Setting up DUO

This is for users who will be setting up 2-Factor Authentication (2FA) via DUO for their Brandeis account.

Tip: If you choose your smartphone as your second factor, downloading the DUO Mobile app from the App Store or Google Play on to your smartphone BEFORE you enroll the device on the Two Factor portal will save time during the enrollment process.

Adding a device for the first time

If you click the DUO Two-Factor portal link, skip to step 3.

1. Go to identity.brandeis.edu and click 'Manage your account' under the 'Existing Users' section.
2. Once on the "Your Brandeis Account" page, select "Enroll/Manage your Duo Security two-factor authentication devices."
3. Click Start setup to begin enrolling your device.
4. Choose the type of your authentication device.
   a. Select the type of device you'd like to enroll and click Continue. We recommend using a smartphone for the best experience.

![Brandeis What type of device are you adding?](image1)

5. Type your phone number.
   a. Select your country from the drop-down list and type your phone number. Use the number of your smartphone, landline, or cell phone that you'll have with you when you're logging in to a Duo-protected service.
   b. Double-check that you entered it correctly, check the box, and click Continue.

![Brandeis What type of phone is ](image2)

6. Choose your device's operating system and click Continue.
7. Install Duo Mobile.
   a. Duo Mobile is an app that runs on your smartphone and helps you authenticate quickly and easily. Without it, you'll still be able to log in using a phone call or text message.
   b. Follow the platform-specific instructions on the screen to install Duo Mobile. After installing the mobile app, return to the enrollment window and click 'I have Duo Mobile installed.'

8. Activate Duo Mobile.
   a. Activating the app links it to your account so you can use it for authentication.
   b. On iPhone, Android, and Windows Phone, activate Duo Mobile by scanning the QR code with the app's built-in scanner. Once you've successfully activated Duo Mobile, a green check will appear over the QR code (second picture below)
Can't scan the barcode? Click "Or, have an activation link emailed to you instead." and follow the instructions.

9. Once activation is successful, click Continue.
10. Congratulations! You should see the screen below:

Adding additional devices

1. Go to identity.brandeis.edu and click 'Manage your account' under the 'Existing Users' section.
2. Once on the "Your Brandeis Account" page, select "Enroll/Manage your Duo Security two-factor authentication devices."
3. Click Start setup to begin enrolling your device.
4. Choose the type of your authentication device.
   a. In this case, you may wish to enroll a desk phone, a new cell phone, or a U2F device.
   b. We'll show the steps here to add a landline, but the process for a cell phone is the same as above. If you have other devices you aren't sure how to register, please contact the Technology Help Desk.
5. Enter the phone number which you’d like it to call.

6. Once you’ve approved this, you’ll be able to select this number to call to authenticate.

Related articles
- Setting up DUO
- DUO - Two-Factor Authentication
- DUO 2FA FAQ