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:

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:
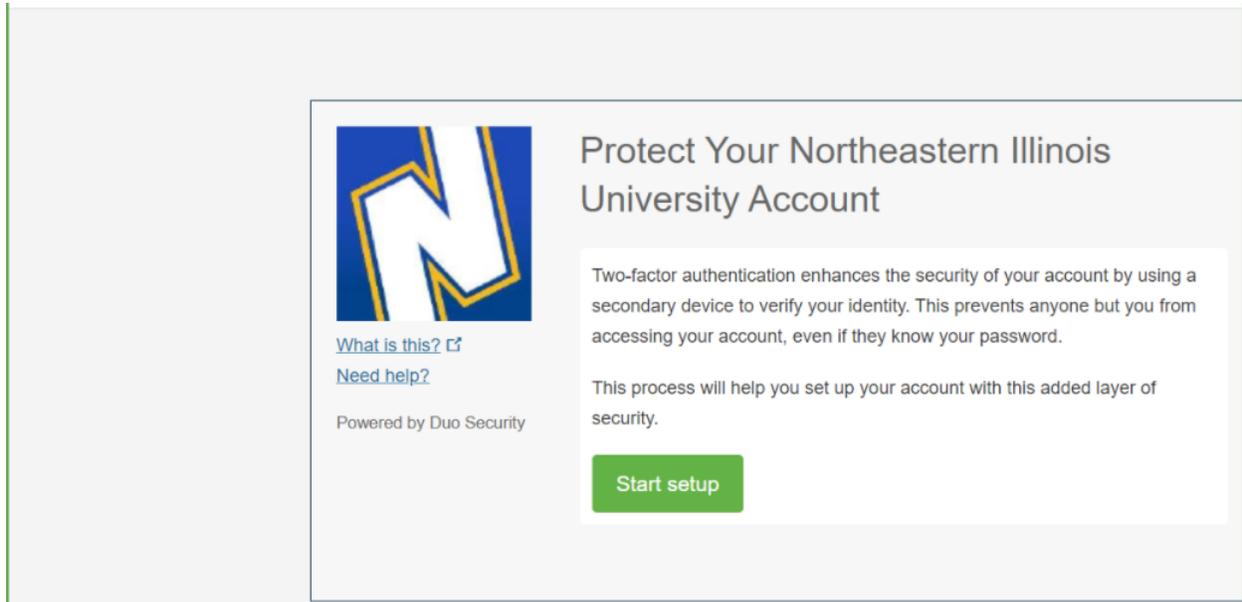
https://

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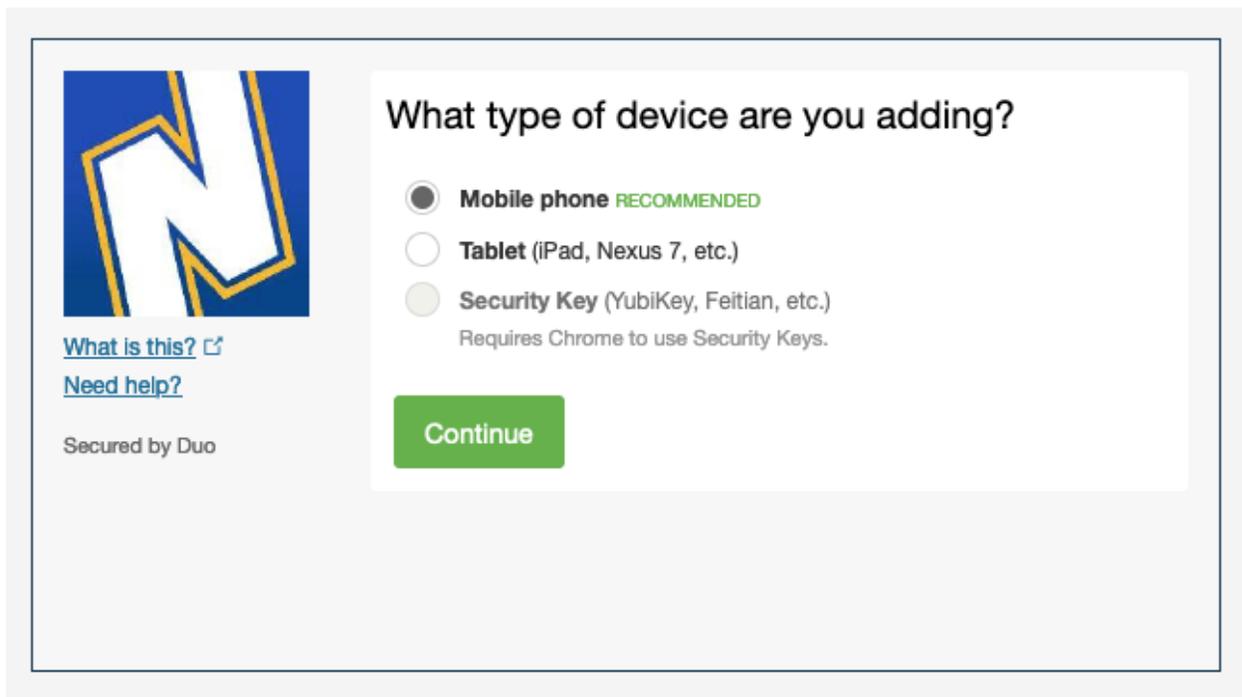
https://guide.duo.com/enrollment

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.
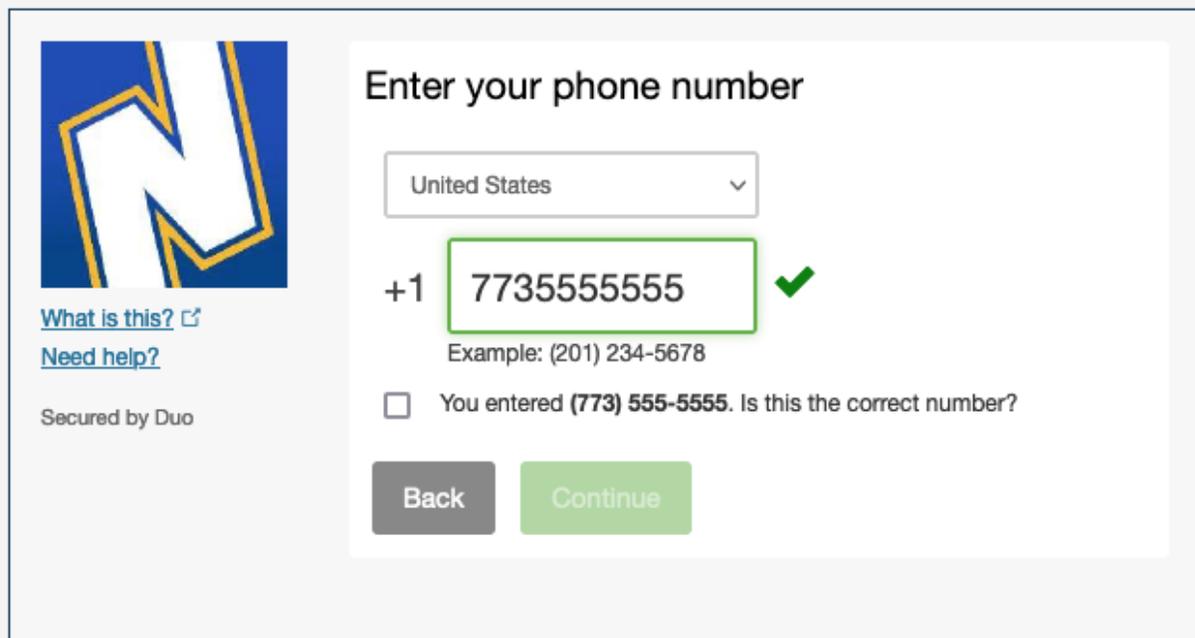

Step 4: Choose the option **"Mobile phone"**, and click **"Continue"**.

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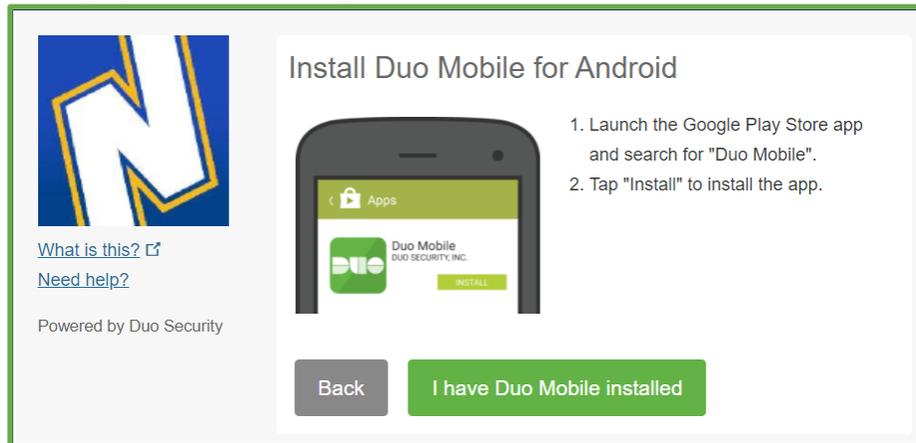

Step 6: Choose the mobile phone type, and click "**Continue**".
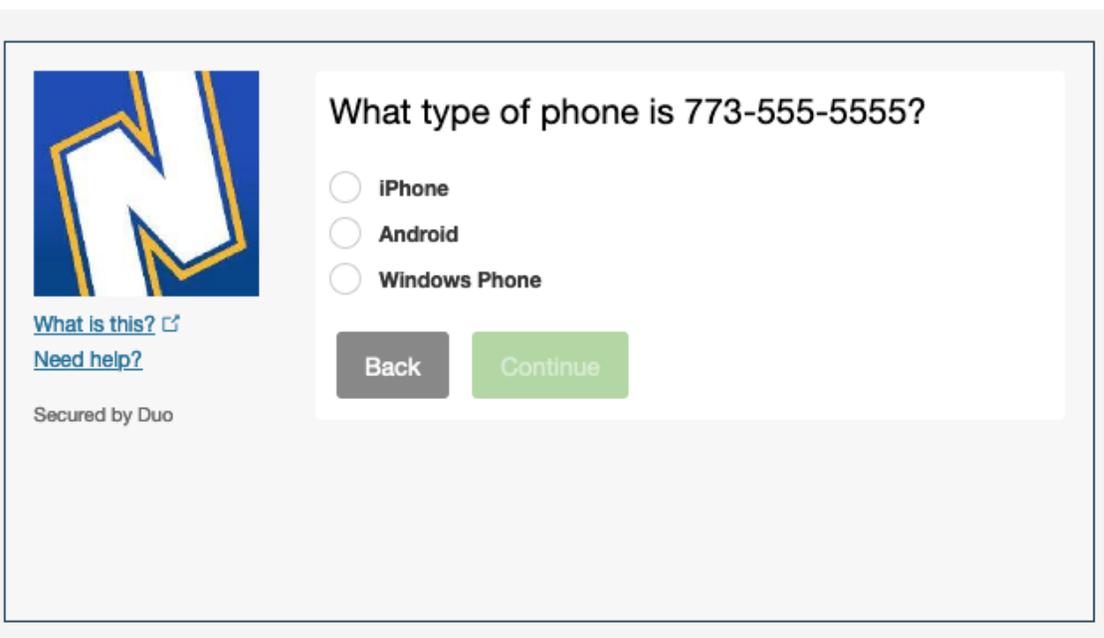
Step 7: Go to your mobile phone, follow the instructions to install the Duo Mobile app, and then come back to this page and **click the green button - "I have Duo Mobile installed".**
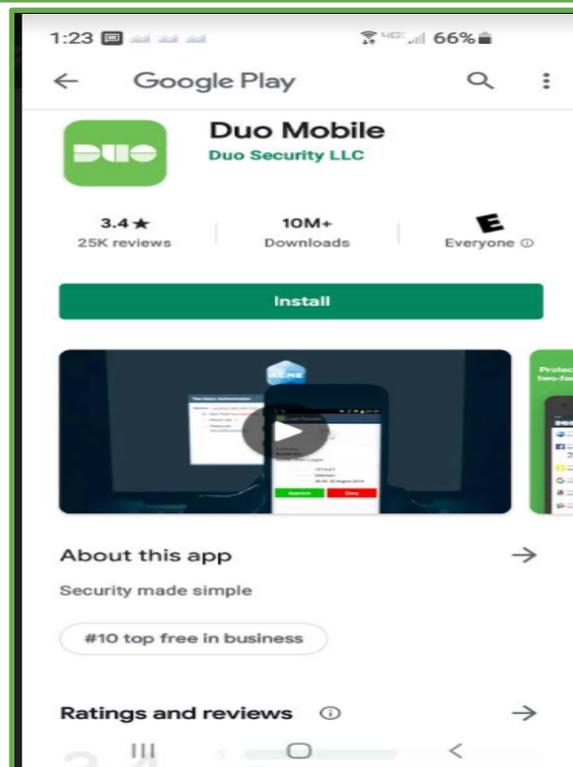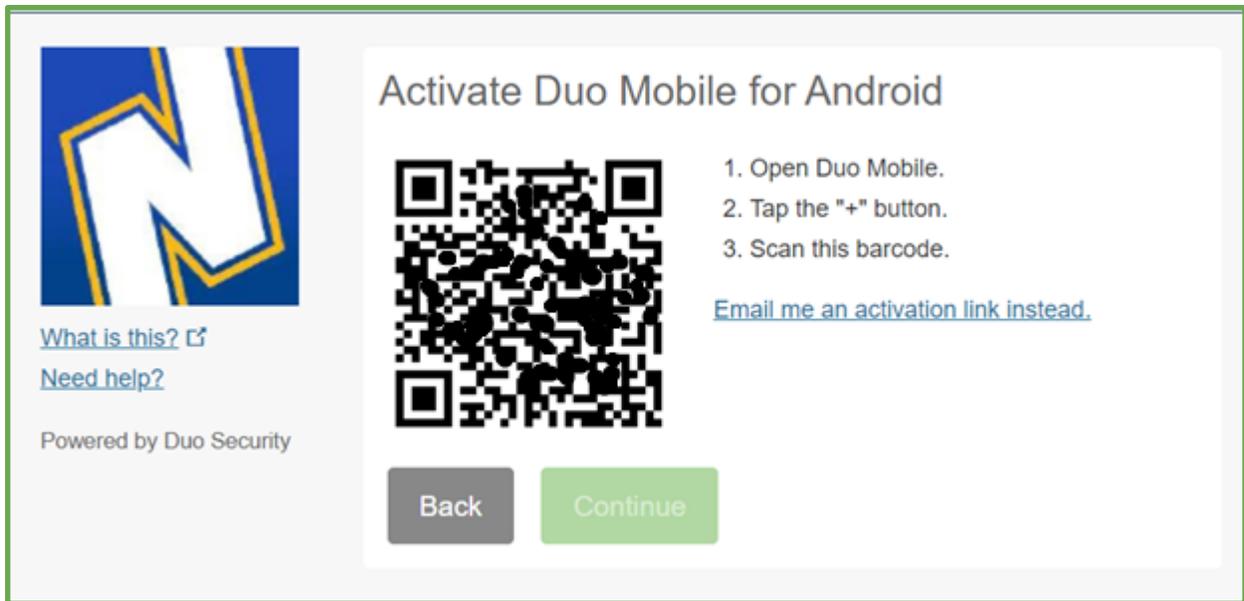

Step 8: Use your Duo app on your mobile phone to scan your own barcode (don't scan this barcode. It is for example only).

Step 9: After the scan, you see the green checkmark on your Duo-Enrollment webpage. Click **"Continue".**
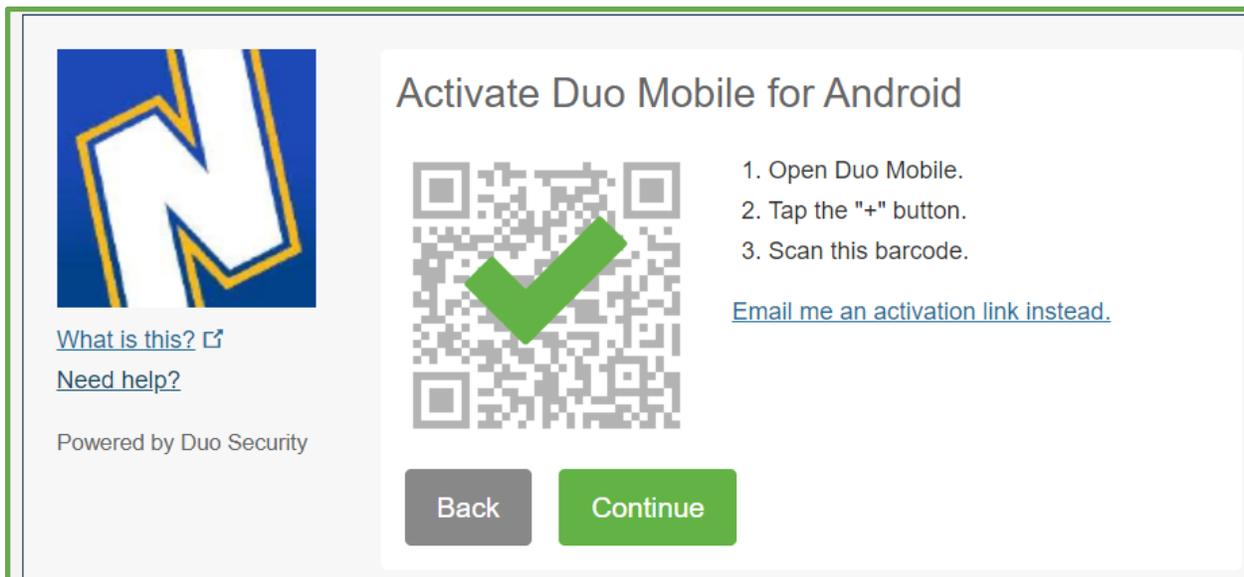
Step 10: Click **"Finish Enrollment".**

My Settings & Devices

Android   JUST ADDED

Default Device: Android ▬▬▬▬

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

Saved   Finish Enrollment

What is this? ⬀
Need help?

Powered by Duo Security

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.
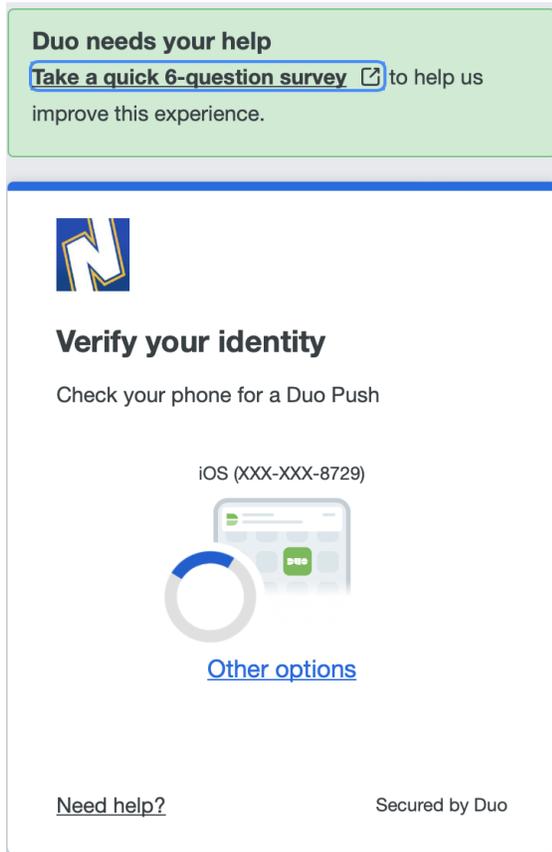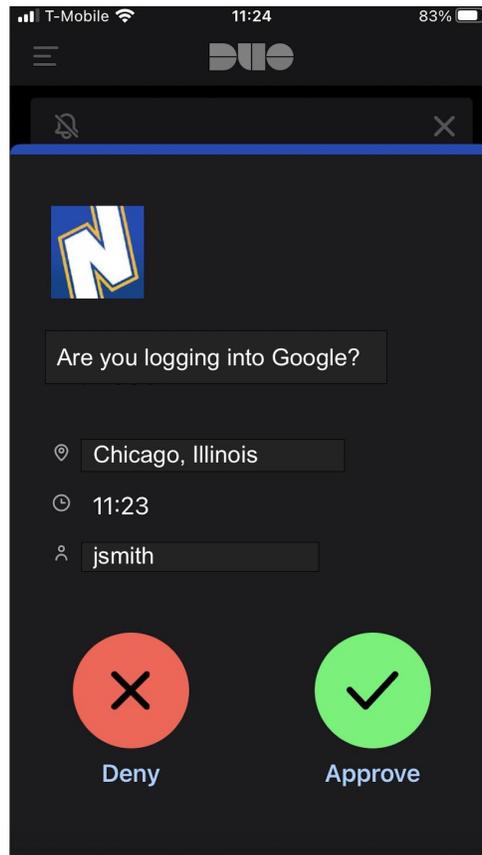
1   DUO Push Notifications:

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"

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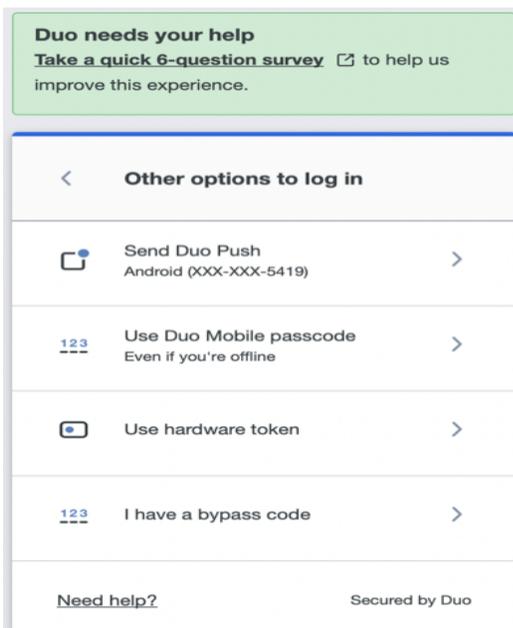
2.3--> Push the green button on your hardware token and enter the provided code on the dialog box below and click "Verify". You will be logged into the application after this.

Verify your identity

Enter a passcode from your hardware token.

123456

Verify

Other options

Need help?   Secured by Duo