  
*Last Updated February 14, 2019*

# DUO SECURITY SETUP INSTRUCTIONS



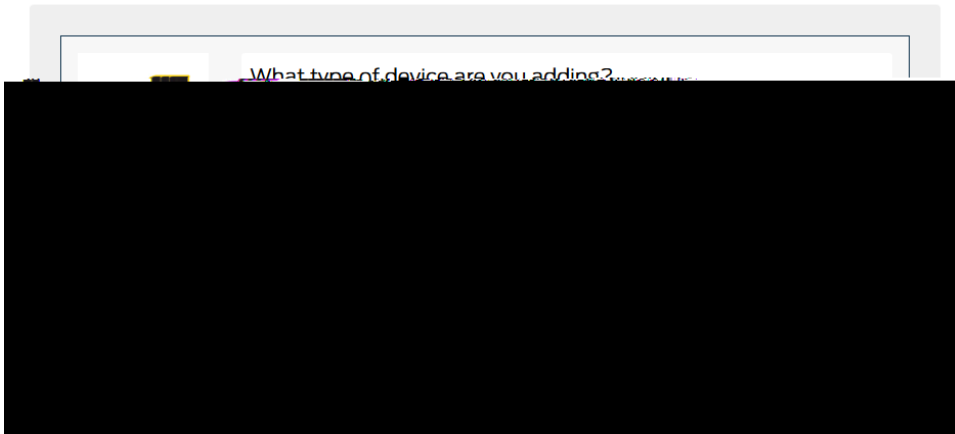
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## ENROLLMENT GUIDE

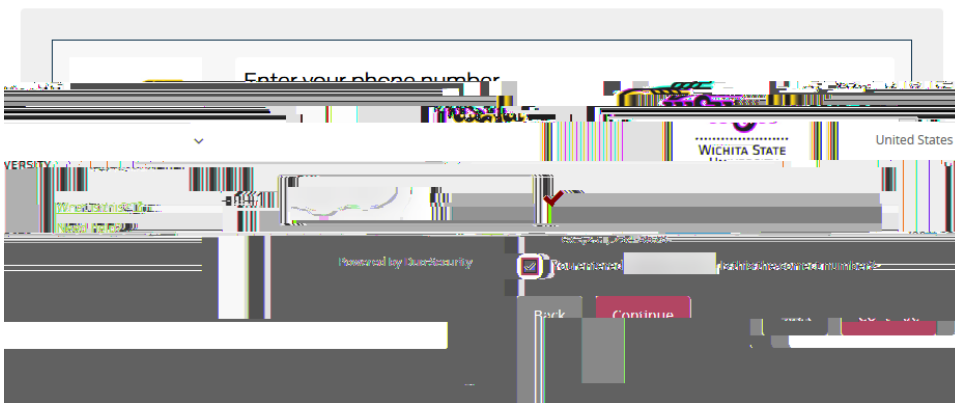
Duo created a helpful enrollment guide that can be found on their site:

<https://guide.duo.com/enrollment>

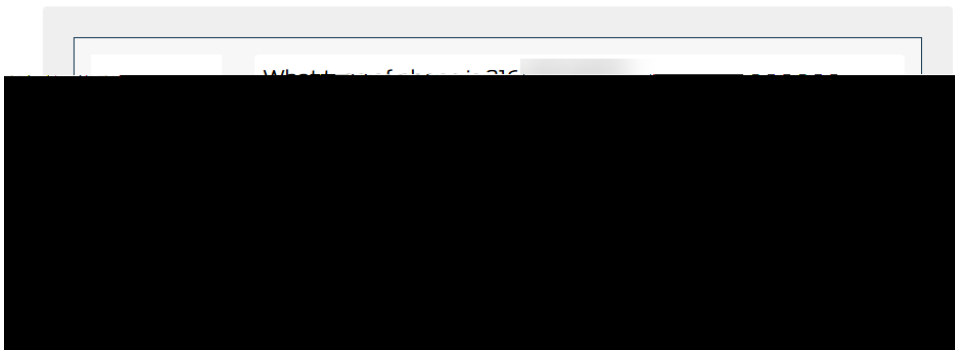
This online guide may contain all the information you need. tguihie yuo crAap(f)-17.5 s ol



4. Enter your phone number and confirm your phone number with the checkbox. Press Continue.



5. Select your phone type from the list of options and press Continue.



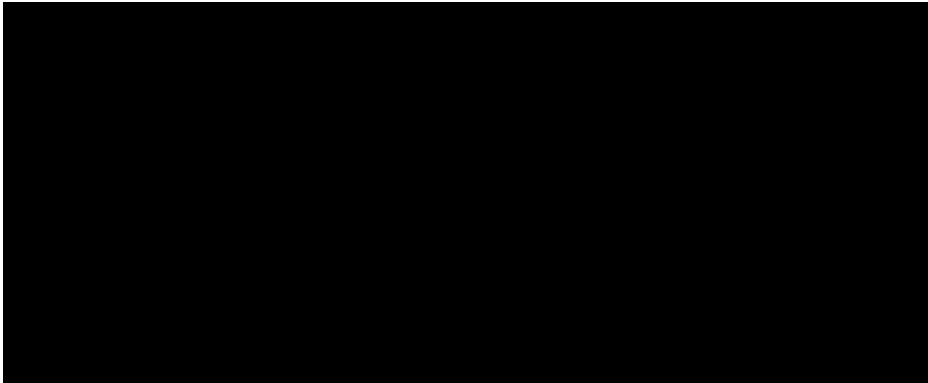
6. You will be prompted to download the mobile app. Go to the App store on your mobile phone and download the Duo Mobile app.
  - 9 If needed, there will be instructions on the page for how to download the app from your phone's app store.
  - 9 Keep the Duo startup screen open on your computer as you will be revisiting it shortly.

a) Once the app is installed, follow the prompts to



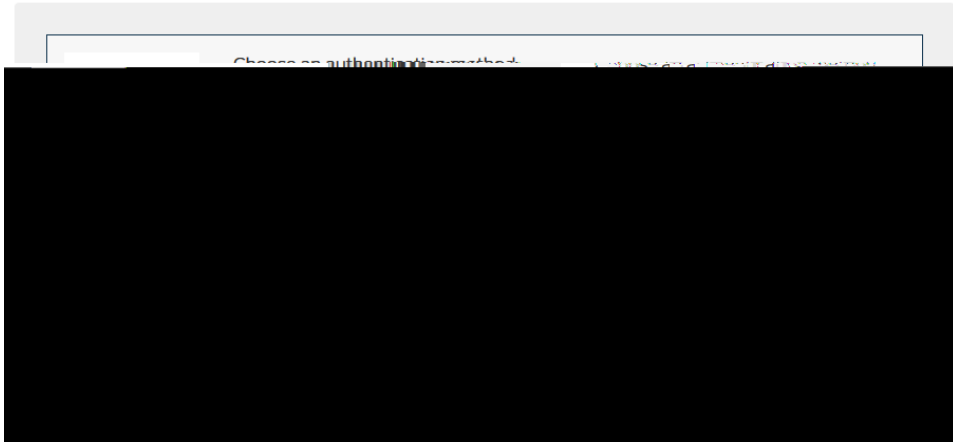
- c) It is also recommended to allow notifications to the app on your phone to simplify the authentication process.

7. Once the app is downloaded on your phone, return to your computer. On the Duo startup screen select I Have Duo Mobile Installed.



8. A QR code will appear on your computer screen, along with prompts for capturing the QR code with your cell phone camera.
  - 9 Hold your phone up to the screen and capture this QR code with your phone's camera.

9. Select log on preferences in the dropdown for When I Log In and press



See below for more information on these options.





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## Push Notification

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You may find that Push Notification is the fastest method to authenticate. Send Me a Push will prompt the phone app to notify you.

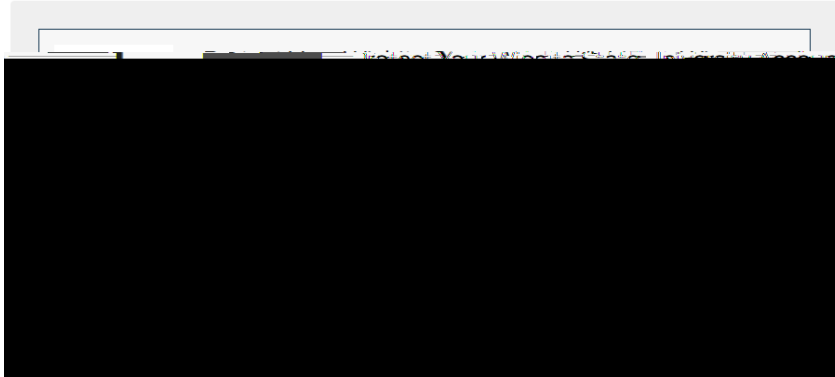
9 When you visit the appG9-2 (i)0.9 2>pG90wB72 -1u2hehe e(i)2.6 (t)- op (i)2.6 (c)-2 (at-25.4 ( (t)- apoe)1



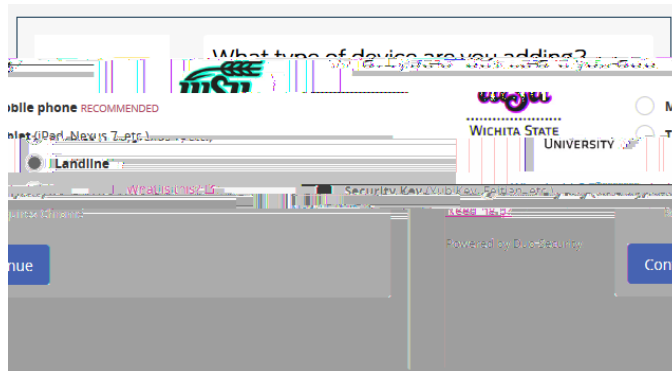
## SETUP USING LANDLINE OR CELLPHONE WITHOUT APP

For cell phones that cannot access the Duo app, or for landlines, select Landline .

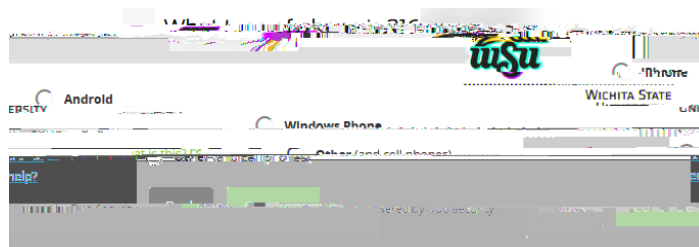
1. Select the link in the Duo Email or log in to myWSU to access the Duo Startup Screen.



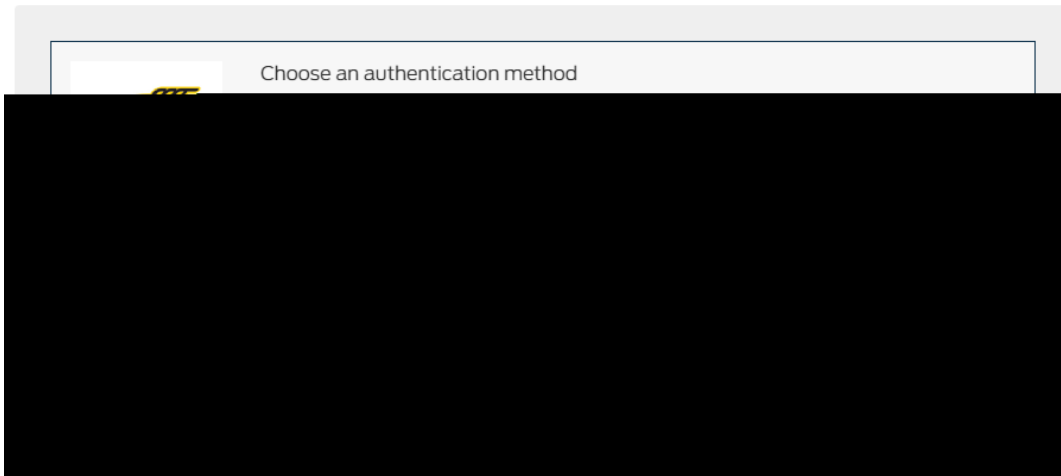
2. Select Start Setup.
3. Select Landline and press Continue.



- 9 Note: if you have already selected Mobile Phone and later discover that your cell phone does not support the app, simply select Other on the cell phone Type selection screen. This will take you to the same place as the Landline option.



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## Call Notification

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Call Me will prompt Duo to call your phone. Answer the call and press any key to approve log in.

## Text Notification

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Select Enter a Bypass Code and press Text me new codes to have Duo text your cell phone a special code to log in.



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## ADD AN ADDITIONAL DEVICE

You must set up two devices with Duo. If you only set up one device, you risk being locked out of your account if you cannot access the original method.

To add an additional device after the first device is established:

1. In the Duo Log In Screen, select Add a New Device from the menu on the left.





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These settings, including the ability to add or remove devices can be found on the left side of the Duo log in screen. Remember, you can always find the duo screen simply by logging in to