

## 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.

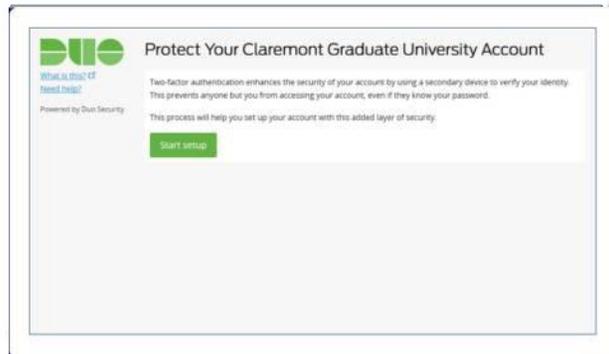
Supported Browsers: Chrome, Firefox, Safari, Internet Explorer 8 or later, Edge, and Opera.

### 1. Sign into Slate, Workday, Kronos, Axiom, and other CGU applications 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 cell phone or an iOS/Android tablet.

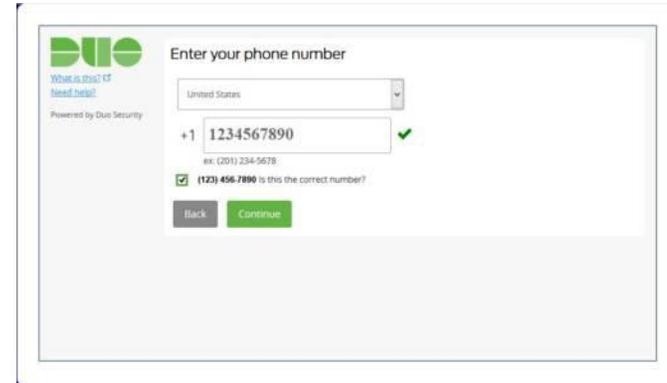


### 3. Type Your Phone Number

Select a US based mobile phone that only you have access to when you're logging in to a DUO-protected service.

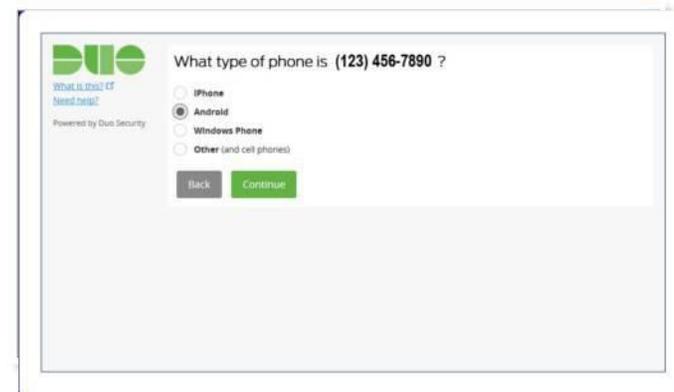
*NOTE: If you're enrolling a tablet you will not be prompted to enter a phone number.*

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. 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**.

Note: If you do not have a smart phone, see step 7.



### 6. Activate Duo Mobile

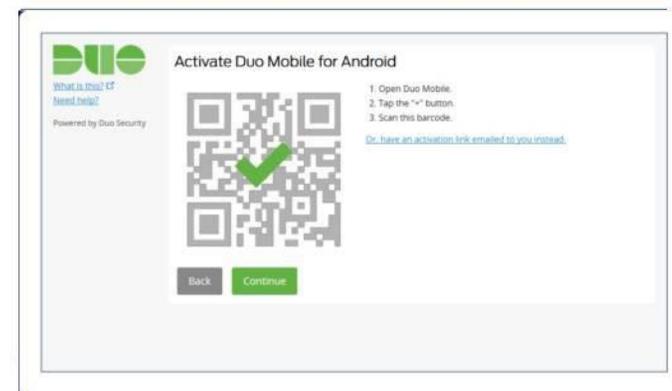
Activating the app links it to your account so you can use it for authentication.

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.)

### Step 7. DUO Passcode

The primary purpose of a DUO passcode is to send a code to your connected phone from the Duo app. You can elect this option instead of a DUO push.

If you do not have a smartphone, you can also use a Passcode to authenticate with Duo. Enter the passcode to verify the login. Click "Text me new codes" at the bottom of the box to receive an SMS message and enter this message in the Passcode box.

Claremont Graduate University

Choose an authentication method

Duo Push RECOMMENDED

Send Me a Push

ex. 867539

Log In

Remember me for 30 days

Powered by Duo Security

Enter a passcode from Duo Mobile or a text.

Text me new codes X

When I log in options:

1. **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
2. **Remember this device:** Select the box "Remember for 30 days" and DUO will not prompt you again for 30 days on the same device.

### 3. Ask me to choose an authentication method"

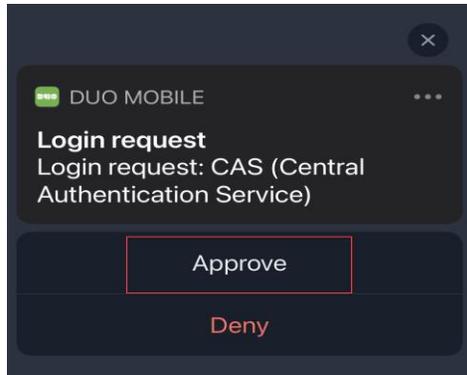
Requires you to choose an authentication method every time you log in. to "Automatically send this device a DUO Push" and click **Save**. With one of the automatic options enabled DUO automatically sends an authentication request via push notification to the DUO Mobile app on your smartphone.

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.

