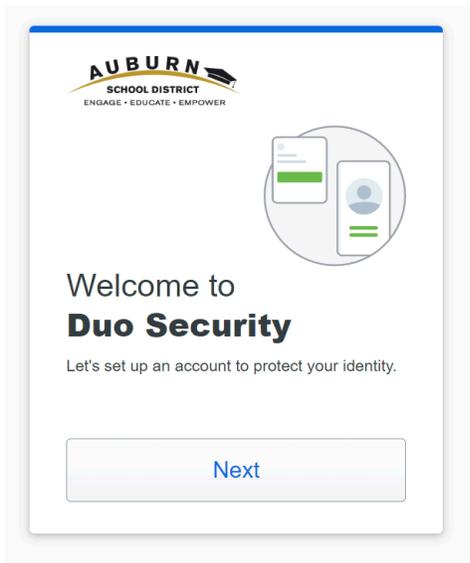# DUO MFA Onboarding Setup Direction

Once you have been enabled for DUO MFA you will be prompted at some point on your phone or PC to set up your Duo Account. Once this happens follow the directions on the prompts. The steps below illustrate the process.

NOTE: Do not use another application other than Duo for Multi-Factor Authentication.
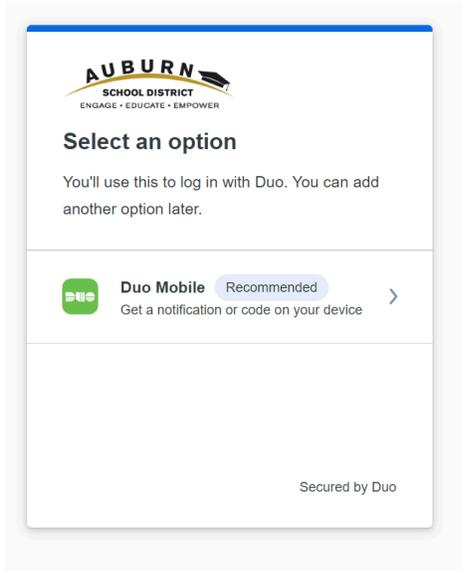
STEP One : If you do not have it already installed, download the "Duo Mobile" App from your phone's app store (It's Green).
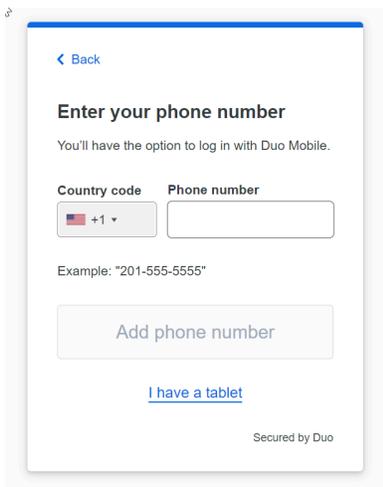
Step Two: Introduction

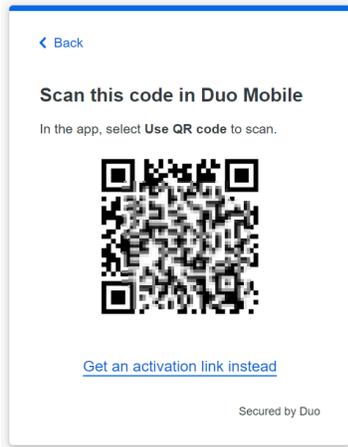*Click next until you get to the prompt shown in **Step Two.**

Step Three: Select "Duo Mobile."

Step Four: Select "I have a Tablet"

Step Five: Select "Next."

Scan this code in Duo Mobile

In the app, select **Use QR code** to scan.

Get an activation link instead

Secured by Duo

Step Six: Open the DUO App on your phone, and in the top right corner select the "Add +" button and click "Use QR Code" - Then scan the QR code presented in the prompt.

As part of adding your account to the DUO App, you will be given the opportunity to name the account. It will have a default name of "Auburn School District #408."

Optional: The DUO app provides a small lesson or practice on using the app and push notifications.
Feel free to skip this practice.

NOTE: You will need to authenticate using Duo Mobile approximately every 30 days on every device you use. You will not need to go through the entire setup process above.

Skyward: After you've set up Duo Mobile for use with your Auburn School District Account you can configure it for Skyward. When you log into Skyward for the first time you will receive a screen with a QR code. Open the DUO App on your phone, and in the

top right corner select the "Add +" button and click "Use QR Code" - Then scan the QR code presented in the prompt. Follow the instructions on screen. The account name for this item will say **Third-Party** as the organization and you can set the account name to **Skyward**.