

Enrolling Another Device to your Duo Account

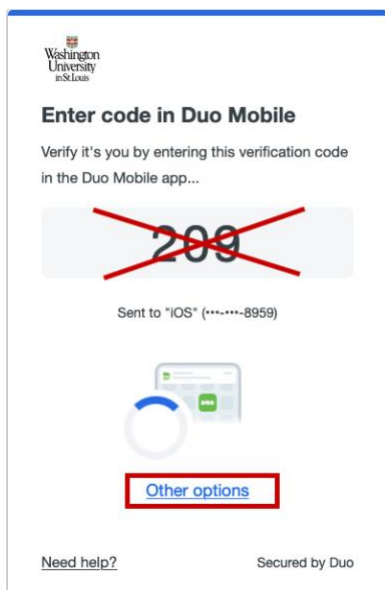
You may enroll additional devices to your duo account to be used in the event one of your other devices becomes temporarily unavailable.

Follow the steps below to enroll additional devices

1. Go to the 2FA Enrollment page.
2. Select the Manage Enrollment button.

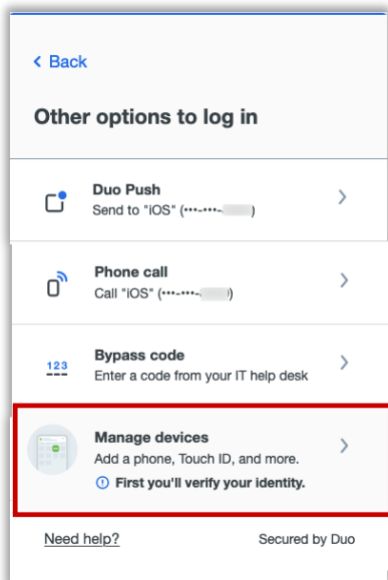
Manage Enrollment

3. Select Other options. DO NOT complete the authentication at this time.

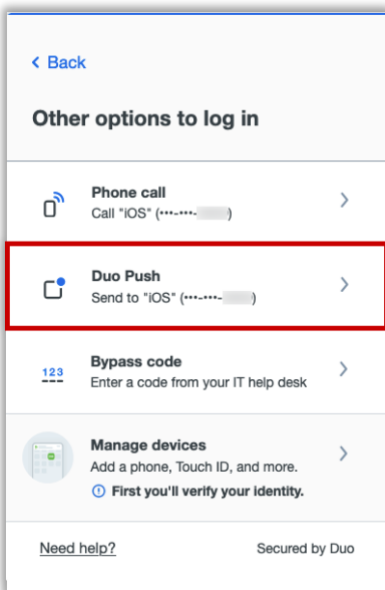


- a. If you do complete the authentication, you will be caught in a loop and will need to click the Manage Enrollment button again in step 2 to start over.

4. Select Manage Devices.

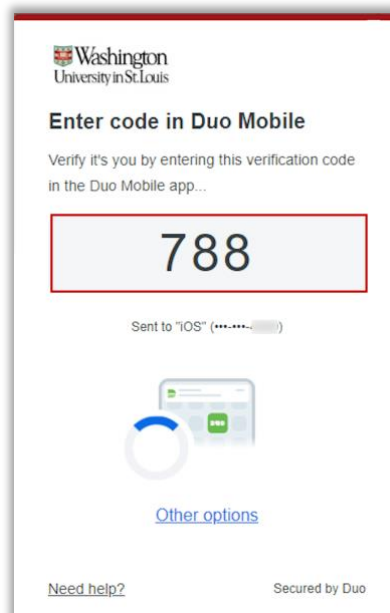


5. You will now be prompted to authenticate, select **Duo Push**.

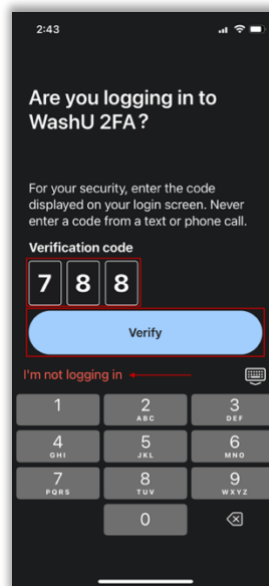


- a. If your default method is other than Duo Push, complete the authentication using your default method.

6. You will be presented with a 3-digit code on screen.



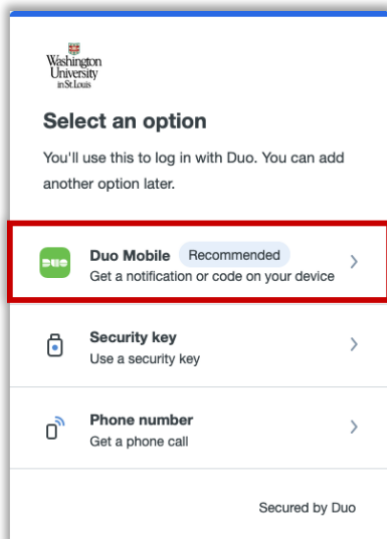
7. Your Duo-registered device will receive a notification and present a verification code entry field. Enter the 3-digit code and then tap **Verify**.



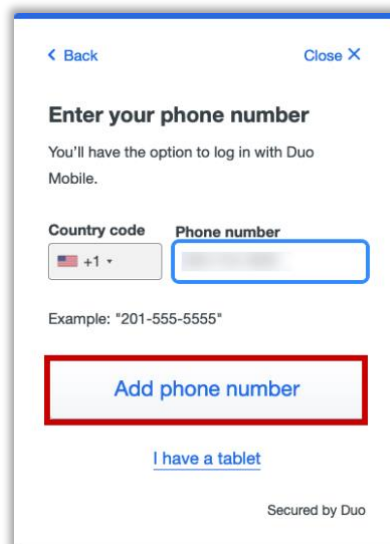
8. On the computer screen, select the **Add a device** tile.



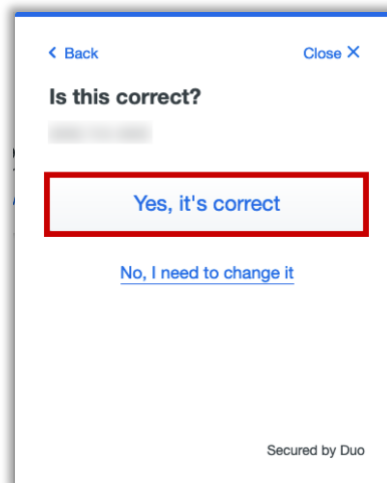
9. Select **Duo Mobile** as the default authentication method.



10. Enter the phone number of the device and select **Add phone number**.

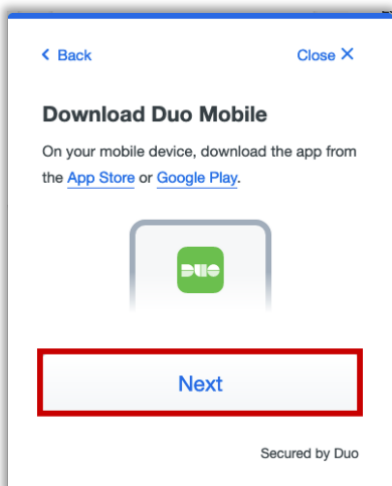


11. Verify the number is correct and then select **Yes, it's correct**.



- a. If you need to edit it, select **No, I need to change it** then correct it and repeat this step.
12. Download Duo Mobile app from the Google Play if it's an Android device or the App Store if it's an Apple device and

then select **Next**.

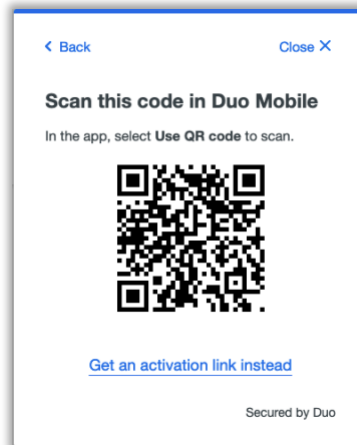


13. Once the Duo Mobile app is downloaded on the device, open the app and follow the instructions. The following instructions may vary per device.

a. **The Apple steps should be similar (but may vary) to the following:**

- i. On the 'Duo Mobile would like to send you notifications' window, be sure to **Allow** notifications so that you can get the on-screen and/or audio notification when being prompted to complete an authentication. You may adjust these later in the device Settings under Notifications. [Apple Notification Settings](#).

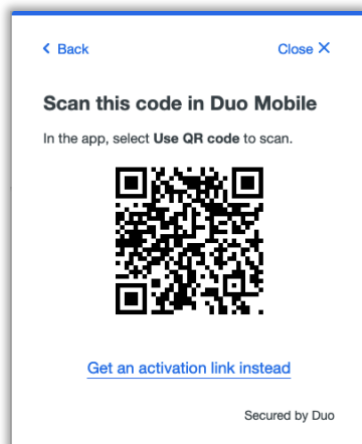
- ii. On the 'Accounts' window, tap the Add (or plus icon) to add a new account.
- iii. On the 'Add account' window, tap **Use QR code**.
 1. A request to use the camera may pop up, tap **OK**.
- iv. When the camera window appears, point the camera at the QR code on the computer screen. This will send the WUSTL information to your phone.



- v. On the 'Organization' window, the default account name is 'WUSTL Key'. You may rename it or leave it as is then tap **Save**.
- vi. On the 'Account Linked' screen, you may tap **practice now**, to experience some examples, or **Skip**.

b. **The Android steps should be similar (but may vary) to the following:**

- i. On the 'Welcome' window, tap **Set up account**.
- ii. On the 'Link your account' window, tap **Use a QR code**.
- iii. When the camera opens, point it at the QR code on the computer screen. This should automatically send the WUSTL information to the device.



1. **Note:** if a notification pops up asking for

permission to use the camera, tap **OK** or **Allow**.

- iv. On the 'Name your account to continue' window, tap **Next**.
- v. On the 'Name Account' window, the default account name is 'WUSTL Key'. You may rename it or leave it as is then tap **Save**.
- vi. On the 'Account Linked' screen, you may tap **practice now**, to experience some examples, or **Skip**.
- vii. **Note:** Be sure to visit your device settings to allow notifications from Duo Mobile. [Android Notification Instructions](#)

14. Your WashU 2FA set up is now complete.