

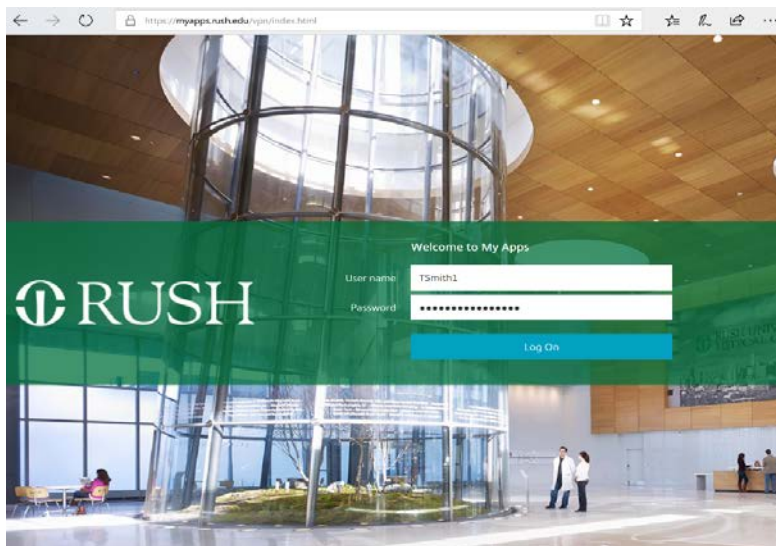
Rush Remote Access Duo Enrollment User Guide

Introduction

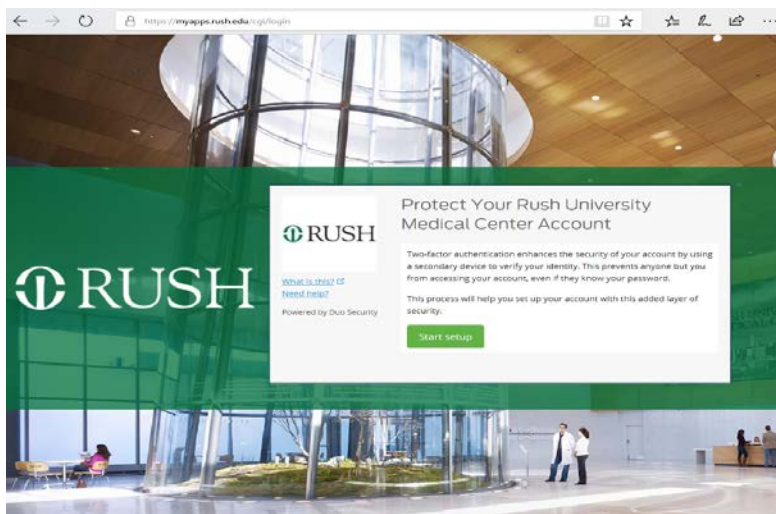
This guide will assist you with self-enrollment process for Duo two-factor authentication used for Rush Remote Access.

Duo will prompt you to enroll the first time you log into [MyApps.rush.edu](https://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.

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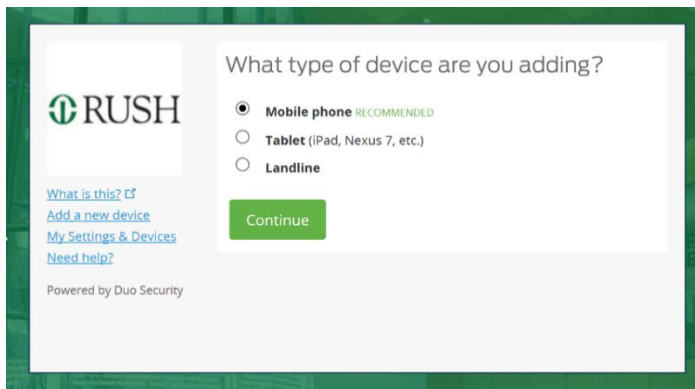
You have 3 options for your preferred authentication device type:

- [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.

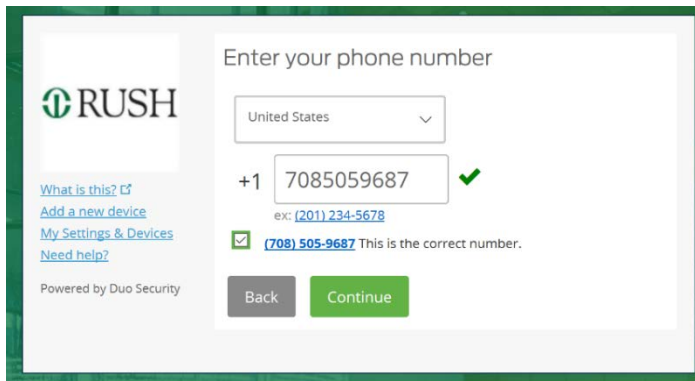
- **Text Message**



The screenshot shows the Duo enrollment interface. On the left is the RUSH logo and navigation links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". Below these is "Powered by Duo Security". The main content area is titled "What type of device are you adding?". It features three radio button options: "Mobile phone" (marked as RECOMMENDED), "Tablet (iPad, Nexus 7, etc.)", and "Landline". A green "Continue" button is positioned below the options.

Step 1. Text Message

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



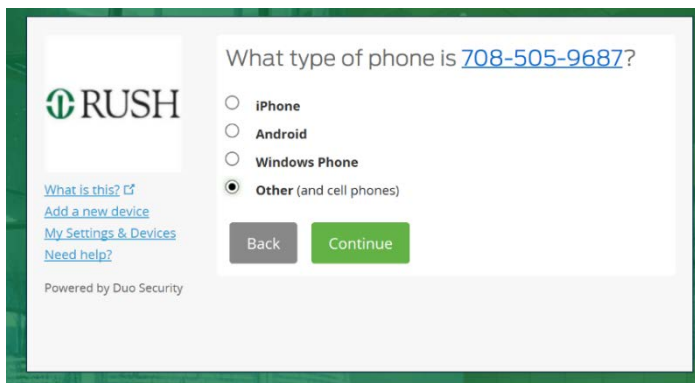
The screenshot shows the "Enter your phone number" screen. It includes the RUSH logo and navigation links on the left. The main area has a dropdown menu for "United States", a text input field for the phone number "+1 7085059687" with a green checkmark, and a small example "ex: (201) 234-5678". Below the input is a checked checkbox with the text "(708) 505-9687 This is the correct number." and "Back" and "Continue" buttons.

Step 2. Text Message

Enter your Mobile phone number.

Click check box to confirm mobile phone is correct.

Then please click "continue"

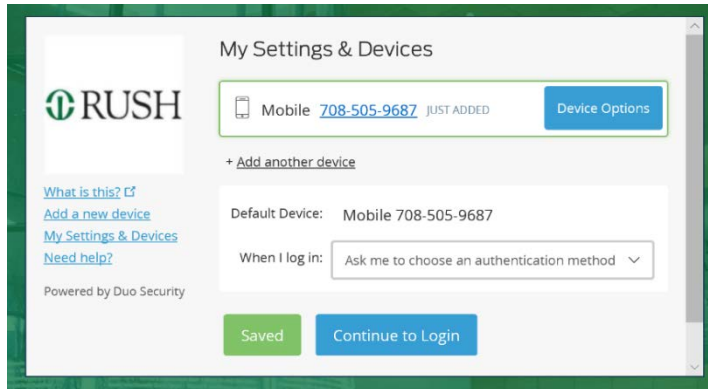


The screenshot shows the "What type of phone is 708-505-9687?" screen. It features the RUSH logo and navigation links on the left. The main area has four radio button options: "iPhone", "Android", "Windows Phone", and "Other (and cell phones)" (which is selected). "Back" and "Continue" buttons are at the bottom.

Step 3. Text Message

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

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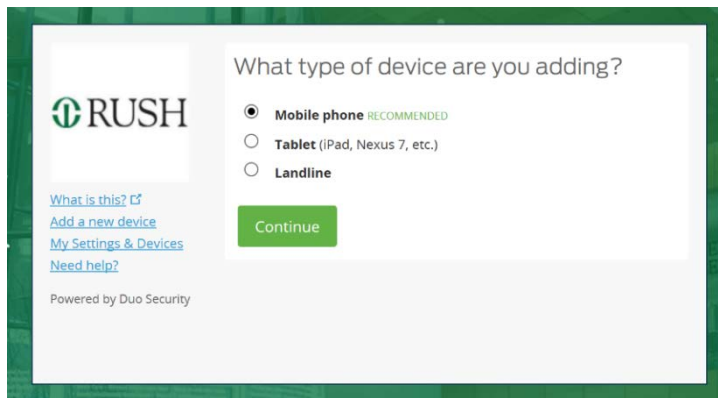
Step 4. Text Message

Select "Continue to Login"

Enrollment complete for Text Message Duo two-factor authentication.

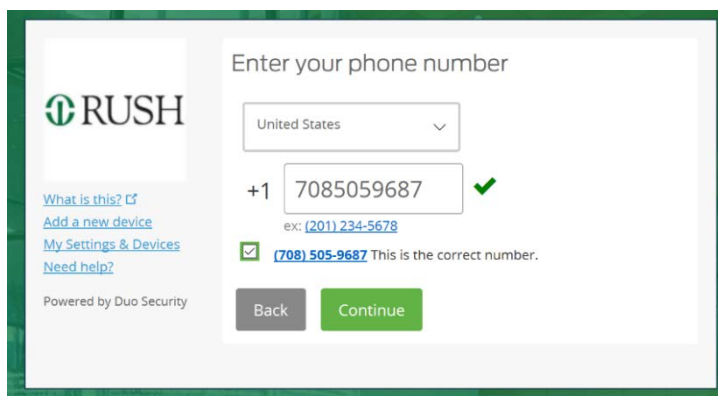
Note: It is recommended to keep "Ask me to choose an authentication method" default setting.

- **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"



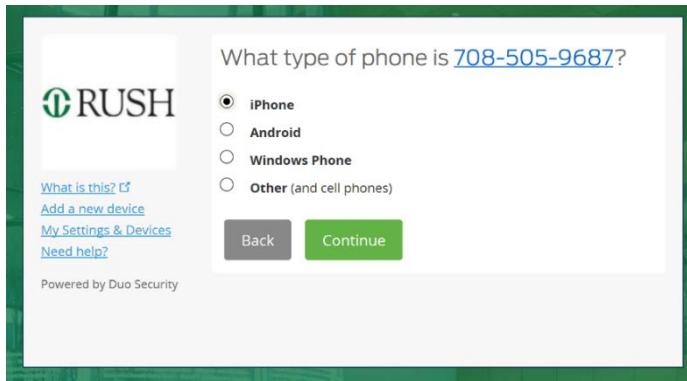
Step 2. Duo Mobile App

Enter your Mobile phone number.

Click check box to confirm mobile phone is correct.

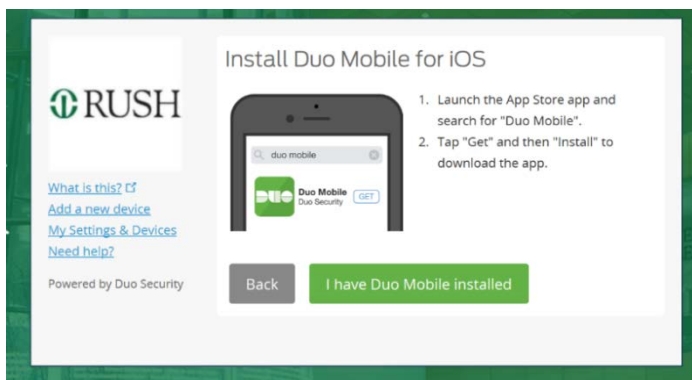
Then please click "continue"

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Step 3. Duo Mobile App

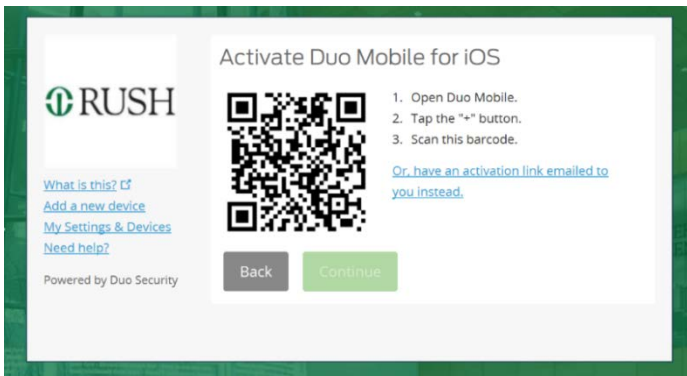
Select type of phone for device you are enrolling, and then click "Continue"



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"

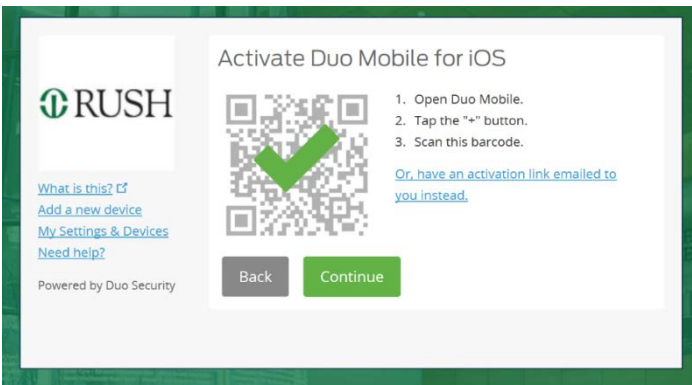


Step 5. Duo Mobile App

Allow "Duo Mobile to access device camera"

Open Duo Mobile App, and Select the + button

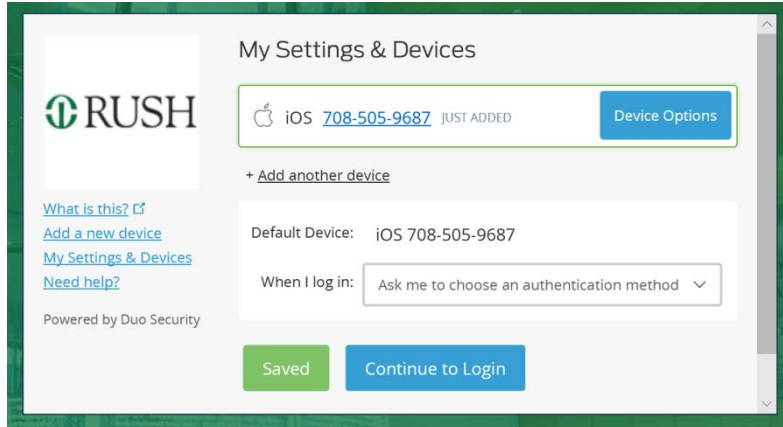
Center barcode on device display, and hold steady



Step 6. Duo Mobile App

Select "Continue"

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Step 7. Duo Mobile App

Select "Continue to Login"

Enrollment complete for Mobile App
Duo two-factor authentication.

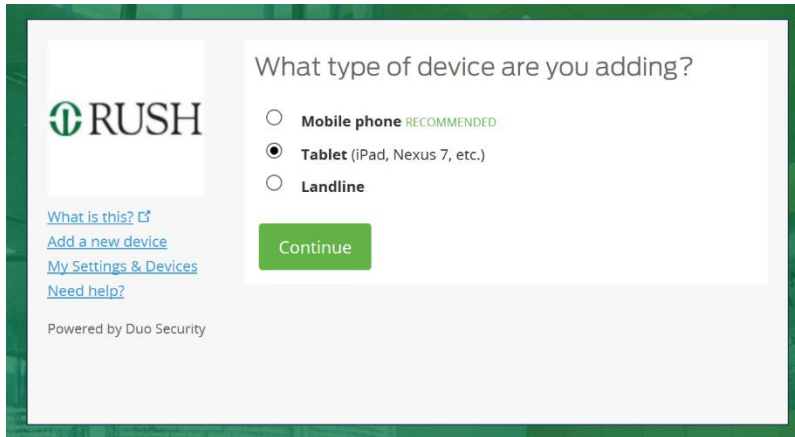
Note: It is recommended to keep "Ask me to choose an authentication method" default setting.

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Tablet

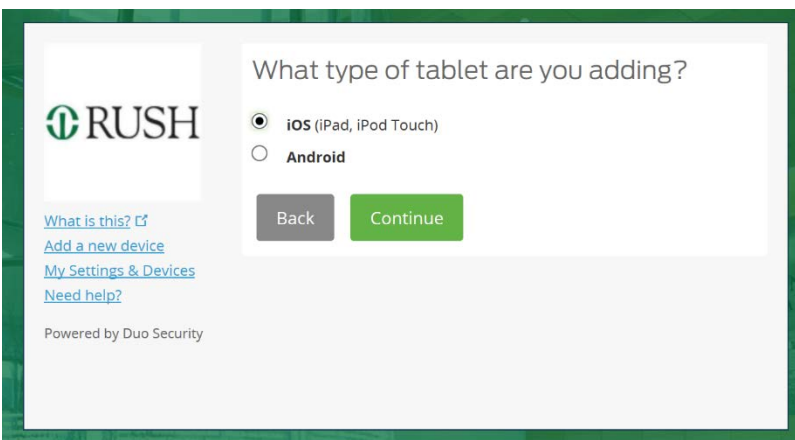
Your tablet requires Duo Mobile Application to complete two-factor authentication

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



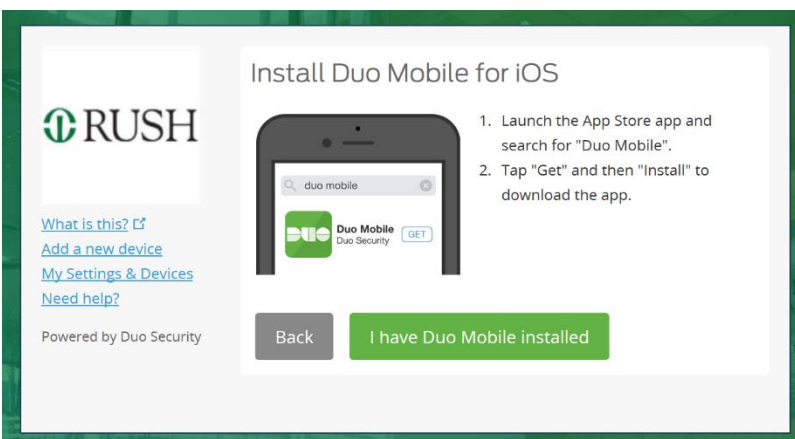
Step 1. Tablet

Select **Tablet** (iPad, Nexus 7, etc.), and then please click “Continue”



Step 2. Tablet

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

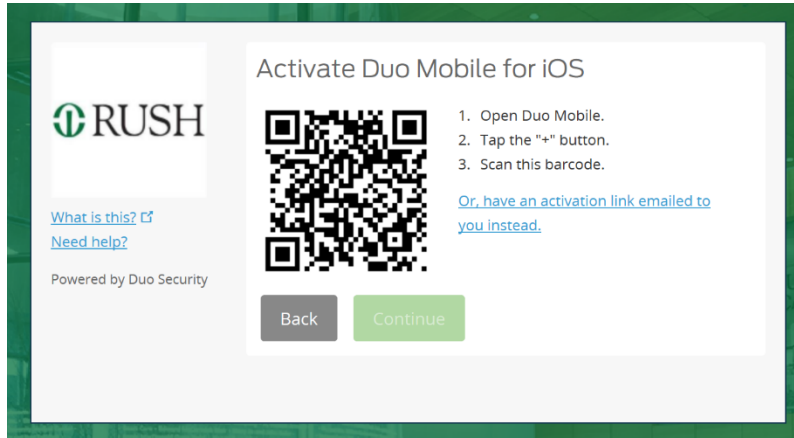


Step 3. Tablet

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”

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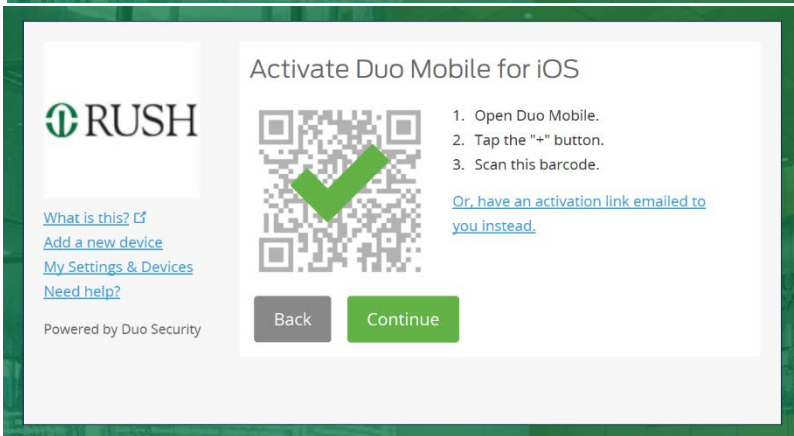


Step 4. Tablet

Allow "Duo Mobile to access device camera"

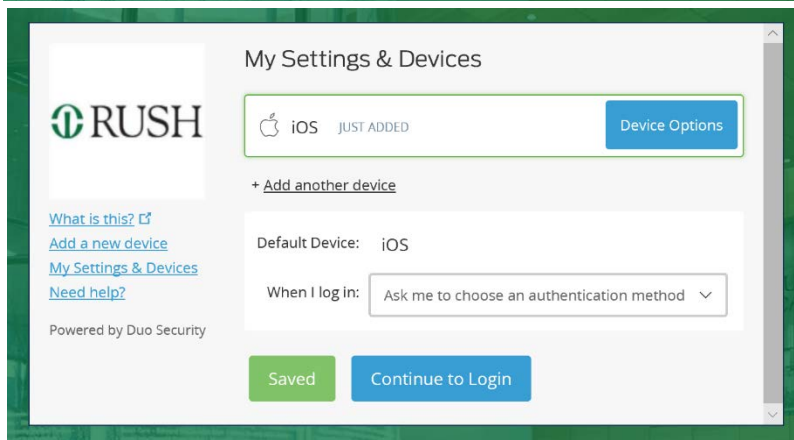
Open Duo Mobile App, and Select the + button

Center barcode on device display, and hold steady



Step 5. Tablet

Select "Continue"



Step 6. Tablet

Select "Continue to Login"

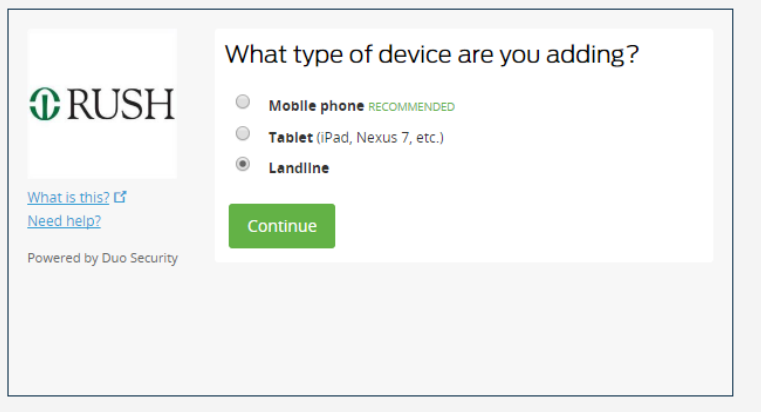
Enrollment complete for Tablet Duo two-factor authentication.

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

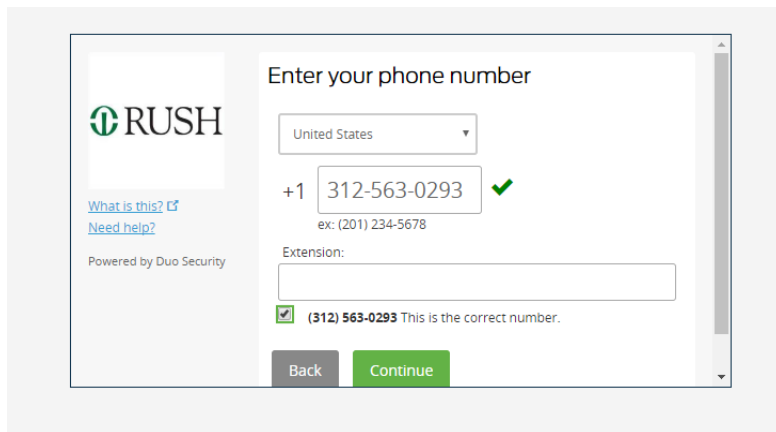
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Landline

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



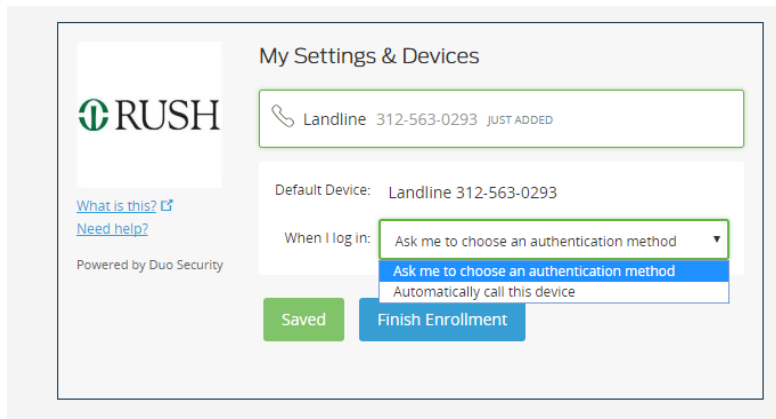
Select **Landline** then click “Continue



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.