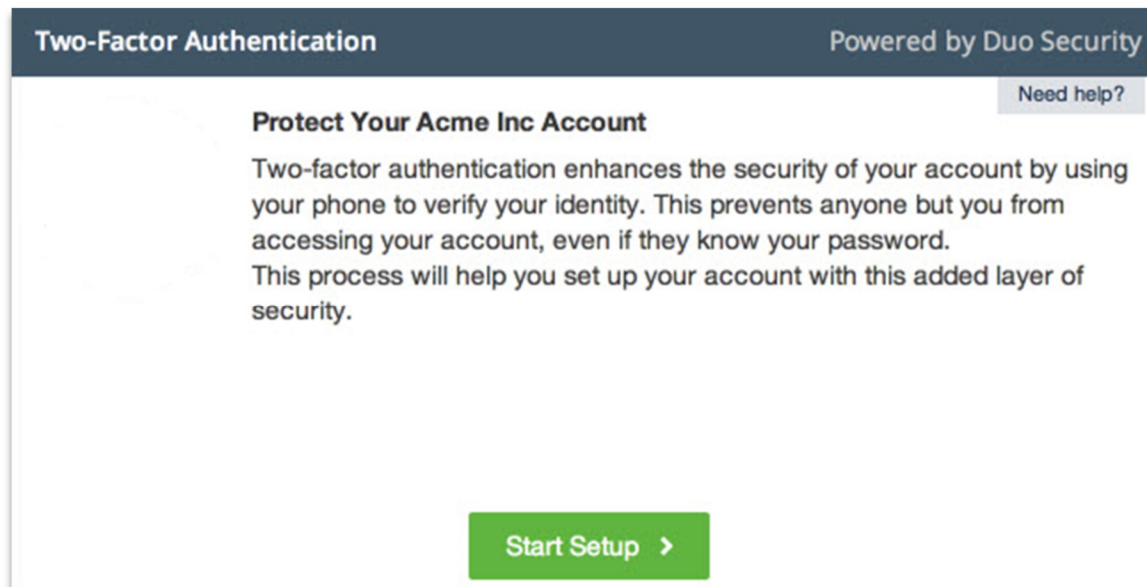# DuoSecurity Two-Factor Authentication User Guide

Enrolling Your Devices

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.
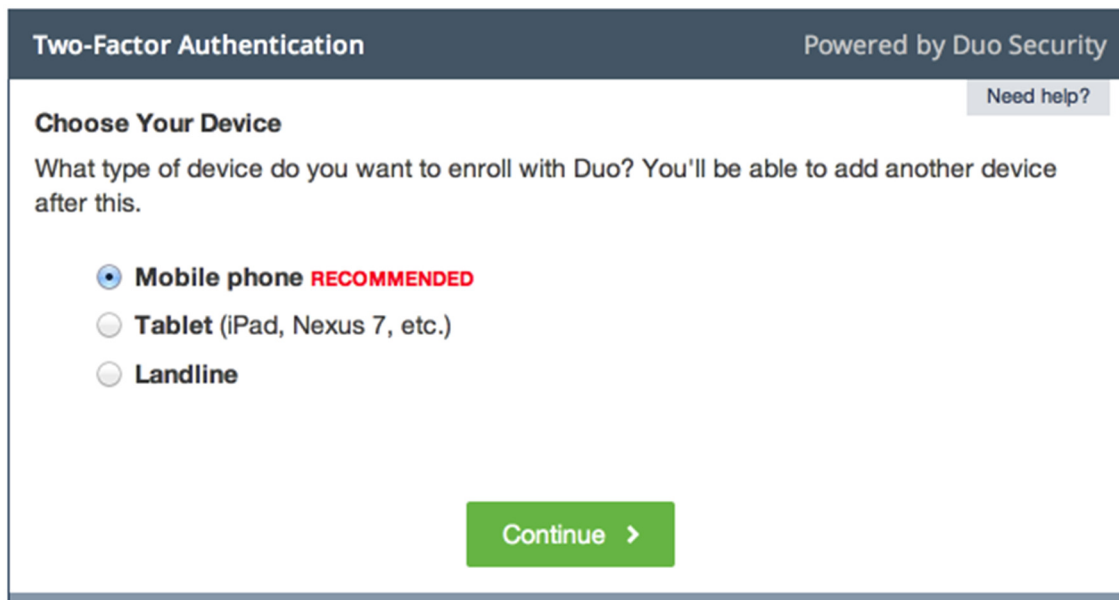
1. You will be prompted to enroll via email.

Two-Factor Authentication — Powered by Duo Security

Need help?

Protect Your Acme Inc Account

Two-factor authentication enhances the security of your account by using your phone to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.
This process will help you set up your account with this added layer of security.

Start Setup >

2. Click **Start Setup** to get started.
    a. Choose Your Authenticator
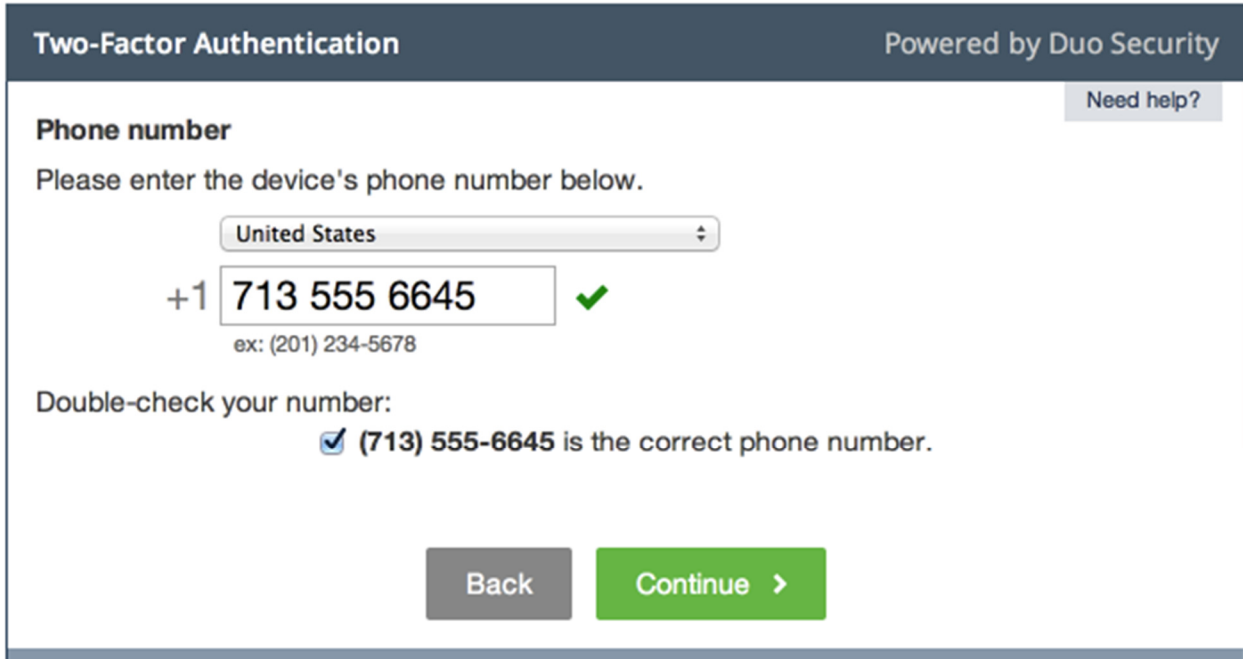
    Note: We recommend using a smartphone if you have one.

Two-Factor Authentication — Powered by Duo Security

Need help?

Choose Your Device

What type of device do you want to enroll with Duo? You'll be able to add another device after this.

- ● **Mobile phone** RECOMMENDED
- ○ **Tablet** (iPad, Nexus 7, etc.)
- ○ **Landline**

Continue >

3. Enter Your Phone Number

- Select your country and type your phone number. Use the number of your smartphone, landline, or cell phone that you'll have with you when you're logging in. You can enter an extension if you chose **Landline** in the previous step.

- Then double-check that you entered it correctly, check the box, and click **Continue**

Two-Factor Authentication   Powered by Duo Security

Need help?

Phone number

Please enter the device's phone number below.

United States

+1 713 555 6645   ✔
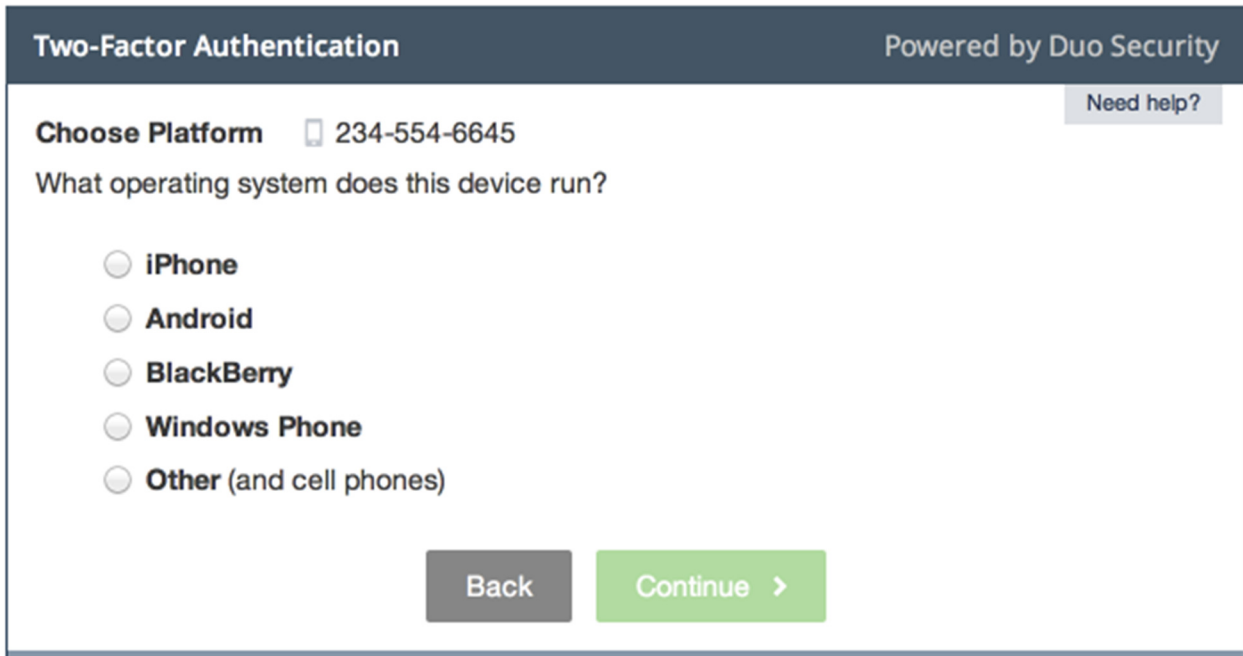
ex: (201) 234-5678

Double-check your number:

☑ **(713) 555-6645** is the correct phone number.

Back   Continue ›

4. Choose Platform – Select the operating system that your phone uses.

Two-Factor Authentication   Powered by Duo Security

Need help?

Choose Platform   📱 234-554-6645

What operating system does this device run?

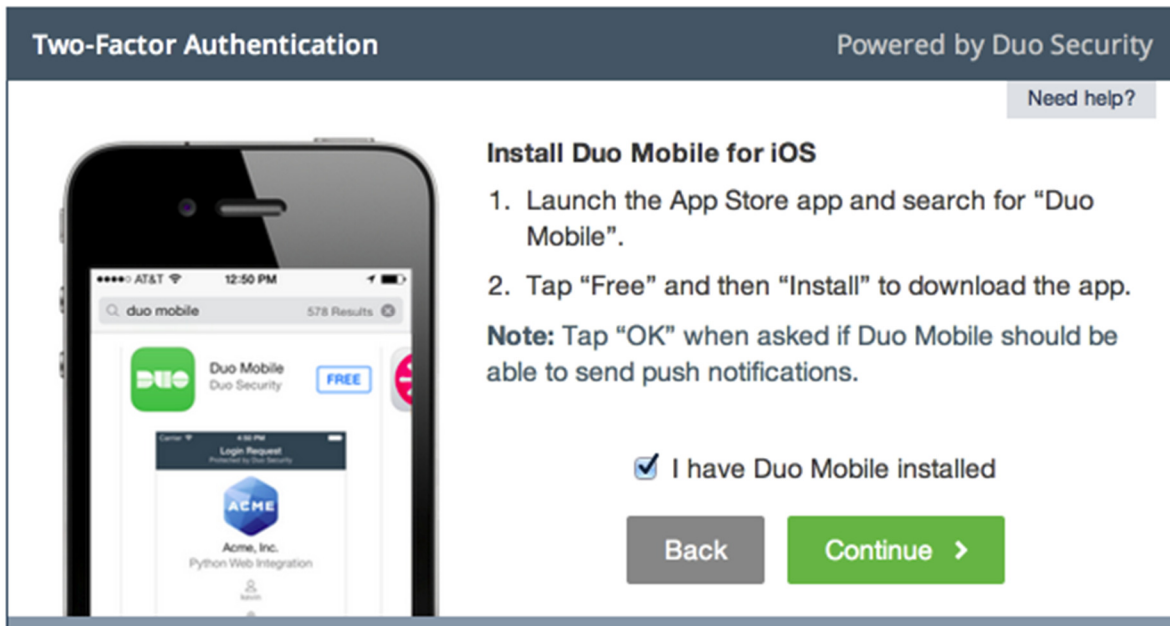- ○ **iPhone**
- ○ **Android**
- ○ **BlackBerry**
- ○ **Windows Phone**
- ○ **Other** (and cell phones)

Back   Continue ›

5. Install Duo Mobile – Follow the platform-specific instructions on the screen to install Duo Mobile.

Note: Duo Mobile is an application that runs on your phone and helps you authenticate. Without it you'll still be able to log in using a phone call or text message, but we strongly recommend that you use Duo Mobile to authenticate quickly and easily.
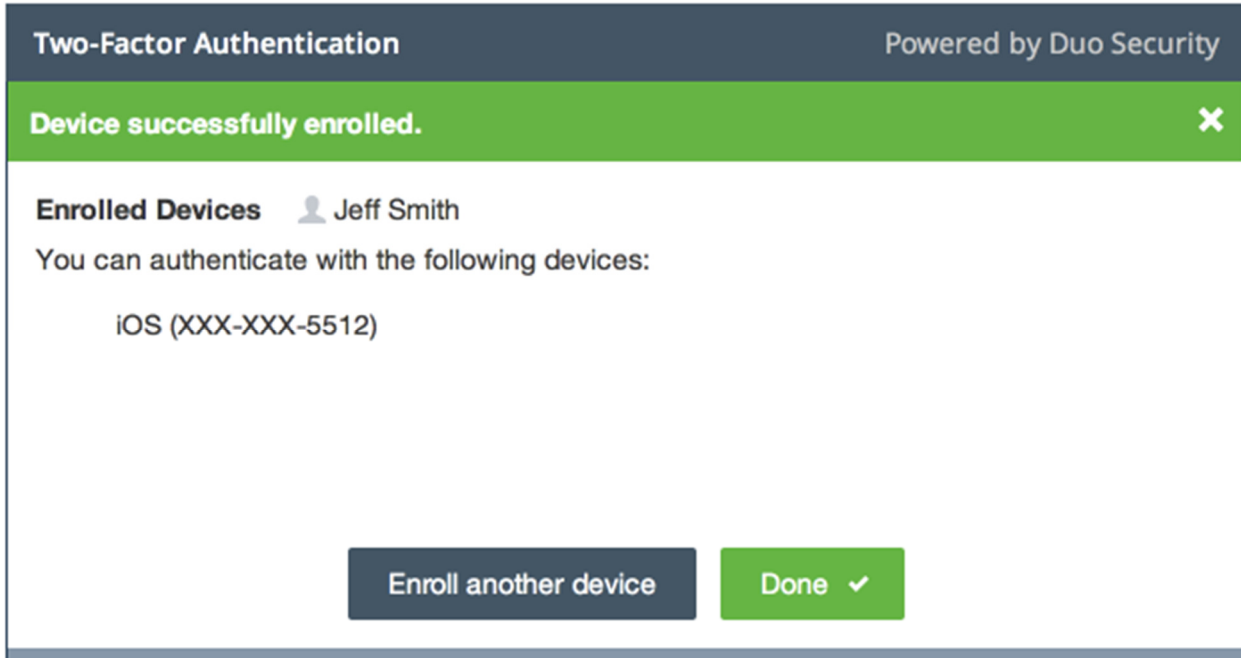
6. Activate Duo Mobile - Activating the application will link it to your account so you can use it for authentication.

Note: On iPhone, Android, Windows Phone, and BlackBerry 10, activate Duo Mobile by scanning the barcode with then built-in barcode scanner. Choose your platform for specific instructions.
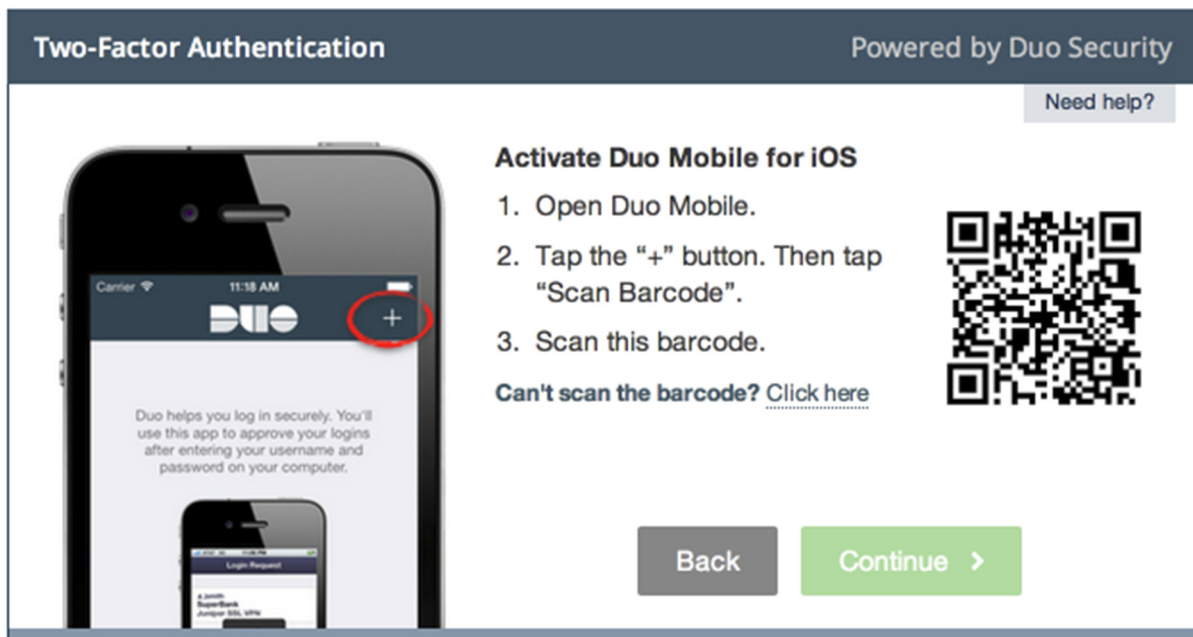
7. The **Continue** button will be clickable after you scan the barcode.

Note: If you can't scan the barcode? Click the link and then follow the instructions.
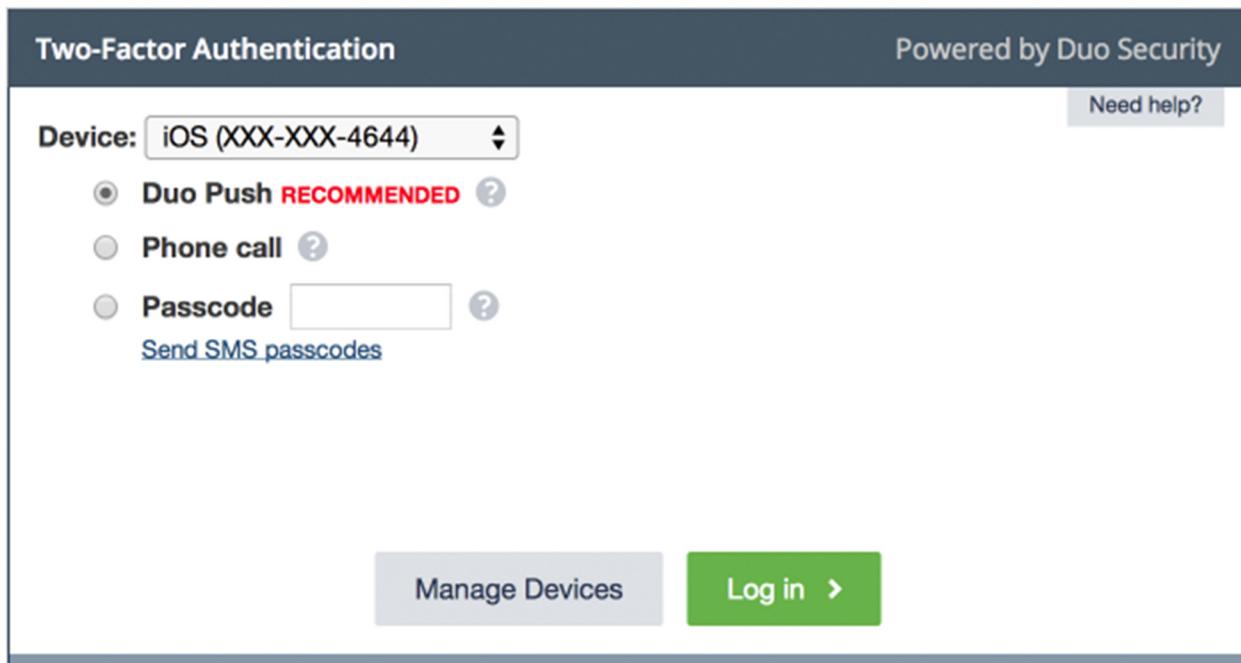
8. **Enrollment Complete!**

9. Click **Enroll another device** to add another device (backup phone, etc.), or click **Done** to continue to the authentication prompt.

Managing Your Devices

Device management allows you to easily edit and add new devices.

1. **Authentication** - The authentication prompt will display a **Manage Devices** button.

    a. To manage your devices, select a phone to use, choose an authentication method, and complete the second factor.
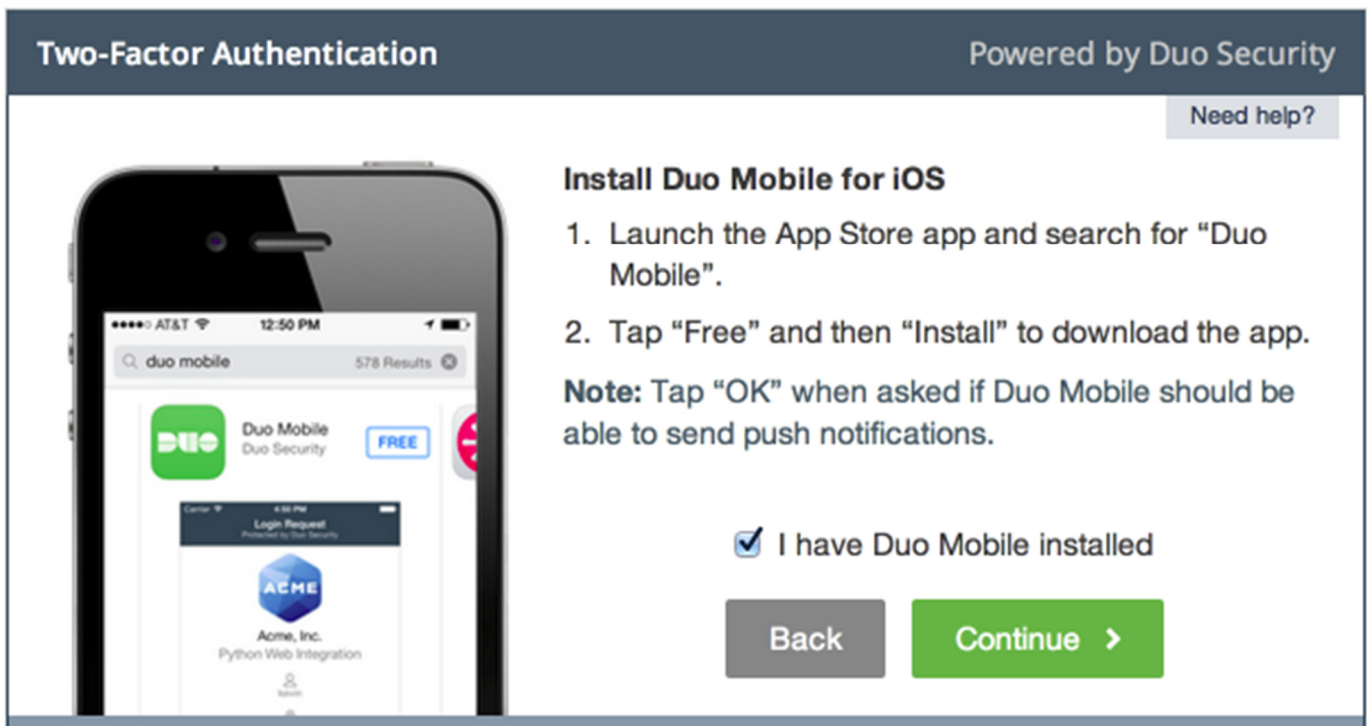
Slocum-Dickson
Medical Group P.L.L.C.

2. **Device Management Portal** - After authenticating you'll see the device management portal. This is where you can edit your existing devices or add a new one.
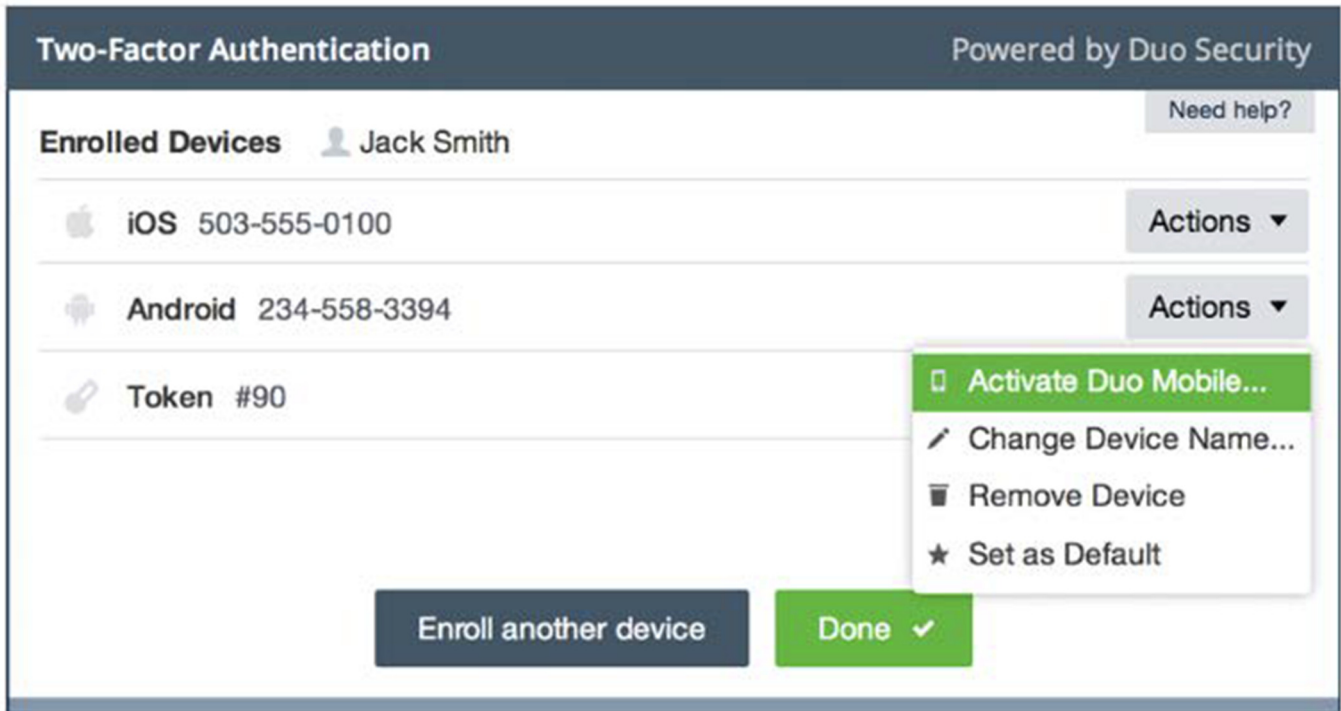

3. **Enroll Another Device** - Clicking Enroll another device will walk you through a few steps to get Duo Mobile installed and activate your new device.

4. **Activate Duo Mobile -** Clicking **Activate Duo Mobile** in the actions dropdown helps you get an existing device setup to complete secondary authentication.
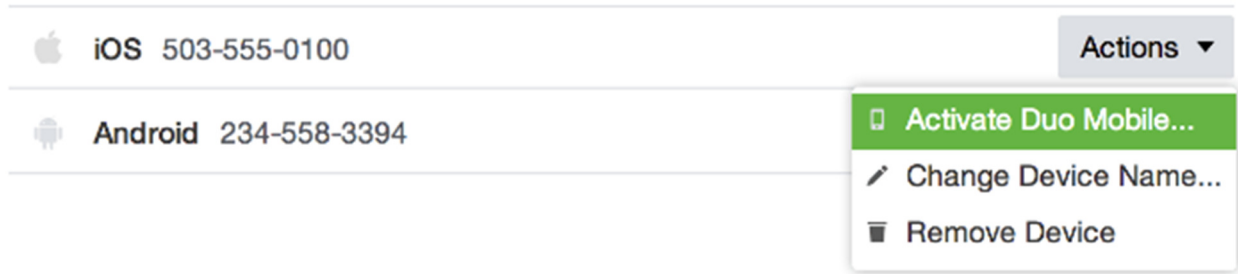

- After answering some questions about your device, you will receive a new QR code to scan which will complete the activation process.
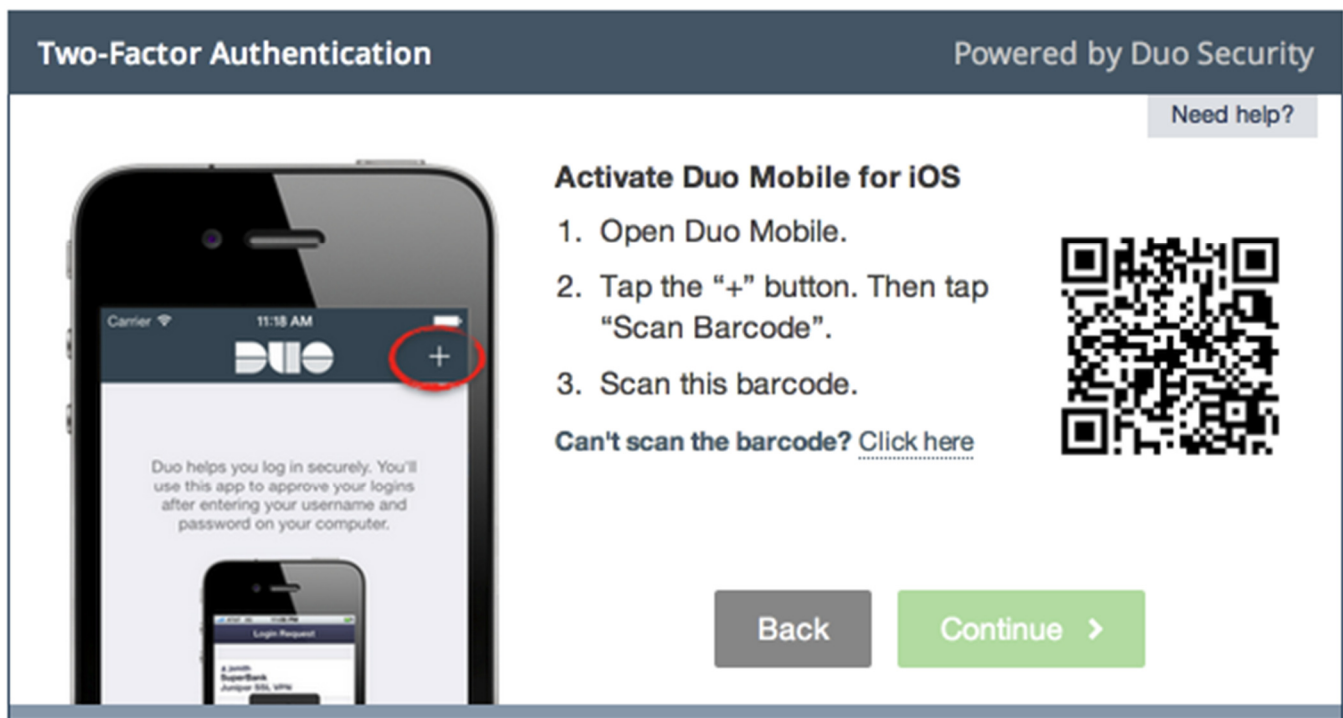
5. **Change Device Name -** Clicking **Change Device Name** will open up an interface to change the display name of your phone.


- After successfully modifying your phone's name, not only will you see this from now on when managing devices, but it will also be how your phone is identified in the authentication dropdown.
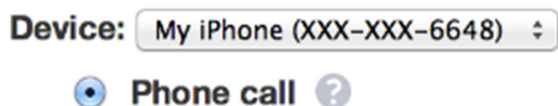
6. **Remove Device -** The device manager also lets you remove your devices. If you are unable to delete a device, contact your administrator to have it removed.

Note: You may not remove your last device. If you wish to remove it, first add another, and then delete the original.
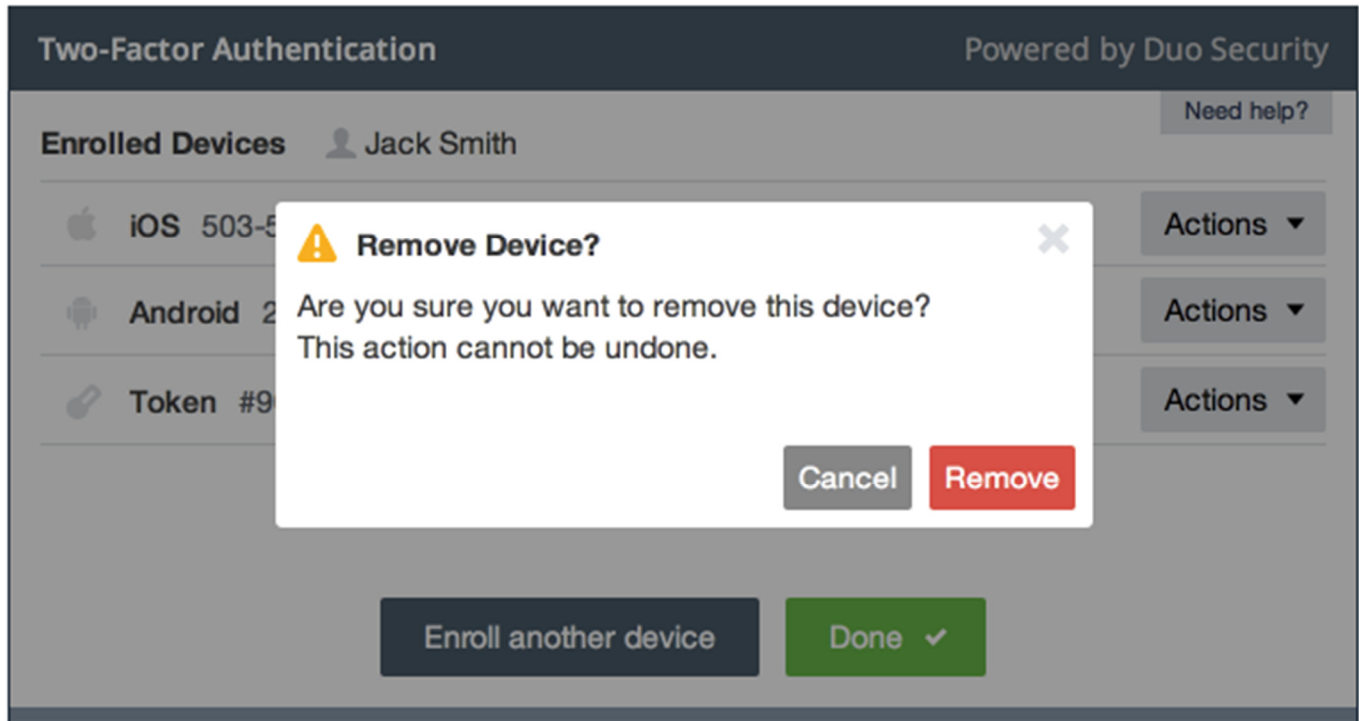
7. **Set default device -** If you authenticate with more than one device, you can specify which you would like to be the default. In the list of actions, simply click **Set as Default** and that device will be moved to the top of the list making it your default device for authentication.