

DUO

Adding a Duo Authenticated Device - Faculty/Staff

Introduction

Duo is a multi-factor authentication tool chosen by Towson University to prevent data breaches, and to prove that you are you. It is a security method that requires a second form of identification to help you securely login to systems the university wants to strongly protect. This self-help document will guide you through the steps of enrolling a personal device.

Note: You will need to install the **Duo Mobile** app from your device's app store to complete the enrollment process.

Add a Duo Authenticated Device

All current faculty and staff are required to use Duo when using their NetID to access certain TU resources, and authenticate their identity using both their password and enrolled device.

1. From your favorite browser type **towson.edu/netid**.
2. Under the **Manage NetID** section, click the **Manage** link.

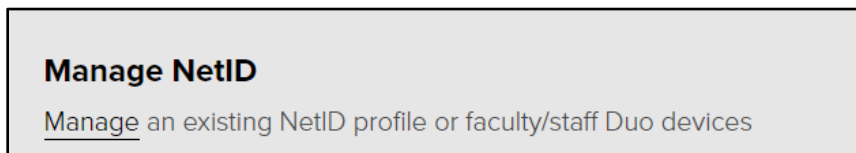


Figure 1

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

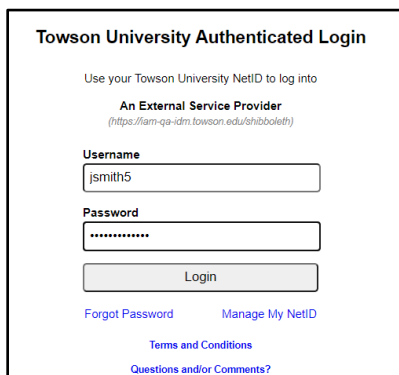


Figure 2

4. Make sure the **MY PROFILE** tab is chosen at the top of the screen and then click the **MANAGE DUO** tab at the top. You will be able to see **DUO authenticated devices** and **security tokens** linked to your NetID account.

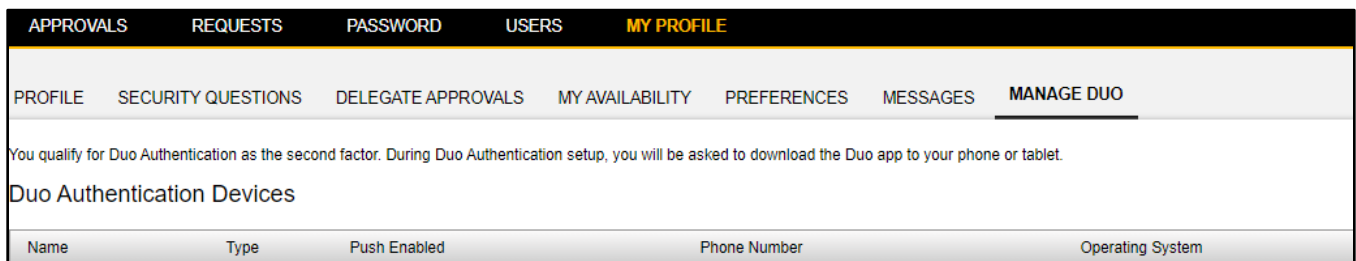


Figure 3

5. Scroll down and click on the **ADD NEW DEVICE** button under the **Duo Security Tokens** section.



Figure 4

6. The **Add new Duo device** window will appear.

Enrolling a Mobile Phone

1. Select the type of device, you'd like to enroll. You may choose **Mobile phone**, **Tablet**, **Landline**, or **Hardware Token**. In this example, we will select **Mobile phone**.

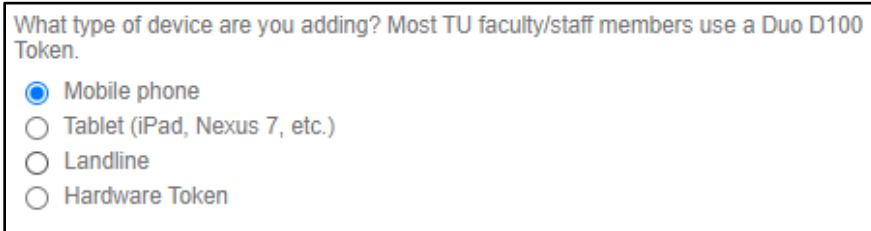


Figure 5

2. Click **NEXT** button after selecting the type of device.



Figure 6

3. Enter a **name** for the device into the text box for example **My iphone**.



Figure 7

4. Click the **NEXT** button after naming the device.



Figure 8

5. Select the **phone country code** from the drop-down menu, then enter the mobile **phone number**.

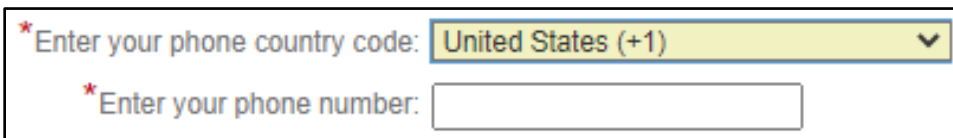


Figure 9

6. Click the **NEXT** button after entering the mobile phone number.



Figure 10

7. Select the **mobile phone** type associated with the phone number.

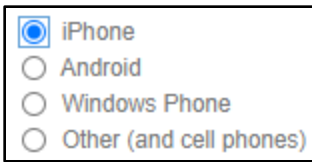


Figure 11

8. Click the **NEXT** button after selecting the **mobile phone** type.



Figure 12

Note: You will need to install the **Duo Mobile** app from your device’s app store to complete the enrollment process.

9. Click the **I HAVE DUO MOBILE** button once you’ve installed the **Duo Mobile** app.



Figure 13

10. Open the **DUO Mobile** app on your tablet and scan the **barcode**. If you prefer to have the **Duo activation link** emailed and sent through text instead, click the link in the **Add new Duo device** window.

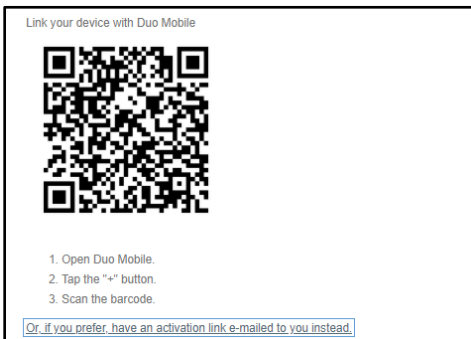


Figure 14

Note: The **activation link** sent to your email or mobile device will expire after 24hours.

11. Click the **DONE** button after linking your device to the DUO mobile app.

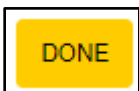


Figure 15

Note: Your **mobile device** will now be listed under the **DUO Authentication Devices** with a status of **Enabled**.

Enrolling a Tablet (Ipad, Nexus 7, etc.)

1. Select the type of device, you’d like to enroll. In this example, we will select **Tablet**.

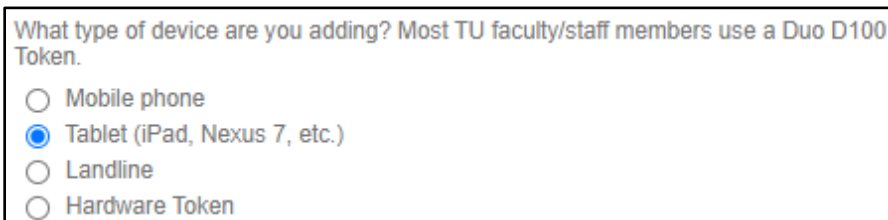


Figure 16

2. Click **NEXT** button after selecting the type of device.



Figure 17

3. Enter a **name** for the device into the text box.



Figure 18

4. Click the **NEXT** button after naming the device.

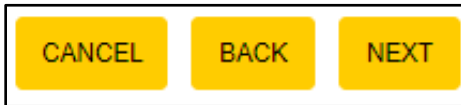


Figure 19

5. Select the **type of tablet**.

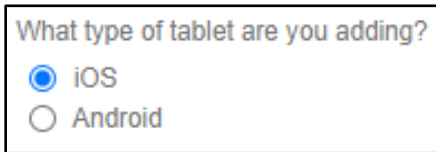


Figure 20

6. Click the **NEXT** button after selecting the type of tablet.



Figure 21

Note: You will need to install the **Duo Mobile** app from your device's app store to finish the enrollment process.

7. After installing **DUO Mobile** from your respective device's app store, click **I HAVE DUO MOBILE**.



Figure 22

8. Open the **DUO Mobile** app on your tablet and scan the **barcode**. If you prefer to have the **Duo activation link** emailed and sent through text instead, click the link in the **Add new Duo device** window.



Figure 23

Note: The **activation link** sent to your email or mobile device will expire after 24hours.

9. Click the **DONE** button after linking your device to the DUO mobile app.



Figure 24

Note: Your **mobile device** will now be listed under the **DUO Authentication Devices** with a status of **Enabled**.

Enrolling a Landline

1. Select the type of device, you'd like to enroll. In this example, we will select **Landline**.

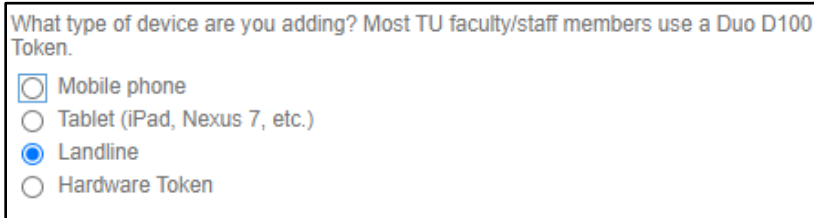


Figure 25

2. Click **NEXT** button after selecting the type of device.

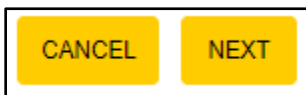


Figure 26

3. Enter a **name** for the device into the text box.



Figure 27

4. Click the **NEXT** button after naming the device.



Figure 28

5. Select the **phone country code** from the drop-down menu, then enter the **Landline phone number** with or without dashes.

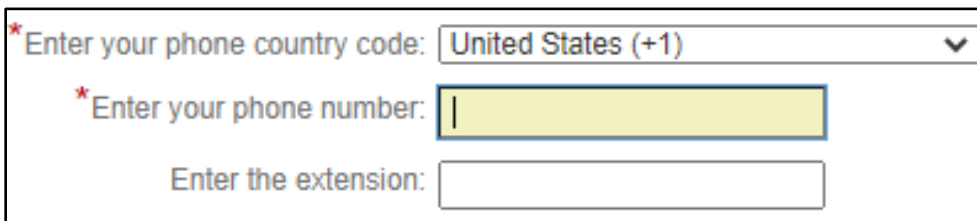


Figure 29

6. Click the **ACTIVATE PHONE** button after entering the Landline phone number.



Figure 30

7. The **successfully added landline phone** window will appear automatically.

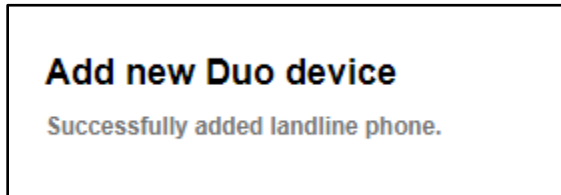


Figure 31

8. Click the **DONE** button.

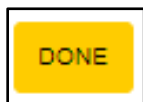


Figure 32

Logout

Click the **Logout** button in the upper right-hand corner of the screen when finished.

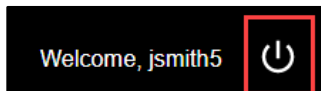


Figure 33