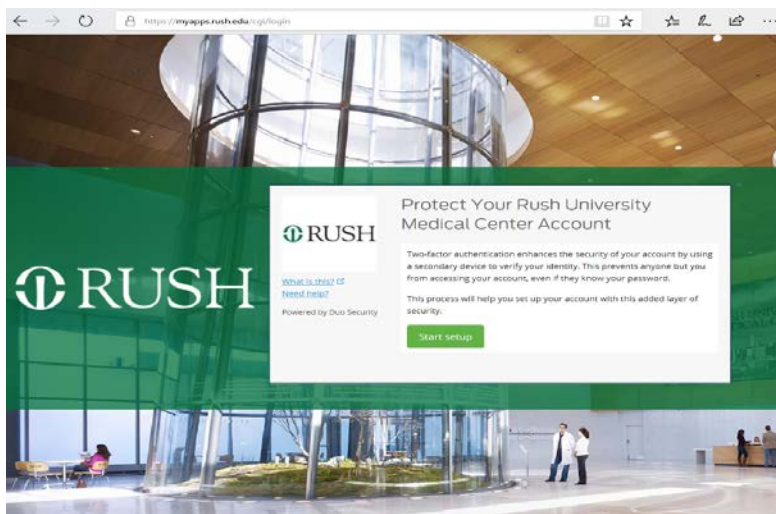# Duo Enrollment User Guide

Introduction

This guide will assist you with self-enrollment process for Duo two-factor authentication used for Rush Remote Access.

Duo will prompt you to enroll the first time you log into MyApps.rush.edu for secure remote access.

Important: Please review document to identify preferred authentication method before beginning enrollment to prevent session timeout and user lockout.
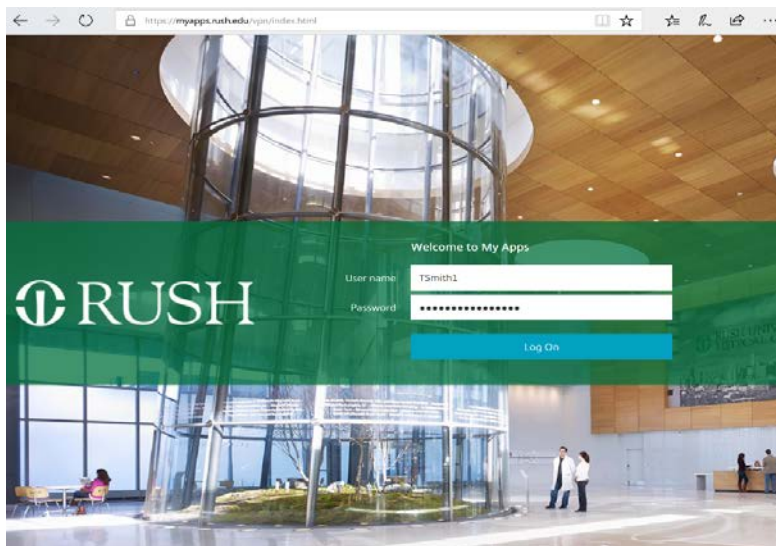
Enter your Rush Network ID and Password, select "Log On"

Select "Start Setup" to begin enrollment for your preferred two-factor authentication device type.

Please contact the Rush Help Desk at ext. 2-HELP (2-4357) or help@rush.edu for any issues or questions.

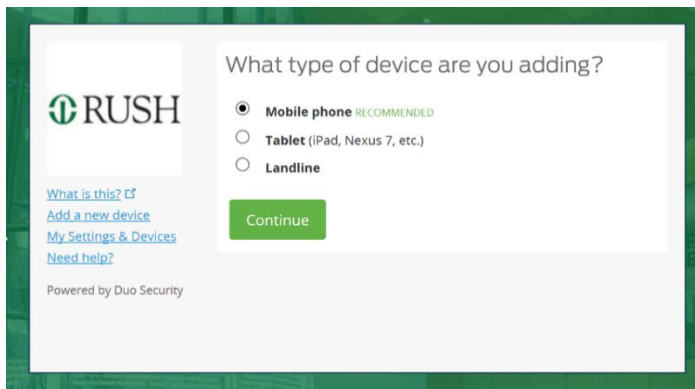# Duo Enrollment User Guide

You have 3 options for your preferred authentication device type:

- [Mobile Phone](#) - **Recommended**
- [Tablet](#)
- [Landline](#)

Mobile Phone

You can choose to enroll your mobile phone to use either **Text Message** or **Duo Mobile App** to complete two-factor authentication.
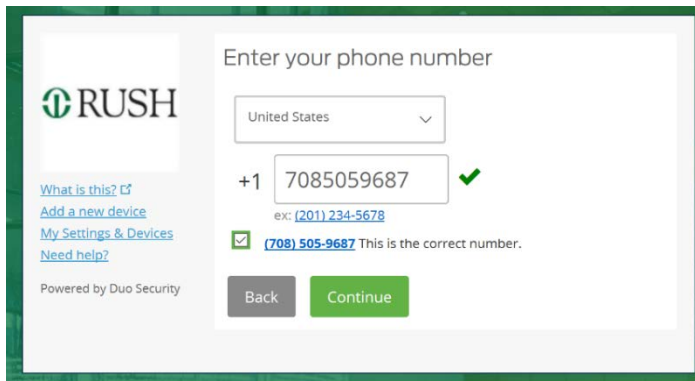
- **Text Message**

Step 1. Text Message

Select **Mobile phone**, and then please click "Continue"
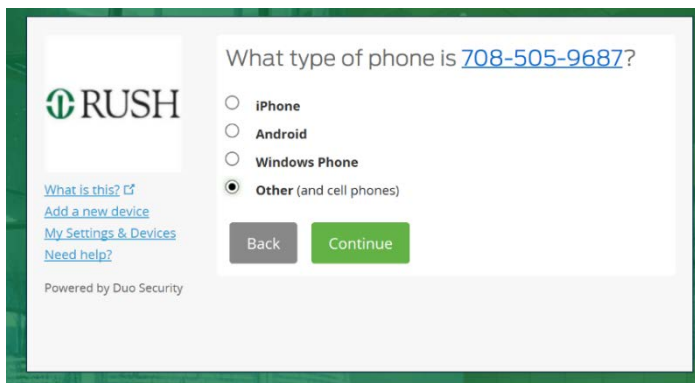
Step 2. Text Message

Enter your Mobile phone number.

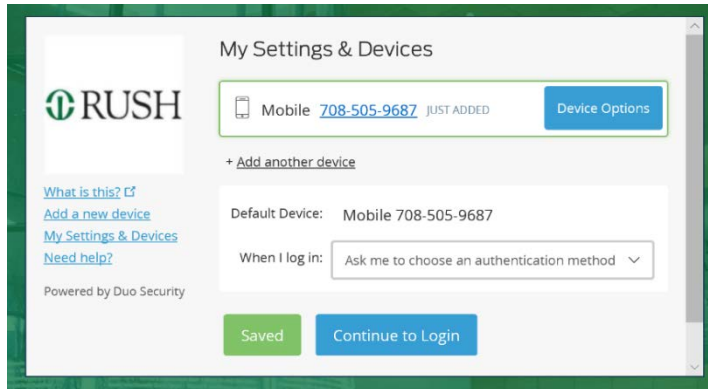Click check box to confirm mobile phone is correct.

Then please click "continue"

Step 3. Text Message

Select **Other** (and Cell phones), and then click "Continue"

Step 4. Text Message

Select "Continue to Login"

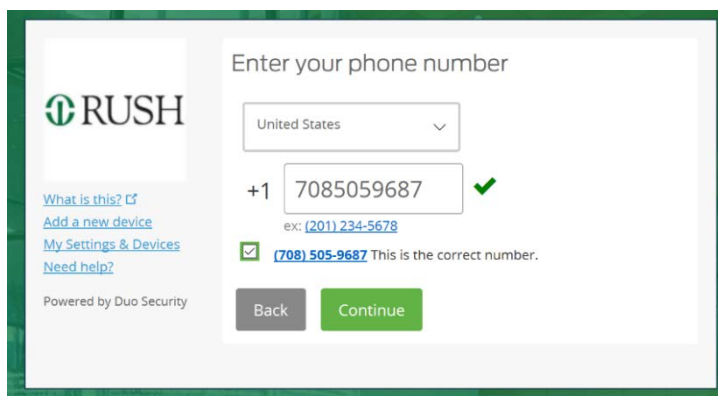Enrollment complete for Text Message Duo two-factor authentication.

Note: It is recommended to keep "Ask me to choose an authentication method" default setting.

- **Duo Mobile App** (*Download and install "Duo Mobile" from device store – Apple Store, Android Google Play, Windows Store*)
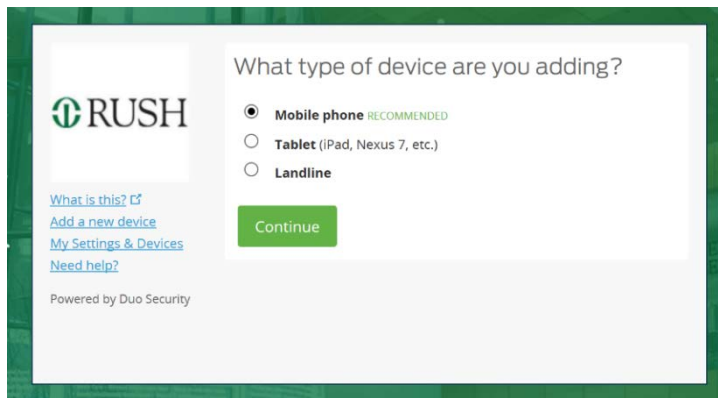
Step 1. Duo Mobile App

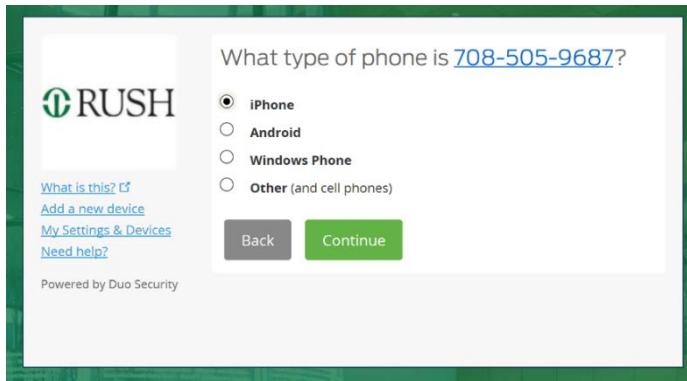Select **Mobile phone**, and then please click "Continue"

Step 2. Duo Mobile App

Enter your Mobile phone number.

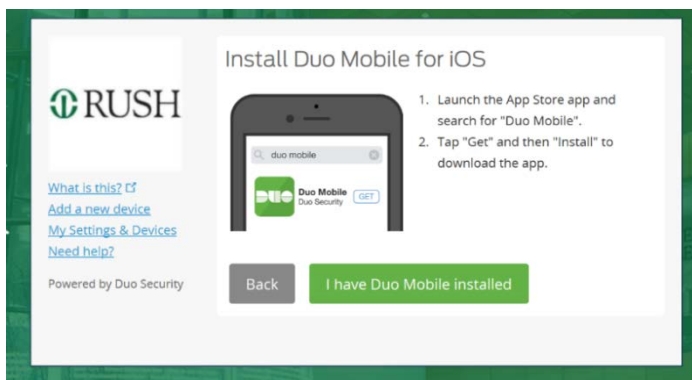Click check box to confirm mobile phone is correct.

Then please click "continue"
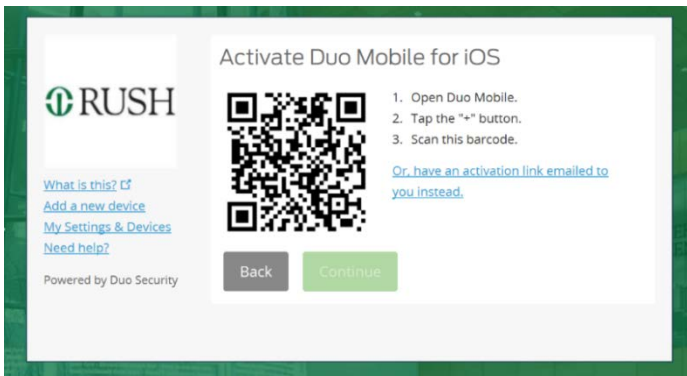
Step 3. Duo Mobile App

Select type of phone for device you are enrolling, and then click "Continue"

Step 4. Duo Mobile App

Locate and install "Duo Mobile" from your devices store: Apple App Store, Android Google Play, or Windows Store.

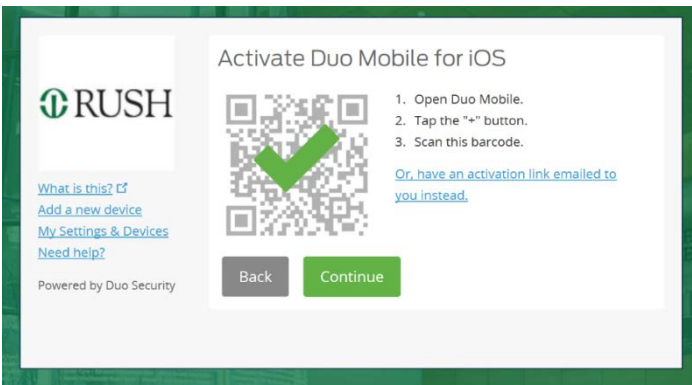Once installed, select "I have Duo Mobile Installed"

Step 5. Duo Mobile App

Allow "Duo Mobile to access device camera
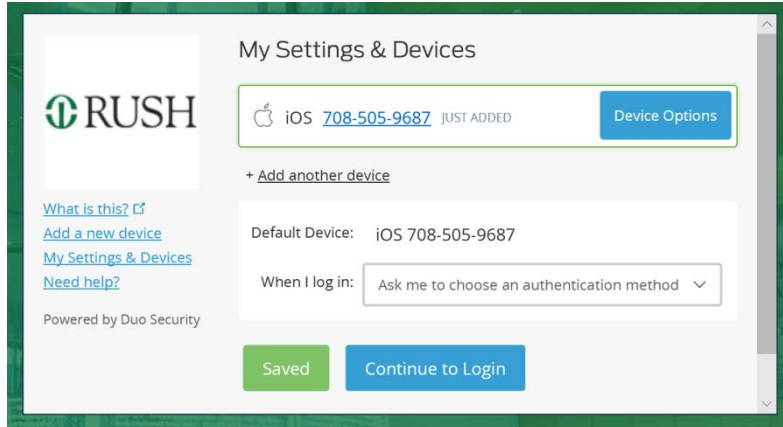
Open Duo Mobile App, and Select the + button

Center barcode on device display, and hold steady

Step 6. Duo Mobile App

Select "Continue"

Step 7. Duo Mobile App

Select "Continue to Login"

Enrollment complete for Mobile App Duo two-factor authentication.
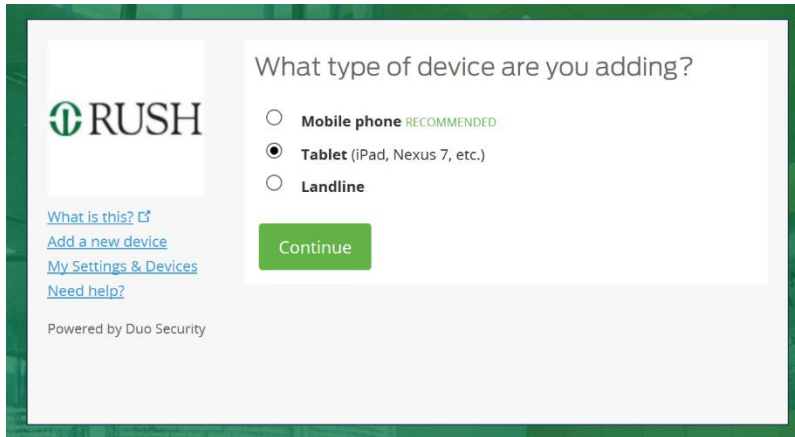
Note: It is recommended to keep "Ask me to choose an authentication method" default setting.
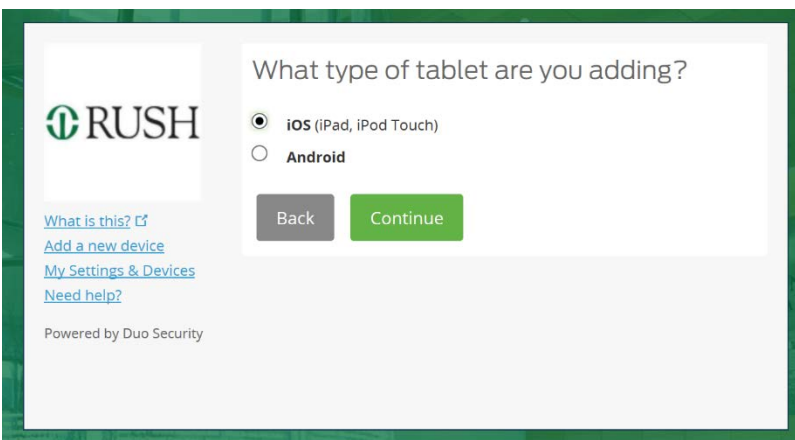
Duo Enrollment User Guide

Tablet

Your tablet requires Duo Mobile Application to complete two-factor authentication

1. Duo Mobile Application (*Download and install "Duo Mobile" from device store – Apple Store, Android Google Play, Windows Store*)
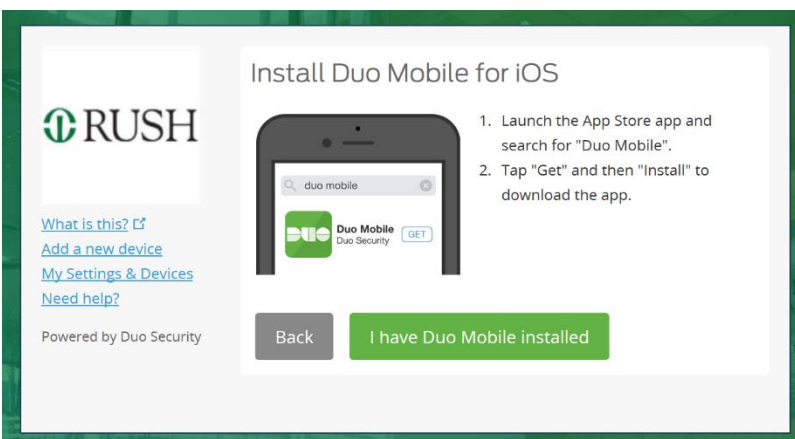

Step 1. Tablet

Select **Tablet** (iPad, Nexuss 7, etc.), and then please click "Continue"

Step 2. Tablet

Select type of Tablet for device you are enrolling, and then click "Continue"
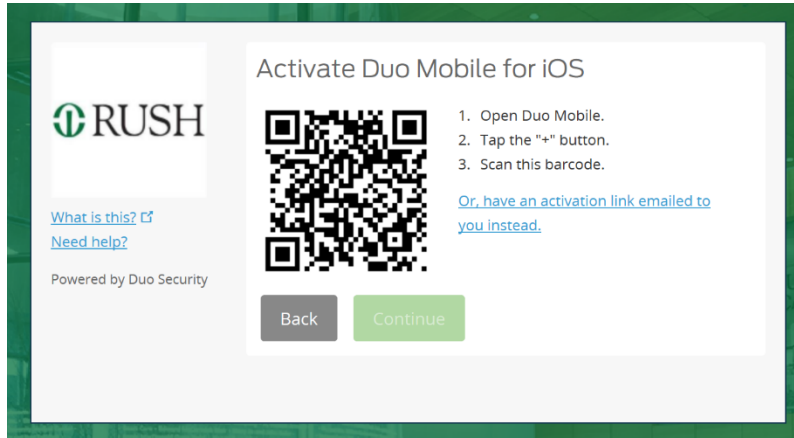

Step 3. Tablet

Locate and install "Duo Mobile" from your devices store: Apple App Store, Android Google Play, or Windows Store.

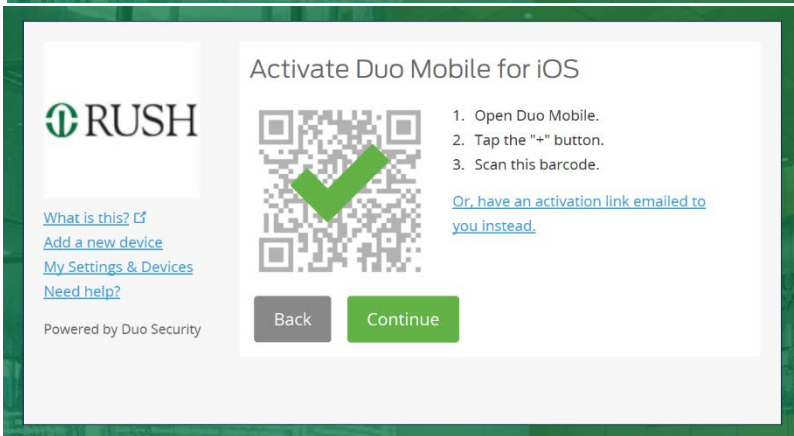Once installed, select "I have Duo Mobile Installed"

Step 4. Tablet

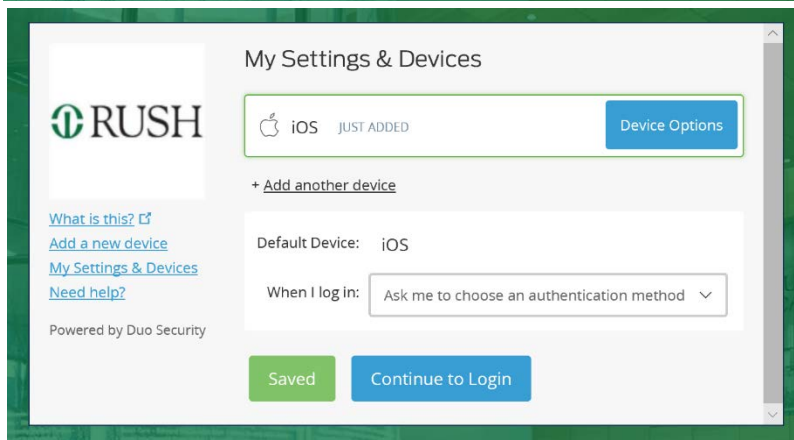*Allow "Duo Mobile to access device camera*

Open Duo Mobile App, and Select the + button

Center barcode on device display, and hold steady

Step 5. Tablet

Select "Continue"

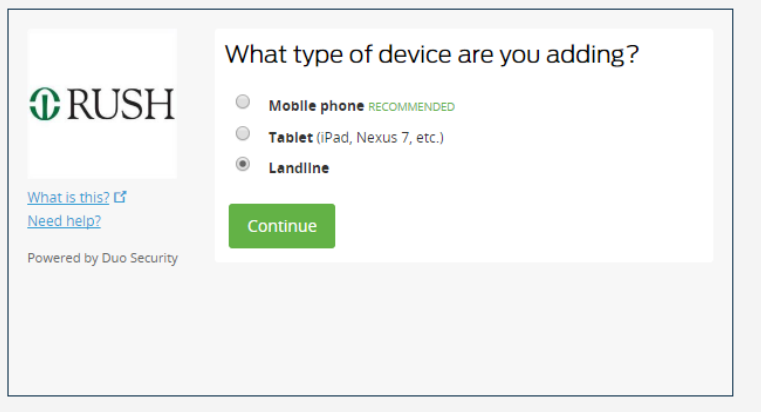Step 6. Tablet

Select "Continue to Login"

Enrollment complete for Tablet Duo two-factor authentication.

Note: It is recommended to keep "Ask me to choose an authentication method" default setting
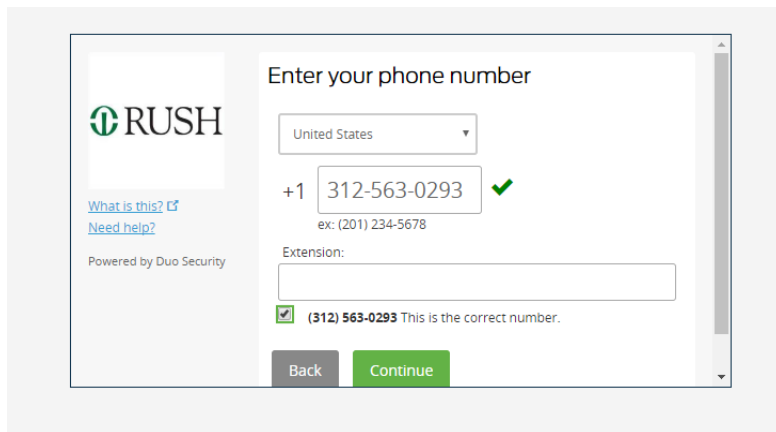
Duo Enrollment User Guide

Landline

The Landline option restricts your remote access to the location of the phone number used for enrollment to complete two-factor authentication.
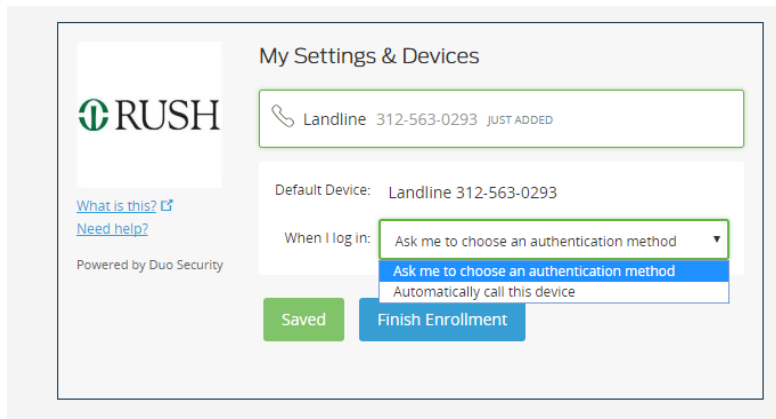

Select **Landline** then click "Continue

Enter your phone number.

Click check box to confirm phone number is correct.

Then please click "continue"

Select "Finish Enrollment" to complete Rush Remote Access authentication process.

Note: It is recommended to keep "Ask me to choose an authentication method" default setting.