

MFA: Enroll via Push Notification

PROCEDURE: Enroll a Smartphone in Duo

MFA: All Users

Step 1: Begin Duo Enrollment From Your Desktop Computer

- 1.1 Open a web browser to <https://duo-mgmt.identity.ucsb.edu/>.
- 1.2 After logging into SSO, click "**Start Setup**" on the enrollment screen.
- 1.3 You are prompted to select the type of device you are adding. Select "**Mobile Phone.**"
- 1.4 Enter your mobile phone number in the space provided. Ensure that the number entered is correct, then confirm by checking the box and clicking "**Continue.**"
- 1.5 Enter the type of smartphone you are enrolling, then click "**Continue.**"

Step 2: Install the Duo Mobile App on Your Smartphone

- 2.1 Search for Duo Mobile on your smartphone's App Store or Play Store.
- 2.2 Install the free app on your smartphone. (NOTE: You will need to allow Duo mobile to access your camera.)

Step 3: Complete Enrollment Using Your Computer and Your Smartphone

- 3.1 After completing the installation of the app on the smartphone, on your computer, click "**I Have Duo Mobile Installed.**"
- 3.2 From the Duo Mobile app, click the plus sign (+) in the upper right corner of the phone screen.
- 3.3 Scan the QR code that displays on the "**Activate Duo Mobile**" computer screen.
- 3.4 A green checkmark displays on the computer screen. Click "**Continue.**"
- 3.5 A "**Login request**" notification from Duo Mobile arrives on your phone. When you open the app, it will display the "**Approve**" and "**Deny**" buttons. Select "**Approve.**" If you accidentally click "**Deny,**" you can choose the "*It was a mistake*" option.

Step 4: Select Duo Authentication Method on the Computer

- 4.1 Verify that your phone number is correct, and select an authentication option for "**When I Log In.**"
- 4.2 Click Save, then click "**Finish Enrollment.**"

Step 5: Testing the Push Notification

- 5.1 Open a web browser to <https://duo-mgmt.identity.ucsb.edu/>.
- 5.2 After logging into SSO, click the "**Send me a push**" button on the Self-Registration form displayed.
- 5.3 You will receive an alert on your phone that says "**Login request: Duo Self Service Portal.**" Open the notification and press "**Approve.**"
- 5.4 You will see the My Settings & Devices screen. This means your push notification works as configured.

For the latest reference see <https://guide.duo.com/>.