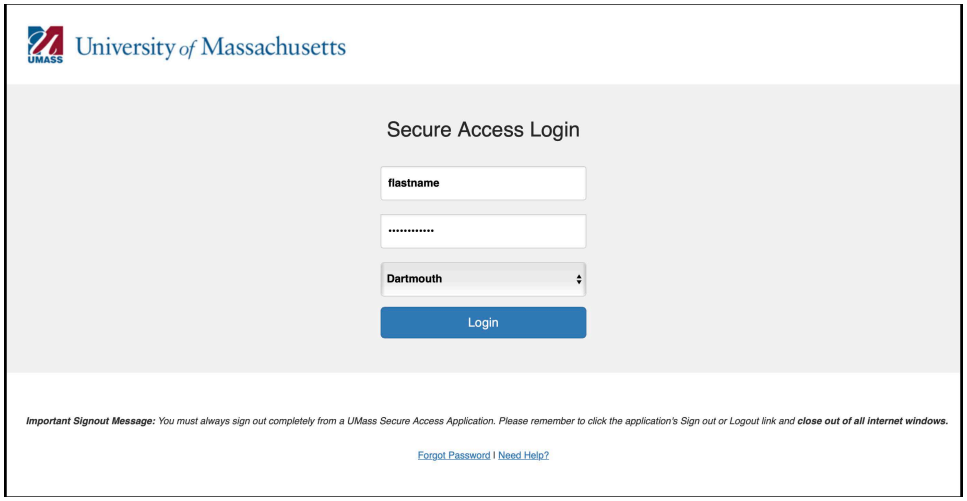
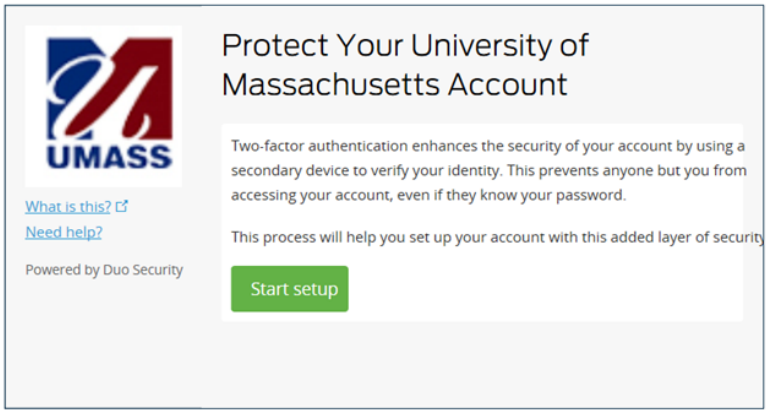
Multifactor Authentications Setup Instructions

Welcome to Multifactor Authentication with Duo. Duo is the UMass System's Multifactor Authentication tool. Duo is an important tool for protecting your personal data and the data that the UMassD protects for all of us. These instructions will show how to setup Duo Multifactor Authentication for the first time. These are the initial steps you need to do on your first logon to G/1DkxG2Rowfn2E0kG/1x5Q5G1P5

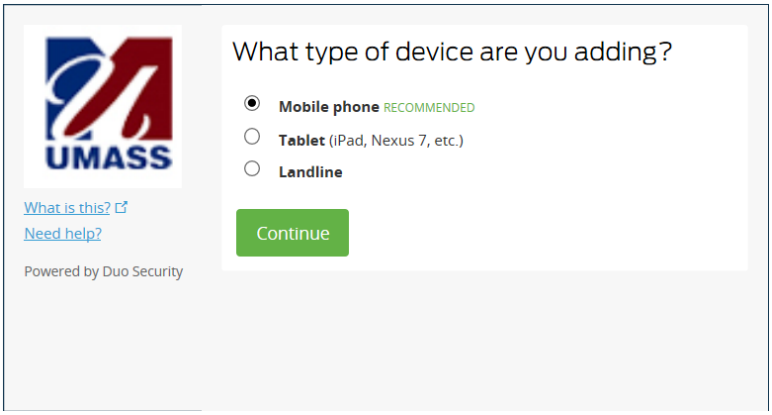
1. Login to **my.umassd.edu, COINDL,** as you normally would.



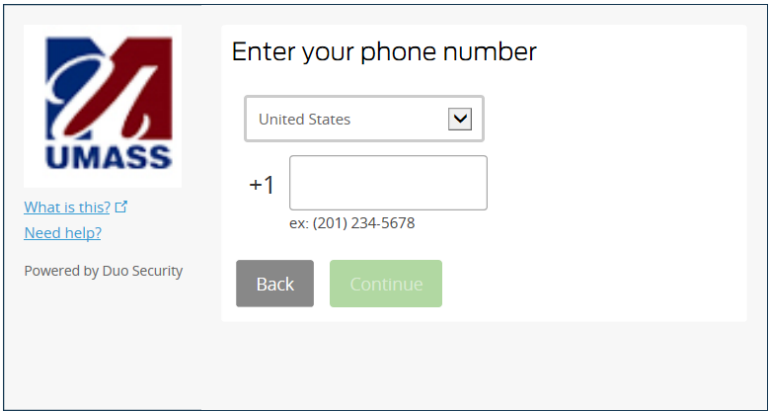
2. On successful logon, if you have not enrolled/registered for Multifactor Authentication(MFA), you are prompted for Self-Registration/Phone enrollment. Start the Enrollment Process by clicking **Start Setup** button.



3. You are prompted to provide the type of device, you want to enroll for MFA. You can opt for Mobile Phone, Tablet or Landline. Mobile Phone or Tablet are the recommend options, but Landline is available. Click the **Continue** button.

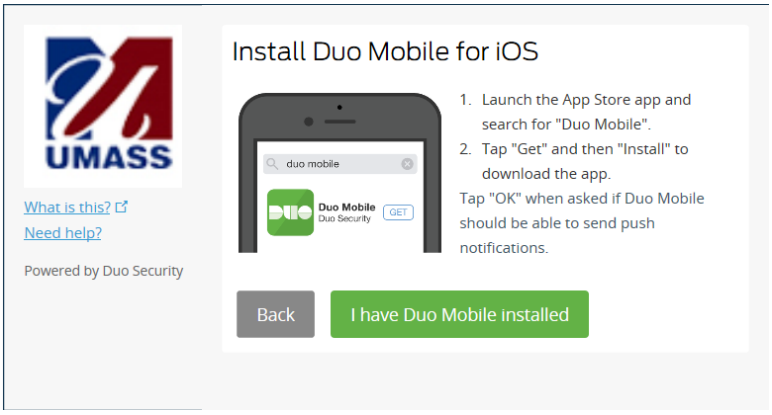


4. Choose **Mobile Phone** (demonstrated in this example). Enter your **Cell Phone Number** and click the **Continue** button.



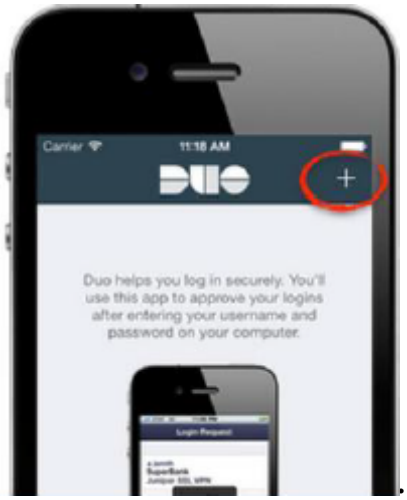
5. You are prompted to Install Duo Mobile App. From your smartphone or tablet, launch the Apple App Store, Google Play Store, or Windows App Store and Search and Install the “DUO Mobile” App.

6. After installation of DUO Mobile on your device, click on the “**I have Duo Mobile installed**” button.



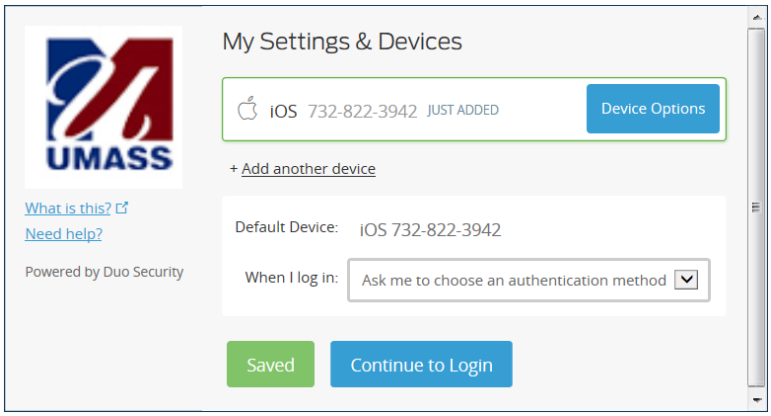
7. You will see a Screen with a QR Code similar to the one shown below. *NOTE: Do not scan the picture here in this User Registration Help Guide.*

8. Open the **DUO Mobile** app on your smartphone, and click on the + sign. This activates your phone camera. Scan the QR bar code using your smartphone camera.



9. After the barcode is successfully scanned, you'll see a green check in the middle of the barcode and the **Continue** button on your User Enrollment Web-page will be enabled. Click the **Continue** button.

10. Your smartphone/tablet is successfully registered and enrolled for MFA. You will see the screen below



11. For the option **When I log in:** click the drop menu and choose **Always send this device a Duo push**. Click the **Save** button and then the blue **Continue to Login** button.

12. Choose the green **Accept** button on your mobile phone.

For future logins, you'll be prompted to **Accept** or **Deny** right after you login.

If Duo ever prompts you and you're not logging in to COIN, or any other secure system, tap Deny on your mobile phone or tablet. Change your password immediately and contact CITS. This means your password was compromised.