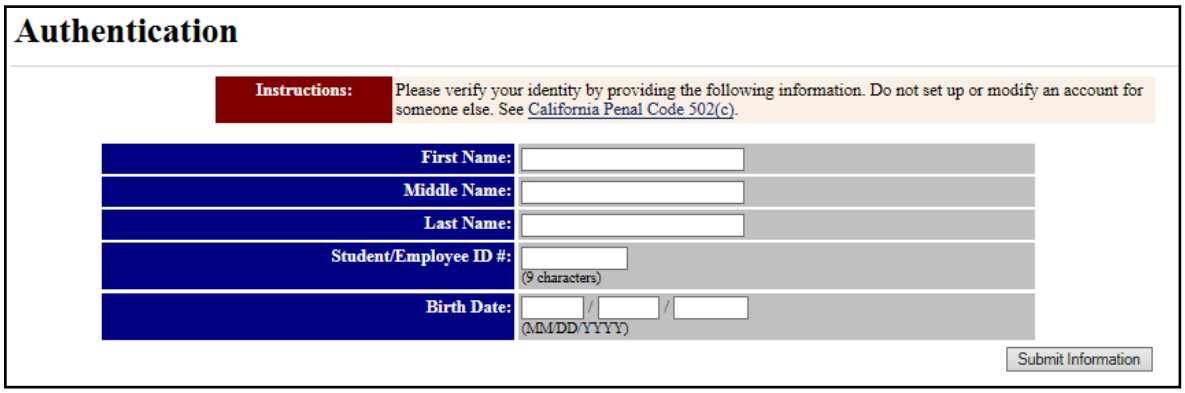
1. Use Edge or Chrome (not all browsers work) to access the **HS MFA Portal** website at: https://hsmfa.ucdmc.ucdavis.edu
2. Click the gold **Enroll O365 Banner CAS** bubble

HS MFA Self Service Portal

3. Click **Enroll**.

Portal Selection

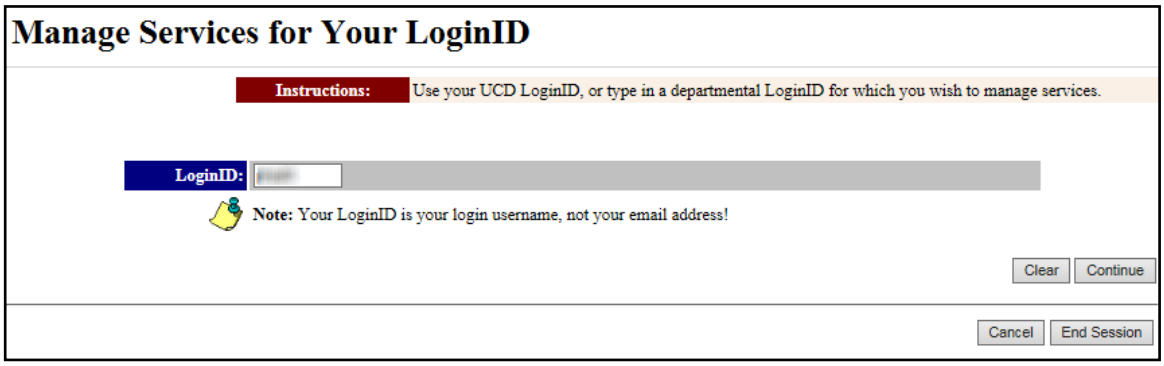
4. Enter information and press **Submit information.**



Authentication

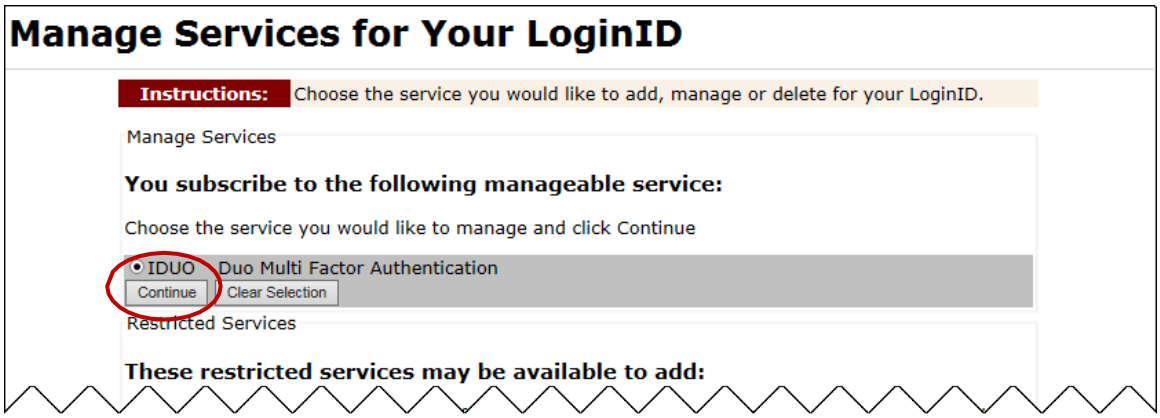
NOTE: A Student/Employee ID# is required. Your employee ID number is located at the bottom of your UC Davis Health ID badge.

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



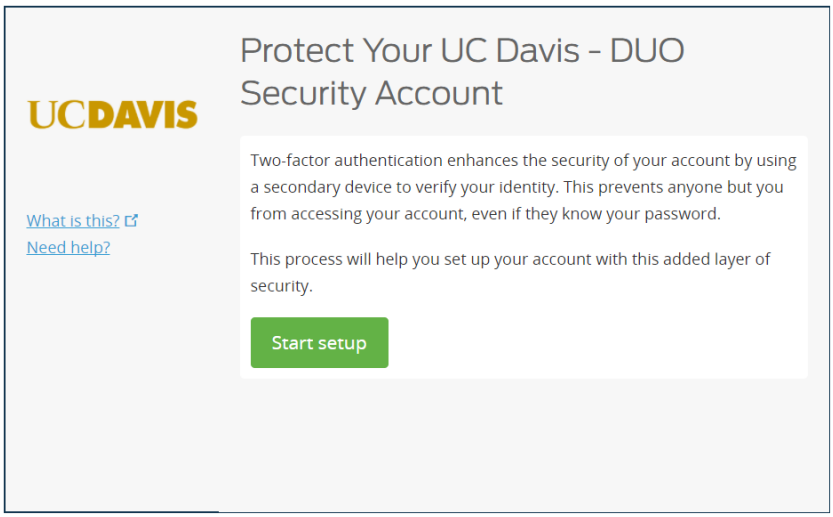
Manage Services for Your LoginID

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**.



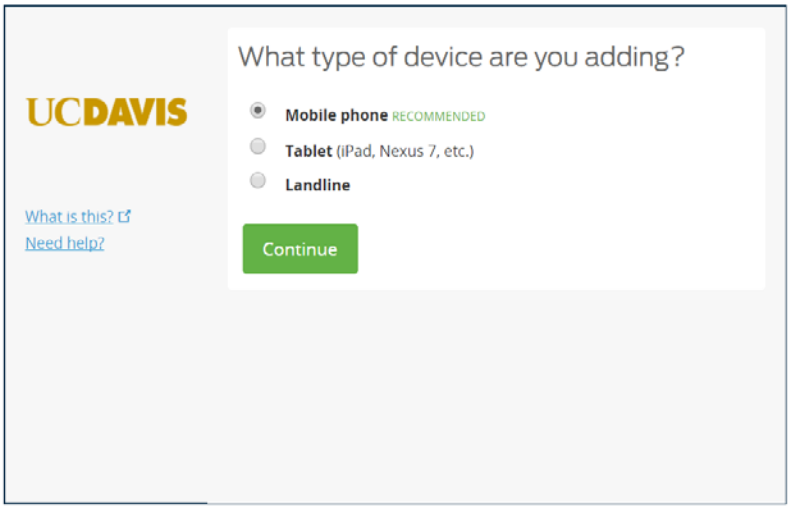
IDUO

7. Click **Start setup.**



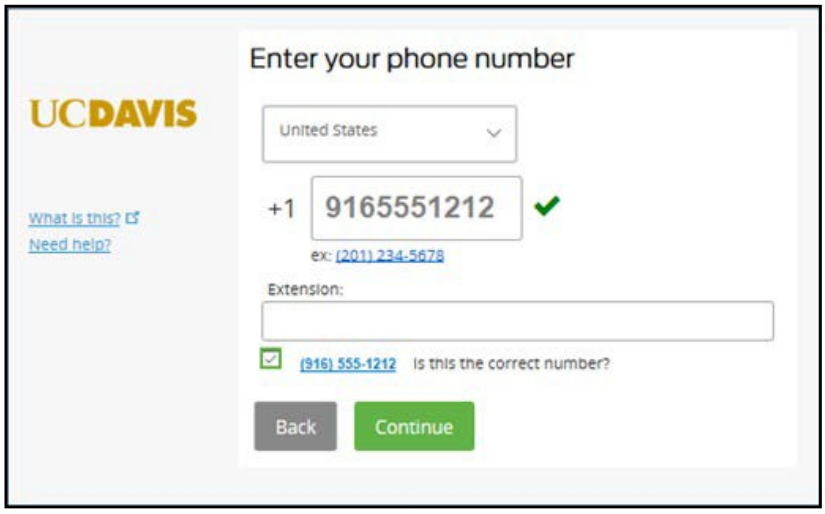
Start Setup

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



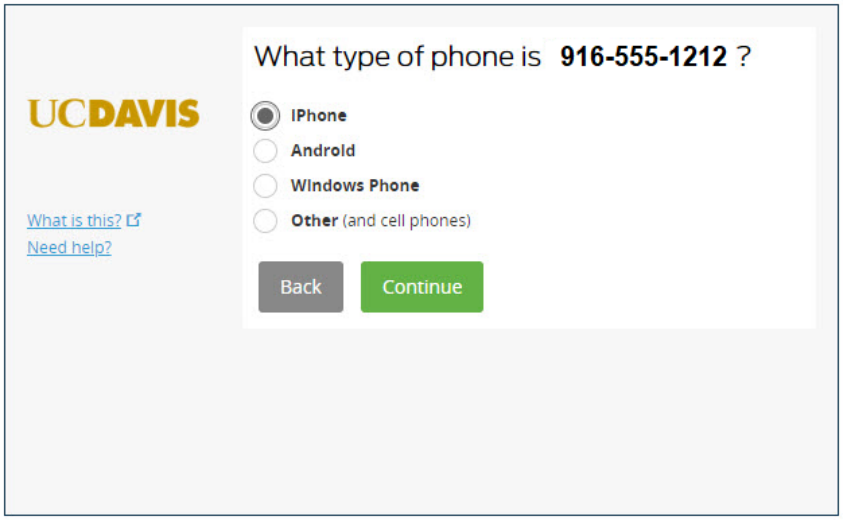
Select Device Type

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



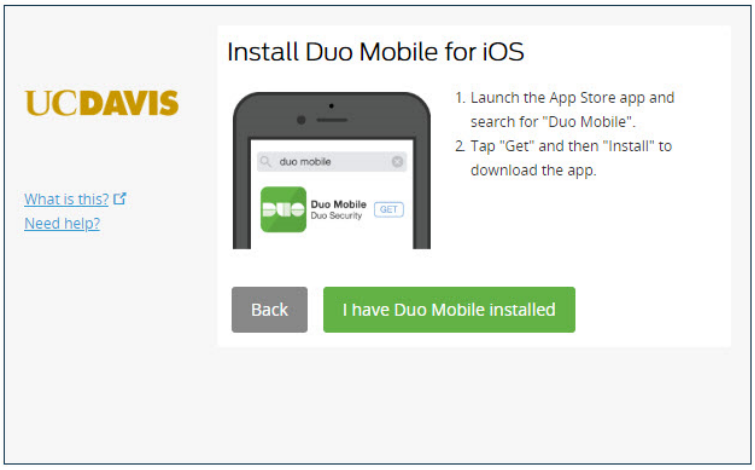
Confirm Number

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



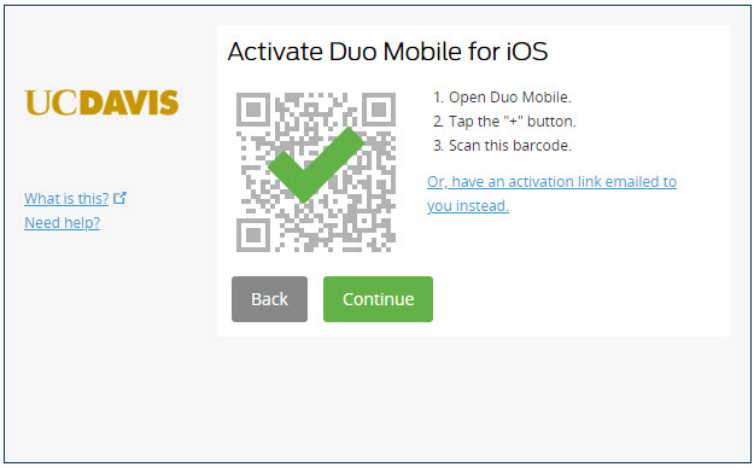
Select Phone Type

11. 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**"



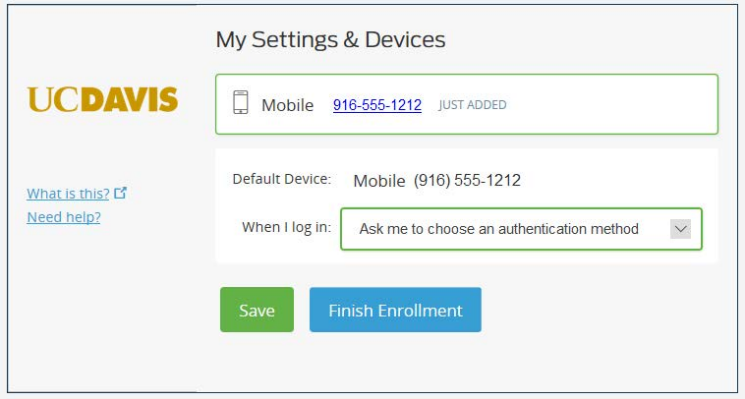
Install Duo

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

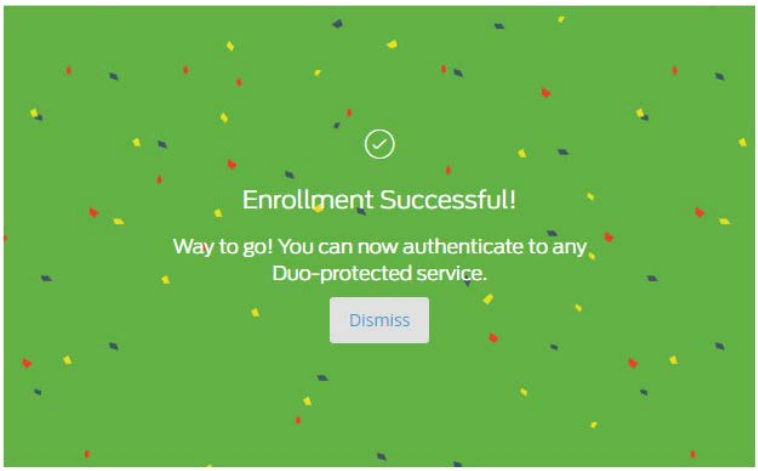


Register phone

13. Verify that your phone number is correct, and select an authentication option for **When I log in.** Click **Save**, and then click **Finish Enrollment.**



14. All Done. Click **Dismiss.**



Enrollment Complete

NOTE: To add additional devices the process will be similar. Use the **Manage** option instead of **Enroll** at the beginning of the portal. Instructions are available under Guides on the portal.