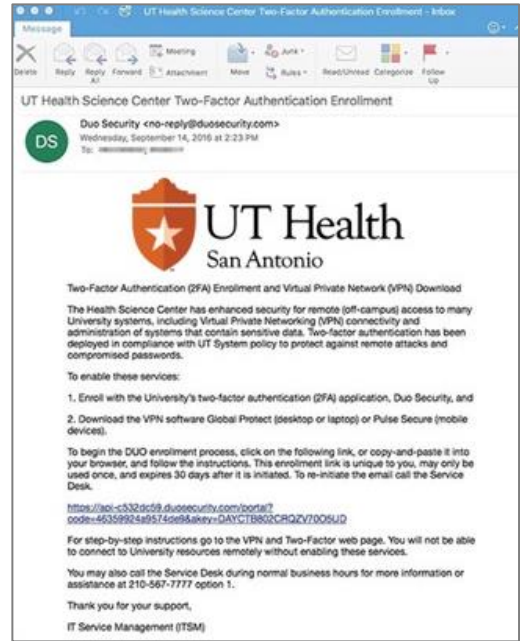


DUO Enrollment Guide

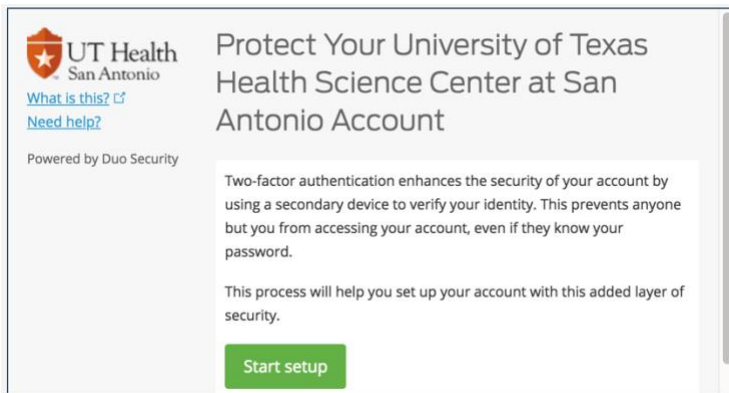
Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

Enrolling for the DUO Two-Factor Authentication begins with an email from the UTHSCSA Duo system.

- a. **New students/employees** will receive an email from Duo Security when their email account is created after hire.
- b. **Current students/employees** will call the Service Desk at 210-567-7777 option 1 (M-F: 6am-6pm) and request the Duo registration email is resent.
 - o **Search your inbox for an email from “Duo Security” to find the email and begin the process. The email expires after 30 days.**
- c. Click the link and follow the steps to complete the enrollment process.



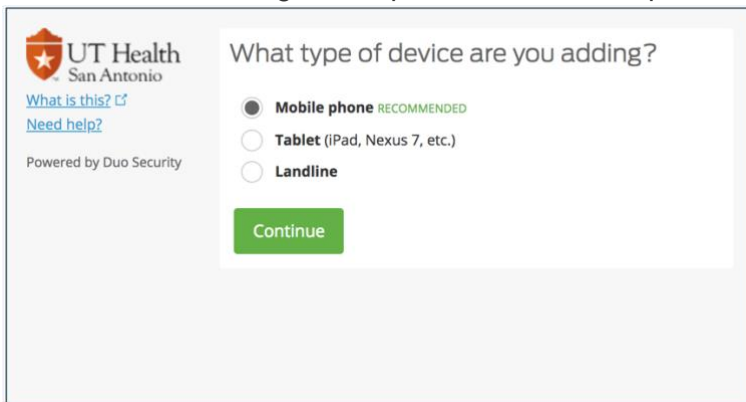
2. Welcome Screen



Click **Start Setup** to get started.

3. Choose your Authentication method

We recommend using a smartphone for the best experience. Landline can be home phone or a cell phone.



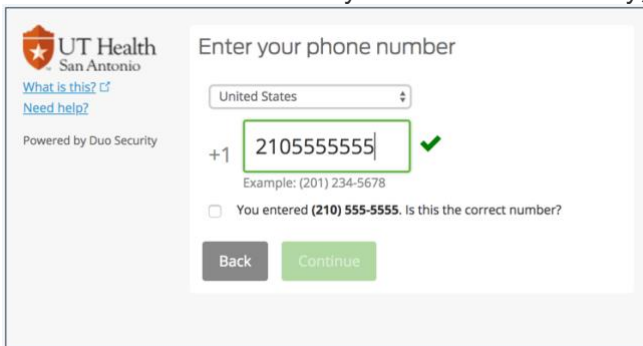
The screenshot shows the 'What type of device are you adding?' form. On the left, there is the UT Health San Antonio logo, a 'What is this?' link, a 'Need help?' link, and the text 'Powered by Duo Security'. The main content area has the title 'What type of device are you adding?' and three radio button options: 'Mobile phone' (with 'RECOMMENDED' in green), 'Tablet (iPad, Nexus 7, etc.)', and 'Landline'. A green 'Continue' button is at the bottom.

Click **Continue**.

4. Type Your Phone Number

Select your country and type your phone number. Use the number of your smartphone, landline, or cell phone that you'll have with you when you're logging in. You can enter an extension if you chose "Landline" in the previous step.

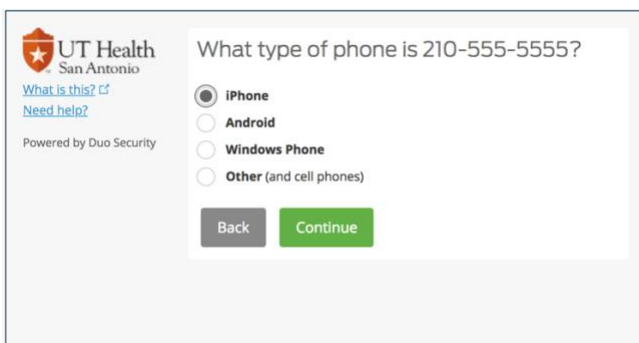
Then double-check that you entered it correctly, check the box, and click **Continue**.



The screenshot shows the 'Enter your phone number' form. On the left, there is the UT Health San Antonio logo, a 'What is this?' link, a 'Need help?' link, and the text 'Powered by Duo Security'. The main content area has the title 'Enter your phone number' and a dropdown menu for 'United States'. Below that is a text input field containing '+1 2105555555' with a green checkmark to its right. Below the input field is an example '(201) 234-5678' and a checkbox labeled 'You entered (210) 555-5555. Is this the correct number?'. At the bottom are 'Back' and 'Continue' buttons.

5. Choose Device OS or Other

Choose your device's operating system and click **Continue**. If using a landline or cell phone to receive the codes via an automated phone call choose "Other."

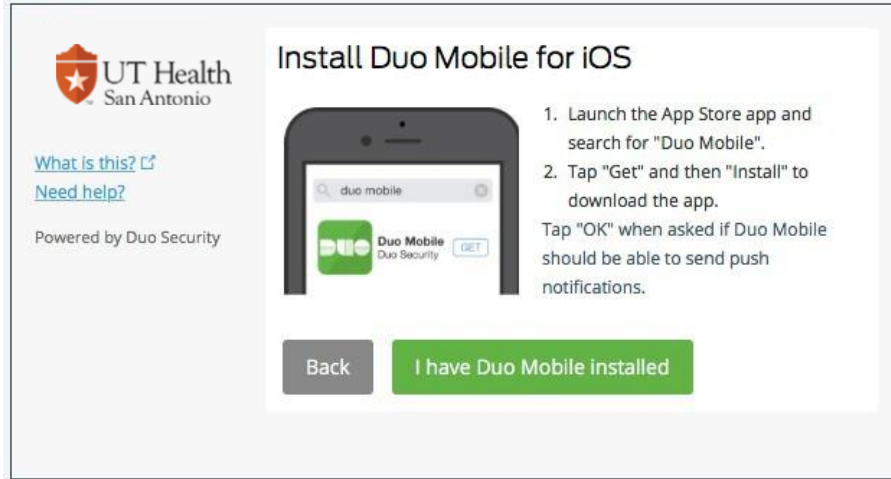


The screenshot shows the 'What type of phone is 210-555-5555?' form. On the left, there is the UT Health San Antonio logo, a 'What is this?' link, a 'Need help?' link, and the text 'Powered by Duo Security'. The main content area has the title 'What type of phone is 210-555-5555?' and four radio button options: 'iPhone', 'Android', 'Windows Phone', and 'Other (and cell phones)'. At the bottom are 'Back' and 'Continue' buttons.

6. Install Duo Mobile

Duo Mobile is an application that runs on your phone and helps you authenticate. Without it you'll still be able to log in using a phone call or text message, but Duo strongly recommends that you use Duo Mobile to authenticate quickly and easily. The Duo application is not required to utilize the Duo system. Simply choose the SMS (text), Call, or Hardware Token (purchase required from TechZone) options to receive the Duo code.

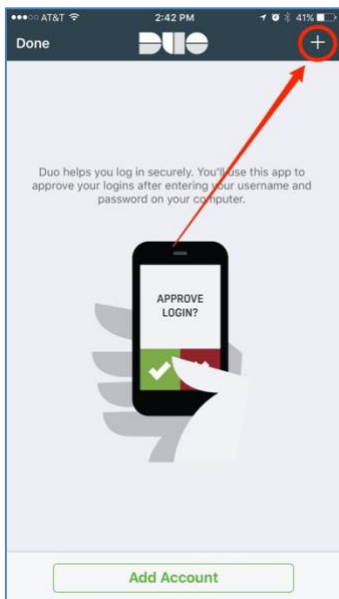
Follow the operating system specific instructions on the phone's screen to install Duo Mobile.

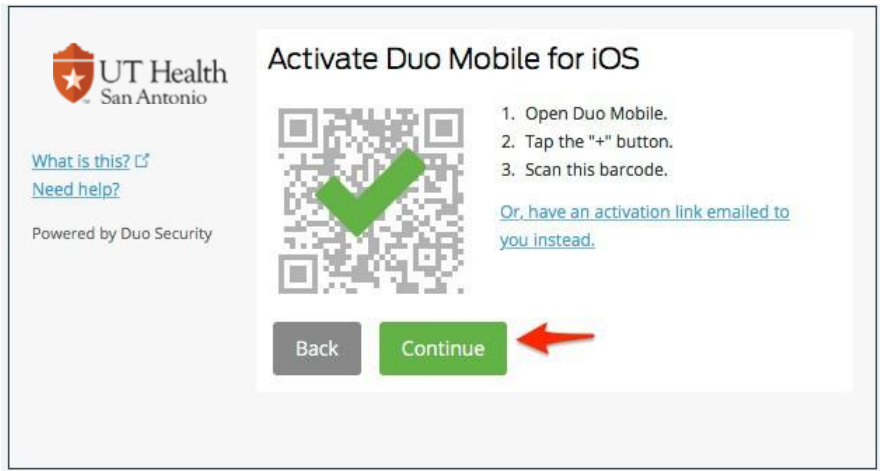


Once installation is complete, click the checkbox next to **I have Duo Mobile installed**, and then click **Continue**.

6. Activate Duo Mobile (if using the Duo app)

Activating the application will link it to your account so you can use it for authentication. On iPhone, Android, Windows Phone, and BlackBerry 10, activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Click the plus (+) to add an account and scan the code.





The "Continue" button is clickable after you scan the barcode.

7. Choose Duo Push

Click the dropdown and chose Automatically send or call and then click Finish Enrollment.



8. Enrollment Complete!

