Duo Self Enrollment

Summary

To enroll into the Duo Two Factor Authentication program in order to access certain secure UC sites, follow these steps.

Self-Enrollment Steps

Open a web browser on your computer and navigate to the address: https://webapps2.uc.edu/getduo

1) Click the “Enroll/Manage Duo” button. (Figure1) then log in with your UC username and password.

*Figure 1: Enroll or Manage UC Duo Dual Authentication*
2) Click the “Start setup” button. (Figure 2)

*Figure 2: Protect Your UC Account*

3) Click the button for “Mobile phone”. (Figure 3)

*Figure 3: Mobile Phone*
4) Enter your mobile phone number, check the box, and click “Continue”. (Figure 4)

Figure 4: Phone Number

5) Choose the type of phone associated with your phone number and click “Continue”. (Figure 5)

Figure 5: Phone OS

6) Install the “Duo Mobile” application from you devices App Store, then click “I have the
Duo Mobile Installed. (Figure 6)

Figure 6: Install Duo on Mobile

7) Open the Duo Mobile app on your mobile device, and click the “Add Account” button at the bottom of the screen. (Figure 7)

Figure 7: Add Account

8) Your device will open the camera. Point your device at the QR code displayed on the
computer screen. (Figure 8.1) This will activate Duo Mobile on your device. (Figure 8.2)

9) Your phone number and device type is now displayed. Click “Save” and then “Continue to Login”. (Figure 9)
10) Select your Duo 2FA notification method. (Figure 10)

11) You will receive a notification on your device. Please select allow or deny. (Figure 11)
You have now set up Duo, and will receive a push notification whenever you attempt to log in to a Duo-Secured site.

**Related Links**

Duo Self-Enrollment and Device Management Page:
https://webapps2.uc.edu/getduo

Duo Self-Enrollment Guide:
http://www.uc.edu/content/dam/uc/infosec/docs/general/Duo_Self_Enrollment.pdf

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