

## Enroll an Additional Authentication Device in Duo

You may wish to enroll an additional authentication device in Duo for situations when do not have access to your primary authentication device.

Follow the steps below to enroll an additional authentication device.

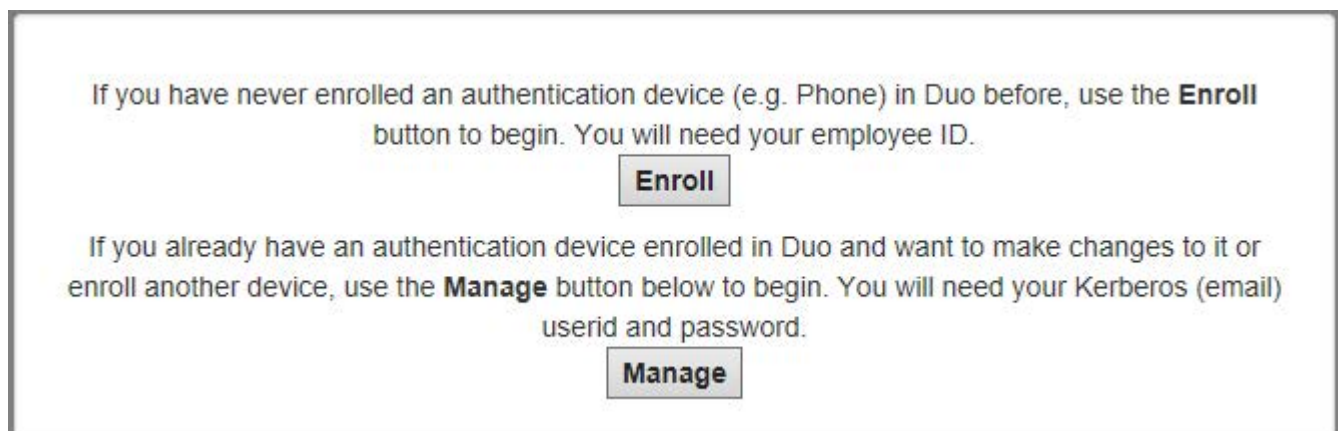
If you have never enrolled an authentication device before, stop. You should use a different user guide, for example "Enroll a Smartphone".

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 **Manage**.



*Portal Selection*

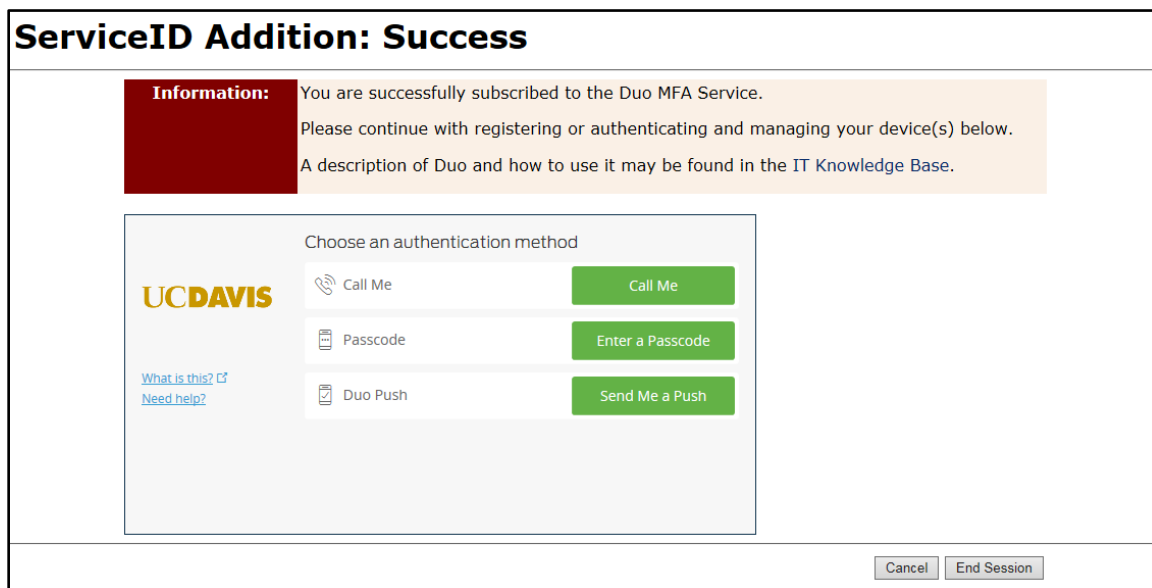
4. Log in using your Kerberos userid and password.



The image shows the UC Davis Central Authentication Service (CAS) login page. At the top is the UC Davis logo in gold, followed by "UNIVERSITY OF CALIFORNIA" in blue and "Central Authentication Service (CAS)" in black. Below this are two input fields: "Username:" and "Passphrase:". The "Username:" field contains a single character. Below the input fields is a blue button labeled "LOGIN" in gold capital letters.

*Log in*

5. You must use your original authentication device to prove your identity. Click the authentication method you wish to use to continue. (In this example, “Send me a push” is selected.)



The image shows a "ServiceID Addition: Success" screen. At the top, the title "ServiceID Addition: Success" is in bold black text. Below the title is a red box with the word "Information:" in white. To the right of the red box, the text reads: "You are successfully subscribed to the Duo MFA Service. Please continue with registering or authenticating and managing your device(s) below. A description of Duo and how to use it may be found in the [IT Knowledge Base](#)." Below this information is a box titled "Choose an authentication method". Inside this box, on the left, is the UC Davis logo and two links: "What is this? [?](#)" and "Need help?". To the right of the links are three rows of authentication methods, each with a green button: "Call Me" (with a phone icon), "Passcode" (with a passcode icon), and "Duo Push" (with a checkmark icon). Below the "Choose an authentication method" box are two buttons: "Cancel" and "End Session".

*Choose an Authentication Method*

6. A notice confirming the requested authentication method displays.

Choose an authentication method

**UCDAVIS**

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

Call Me	Call Me
Passcode	Enter a Passcode
Duo Push	Send Me a Push

Pushed a login request to your device... [Cancel](#)

[Cancel](#) [End Session](#)

#### Authentication Confirmation

7. Approve access on your device.



#### Approve Access

8. After, approving access on the original authentication device, the **My Settings & Devices** screen displays. Click **Add another device**.

**My Settings & Devices**

**UCDAVIS**

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

iOS	<a href="#">916-555-6565</a>	<a href="#">Device Options</a>
<a href="#">+ Add another device</a>		

Default Device: iOS 916-555-6565

When I log in: [Ask me to choose an authentication method](#)

[Save](#)

#### Add Another Device

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

The screenshot shows the 'What type of device are you adding?' screen. On the left is the UCDAVIS logo and links for 'What is this?' and 'Need help?'. The main area has three radio button options: 'Mobile phone' (with a green 'RECOMMENDED' tag), 'Tablet (iPad, Nexus 7, etc.)', and 'Landline' (which is selected). At the bottom are 'Back' and 'Continue' buttons.

Select Device Type

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

The screenshot shows the 'Enter your phone number' screen. It includes a dropdown for 'United States', a field for the country code '+1' and the number '9165551212' (with a green checkmark), and an example number '(201) 234-5678'. Below is an 'Extension' field. A checkbox is checked next to the number '(916) 555-1212' with the text 'Is this the correct number?'. At the bottom are 'Back' and 'Continue' buttons.

Confirm Number

11. Confirm that all displayed information is correct. Click **End Session**.

The screenshot shows the 'ServiceID Addition: Success' screen. At the top is a red 'Information' box with text about successful subscription and links to the IT Knowledge Base. Below is a 'My Settings & Devices' panel showing 'iOS 916-555-6565' and 'Landline 916-555-1212 JUST ADDED', each with a 'Device Options' button. It also shows 'Add another device' options for 'Default Device' and 'When I log in'. A 'Saved' button is at the bottom of the panel. At the very bottom of the screen are 'Cancel' and 'End Session' buttons, with 'End Session' circled in red.

End Session