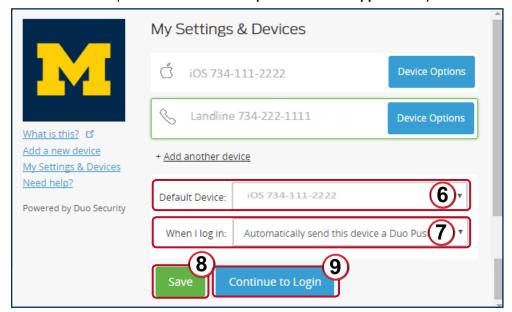
TIP SHEET

Set the Primary/Default Device in Your 2FA Account

Complete on the Computer

- 1. Navigate to the web page Manage Your UMHS IT User Profile.
- **2.** Click **Security Settings** at the top of your *User Profile*.
- 3. Click U-M Two-Factor Settings drop-down.
- **4.** Click the **My Settings & Devices** link in the list on the left.
- 5. Select an authentication option to confirm your identity with Duo.
 - **A.** Select **Enter a passcode**.
 - Retrieve **a passcode** from the *Duo Mobile App*. or the text message authentication option, enter **passcode** in Duo window, and click **log in**.
 - B. Select Send me a push.
 - Open the **notification request** and select **approve** on your device.



- **6.** Click the **Default Device drop down** and select which is your **default/primary device** from the list of registered devices.
- 7. Click the When I log in drop down and indicate if you want that device to receive a Duo push or a phone call.
- 8. Click Save.
- 9. Click Continue to Login if you want to test the configuration you just set up.