



## USING DUO FOR MFA

\*\* INTERNAL USE ONLY \*\*

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# USING DUO FOR MFA

## OVERVIEW

UWM is dedicated to enhancing both security and usability to better serve our IT team members while safeguarding our critical data. In line with this effort, we will fully transition Multi-Factor Authentication (MFA) on DEV servers to the Duo application before the end of business on January 26<sup>th</sup>, 2024. The Duo solution uses two-factor authentication to provide a more secure and efficient experience while improving manageability and administration.

**NOTE:** All other MFA will remain on Microsoft at this time.

## DUO REGISTRATION

Enrolling in Duo ensures that you're able to log in to the DEV environment applications that require MFA. You've already received a registration email to sign up for Duo. Follow the guidance below for steps on enrolling in Duo.

**NOTE:** If you don't receive the enrollment email by January 26<sup>th</sup>, reach out to the Help Desk through YouSupport.

- 1) Click the link in the email to start the registration process.

Hello,

Your organization is now rolling out Duo Security, a friendly and secure way for you to log into your applications. Your administrator has invited you to set up your account for Duo so you can start logging in.

To begin, click this link to enroll a phone, tablet, or other device:

<https://api-1064e3e5.duosecurity.com/frame/portal/v4/enroll?code=29d2e0a5700377d2&akey=DAX6TKMJRTM67ZEG0AYY>

Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:

<https://guide.duo.com/enrollment>

- 2) Click **Next** until you reach the screen asking you to select a login option. The screens leading up to that provide context for why using Duo for MFA is important.
- 3) Click **Duo Mobile**.

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### Select an option

You'll use this to log in with Duo. You can add another option later.

**Duo Mobile** Recommended >
   
Get a notification or code on your device

**Security key** >
   
Use a security key

- 4) Enter your phone number.
  - a. Use the following format: xxx-xxx-xxxx
  - b. Click **Continue**.

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### Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code Phone number

+1 [masked] a

Example: "201-555-5555"

Continue b

[I have a tablet](#)

Secured by Duo

**NOTE:** Using your cell phone is the recommended route for registering with Duo. If you decide to register a tablet, ensure that it is a device that you will always have with you in the office. If you forget to bring your device, you will not be able to authenticate yourself, and therefore won't be able to log in.

- 5) Verify that the phone number entered is accurate. Click **Yes, it's correct**.

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**Is this correct?**

Yes, it's correct


[No, I need to change it](#)

- 6) Download the Duo Mobile app. When you've finished downloading it, click **Next**. A QR code will appear on your desktop to activate Duo Mobile.

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**Download Duo Mobile**

On your mobile device, download the app from the [App Store](#) or [Google Play](#).

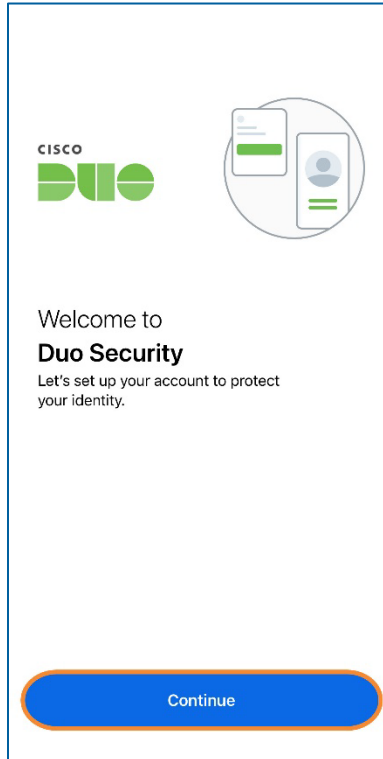


Next

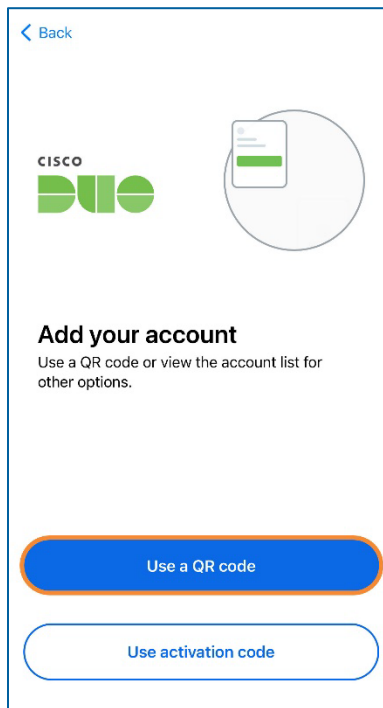
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- 7) Open the Duo app on your mobile device.

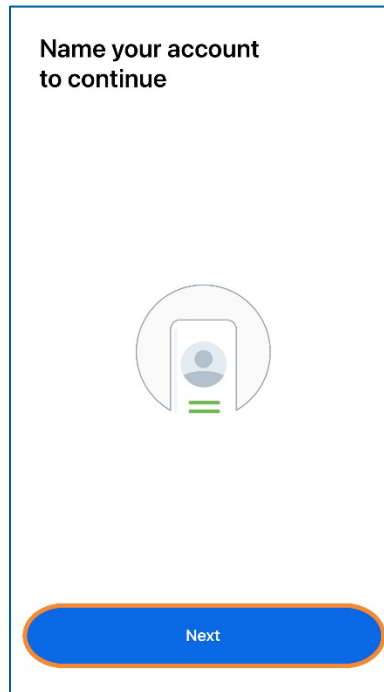
8) Select **Continue**.



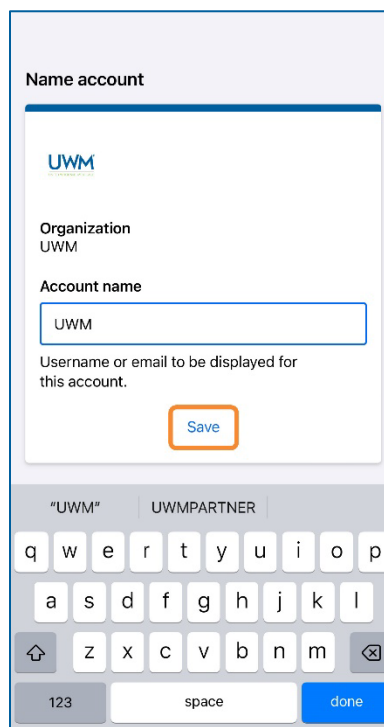
9) Select **Use a QR Code**.



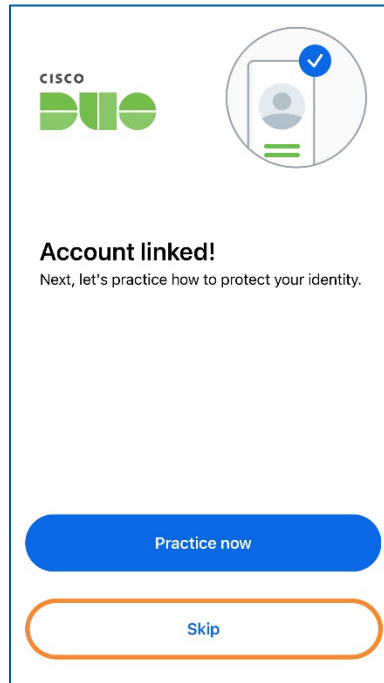
- 10) Use the app to scan the QR code on your computer. You may need to grant the app access to your camera first.
- 11) After scanning the QR code, you will be continue the registration process on your mobile device. Select **Next**.



- 12) "UWM" will auto populate as the account name. Select **Save**.

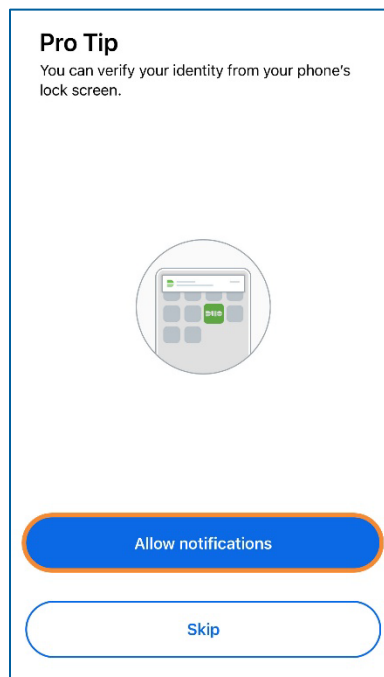


13) Select **Skip**.



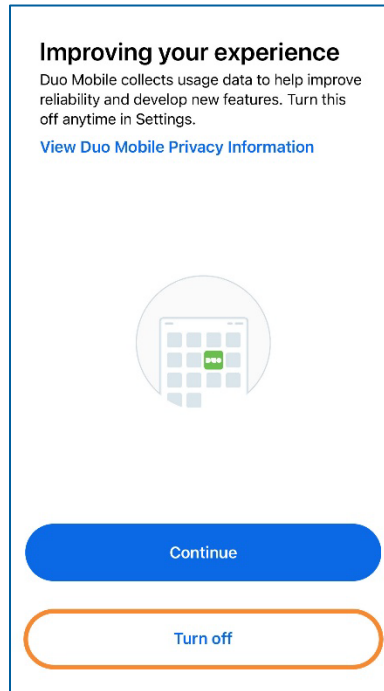
14) Select **Allow notifications**.

**NOTE:** Duo uses push notifications instead of text messages as an option for authentication. To take advantage of the added security this provides, you need to allow notifications.

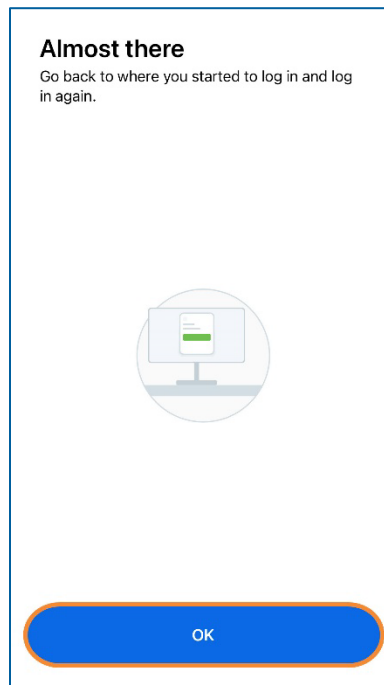




15) Select **Turn off**.

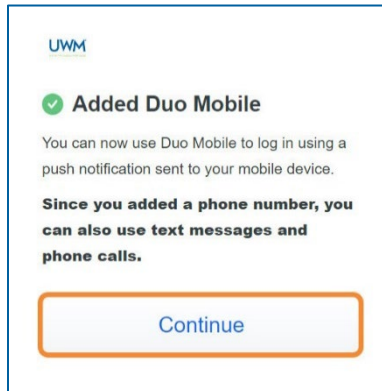


16) Select **OK**.

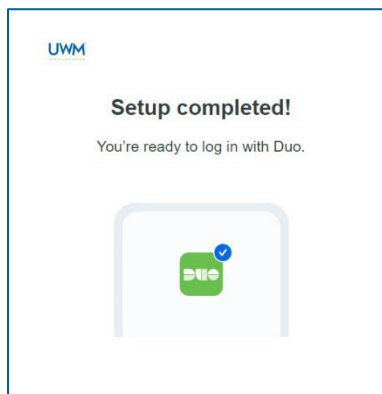


17) Close the app.

18) On your computer, click **Continue**.



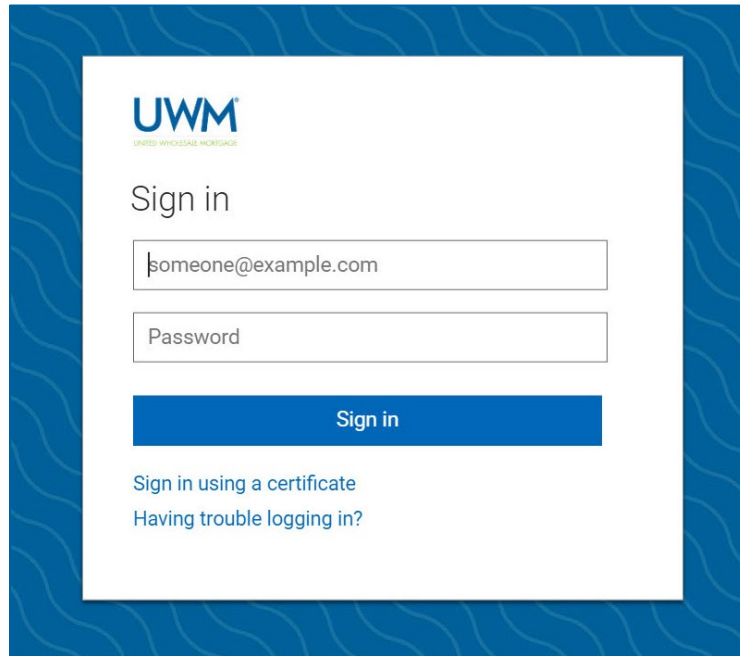
19) Once you see receive confirmation that setup is complete, close this tab.



## LOGIN WITH DUO

After January 26<sup>th</sup>, 2024, you will need to use Duo to sign into the DEV environments. The following steps walk through what that process looks like using Duo Mobile. This process will look the same on a smartphone or tablet using the app. This process will start when you attempt to access one of the DEV environments.

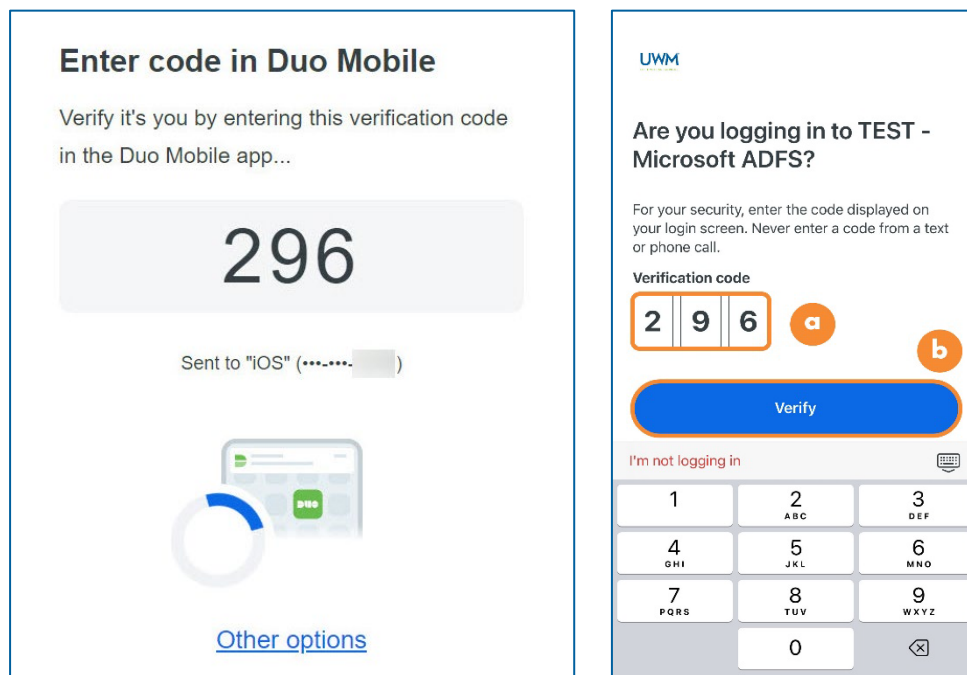
1) Sign in using your UWM email and password.



The image shows the UWM sign-in interface. It features the UWM logo at the top, followed by the text "Sign in". Below this are two input fields: one for an email address (containing "someone@example.com") and one for a password. A blue "Sign in" button is positioned below the password field. At the bottom, there are two links: "Sign in using a certificate" and "Having trouble logging in?". The entire form is set against a blue background with a subtle wave pattern.

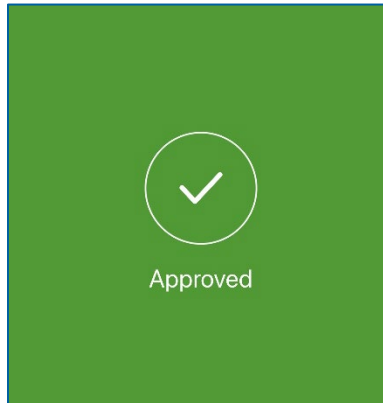
- 2) Open Duo Mobile on your device.
- Enter the 3-digit verification code provided on your computer into the app.
  - Select **Verify**.

**NOTE:** If Duo Mobile ever prompts you for a verification code when you are not attempting to log in, click **I'm not logging in**, found beneath the verify button.



The image displays two screenshots from the Duo Mobile app. The left screenshot, titled "Enter code in Duo Mobile", instructs the user to "Verify it's you by entering this verification code in the Duo Mobile app..." and shows a large display of the code "296". Below the code, it says "Sent to 'iOS' (•••••)" and includes a "Duo" logo. At the bottom, there is a link for "Other options". The right screenshot, titled "Are you logging in to TEST - Microsoft ADFS?", prompts the user to "For your security, enter the code displayed on your login screen. Never enter a code from a text or phone call." It shows the same verification code "296" with letters "a" and "b" next to the digits. A blue "Verify" button is prominent. Below the button is a link for "I'm not logging in" and a numeric keypad for entering a code.

- 3) After entering the verification code correctly, your screen will turn green and indicate your login attempt is approved. You can close the app.



- 4) On your computer, indicate if it is a personal device or a shared one. If you are on your assigned UWM laptop, you can select **Yes, this is my device**.

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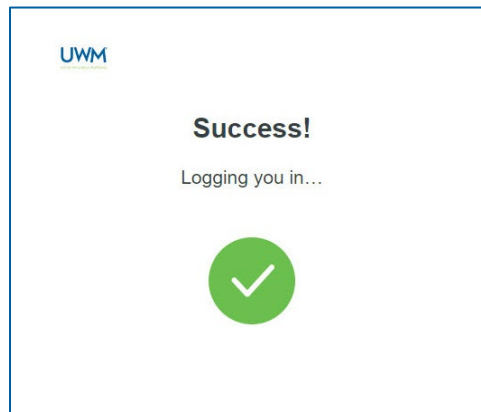
**Is this your device?**

If you're the only person who uses this device,  
Duo will remember it for future logins.

**Yes, this is my device**

[No, other people use this device](#)

- 5) You'll see a success message on your computer while the DEV environment loads after approving your authentication.



**If you have any questions or concerns,  
please reach out to the IT Service Desk at x4500 or through YouSupport.**