

Duo - Two Factor Authentication

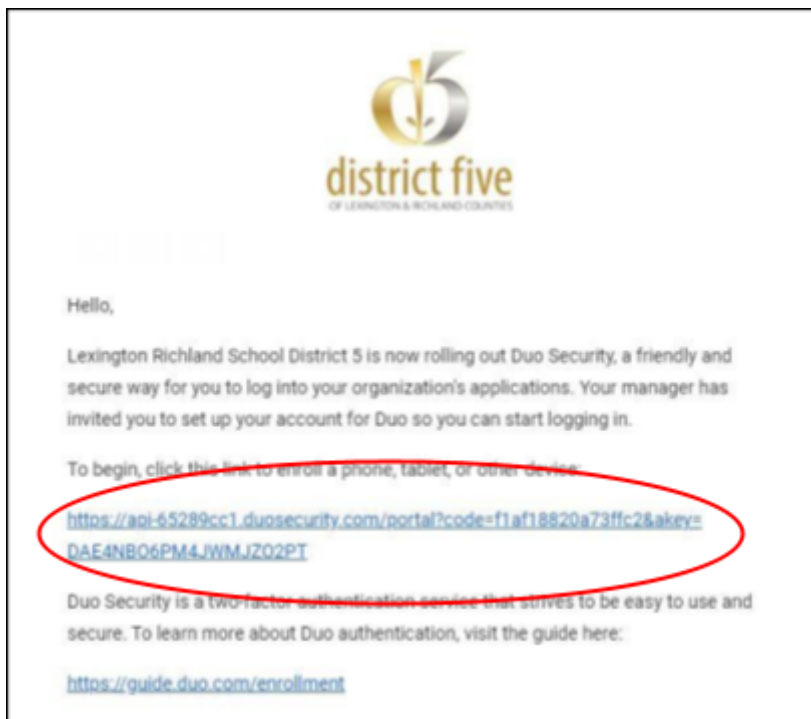
Adding another level of security to prevent anyone but you from accessing your account, even if they know your password.

If you do not want to install an app on your personal mobile phone, please click on the link below for different instructions.

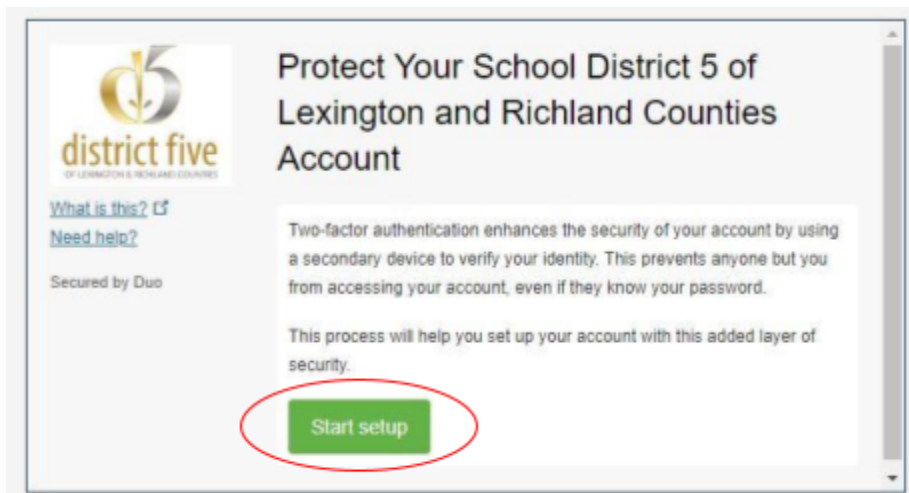
[DUO Enrollment Instructions without app](#) (This is not the recommended route.)

Part One - Enrolling in Duo Mobile

1. Go to www.gmail.com to log in to your District 5 email on your computer.
2. You will receive the following email. Click on the link in your email that you pull up on your computer to enroll your device.



3. Once you click the link from the email, you will receive the message below. Click **Start setup**.



4. You will now select the type of device you are enrolling. Mobile phone is the device used in this example and is **recommended**. Users that are issued district cell phones may use that device or a personal cell phone. “Tablets” refer to a personal tablet, not a district computer/chromebook/ipad.
- a. Here is the picture for choosing the mobile phone option. Then click **Continue**.

The screenshot shows the District Five logo and navigation links on the left. The main heading is "What type of device are you adding?". 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 "Landline". A green "Continue" button is at the bottom, circled in red.

- b. If you do not want to use a mobile phone you can select Landline. However, it can not be the same landline that someone else uses. Then click **Continue**.

This screenshot is similar to the previous one, but the "Landline" radio button is selected. The "Continue" button remains highlighted with a red circle.

5. Now enter the phone number of the mobile phone you are using. Then click **Continue**.

The screenshot shows the "Enter your phone number" screen. It includes a dropdown for "United States", a "+1" prefix, and a text input field for the phone number. Below the input field is an example: "(201) 234-5678". At the bottom are "Back" and "Continue" buttons. The "Continue" button is circled in red, and a red arrow points to the phone number input field.

- a. Or if you are using a Landline, enter that number. Then click **Finish Enrollment** and you are done! (You are only done if selecting the Landline option.)

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Secured by Duo

My Settings & Devices

Landline 803-476-8158 JUST ADDED

Default Device: Landline 803-476-8158

When I log in:

- Ask me to choose an authentication method
- Ask me to choose an authentication method
- Automatically call this device

Saved Finish Enrollment

6. Verify the number you entered is correct. Then check the box beside **You entered (xxx)xxx-xxxx. Is this the correct number?**. Now click **Continue**.

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Secured by Duo

Enter your phone number

United States

+1

Example: (201) 234-5678

☒ You entered () is this the correct number?

Back Continue

7. Now verify the type of phone that corresponds with the phone number. Then click **Continue**.

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What type of phone is it?

☒ iPhone

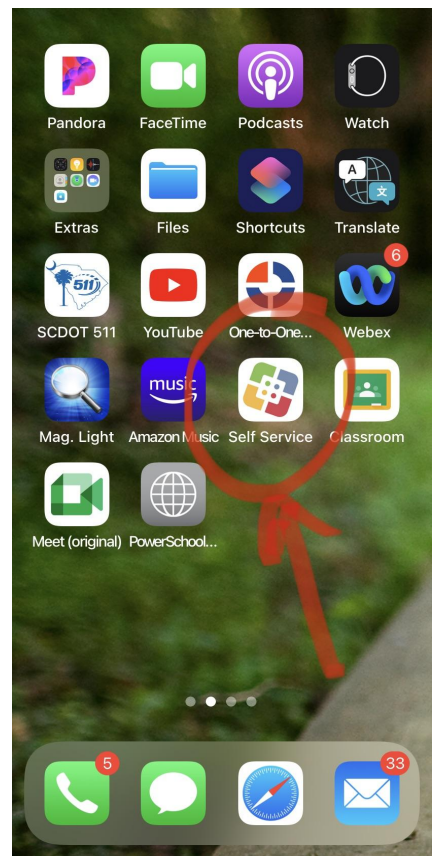
☐ Android

☐ Windows Phone

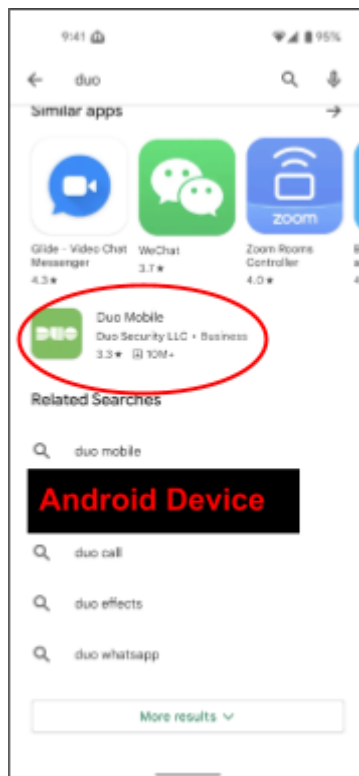
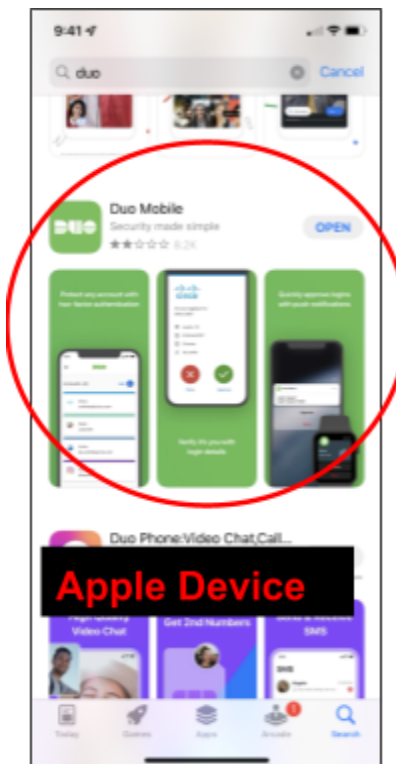
☐ Other (and cell phones)

Back Continue

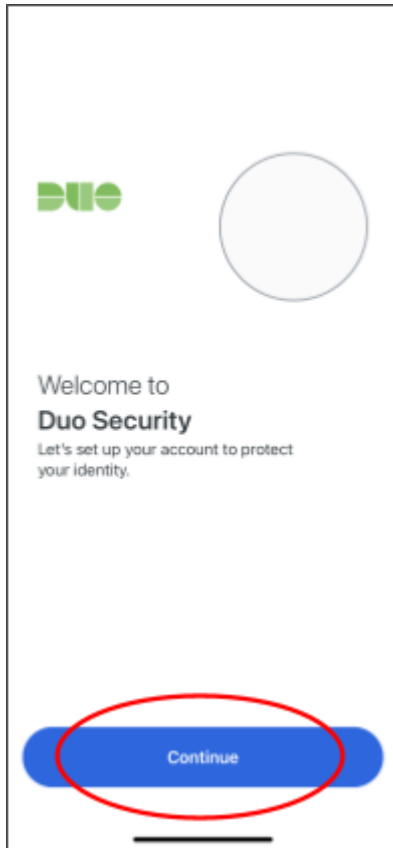
8. Now you will install Duo Mobile on your smartphone.
9. Go to your smartphone and locate the Apple Store (Apple) or Play Store (Android). If you are issued a District Five phone, you can install the DUO app from the Self Service portal.



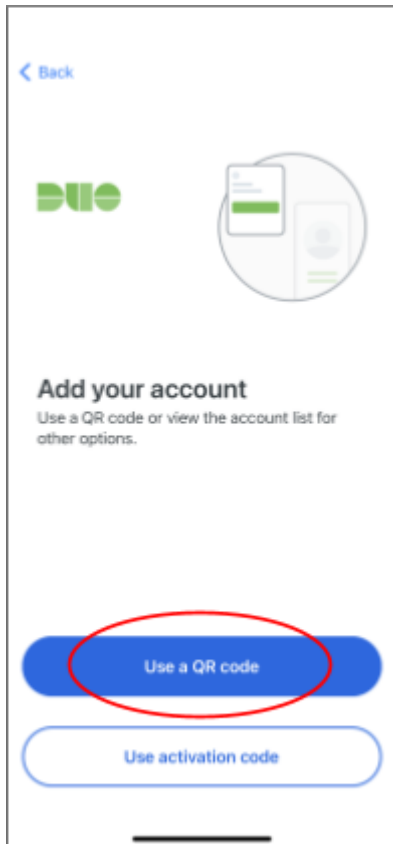
10. Search for Duo and select the "Duo Mobile" app. (It is the green app with the word Duo in white in the middle.)



11. After installing the app, open Duo. You will get a Welcome to Duo Security page. Click “Continue.”



12. Click “Use a QR Code” on your smartphone.



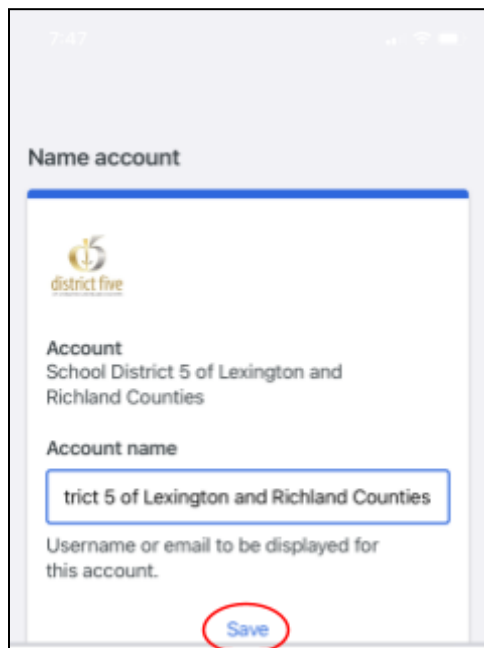
13. Click “I have Duo Mobile installed” on the box on your computer.



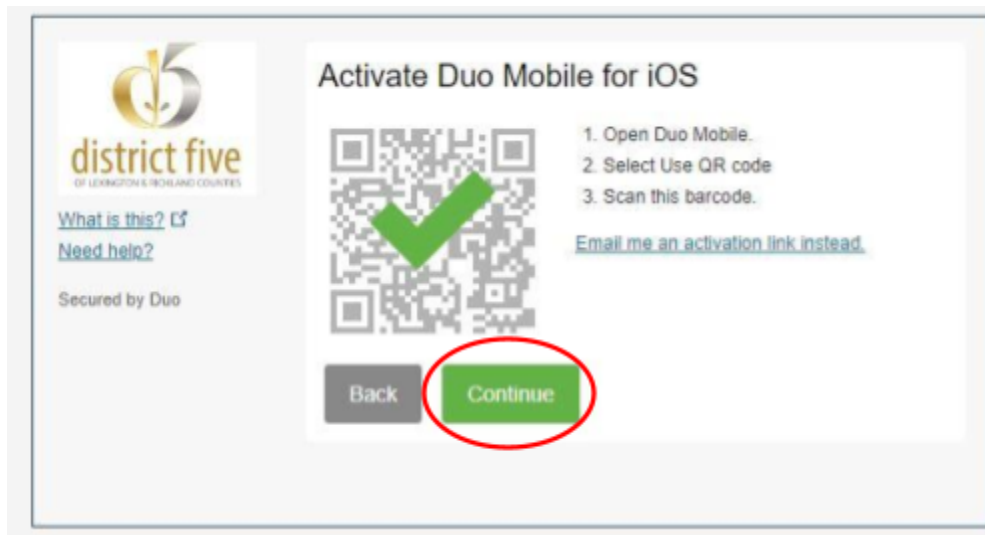
14. Scan the QR code on the computer with the Duo app on your smartphone.



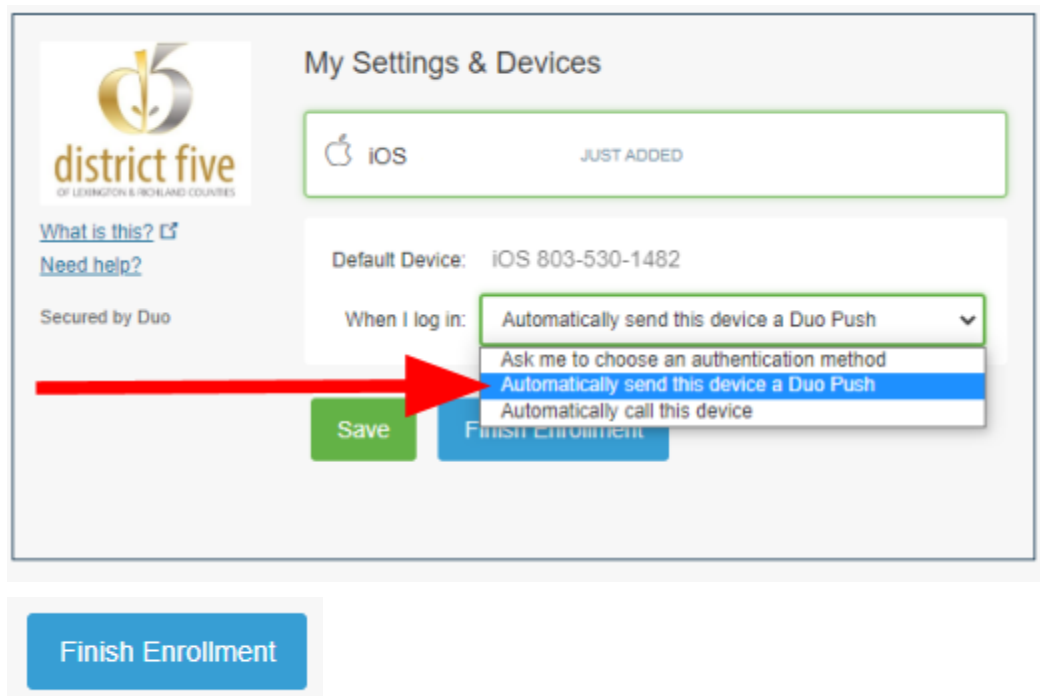
15. Click “Save” on your smartphone. This will populate the district name.



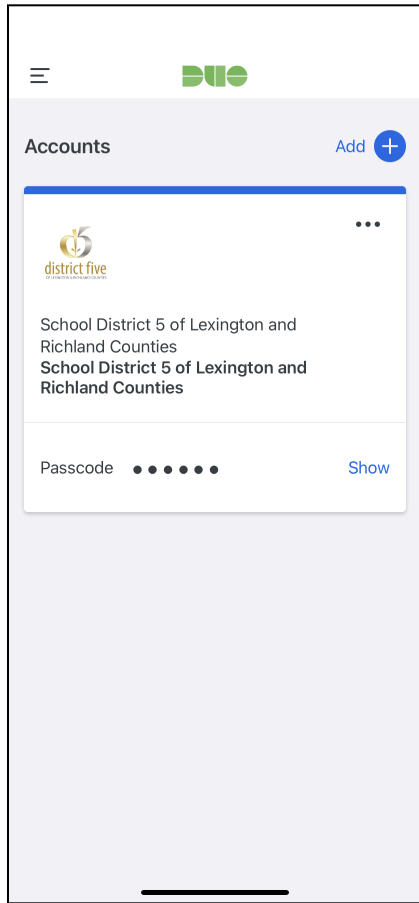
16. Setup of the app has now been completed. Click “Continue” on the computer.



17. Select “Automatically send this device a Duo Push” and then click “Finish Enrollment” on the computer.



18. This is what your smartphone will show. (You do not need to do anything on this screen.)



19. You have now fully enrolled in Duo Mobile. This will show up on your computer.

