UVic Duo MFA set up

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What is Duo MFA?

Duo MFA is the multi-factor authentication used at UVic to ensure student records and accounts stay secure.

All UVic students must enroll in Duo MFA to access their UVic accounts.

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How do I enroll in Duo MFA?

The **first time you sign in** with your Netlink ID, you will be redirected to enroll in Duo MFA:

Online tools

Sign in redirection in progress...

The sign in for ⬜⬜⬜⬜ is being redirected. Please follow the information below to continue:

Before you can finish signing in, you must sign up for **Duo multi-factor authentication (MFA)**.
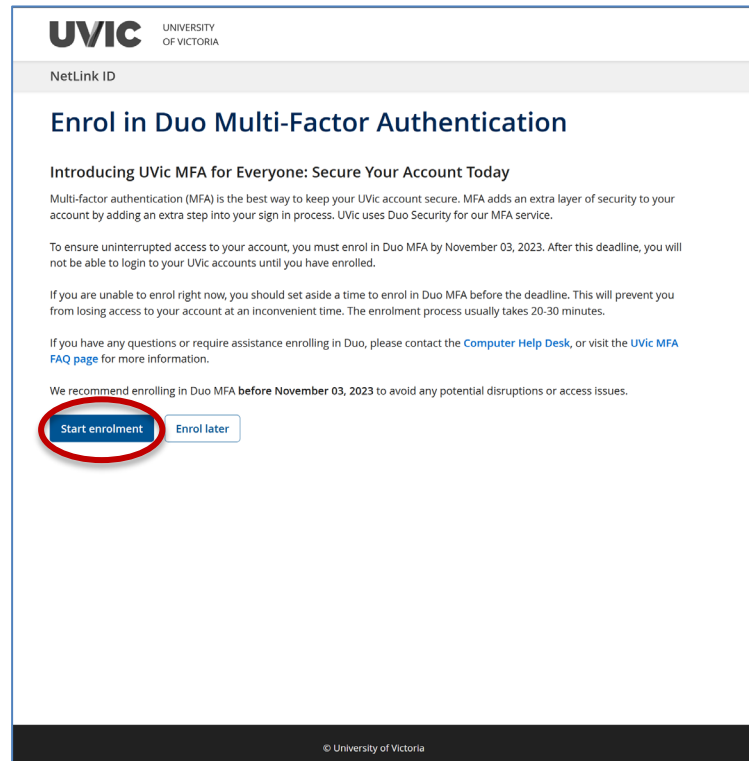
This page will be **auto-redirected in 15 seconds** to sign up for the MFA service.

If you have any questions please contact the Computer Help Desk at helpdesk@uvic.ca or 250-721-7687 **Proceed to MFA sign up.**

1. Get started

When you see the prompt to enrol in Duo Multi-Factor Authentication, click "Start enrolment" to begin.

2. **Download** the Duo Mobile app on your mobile device

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NetLink ID

Enrol in Duo Multi-Factor Authentication

Multi-factor authentication (MFA) adds an extra layer of security to the tools you access with your Netlink ID.

At UVic, installing and using the Duo Mobile app is the recommended way of securing your account and ensuring your data stays protected. You can **download the app for iOS** ↗ or **download the app for Android** ↗. For those without a mobile device, other options such as hardware tokens may be available.

For iOS:

https://apps.apple.com/us/app/duo-mobile/id422663827?mt=8

For Android:

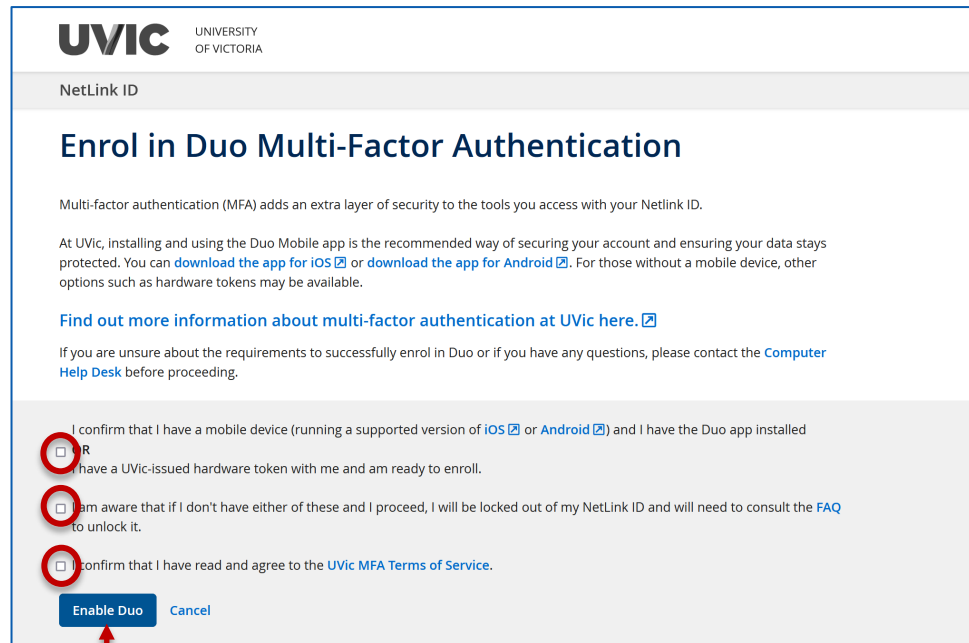https://play.google.com/store/apps/details?id=com.duosecurity.duomobile&hl=en

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3. After the Duo mobile app is installed on your device

Click the boxes to confirm:
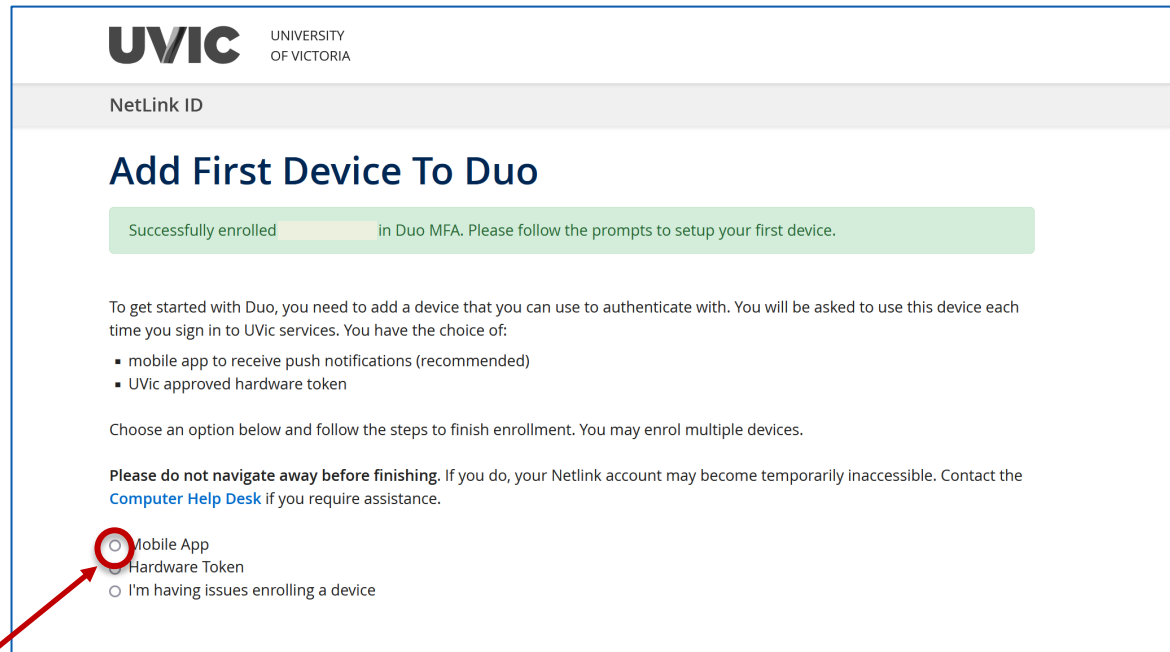
- you have Duo installed on your device
- you are aware you could be locked out of your account if you do not have Duo installed
- you have read and agree to the UVic MFA terms of service

- click "Enable Duo" to continue.

- select "**Mobile App**"

5. Duo Welcome Screen
- Click "**Start setup**" to begin enrolling your device.

Please do not navigate away before finishing. If you do, your Netlink account may become temporarily inaccessible. Contact the **Computer Help Desk** if you require assistance.

◉ Mobile App

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What is this? ☐
Need help?

Secured by Duo

Protect Your Development Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[Start setup]

○ Hardware Token
○ I'm having issues enrolling a device

6. Choose your device type
- Select "**Mobile phone**" and click "Continue"

Please do not navigate away before finishing. If you do, your Netlink account may become temporarily inaccessible. Contact the Computer Help Desk if you require assistance.

● Mobile App

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What type of device are you adding?

● **Mobile phone** RECOMMENDED
○ **Tablet** (iPad, Nexus 7, etc.)

Continue

○ Hardware Token
○ I'm having issues enrolling a device

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7. Enter your phone number
- choose your country from the drop-down menu
- enter your phone number and check it is correct
- click "Continue"

Please do not navigate away before finishing. If you do, your Netlink account may become temporarily inaccessible. Contact the **Computer Help Desk** if you require assistance.

● Mobile App
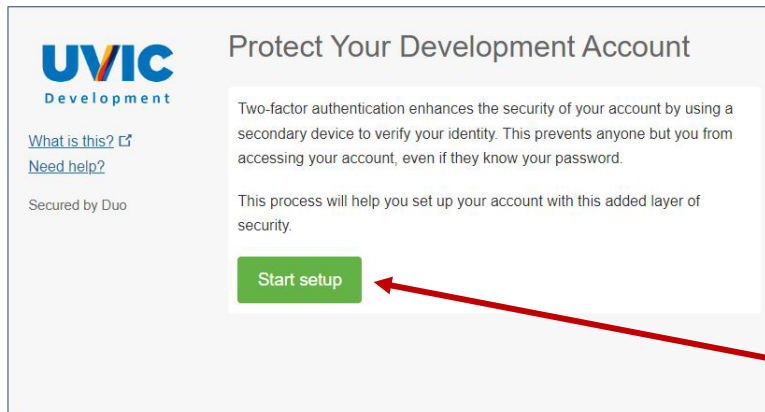

○ Hardware Token
○ I'm having issues enrolling a device

8. Select your type of device
- choose iPhone, Android, or Windows Phone and click "Continue"

Please do not navigate away before finishing. If you do, your Netlink account may become temporarily inaccessible. Contact the **Computer Help Desk** if you require assistance.
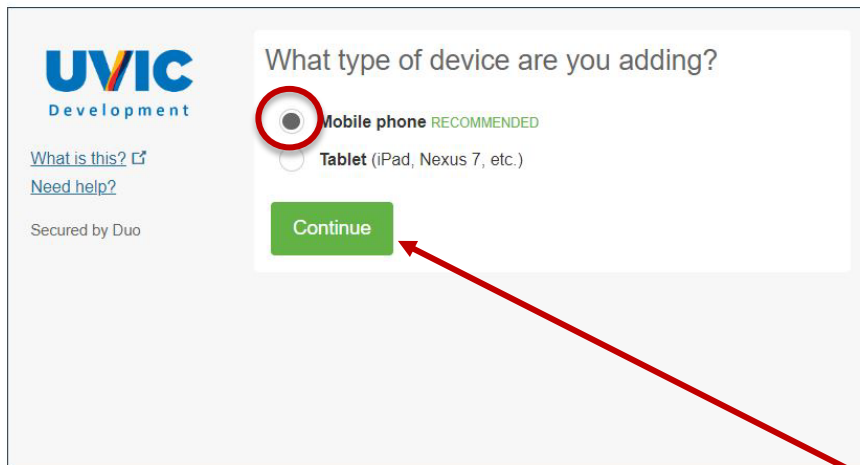
◉ Mobile App

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What is this? ↗
Need help?

Secured by Duo

What type of phone is   ?
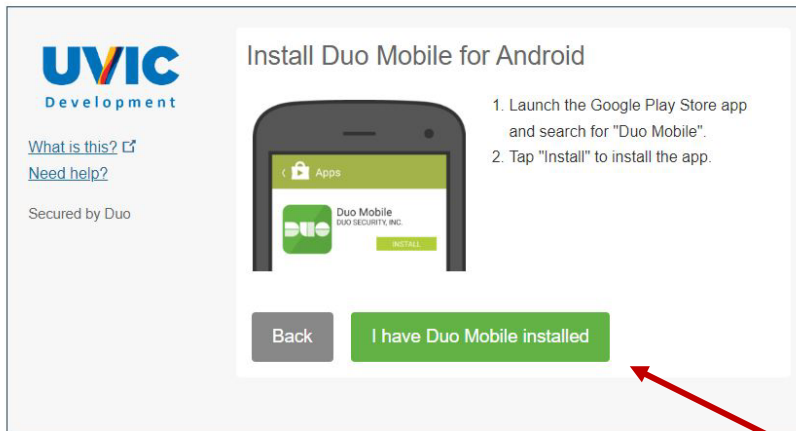
◯ iPhone
● Android
◯ Windows Phone

[Back] [Continue]

○ Hardware Token
○ I'm having issues enrolling a device

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9. Confirm Duo Mobile is installed on your device
- if you've already installed Duo on your device, click "I have Duo Mobile installed"

Please do not navigate away before finishing. If you do, your Netlink account may become temporarily inaccessible. Contact the Computer Help Desk if you require assistance.

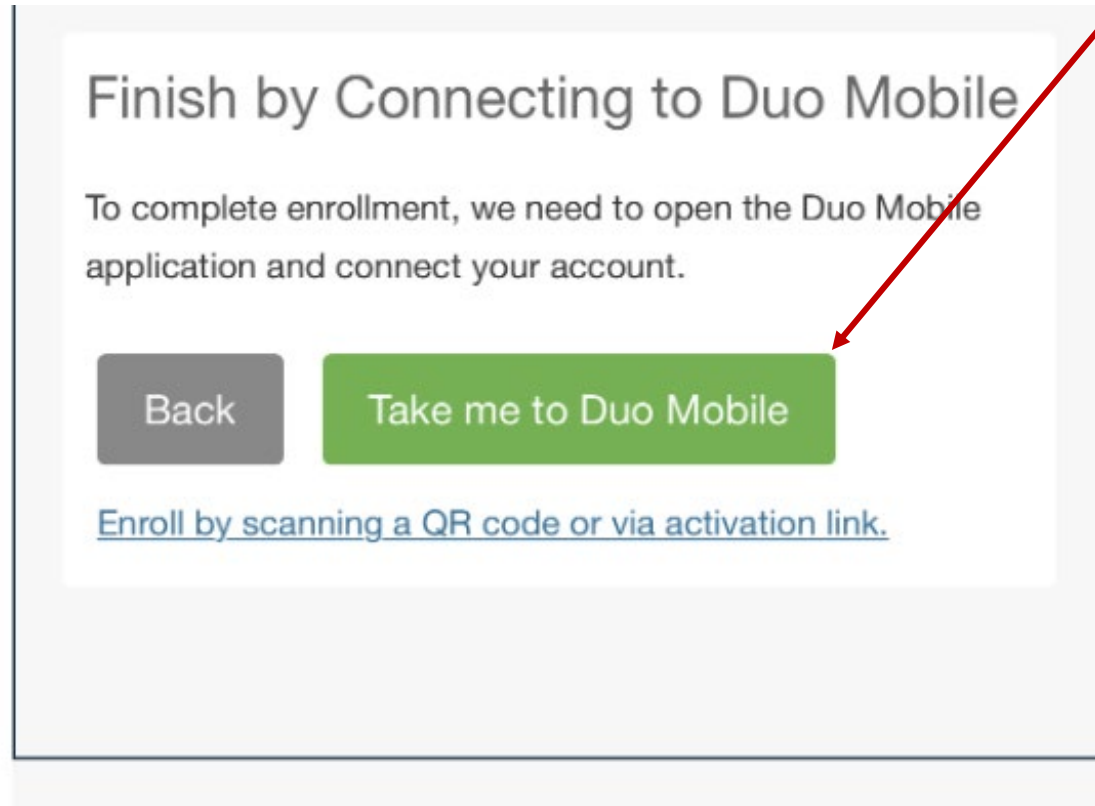○ Mobile App

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What is this?
Need help?

Secured by Duo

Install Duo Mobile for Android

1. Launch the Google Play Store app and search for "Duo Mobile".
2. Tap "Install" to install the app.

Apps

Duo Mobile
DUO SECURITY, INC.
INSTALL

Back | I have Duo Mobile installed

○ Hardware Token
○ I'm having issues enrolling a device

10. Activate Duo Mobile on your mobile device

- activating Duo Mobile will link it to your UVic account
- tap the "Take me to Duo Mobile" button to launch the Duo Mobile app.

Finish by Connecting to Duo Mobile

To complete enrollment, we need to open the Duo Mobile application and connect your account.

Back   Take me to Duo Mobile

Enroll by scanning a QR code or via activation link.

This will launch Duo Mobile and complete activation of your account.

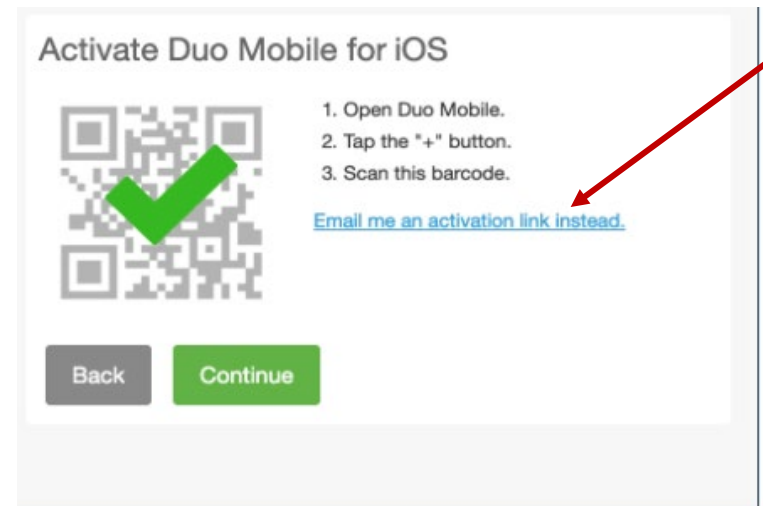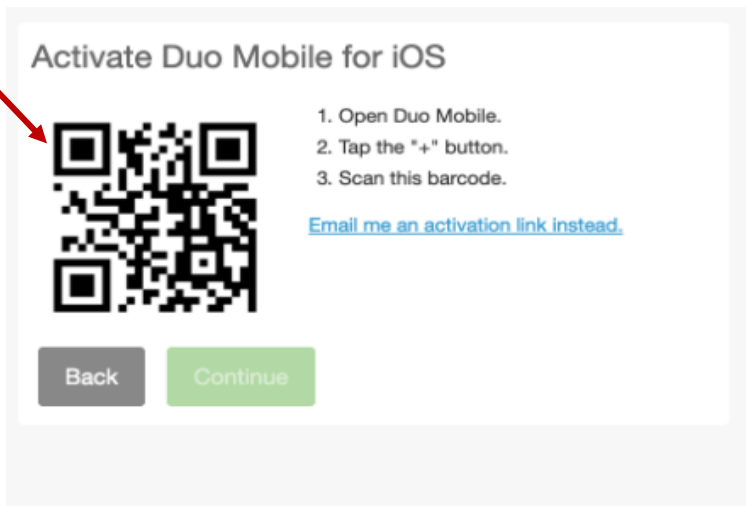*See the next page if you are activating from your desktop/laptop computer.*

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11. Activate Duo Mobile on a computer

- use *one of these two methods* **if you are using a computer**.

- Open Duo Mobile on your device
- Tap the "+" button and scan the barcode on your screen with your mobile device.

OR

- click "Email me an activation link instead", then follow the instructions on the email you receive.

See the previous page if you are activating from your mobile device.

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12. Set up your device options on Duo

- change your device options to have Duo send push notifications to your phone

- when you see the "My Settings & Devices screen, choose "Automatically send this device a Duo Push" from the drop-down menu and click "Continue to Login".
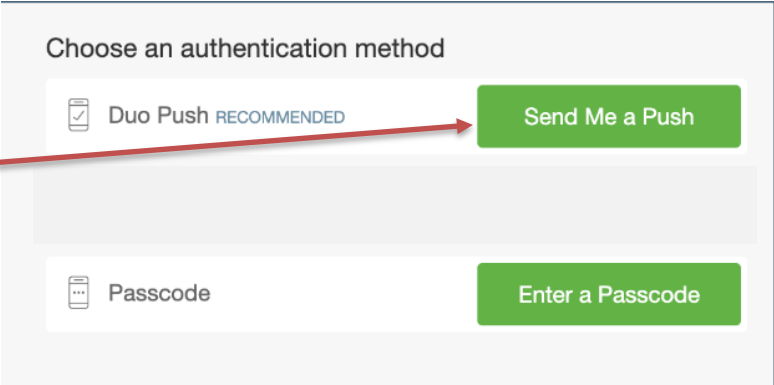
Success!

Your device is ready to approve Duo push authentication requests. Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received at your phone.

NOTE:

When you see a "**Is this your device**? pop-up, click "Yes, this is my device" and you won't need to perform Duo MFA as frequently.
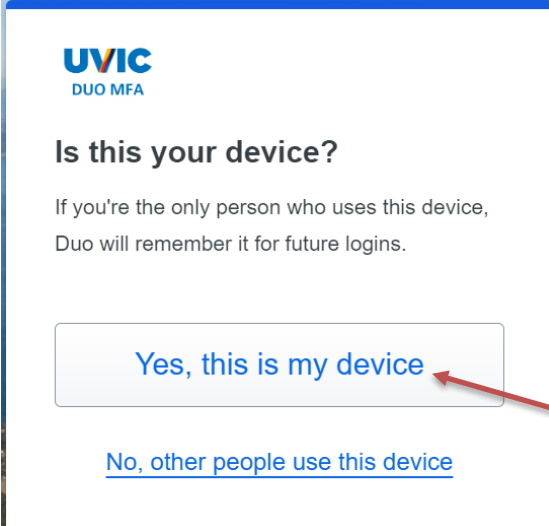
Choose an authentication method

Duo Push RECOMMENDED — Send Me a Push

Passcode — Enter a Passcode

Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.

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DUO MFA

Is this your device?

If you're the only person who uses this device, Duo will remember it for future logins.

Yes, this is my device

No, other people use this device

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