

## Duo Security Enrollment Guide

Duo's self-enrollment process makes it easy to register your phone and install the Duo Mobile application on your smartphone or tablet.

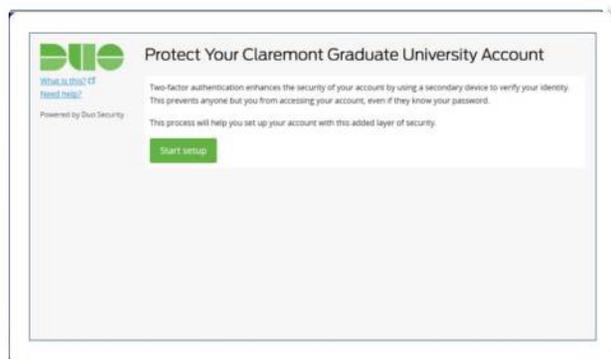
Supported Browsers: Chrome, Firefox, Safari, Internet Explorer 8 or later, and Opera.

### 1. Sign into Slate, Workday, Kronos, Axiom, or AIM using your CGU Credentials

Once you have successfully signed in, a new Duo security screen will be displayed.

### 2. Choose Your Authentication Device Type

Select the type of device you'd like to enroll and click **Continue**. A smartphone is recommended but you can also enroll a landline telephone, or an iOS/Android tablet. With a smartphone you have a choice of using a app or a phone call to authenticate.

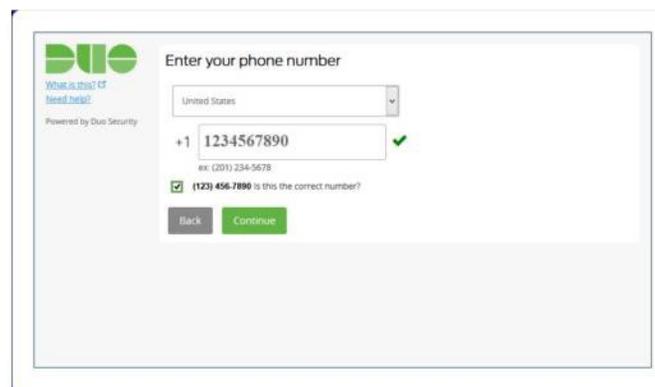


### 3. Type Your Phone Number

Select a US based landline or mobile phone that only you have access to when you're logging in to a Duo-protected service. You can enter an extension if you chose "Landline" in the previous step.

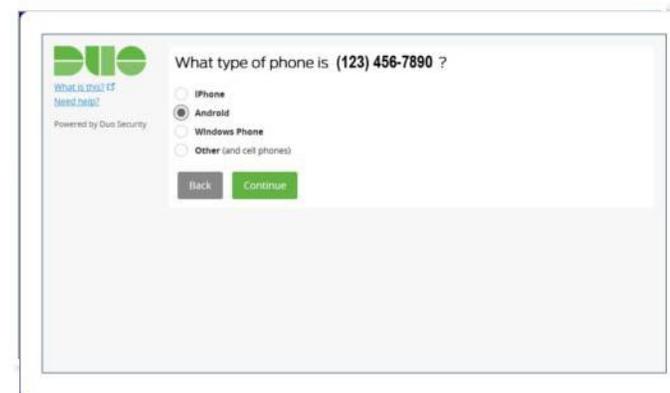
*NOTE: If you're enrolling a tablet you will not be prompted to enter a phone number.*

Double-check that you entered it correctly, check the box, and click **Continue**.



### 4. Choose Platform

Choose your device's operating system and click **Continue**.

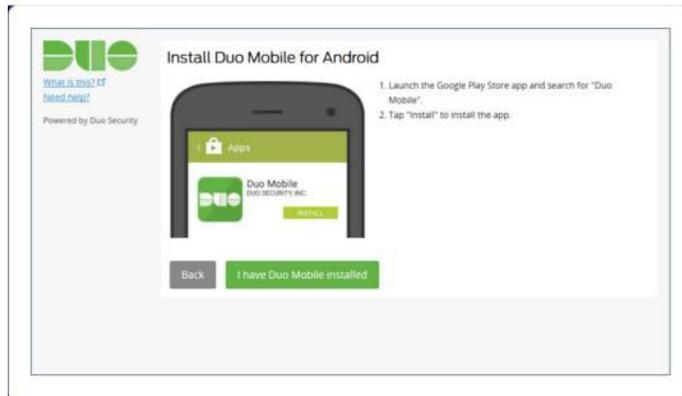


## Duo Mobile Enrollment (cont)

### 5. Install Duo Mobile

The Duo Mobile app runs on your smartphone and helps you authenticate quickly and easily. You will also be able to log in using a phone call or text message, but we recommend the app for the best experience. The app is free and can be downloaded from [Apple Store](#), [Google Play](#) or the [Microsoft Store](#).

While you may be asked to provide your app store id and password, the Duo Mobile app is free. Follow the platform-specific instructions on the screen to install Duo Mobile. After installation return to the enrollment window and click **I have Duo Mobile installed**.



### 6. Activate Duo Mobile

Activating the app links it to your account so you can use it for authentication.

On iPhone, Android, and Windows Phone activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Follow the platform specific instructions for your device:



The "Continue" button is clickable after you scan the barcode successfully.

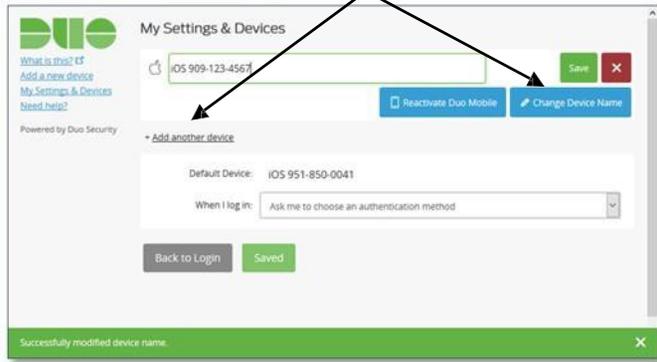
**Note: Can't scan the barcode?** Click the **Or, have an activation link emailed to you instead** option and follow the instructions.



## Duo Mobile Enrollment (cont.)

### 7. Configure Device Options (optional)

You can use **Device Options** to give your phone a more descriptive name, or you can click **Add another device** to start the enrollment process again and add a second phone or another authenticator.



When I log in options:

- **Automatically send this device a Duo Push:** Use this method if you want to receive a push message to your smart phone app when you authenticate
- **Automatically call this device:** Use this option if you would like to receive a phone call to when you authenticate.

- **"Ask me to choose an authentication method"** requires you to choose an authentication method every time you log in. To "Automatically send this device a Duo Push" or "Automatically call this device" and click **Save**. With one of the automatic options enabled Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

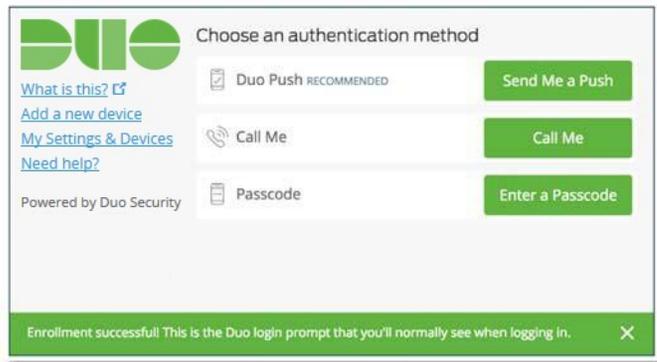


Click **Continue to login** to proceed to the Duo Prompt.

### Congratulations!

Your device is ready to approve Duo authentication requests. Choose the appropriate authentication method and give it a try.

All you need to do is tap **Approve** on the Duo login request received via your prefer.



### Add or Manage Devices

You can [add a new authentication device](#) or [manage your existing devices](#) in the future via the Duo Prompt.

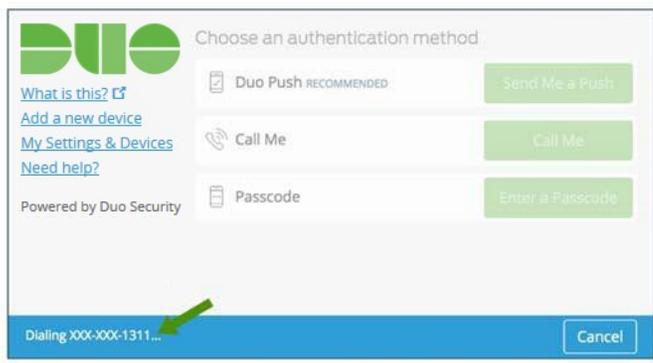
# Using Duo with Any Cell Phone or Landline

Duo works with all cell phones and landlines by supporting authentication via phone call and SMS passcodes.

## Phone Call

Click the **Call Me** button on the Duo Prompt and Duo will call your phone. The status bar at the bottom of the Duo Prompt updates at each step of the process.

Answer the call and listen to the instructions to authenticate.



The Duo Prompt's status bar also tells you how to approve the request over the phone.

