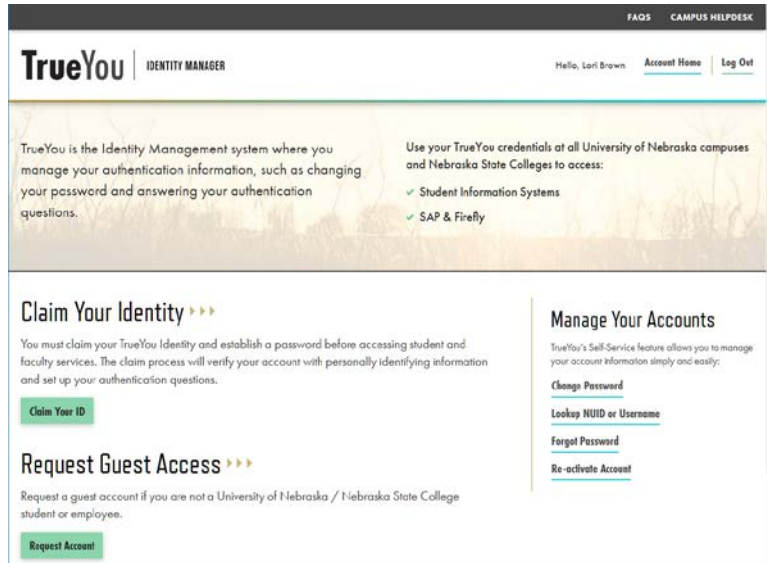


# Duo Two-Factor Authentication (TFA) Enrollment Guide

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

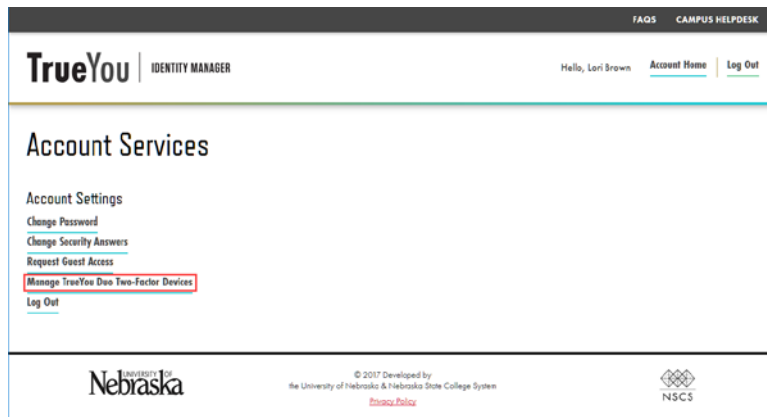
## 1. Enroll in Duo TFA using TrueYou

Go to TrueYou at <http://trueyou.nebraska.edu> . Click **LOGIN** . Sign on with either your TrueYou identity or your campus identity.



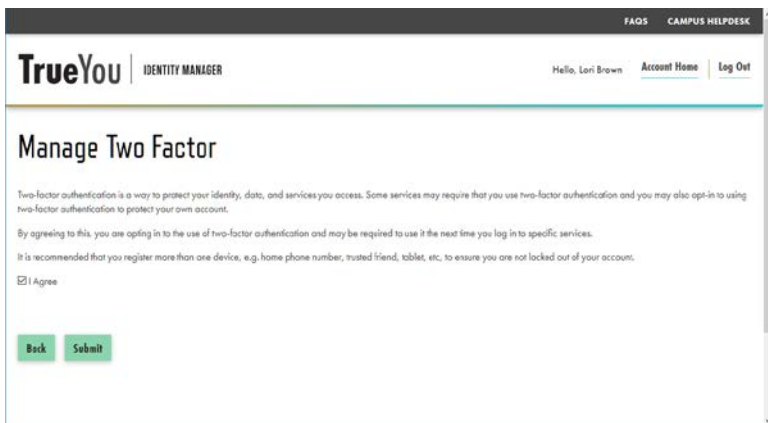
The screenshot shows the TrueYou Identity Manager homepage. At the top, there are links for 'FAQS' and 'CAMPUS HELPDESK'. Below that, the user is greeted with 'Hello, Lori Brown' and links for 'Account Home' and 'Log Out'. The main content area is divided into two columns. The left column has a heading 'TrueYou is the Identity Management system where you manage your authentication information...' and a 'Claim Your Identity >>>' button. The right column has a heading 'Manage Your Accounts' and several links: 'Change Password', 'Lookup MUID or Username', 'Forgot Password', and 'Re-activate Account'. Below the main content, there is a 'Request Guest Access >>>' section with a 'Request Account' button.

Click **Manage TrueYou Duo Two-Factor Devices**.



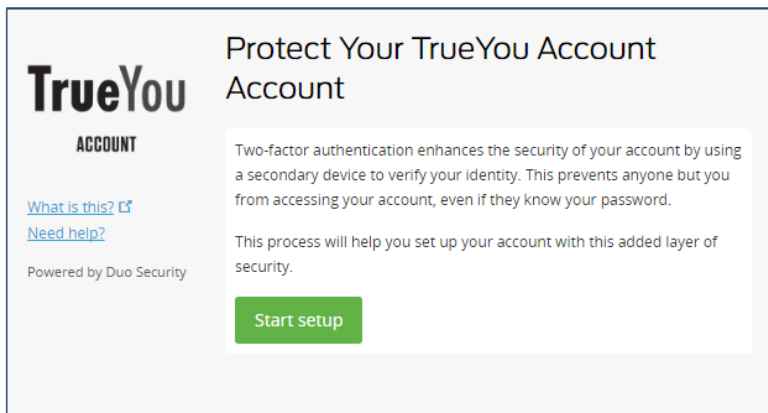
The screenshot shows the TrueYou Account Services page. At the top, there are links for 'FAQS' and 'CAMPUS HELPDESK'. Below that, the user is greeted with 'Hello, Lori Brown' and links for 'Account Home' and 'Log Out'. The main heading is 'Account Services'. Underneath, there are several links: 'Account Settings', 'Change Password', 'Change Security Answers', 'Request Guest Access', 'Manage TrueYou Duo Two-Factor Devices' (which is highlighted with a red box), and 'Log Out'. At the bottom of the page, there is a footer with the Nebraska logo, copyright information, and the NSCS logo.

Check the “I Agree” box and click **Submit** . By checking the box, you are agreeing to that fact that you will be required to use Duo for certain campus services.



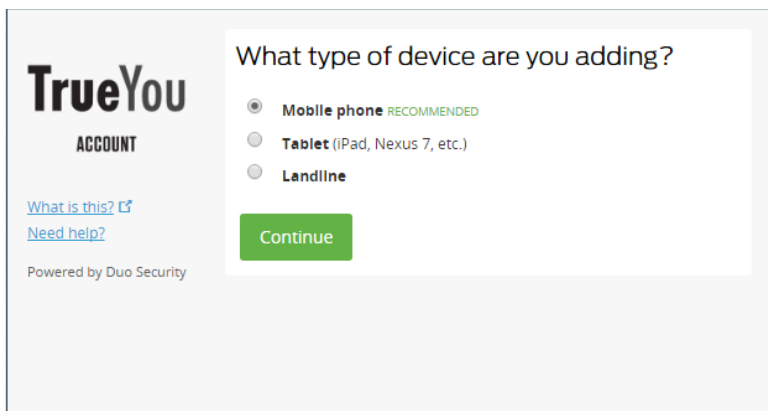
## 2. Duo TFA Setup Screen

You will then see the Duo TFA setup screen. Click **Start setup** to begin enrolling your device.



## 3. Choose the Type of Device You're Enrolling

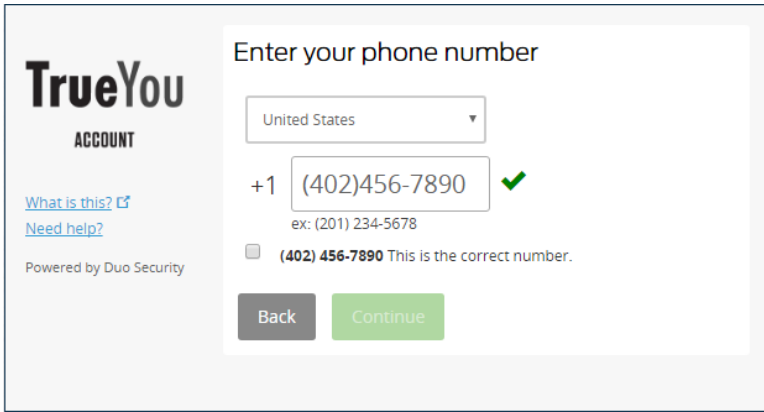
Select the type of device you'd like to enroll and click **Continue**. It is recommended to use a smartphone for the best experience, but you can also enroll a landline telephone or iOS/Android tablet.



## 4. Type Your Phone Number



Select your country from the drop-down list 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 to a Duo-protected service. You can enter an extension if you chose "Landline" in the previous step. If you're enrolling a tablet, you will not be prompted to enter a phone number.



Double-check that you entered it correctly, check the box, and click .

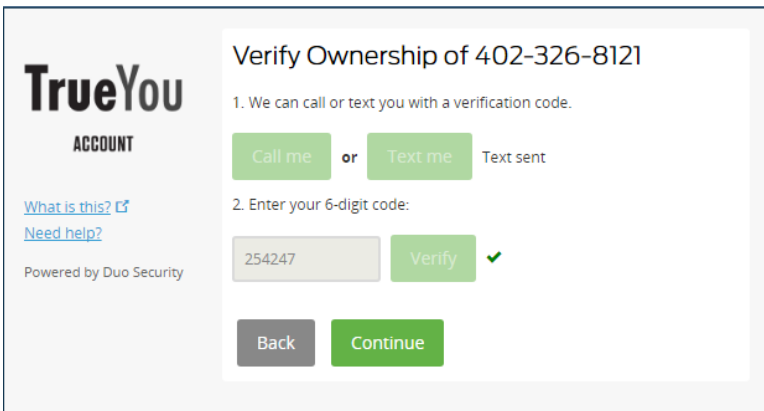


The screenshot shows the TrueYou ACCOUNT setup page. On the left, there is a sidebar with the TrueYou logo, the word 'ACCOUNT', and links for 'What is this?' and 'Need help?'. Below the sidebar, it says 'Powered by Duo Security'. The main content area is titled 'Enter your phone number'. It features a dropdown menu for the country, currently set to 'United States'. Below that is a text input field containing '+1 (402)456-7890' with a green checkmark to its right. Underneath the input field, it says 'ex: (201) 234-5678'. There is a checkbox that is currently unchecked, with the text '(402) 456-7890 This is the correct number.' next to it. At the bottom of the form, there are two buttons: a grey 'Back' button and a green 'Continue' button.

## 5. Verify Ownership of Number

Choose to have Duo  or  at the number you entered.

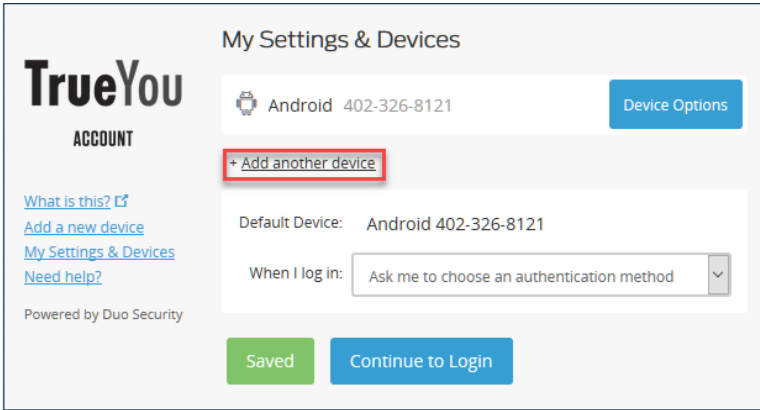
If you chose to receive a text, enter the code in the field and click . Once it has been verified, click .



The screenshot shows the TrueYou ACCOUNT setup page for verifying ownership. On the left, there is a sidebar with the TrueYou logo, the word 'ACCOUNT', and links for 'What is this?' and 'Need help?'. Below the sidebar, it says 'Powered by Duo Security'. The main content area is titled 'Verify Ownership of 402-326-8121'. It contains two steps: 1. 'We can call or text you with a verification code.' with two buttons: 'Call me' and 'Text me', separated by 'or'. The 'Text me' button is highlighted, and the text 'Text sent' is visible to its right. 2. 'Enter your 6-digit code:' with a text input field containing '254247' and a green 'Verify' button with a checkmark to its right. At the bottom of the form, there are two buttons: a grey 'Back' button and a green 'Continue' button.

## 6. Link your Phone Number to a Device and/or Add Another Device (recommended)

If you want to use your phone for push notifications, click Add another device.



**TrueYou**  
ACCOUNT

My Settings & Devices

Android 402-326-8121 Device Options

**+ Add another device**

Default Device: Android 402-326-8121

When I log in: Ask me to choose an authentication method

Saved Continue to Login

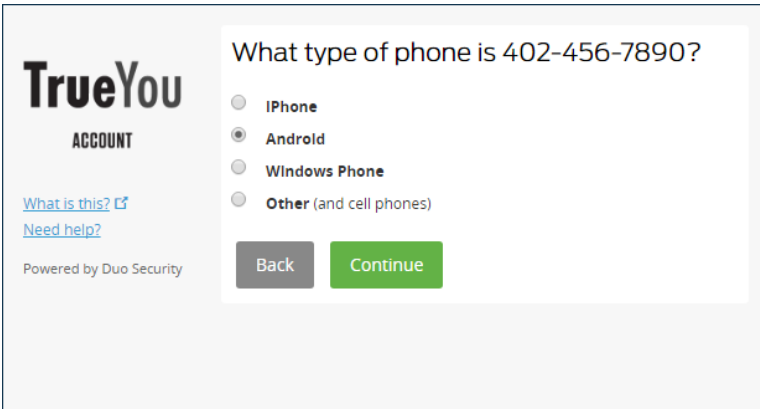
[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security

## 7. Choose Your Device Platform

Choose your device's operating system and click

Continue



**TrueYou**  
ACCOUNT

What type of phone is 402-456-7890?

iPhone

Android

Windows Phone

Other (and cell phones)

Back Continue

[What is this?](#) [Need help?](#)

Powered by Duo Security

## 8. Install Duo Mobile

Duo Mobile is an app that runs on your smartphone or tablet and helps you authenticate quickly and easily.

Follow the platform-specific instructions on the screen to install Duo Mobile. After installing Duo, return

to the enrollment window and click

I have Duo Mobile installed

## Android:


# TrueYou

ACCOUNT

[What is this?](#) [Need help?](#)

Powered by Duo Security

## Install Duo Mobile for Android



1. Launch the Google Play Store app and search for "Duo Mobile".
2. Tap "Install" to install the app.

[Back](#) [I have Duo Mobile installed](#)

## iPhone:


# TrueYou

ACCOUNT

[What is this?](#) [Need help?](#)

Powered by Duo Security

## Install Duo Mobile for iOS



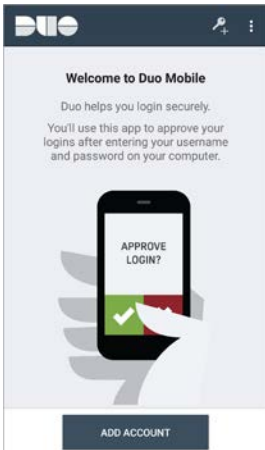
1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

[Back](#) [I have Duo Mobile installed](#)

## 9. Activate Duo Mobile

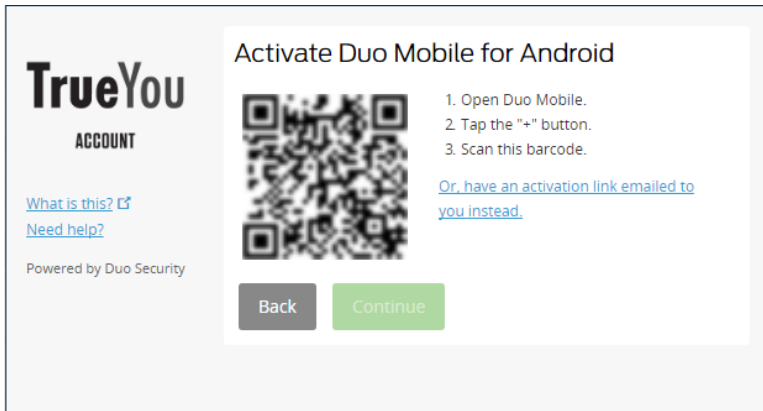
Activating the app links it to your account so you can use it for authentication.

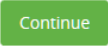
Open Duo on your smartphone or tablet.

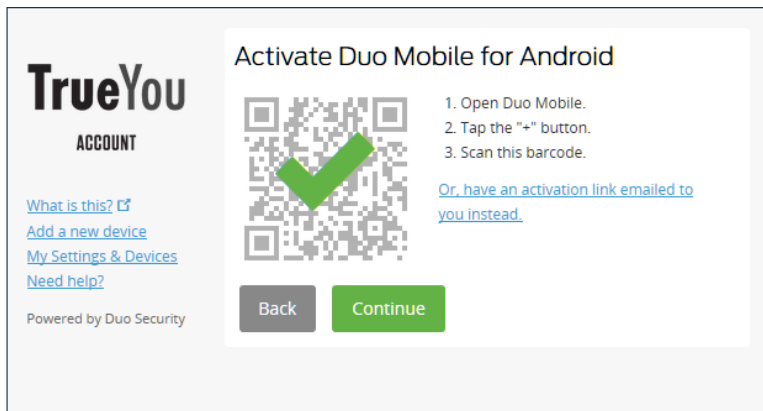


Press  , or press  .

Hold your phone up to the screen so it can scan the barcode.

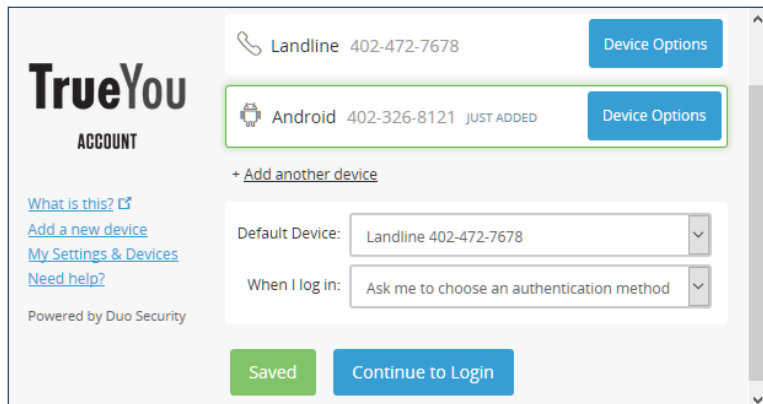


When you have successfully scanned the barcode, a check mark will appear and you can click .






Can't scan the barcode? Click **Or, have an activation link emailed to you instead.** and follow the instructions.


## 10. Configure Automatic Device Options (Optional)



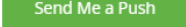
- **Add another device** – Click + [Add another device](#) to start the enrollment process again and add a second phone or device. Note: It is recommended that you register at least two devices, for

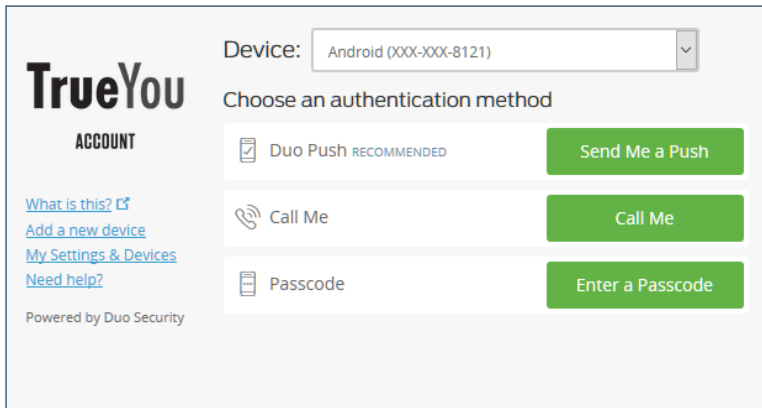
example, both your smartphone and your office phone. If your smartphone is unavailable, you will still be able to access protected systems using your secondary device.

- **Rename your device** - Click  to give your device a more descriptive name.
- **Delete a device** – Click  and click  beside the device you wish to delete.
- **Setting a Default device** - If this is the device that you'll use most often with Duo, then you will want to choose it as your Default Device.
- **Automatic Notification Settings** - You may also want to change the “When I log in:” option to either “Automatically send this device a Duo push” (smartphones only) or “Automatically call this device” so you are not prompted each time to choose an authentication method.

Click  to proceed to the authentication prompt.

## Congratulations!

Your device is ready to approve Duo authentication requests. Click  to give it a try (with the Duo mobile app).



On your phone, you should get a notification that you have a Login Request. All you need to do is tap “Approve” and you should now be logged into your application.

