

Duo Multi-Factor Authentication

Enrolling an iPad

Introduction

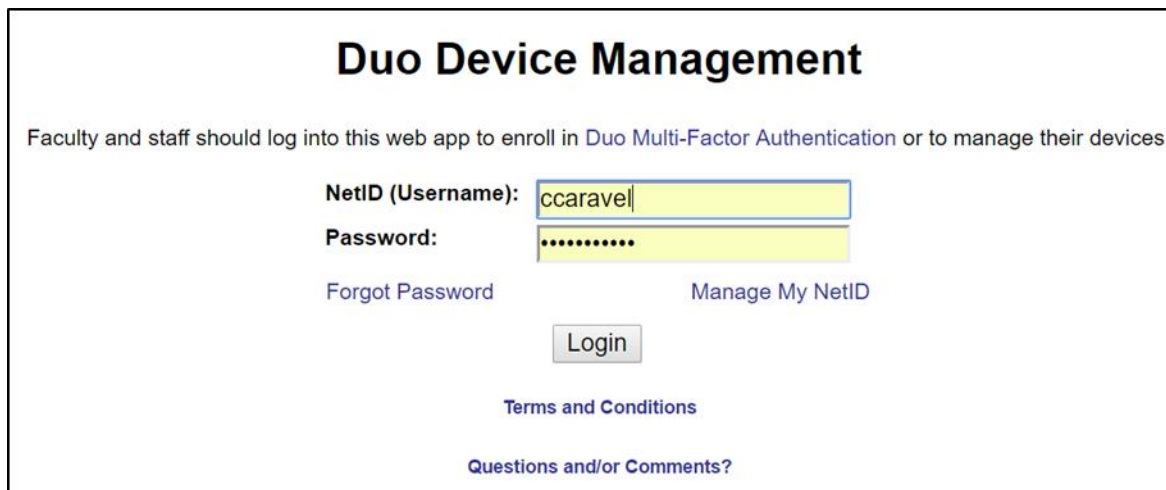
Duo is a multi-factor authentication tool chosen by Towson University to help prevent data breaches. Duo is a tool that verifies someone's identity when trying to access systems that house sensitive data such as PeopleSoft, systems prone to phishing attacks such as Office 365 or systems that allow remote access to TU resources such as virtual workspace. Anyone who has access to protected systems will be required to authenticate their login credentials a second time use Duo.

It is recommended that you enroll multiple devices with Duo such as a smartphone (iPhone, Android) and your office and home landlines. This self-help document will walk you through how to enroll an iPad. Please refer to our [Duo webpage](#) for instructions on how to set up additional devices.

Enrolling an iPad

You are not automatically enrolled in Duo. Below are steps to enroll an iPad via a personal computer which is recommended. Using a mobile device to enroll is complicated and not as intuitive.

1. From your favorite browser maneuver to www.towson.edu/netid and click on the **Enroll and Manage Duo Devices** link under the **Faculty/Staff NetID Tools** heading on this page.
2. The **Duo Device Management Welcome** screen will appear. Enter your **NetID (Username)** and **Password** and click **Login**.



Duo Device Management

Faculty and staff should log into this web app to enroll in Duo Multi-Factor Authentication or to manage their devices.

NetID (Username): ccarave|

Password:

[Forgot Password](#) [Manage My NetID](#)

Login

[Terms and Conditions](#)

[Questions and/or Comments?](#)

Figure 1

Note: If you have already enrolled a device, you will need to authenticate in order to enroll an additional device. If this is the case, authenticate and then proceed to step 4.

3. The **Protect Your Towson University Account** screen will appear, click **Start setup**.

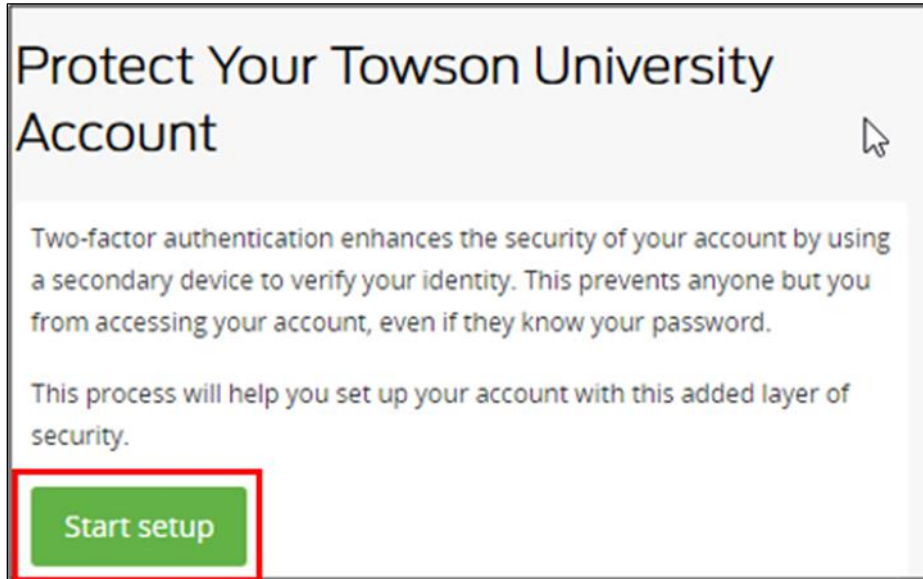


Figure 2

4. From the **What type of device are you adding?**, select **Tablet** and click **Continue**.

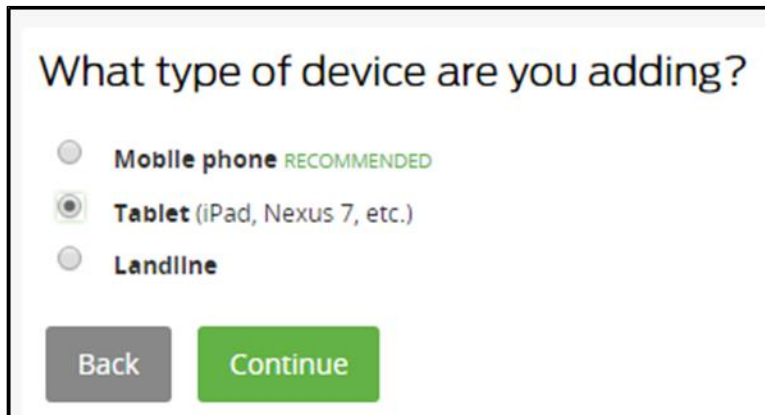


Figure 3

5. From the **What type of tablet are you adding screen?**, choose **iOS (iPad, iPod Touch)**.



Figure 4

- 6. The **Install Duo Mobile** screen will appear. At this point, you must install Duo on your tablet.

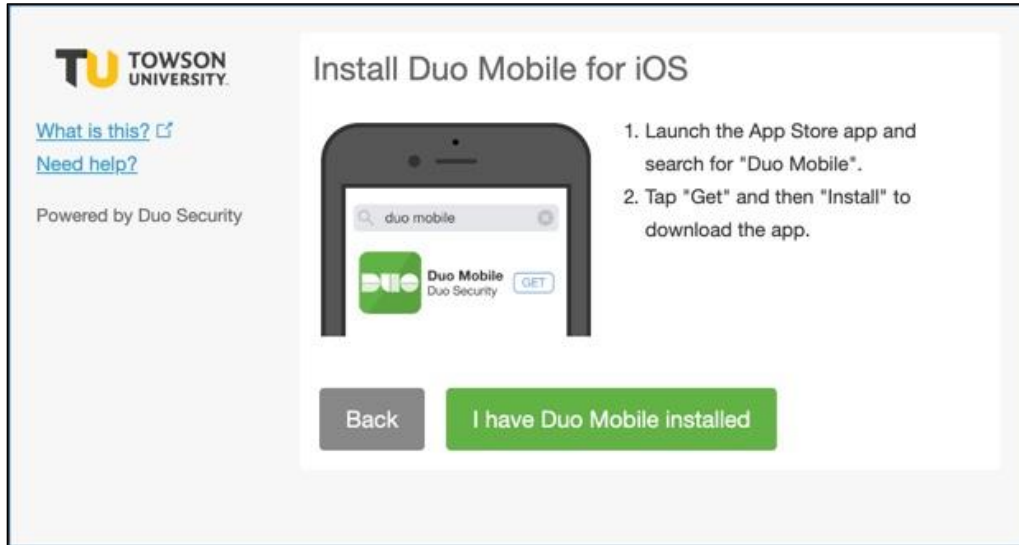


Figure 5

- 7. For a tablet, you would search for and download **Duo Mobile** from the App Store. Please be aware that you must allow Duo Mobile to send push notifications.

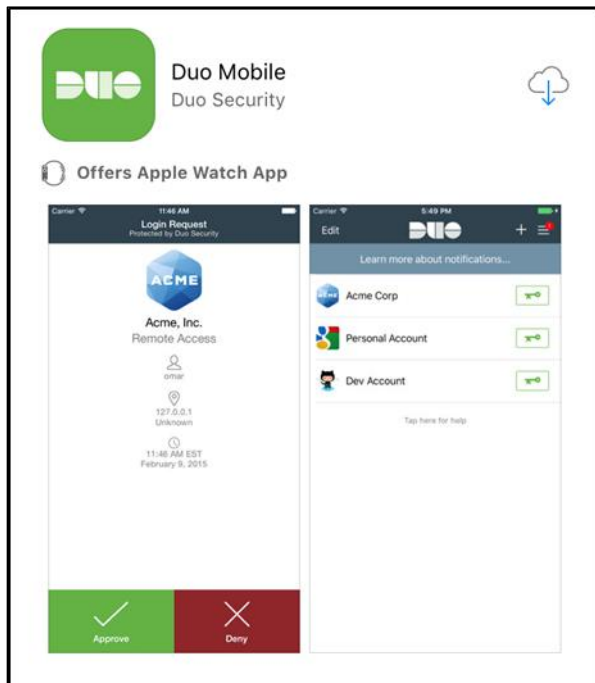


Figure 6

- 8. After installing the app, click **I have Duo Mobile installed**.

- 9. The **Activate Duo Mobile for iOS** screen will appear. There are two ways to activate Duo – scan a barcode or have an activation link emailed. It is recommended that you scan the barcode. This will require Duo to access your camera. This does not give permission for Duo to access your library of pictures or videos. Directions follow on scanning the barcode. If you wish to have an activation link emailed, refer to the appendix of this document for full instructions.



Figure 7

- a. Open the **Duo Mobile** app you just downloaded on your phone. The **Add Account** screen will appear.
- b. Either press on the **Add Account** button at the bottom of the screen or press the + sign in the upper right corner.

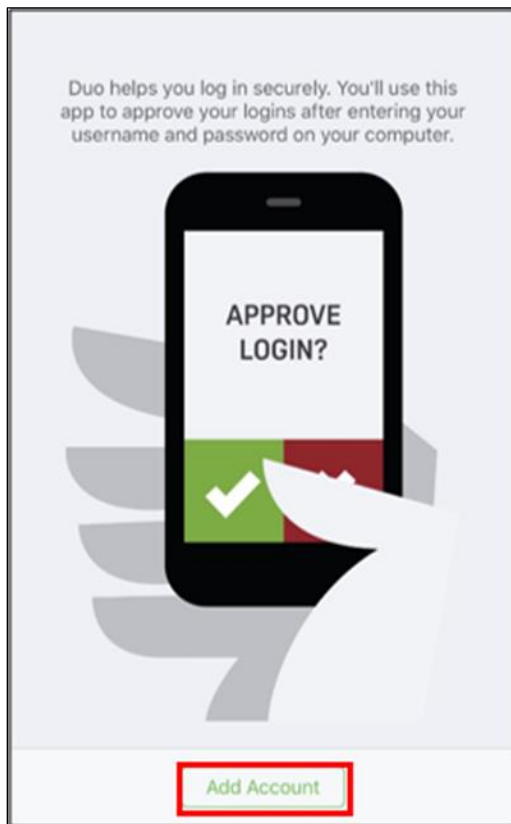


Figure 8



Figure 9

- c. A message will appear, asking permission for Duo Mobile to access your camera. Press **OK**.
- d. Your camera will activate. Scan the **barcode** that is on the computer screen.



Figure 10

- e. A **check mark** will appear over the **QR code** on the computer screen. Click **Continue**.

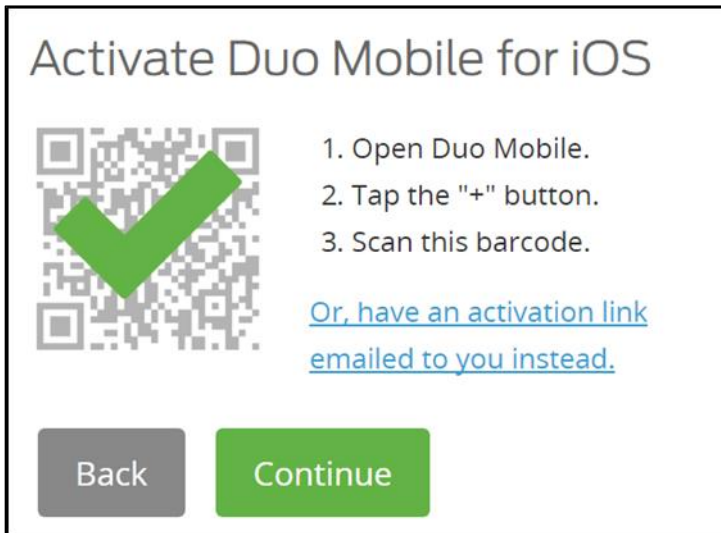


Figure 11

- 10. The **My Settings & Devices** screen will appear. You have the following options:
 - a. **Device Options** – Click the **Device Options** button to do the following:

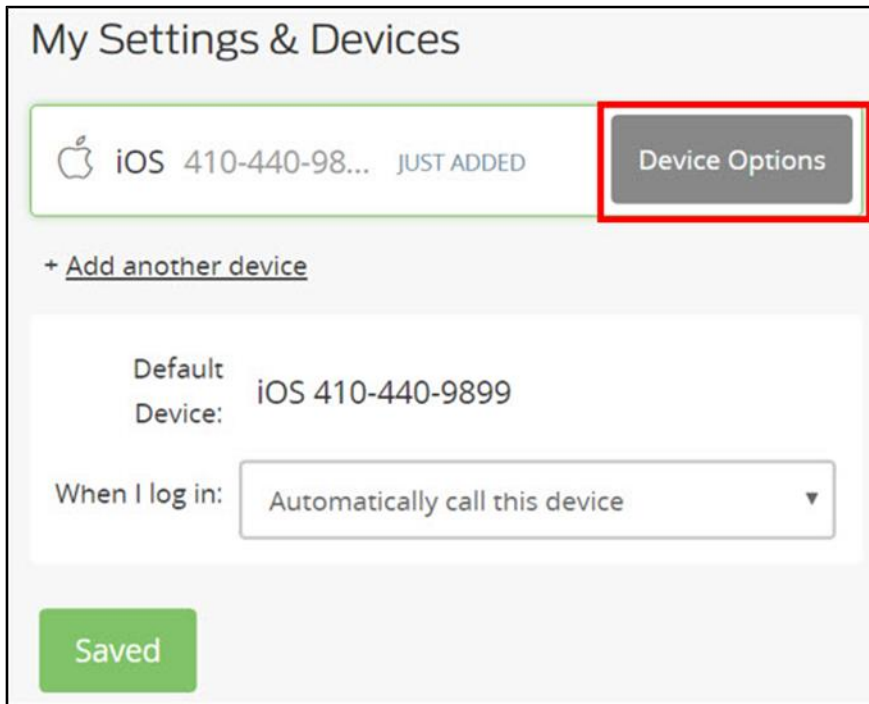


Figure 12

- i. **Change the Device Name** - Click the **Change Device Name** button. The current device name will become highlighted. Type over the original name with the new name of the device and click **Save**.

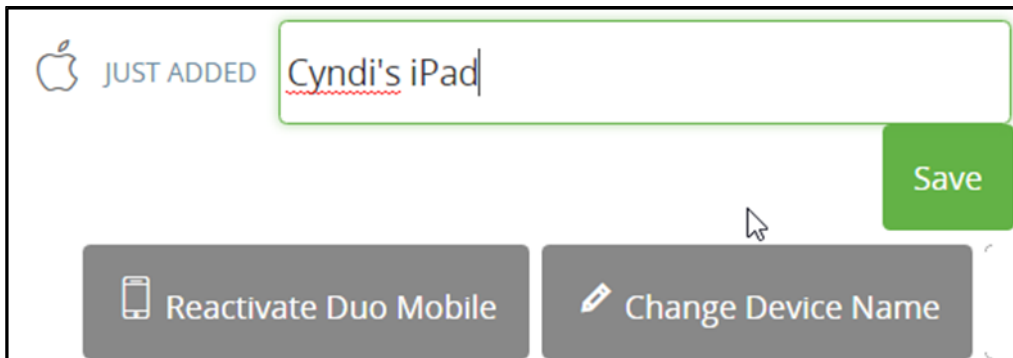


Figure 13

- ii. **Reactivate Duo Mobile** – If your tablet is wiped, or if the app has been deleted you would have to reactivate duo mobile. Click the **Reactivate Duo Mobile** button and follow the on-screen prompts to reactivate Duo Mobile.
 - iii. **Delete the Device** – Click the **trash can** to delete the current device.

- b. **When I log in:** This is where you choose your default authentication method.

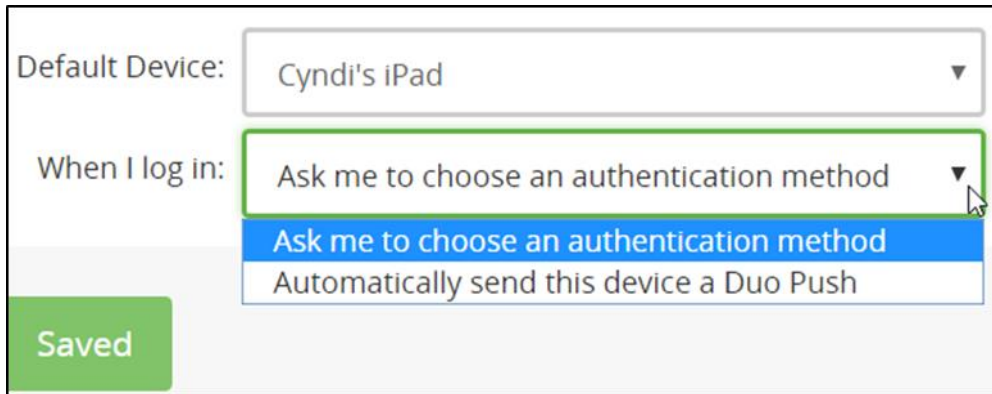


Figure 14

- i. **Ask me to choose an authentication method** – you will choose your authentication method – either a push or enter a passcode.
 - ii. **Automatically send this device a duo push** – your tablet will always receive a push by default to authenticate.
- c. Click **Save** when all options have been chosen. **Saved** will appear.
11. You may add another device at this point which is recommended. Click **Add another device** from the **My Settings & Devices** screen.



Figure 15

12. The **What type of device are you adding?** screen will appear. Depending on what device you are adding, please refer to the following documentation from the Duo webpage (www.towson.edu/duo):
- Duo Multi-Factor Authentication: Enrolling a Landline – proceed to step 4
 - Duo Multi-Factor Authentication: Enrolling an Android – proceed to step 4
 - Duo Multi-Factor Authentication: Enrolling an iPhone – proceed to step 4

Note: If you log out before adding a new device, you will need to authenticate to enroll an additional device.

13. Click **Log Out (NetID)** in the upper right corner of the website.

Appendix

Activating Duo Mobile by Email

If you do not wish to activate your camera and scan the barcode, you may also activate Duo Mobile through an activation link.

1. The **Active Duo Mobile for iOS** screen will appear.

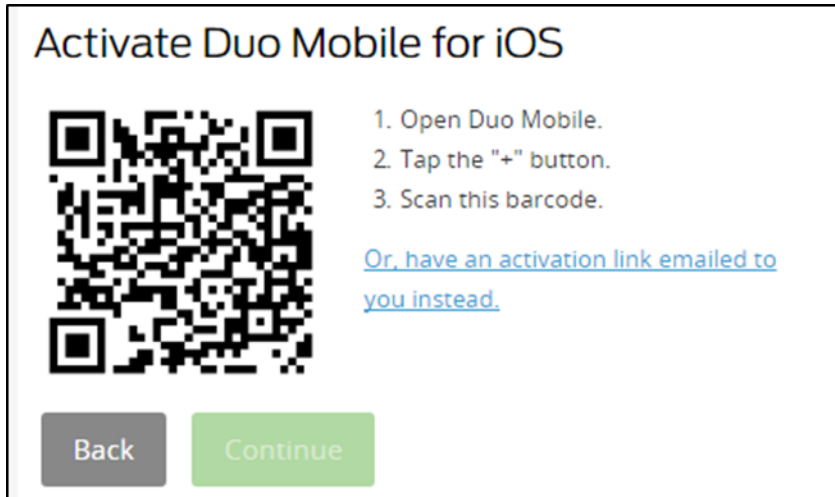


Figure 16

2. Click **Or, have an activation link emailed to you instead.**
3. The **Activate Duo Mobile by Email** screen will appear. Enter the email address that you check on your iOS device and click **Send email.**

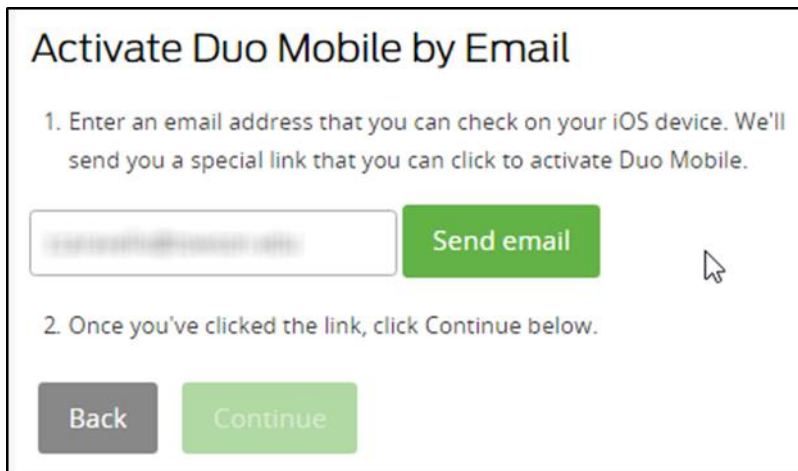


Figure 17

4. Open the Email on your device and press the link that is provided.

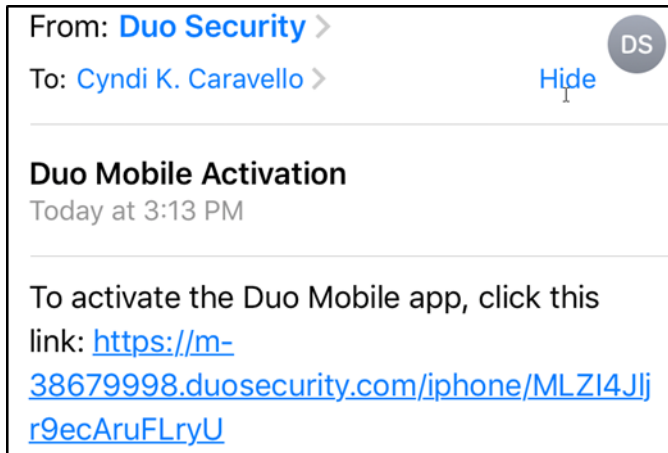


Figure 18

5. The **Open this page in “Duo Mobile”?** window will appear. Press **Open**.

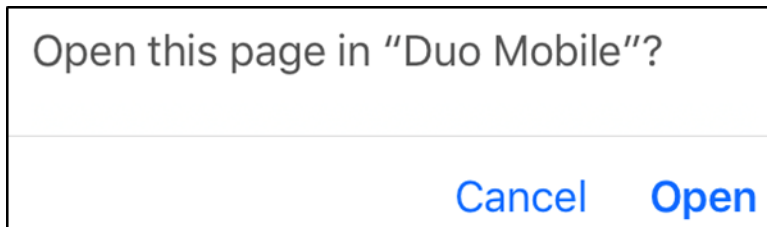


Figure 19

6. Return to step 11 in the previous section.