

NORTHEASTERN ILLINOIS UNIVERSITY

DUO MULTI-FACTOR AUTHENTICATION SELF ENROLLMENT STEPS

Step 1: You will receive an email from Duo Security to enroll your device for DUO MFA as shown below.

Please contact the Helpdesk at helpdesk@neiu.edu or (773) 442-4357 if you never received a DUO enrollment notification email, if you have lost the email or the link for your device enrollment has expired.

□ ☆ ▷ Duo Security

Duo Security Enrollment - This is an automated email from Duo Security. Your orga...

----- Forwarded message -----

From: Duo Security <no-reply@duosecurity.com>

Date: Tue, Aug 10, 2021 at 3:32 PM

Subject: Duo Security Enrollment

To: [REDACTED]

This is an automated email from Duo Security.

Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.



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:

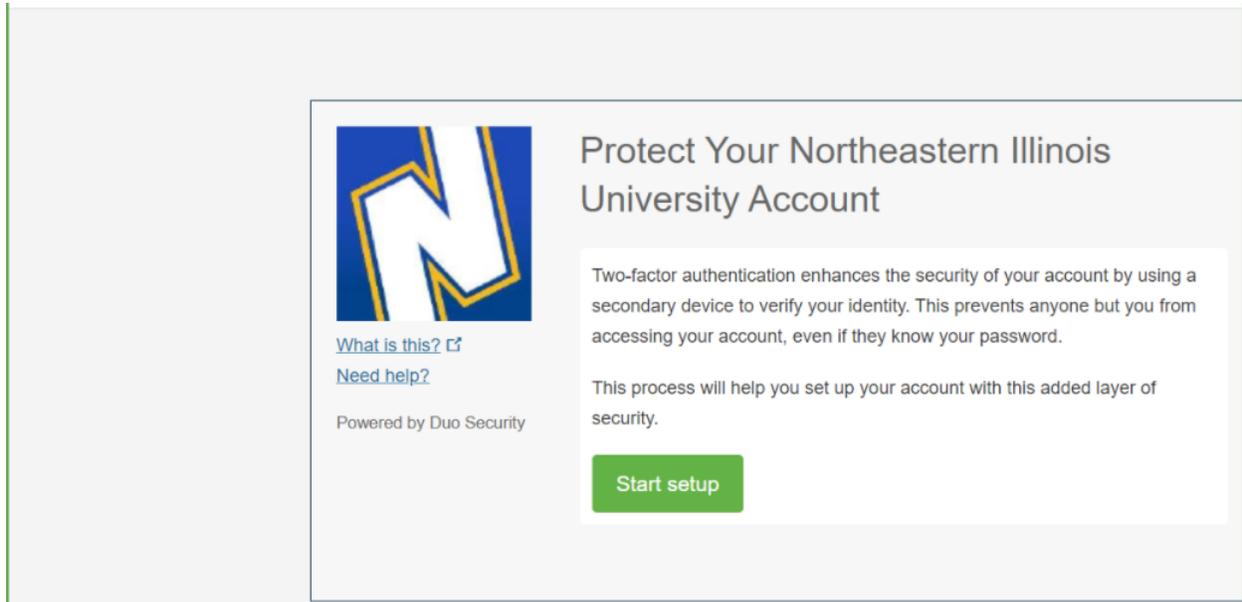
[https://\[REDACTED\]](https://[REDACTED])

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>

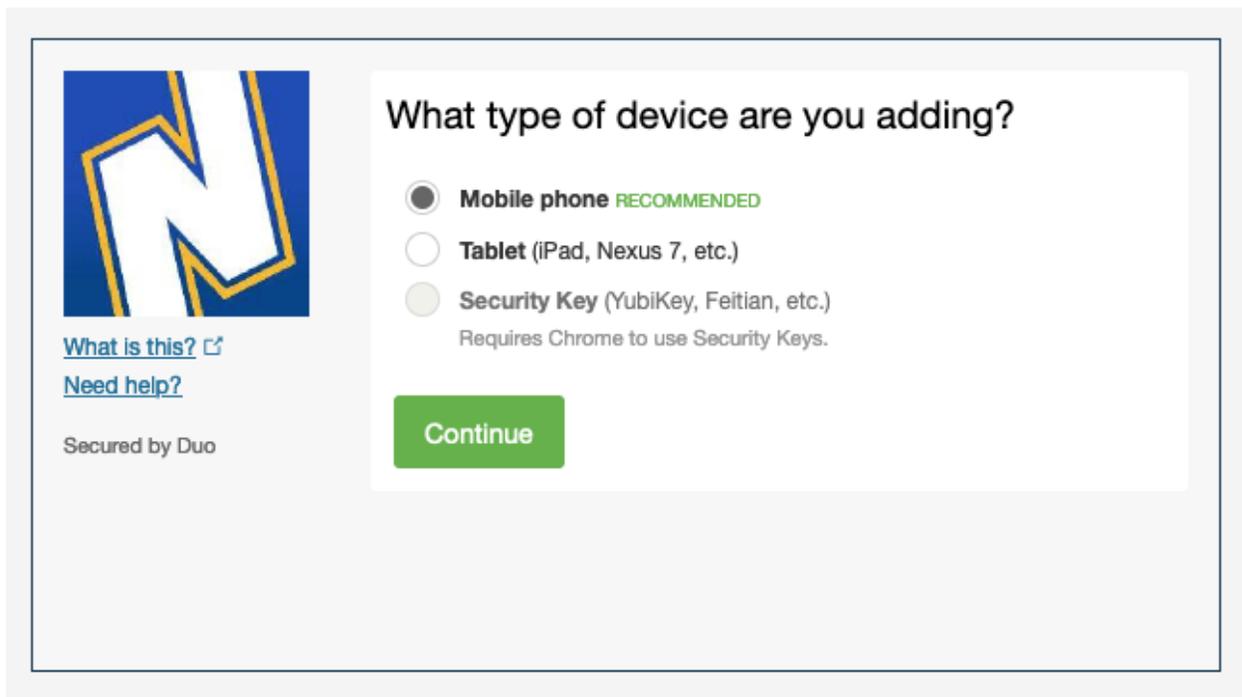
Step 2: Open this email and **click the embedded link** for the enrollment process to start.

Step 3: After you click the link, you should see the following webpage. Click the green **“Start setup”** button to begin the enrollment process.



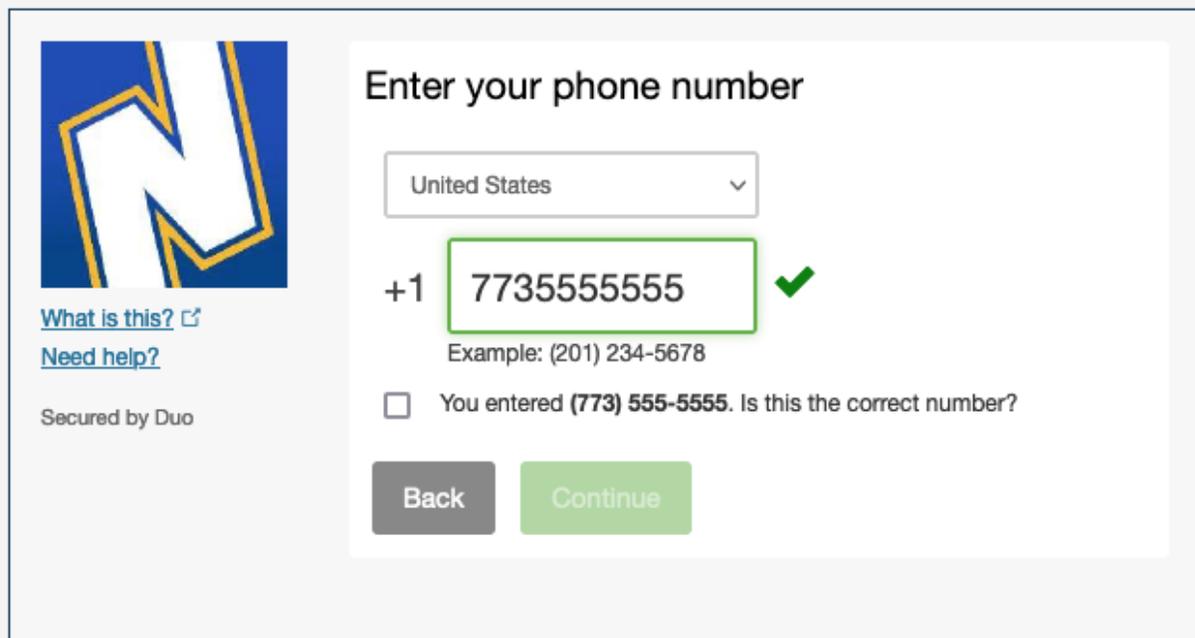
The screenshot shows a webpage titled "Protect Your Northeastern Illinois University Account". On the left, there is a large blue and yellow "N" logo. Below the logo are two links: "What is this?" and "Need help?". Underneath the links, it says "Powered by Duo Security". On the right side of the page, there is a text block explaining that two-factor authentication enhances account security by using a secondary device. Below this text is a green button labeled "Start setup".

Step 4: Choose the option **“Mobile phone”**, and click **“Continue”**.



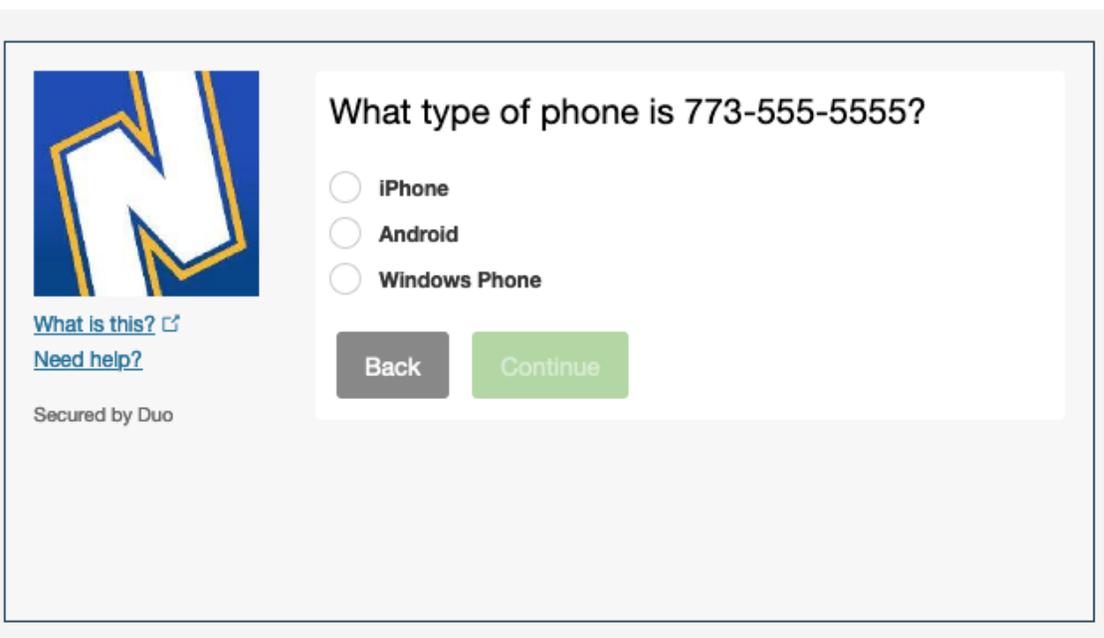
The screenshot shows a webpage titled "What type of device are you adding?". On the left, there is a large blue and yellow "N" logo. Below the logo are two links: "What is this?" and "Need help?". Underneath the links, it says "Secured by Duo". On the right side of the page, there are three radio button options: "Mobile phone" (which is selected and has the word "RECOMMENDED" in green next to it), "Tablet (iPad, Nexus 7, etc.)", and "Security Key (YubiKey, Feitian, etc.)" with a note below it that says "Requires Chrome to use Security Keys." Below the options is a green button labeled "Continue".

Step 5: Input your mobile phone number, click the check box to verify your phone number, and then click **“Continue”**.



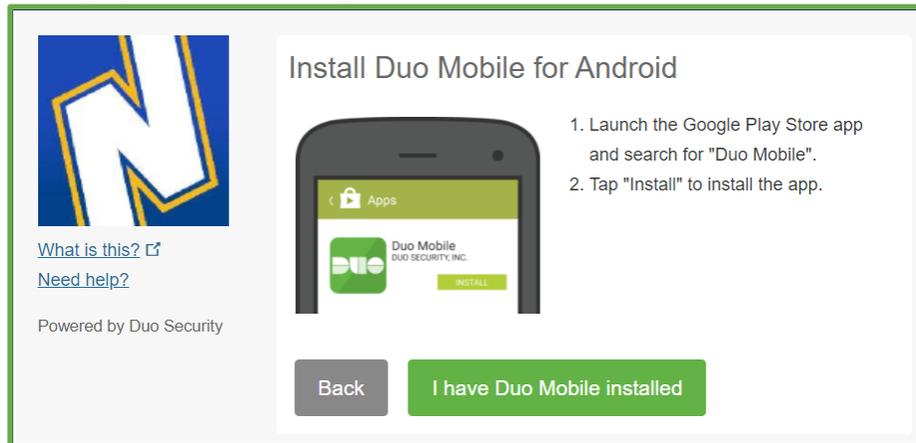
The screenshot shows a Duo security interface. On the left, there is a blue square with a white and yellow stylized 'N' logo. Below the logo are two links: [What is this?](#) and [Need help?](#), and the text "Secured by Duo". The main content area is titled "Enter your phone number". It features a dropdown menu set to "United States". Below that, the phone number "+1 7735555555" is entered in a green-bordered field, with a green checkmark to its right. An example "(201) 234-5678" is shown below the input. A checkbox is present with the text "You entered (773) 555-5555. Is this the correct number?". At the bottom, there are two buttons: a grey "Back" button and a green "Continue" button.

Step 6: Choose the mobile phone type, and click **“Continue”**.

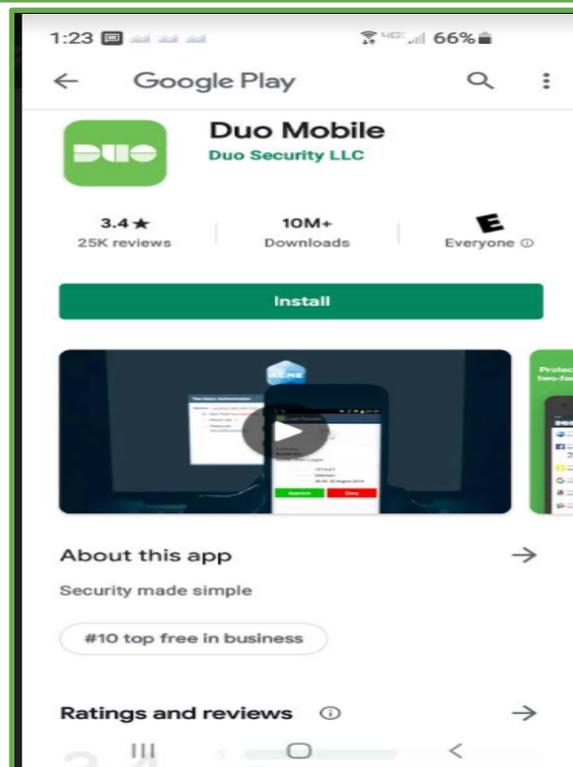


The screenshot shows a Duo security interface. On the left, there is a blue square with a white and yellow stylized 'N' logo. Below the logo are two links: [What is this?](#) and [Need help?](#), and the text "Secured by Duo". The main content area is titled "What type of phone is 773-555-5555?". It features three radio button options: "iPhone", "Android", and "Windows Phone". At the bottom, there are two buttons: a grey "Back" button and a green "Continue" button.

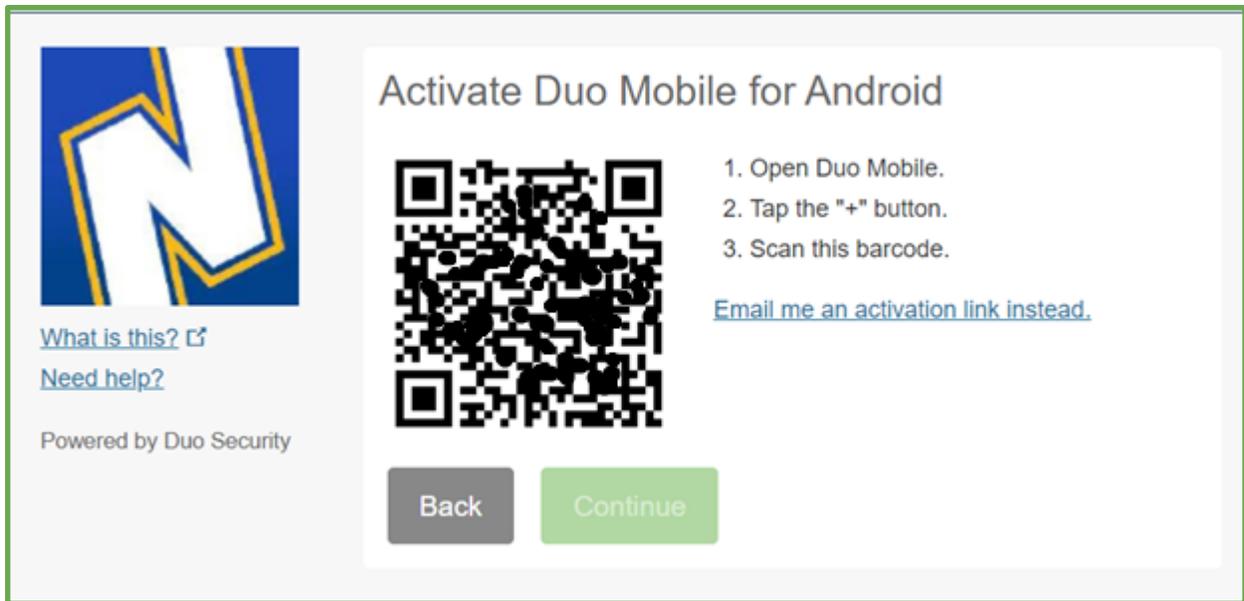
Step 7: Go to your mobile phone, follow the instructions to install the Duo Mobile app, and then come back to this page and **click the green button - “I have Duo Mobile installed”**.



The screenshot shows a desktop interface for installing the Duo Mobile app. On the left is a large blue and yellow 'N' logo. Below it are links for 'What is this?' and 'Need help?'. The main content area is titled 'Install Duo Mobile for Android' and features a smartphone graphic displaying the app's Google Play Store page. To the right of the phone are two numbered instructions: 1. Launch the Google Play Store app and search for "Duo Mobile". 2. Tap "Install" to install the app. At the bottom of the page are two buttons: a grey 'Back' button and a green 'I have Duo Mobile installed' button.



Step 8: Use your Duo app on your mobile phone to scan your own barcode (don't scan this barcode. It is for example only).



Activate Duo Mobile for Android



1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

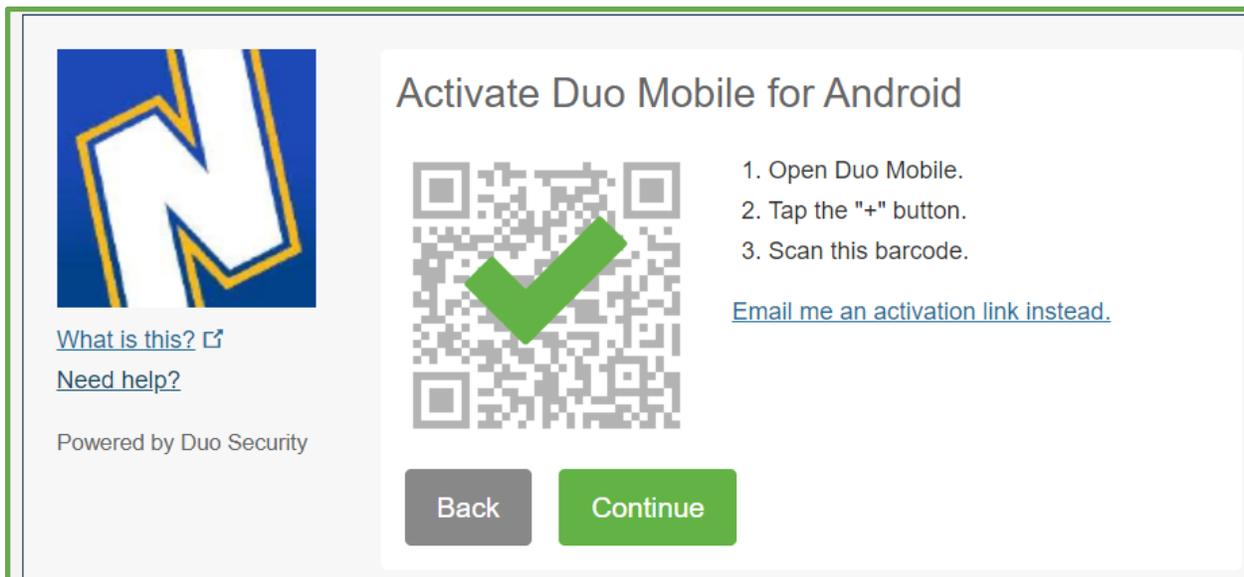
[Email me an activation link instead.](#)

Back Continue

What is this? 
Need help?

Powered by Duo Security

Step 9: After the scan, you see the green checkmark on your Duo-Enrollment webpage. Click “Continue”.



Activate Duo Mobile for Android



1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Email me an activation link instead.](#)

Back Continue

What is this? 
Need help?

Powered by Duo Security

Step 10: Click “Finish Enrollment”.



[What is this?](#)

[Need help?](#)

Powered by Duo Security

My Settings & Devices



Android

JUST ADDED

Default Device: Android

When I log in:

Saved

Finish Enrollment

Enrollment Successful!

Way to go! You can now authenticate to any Duo-protected service.

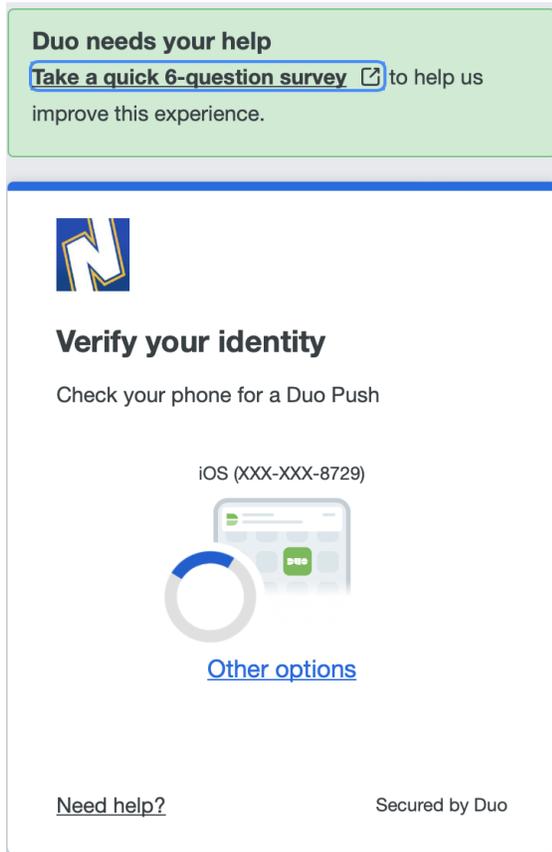
USER LOGIN USING DUO PUSH OR HARDWARE TOKEN

After you complete the DUO enrollment process, you will begin to use DUO MFA whenever you want to access the applications protected by DUO.

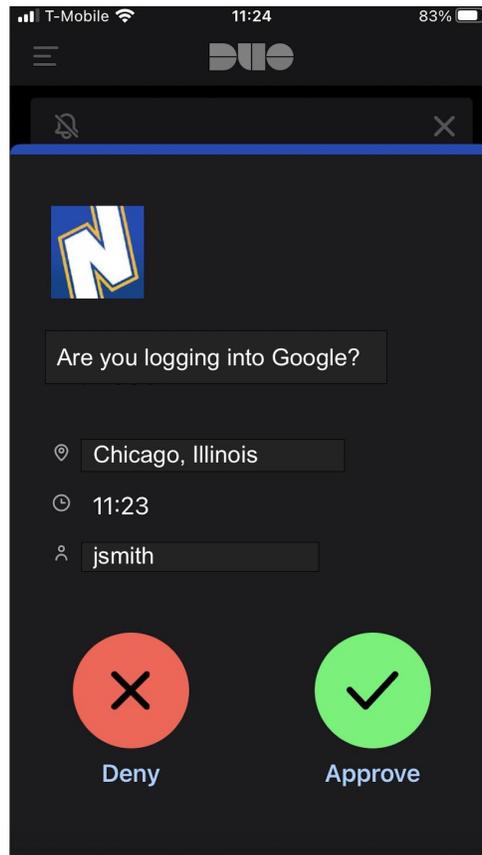
1 DUO Push Notifications:

If you selected to use DUO Push during the enrollment process, after you enter your Net ID and password to log into a University application e.g. Nmail, the verification window below will appear. Check the DUO mobile app on your phone for a DUO Push and select Approve.

Verification Window



DUO Push



VPN Connection: If you are a VPN user, please use your NEIU VPN profile to log in. You will get a prompt on your Duo mobile app to “Approve” or “Deny”. Click the Approve button to log into your VPN session.

2. **DUO Hardware Token:** If you have a hardware token, please follow the following steps.

2.1--> When you try to sign on to any application, the following verification window will appear. Please select "Other options"



Verify your identity

Check your phone for a Duo Push

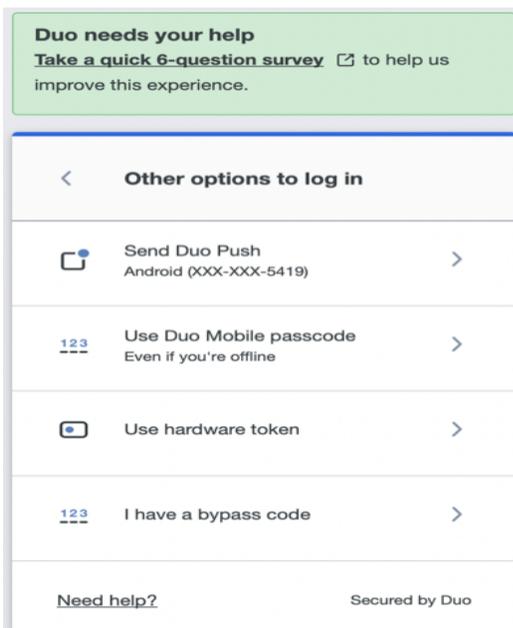


[Other options](#)

[Need help?](#)

Secured by Duo

2.2--> The following dialog box will appear. Please click "Use hardware token".



2.3--> Push the green button on your hardware token and enter the provided code on the dialog box below and click "Verify". You will be logged into the application after this.



Verify your identity

Enter a passcode from your hardware token.

Verify

[Other options](#)

[Need help?](#)

Secured by Duo