How to register with DUO

Step-By-Step Instructions

1. From the email you received from DUO Security, click on the link in the email to go to a webpage to begin the authentication process.

	Protect Your COUNTY OF ALACHUA Account
Alachua County, Florida	Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.
Need help? Powered by Duo Security	This process will help you set up your account with this added layer of security.
	Start setup

2. The first screen will ask, the type of device you will use for authentication. Typically we recommend using a Mobile phone, as it is the easiest method and normally everyone has this on their person. However, you may also choose the Landline option to receive authorization without having the DUO APP installed on your phone. Please note: the *Tablet* option is not supported at this time.



3. Enter in the phone number associated with the Mobile phone.

	Enter your phone number
Alachua County, Florida What is this? C Need help?	United States +1 Example: (201) 234-5678
Powered by Duo Security	Back Continue

4. Once entered, a green check will appear on the side of the mobile number. Click the checkbox and then click Continue".

	Enter your phone number
Alachua County,	United States
What is this?	+1 352 555-5555
Need help?	Example: (201) 234-5678
Powered by Duo Security	Vou entered (352) 555-5555 Is this the correct number?
	Back Continue

5. Choose your type of phone. Click "Continue".

	What type of phone is 352-555-5555?
and the second second	iPhone Android
Alachua County, Florida	Windows Phone
What is this? C	Other (and cell phones)
Powered by Duo Security	Back Continue

Android Path (iPhone users go to step 11)

6. Go to the phone's application store then download and install the "Duo Mobile" app.

What is this? C Need help?	Install Duo Mobile fo	 pr Android 1. Launch the Google Play Store app and search for "Duo Mobile". 2. Tap "Install" to install the app.
	Back I have Duo M	obile installed

7. Open the "Duo Mobile" app and click the "+" button to scan the barcode provided.

2	Activate Duo Mob	ile for Android
Alachua County,		 Open Duo Mobile. Tap the "+" button. Scan this barcode.
What is this? C Need help? Powered by Duo Security		Email me an activation link instead.
	Back Continue	

8. A green checkmark will appear over the barcode, showing that the process of activating is now complete.



9. Please leave the dropdown box option of "Ask me to choose an authentication method". Click "Finish Enrollment".

	My Settings & Devices
	Android 352-555-5555 JUST ADDED
Elorida What is this?	Default Device: Android 352-555-5555
Powered by Duo Security	When I log in: Ask me to choose an authentication method
	Saved Finish Enrollment

10. You will be greeted with a notification of SUCCESS!



iPhone Path

11. Install **DUO Mobile** on your phone. Click "I have DUO Mobile installed".

	Install Duo Mobile for iOS
Alachua County, Florida What is this? C Need help?	 Launch the App Store app and search for "Duo Mobile". Tap "Get" and then "Install" to download the app.
Powered by Duo Security	Back I have Duo Mobile installed

12. Follow the steps to activate DUO Mobile. Click "Continue".



13. You will reach a confirmation screen. Click "Continue".

Alachua County, Florida What is this? C ² Need help?	Activate Duo Mobile for iOS Open Duo Mobile. Tap the "+" button. Scan this barcode. Email me an activation link instead.
	Back Continue

14. This screen provides the details of your enrolled device. Click "Finish Enrollment".

Alachua County	0 iOS 352-5	55-5555 JUST ADDED	
hat is this? Is	Default Device: When I log in:	IOS 352-555-5555. Ask me to choose an authentication method	~
wered by Duo Security	Saved	Finish Enrollment	

15. You will be greeted with a notification of SUCCESS!

