



Clinical IS Job Aid

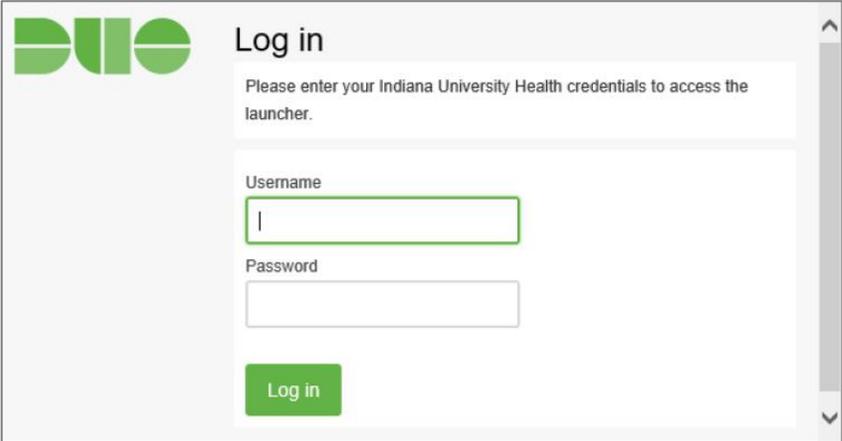
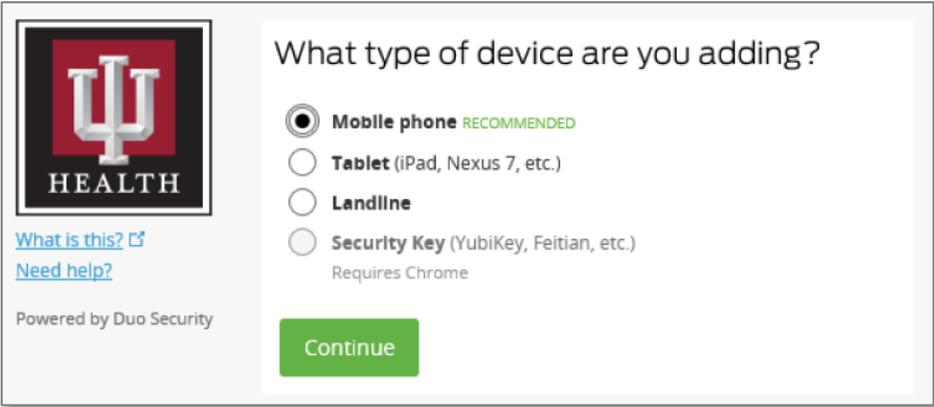


Topic: Register a Mobile Device with Duo
Facility: IU Health Inpatient and Ambulatory Facilities
Audience: Staff Who Use Multifactor Authentication

Effective Date
 January 15, 2019
Contact
 IU Health Help Desk
 helpdesk@iuhealth.org

Overview: *The following document reviews how to register mobile devices with Duo.*

Register a Mobile Device With Duo

Step	Action
1	Type the following URL “ https://2fa.iuhealth.org ” in your COMPUTER’s browser field. <i>The Duo Access Gateway webpage displays with log in fields.</i>
2	Log into IU Health’s Duo Access Gateway using your IU Health Network credentials.  <i>Upon logging in, a prompt displays titled, “Protect You IU Health Account”.</i>
3	Click the Start Setup button.
4	Select your mobile device from the options displayed. 

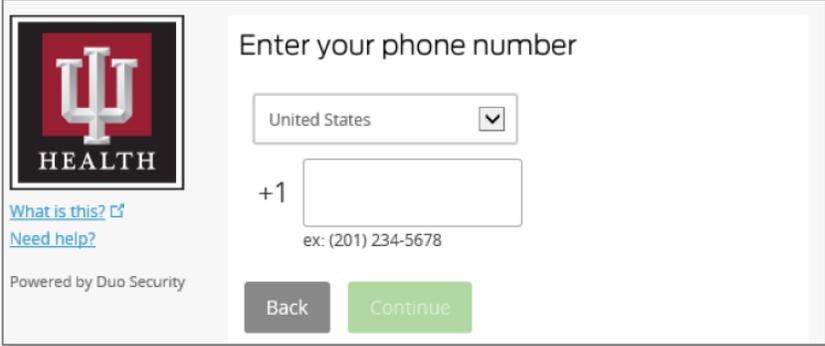
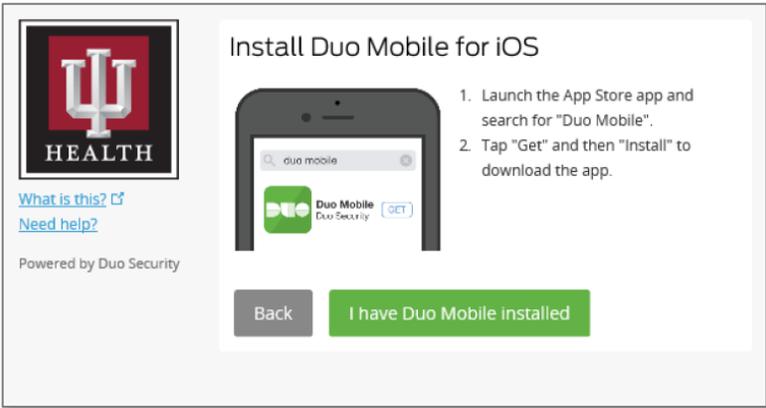
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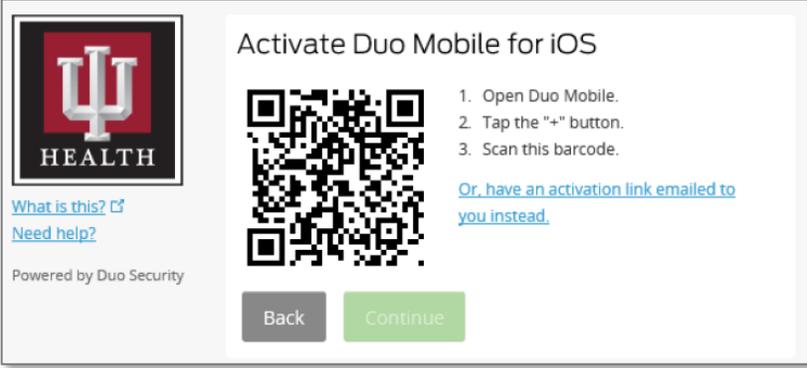
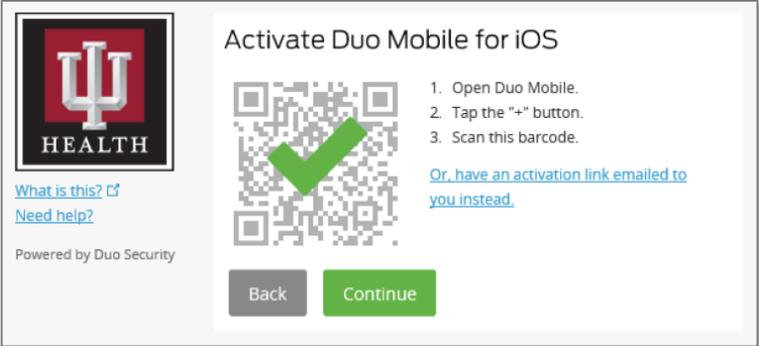
Register a Mobile Device With Duo (continued)

Step	Action
5	Click the Continue button.
6	<p>If prompted, enter your mobile phone number.</p>  <p>The screenshot shows the Duo Security interface for entering a phone number. On the left is the Psi Health logo and links for 'What is this?' and 'Need help?'. The main area has the title 'Enter your phone number', a dropdown menu for 'United States', a text input field with a '+1' prefix and an example '(201) 234-5678', and 'Back' and 'Continue' buttons.</p>
7	Click the Continue button again.
8	<p>Select the type of phone.</p>  <p>The screenshot shows the Duo Security interface for selecting a phone type. On the left is the Psi Health logo and links for 'What is this?' and 'Need help?'. The main area has the title 'What type of phone is [redacted]?', four radio button options: 'iPhone', 'Android', 'Windows Phone', and 'Other (and cell phones)', and 'Back' and 'Continue' buttons.</p>
9	<p>Click the Continue button.</p> <p><i>The Install Duo Mobile window displays to proceed with application installation.</i></p>  <p>The screenshot shows the Duo Security interface for installing the Duo Mobile app on an iPhone. On the left is the Psi Health logo and links for 'What is this?' and 'Need help?'. The main area has the title 'Install Duo Mobile for iOS', a list of two steps: '1. Launch the App Store app and search for "Duo Mobile".' and '2. Tap "Get" and then "Install" to download the app.', an image of an iPhone showing the Duo Mobile app in the App Store, and 'Back' and 'I have Duo Mobile installed' buttons.</p>

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Register a Mobile Device With Duo (continued)

Step	Action
10	<p>Click the I have Duo Mobile Installed button if you already have the Duo Mobile application installed on your mobile device.</p> <p><i>The activate Duo Mobile window displays with instructions and an Aztec barcode.</i></p> 
11	Open the Duo Mobile app on your mobile device.
12	<p>Scan the Aztec QR barcode with your mobile device.</p> <p><i>Once scanned, a pass code displays on your mobile device screen and a checkmark on the Activate Duo Mobile screen barcode.</i></p>
13	<p>Click the Continue button to complete registration.</p>  <p><i>An Enrollment Successful screen displays, confirming device registration is complete and you can authenticate using Duo MFA.</i></p> 