Adding Duo Security

Duo Security is the University's way of adding another layer of security to the information you access online.

It is being introduced to students on a roll out basis, and will be required by all students in November 2019.

Duo requires a second authentication device on hand other than the computer.

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**Duo Available Devices:**

- Smartphone or tablet
- Non-smart cellphones - using a call notification
- Landline phone or Google Voice - using a call notification
- Security Key (U2F token) (desktop computer or laptop)
  (Can be picked up at UMD store)
  How to enroll and more information about that device: https://it.umn.edu/duo-decide-what-devices-enroll

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1. If you have not enrolled a device before, you will need to create your Duo account first.

   **Enrolling a Device:**
   1. Sign in to my-account.umn.edu with your internet ID (x500) and password.
   2. In the Self-Service menu on the left side of the page, click Duo Security.
   3. Click Create or Manage Duo Account.
   4. Click the green Start Setup button. Then follow the directions below for the device(s) you have chosen to enroll.

   **Enrolling a smartphone or tablet:**
   1. In order to enroll and use a smartphone or a tablet, you will need to download the Duo Mobile app.
   2. Enter your phone number, confirm it is correct, and then click Continue.
   3. Select your device’s operating system (iOS, Android, Windows Phone, Other).
   4. Setup will ask whether you have installed the Duo Mobile App.
   5. If you have completed this step already, click I have Duo Mobile installed.
   6. If not, download the Duo Mobile app on your phone or tablet before continuing.
   7. A QR code will appear on your screen.
8. Open the Duo Mobile app on your phone or tablet, and click the + button at the top of the screen.
9. Hold your phone or tablet up to the computer to scan the QR code.

Can’t see the QR Code?
Have an activation link emailed to you instead:
   Enter your email address.
   Use your mobile device to check your email. Click the link you receive.
   If your phone or tablet asks which App to use to open the link, select Duo Mobile.
   Click Continue to finish the enrollment process.

10. Click Continue. Your smartphone or tablet will now be listed as a device to use for Duo authentication.

Enrolling a landline phone:
1. Navigate to my-account.umn.edu and sign in with your UMN internet ID (x500) and password.
2. In the Self-Service menu on the left side of the page, click on Duo Security to expand the menu.
3. Click Create or Manage Duo Account.
   A. If this is the first device you are activating, you will see a welcome screen. Click Start Setup.
   B. If this is not your first device, authenticate with Duo and then click Add a new device.
4. Choose landline.
5. Enter your phone number, confirm it is correct, and then click Continue. Your landline will now be listed as a Duo device.

Enrolling Google Voice:
1. In order to take advantage of this option, you will need to first set up Google Voice, and then enroll your Google Voice number in Duo.
   - Google Voice is only available in the United States.
   - You will have to verify your Google Voice number with an existing U.S. mobile phone number.
   - For best results, use a non-University Google Mail account to sign up for Google Voice.
2. Sign into your Google Mail inbox.
3. In the lower left hand corner, click the button.
4. At the top of this new menu, click the + button.
5. This will take you to the Google Voice page.
6. You will see a prompt to add money to your account; click Cancel.
7. In the lower left corner, you’ll see a message that says “To send messages, choose a Google Voice number”. Click Choose number.
8. A list of regions will appear; choose a region (it does not have to be a region you
live or work in).
9. You will be presented with a list of available phone numbers. Click Select next
to the number you’d like to use.
10. You will be asked for a current U.S. mobile phone number to validate with.
   Enter your mobile phone number and click Send Code.
11. You will receive a text message from Google with a 6 digit verification code.
    Enter that code and click Verify.
12. Your Google Voice number is now tied to your phone number. By default, any
call going to your Google Voice number will forward to the number you verified
with. To disable this setting, click the Settings button on the left side of the page
in Google Voice.
13. On the Settings page, there is an option to Forward Calls to Linked
    Numbers. Uncheck this box to disable the call forwarding.
14. Navigate to my-account.umn.edu and sign in with your UMN internet ID (x500)
    and password.
15. In the Self-Service menu on the left side of the page, click on Duo Security to
    expand the menu.
16. Click Create or Manage Duo Account.
   - If this is the first device you are activating, you will see a welcome screen.
     Click Start Setup.
   - If this is not your first device, authenticate with Duo and then click Add a new
device.
17. Choose Landline (Google Voice functions as a landline in this scenario).
18. Enter your Google Voice phone number, confirm it is correct, and then
    click Continue. Your Google Voice number will now be listed as a landline
device to use for authentication.

**Enrolling a personal security key (U2F token):**
1. Security Keys (U2F tokens) like Yubikey or HyperFido are small fobs that plug
   into your USB drive. You must supply your own Security Key if you wish to use
   one.
2. Plug your security key into a USB port on your computer. Your computer should
   automatically detect and install the software needed for the token.
3. Navigate to my-account.umn.edu and sign in with your UMN internet ID (x500)
   and password.
4. In the Self-Service menu on the left side of the page, click on Duo Security to
   expand the menu.
5. Click Create or Manage Duo Account.
   - If this is the first device you are activating, you will see a welcome screen.
     Click Start Setup.
   - If this is not your first device, authenticate with Duo and then click Add a new
device.
6. Choose Security Key (YubiKey, Feitian, etc.)
   NOTE: You will see a screen that tells you Duo is about to open a pop-up window. If you click Continue and do not see a pop-up, you may need to disable your pop-up blocker.
7. When you see the pop-up screen, you will be prompted to tap, insert, or press the button on your security key, depending on the model of security key you are using. Once you do that, your Security Key will be ready for you to use.

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**Duo’s “Remember Me” option**

Always having a secondary device getting annoying? Remember to check the “Remember me for 7 days” option to bypass this upon logging in.