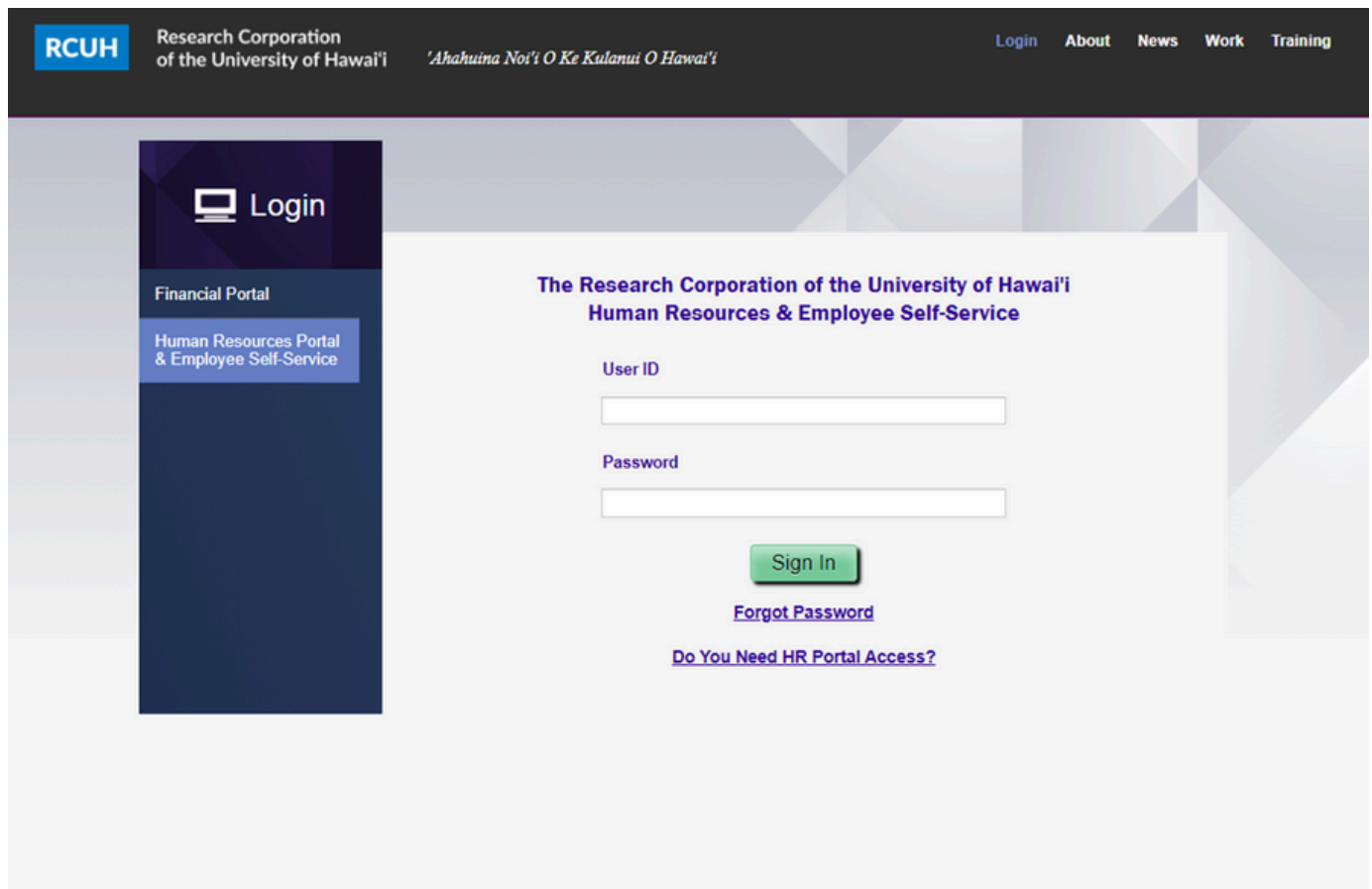


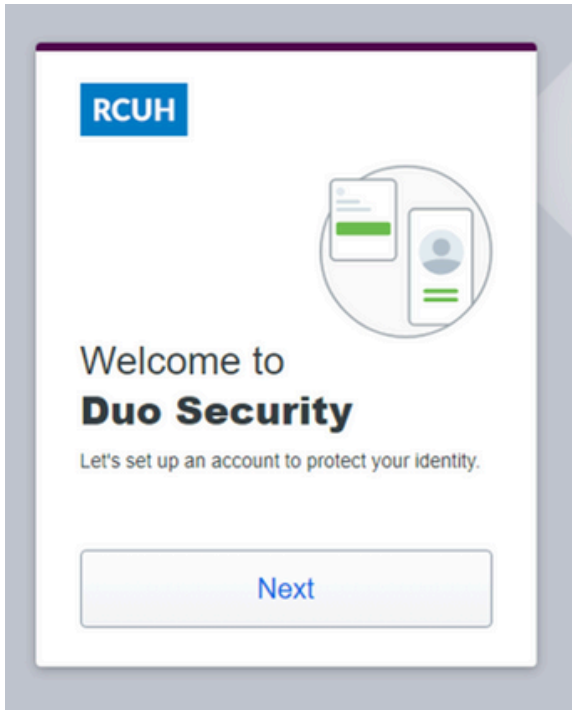
# SETTING UP DUO TWO-FACTOR AUTHENTICATION ON A SMART DEVICE

NOTE: If you have access to both the Financial Portal and HR Portal/Employee Self-Service you will need to enroll in Duo Security for each system. You may use the same device for both.

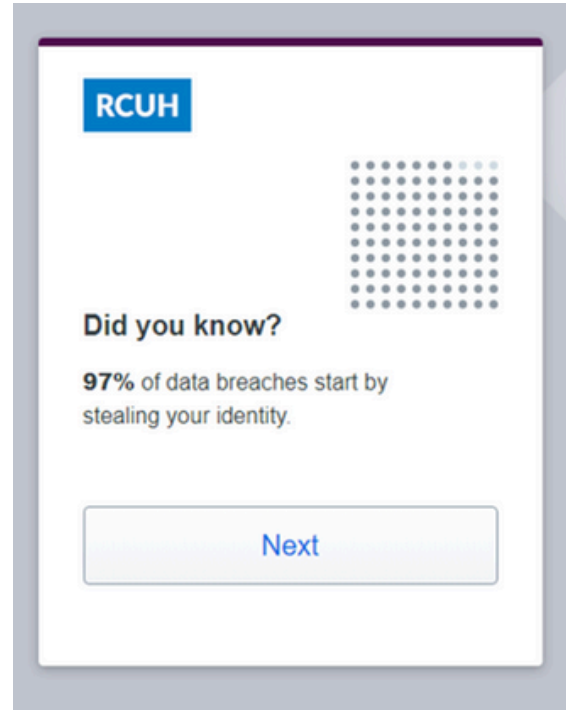
1. Log into the Financial Portal or HR Portal/Employee Self-Service.
2. Type in your Username and Password.
3. Click "Sign In."



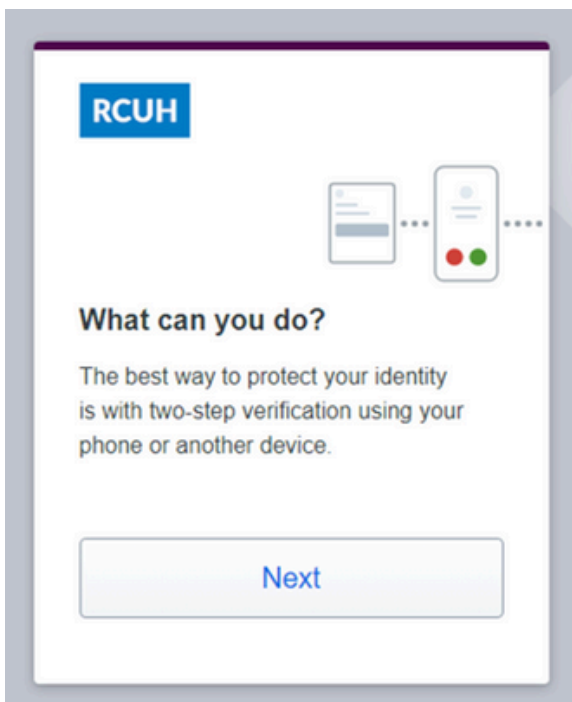
4. When you log in you will be prompted to set-up your Duo Security. Click “Next.”



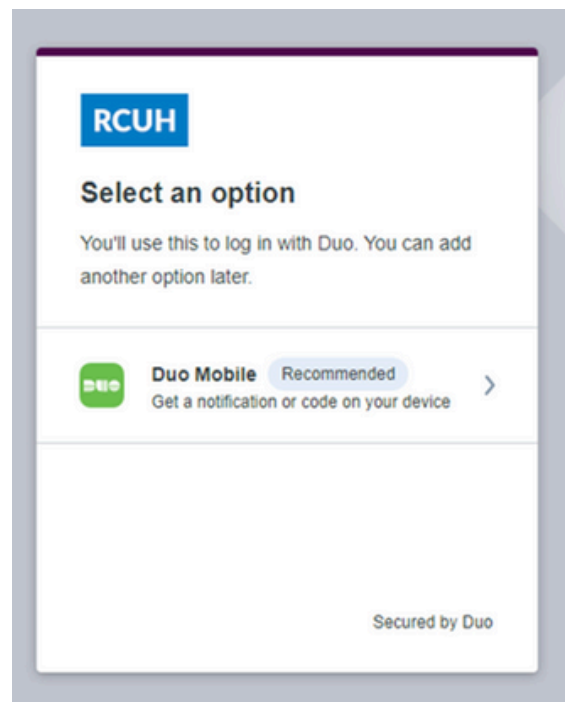
5. Click “Next”.



6. Click “Next.”

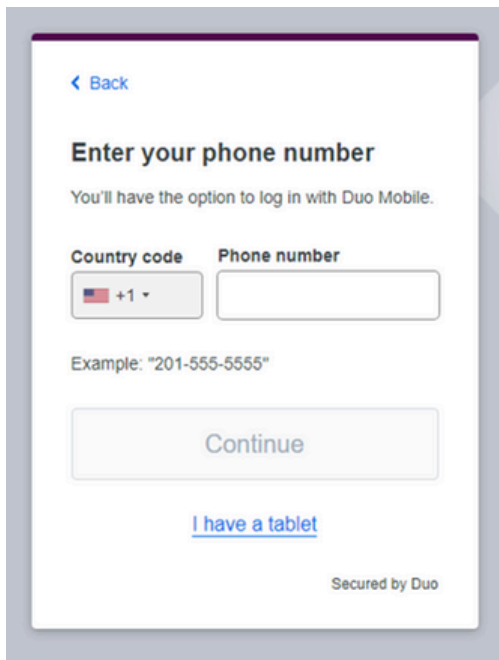


7. Select “Duo Mobile”



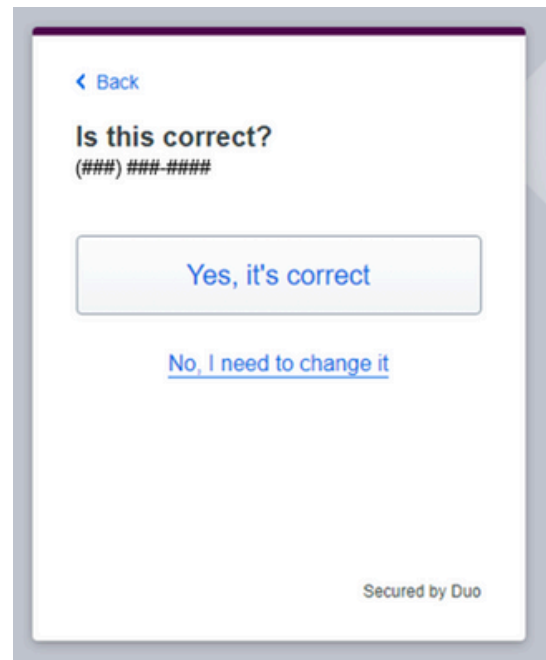
8. Enter your cell phone number including your area code; no parentheses needed. Click “Continue.”

\*If you have a tablet, click “I have a Tablet” and proceed to Step 11.



9. Verify that your phone number is correct.

10. If your number is correct, click “Yes, it’s correct.”

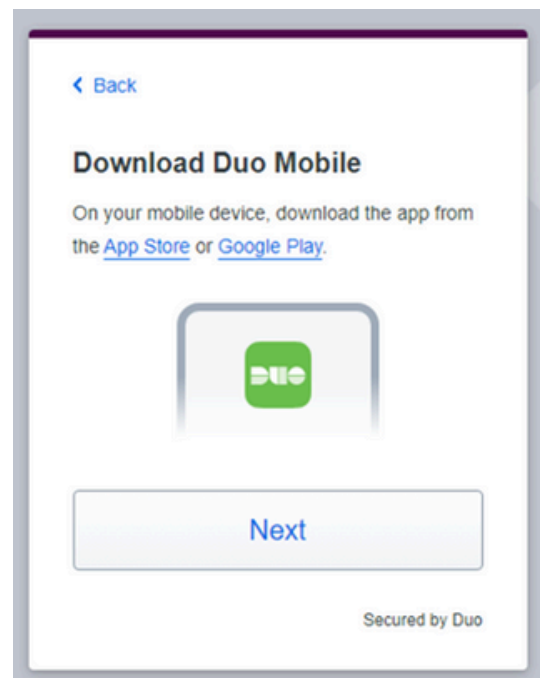


11. Download Duo Mobile to your phone. If you have an iOS (iPhone), use the “App Store” link to download the app. If you have an Android, use the “Google Play” link to download the app.

iOS: [Duo Mobile for iOS](#)

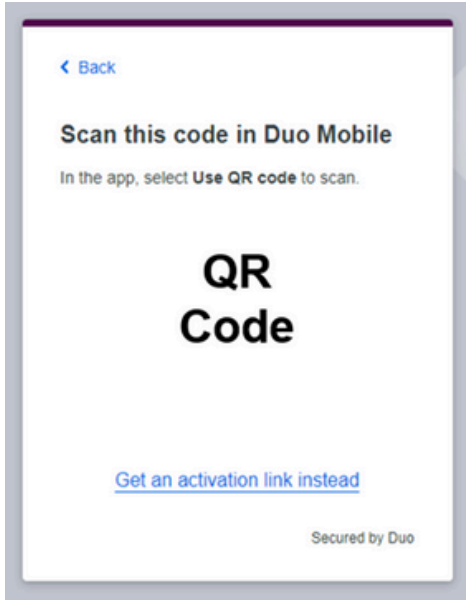
Android: [Duo Mobile for Android](#)

Click “Next.” NOTE: To download from the Google Play Store, you must be logged in with a Gmail.com account or [enrolled in Consumer Apps](#).

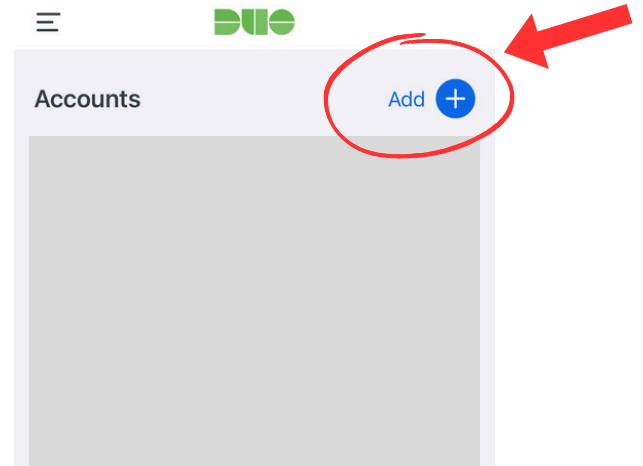


12. A QR code will appear (Image 12A). Open the Duo Mobile app on your smartphone (Image 12B) and click on the “Add+” button in the top right corner, then select “Use QR Code” (Image 12C). Scan the QR code in Image 12D.

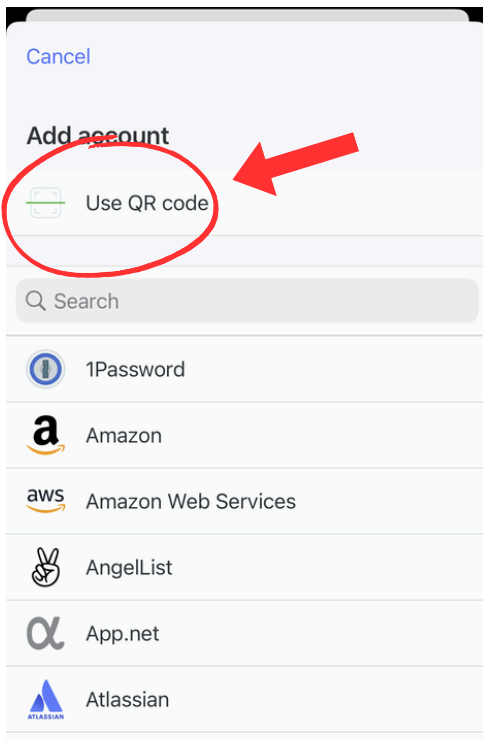
**12A**



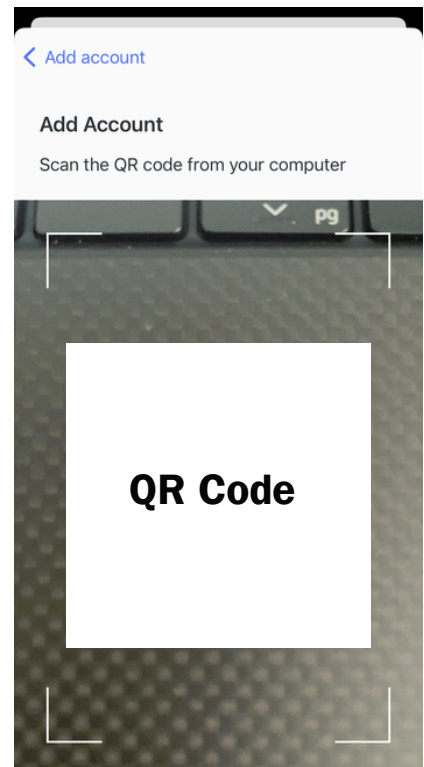
**12B**



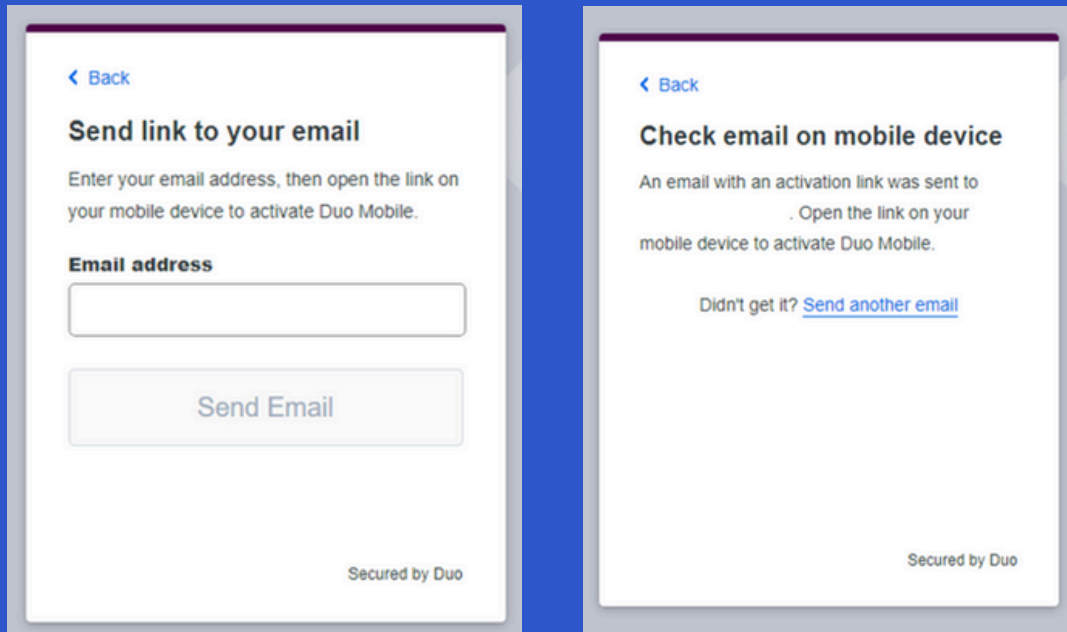
**12C**



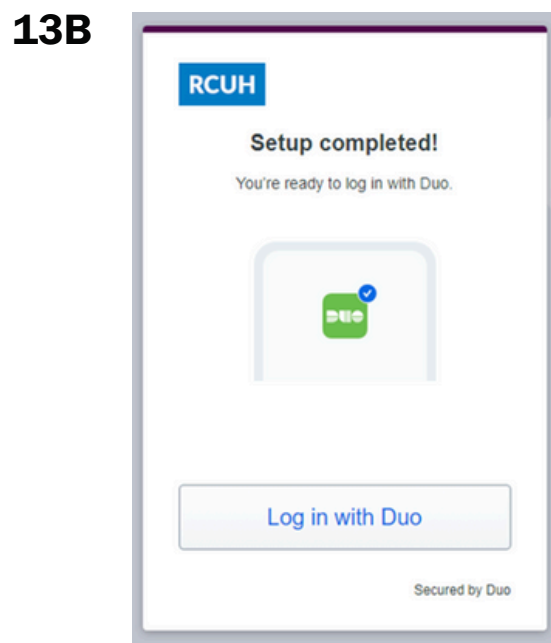
**12D**



If you experience difficulty scanning the QR code with your device, click on “Get an activation link instead” (shown in Image 12A). An activation link will be sent to your email and enable you to link the Duo App on your device. Once you click “Send Email,” you will receive the confirmation page below.

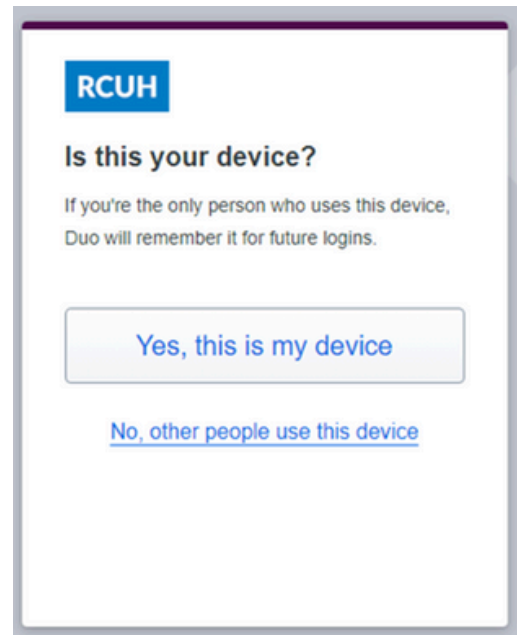


13. Once your account is added to your Duo Mobile app, Image 13A will appear. Click “Continue” and Image 13B will appear.




14. Users may click “Yes, this is my device” if they are logging on using a private workstation that is not used by anyone else. This allows the individual to skip the Duo login for seven (7) days.

If logging on using a shared computer, click “No, other people use this device.”



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