Registering a Landline for Duo Two-Factor Authentication

Duo is a two-factor authentication solution for campus community members. Using Duo, you provide a second authentication method in addition to your NetID password to access campus technologies.

This quick guide demonstrates how to register a landline, such as an office phone, to your Duo account.

**Note:** It is not recommended you register a landline in a public or shared space.

1. Navigate your browser to [https://duo.kennesaw.edu/](https://duo.kennesaw.edu/).
2. The **Duo homepage** loads. On the *left menu bar*, click **Duo Device Registration**.

![Duo Device Registration](image1.png)

**Figure 1 - Click Discussions**

3. The **Central Authentication Service** page loads. Enter your **NetID** and **NetID password** (See Figure 2).
4. Click **Login** (See Figure 2).

![Login](image2.png)

**Figure 2 - Click External Learning Tools**
5. The *Duo Registration widget* loads. Click **Start setup**.

![Duo Device Registration Widget](image)

**Figure 3 - Duo Device Registration Widget**

6. Select **Landline** (See Figure 4).
7. Click **Continue** (See Figure 4).

![Select Device](image)

**Figure 4 - Select Device**

8. Follow the **prompts** to register your landline.
9. Once your landline is registered, you will be taken to the *My Settings and Devices* page. You may configure the following (See Figure 5):
   a. *(Optional) Device Options* – Edit the landline name or delete the device (See Figure 5).
   b. **Add Another Device** – Register a second device to your Duo account (See Figure 5).

   **Note:** It is highly recommended you register a second device. This provides a backup method to access to your account if you do not have access to your primary device.

c. *(Optional)* If multiple devices are registered, select the **Default Device** (See Figure 5)

d. *(Optional) When I Log In* – Select how you will receive authentication notifications (See Figure 5).

10. Once your settings have been configured, click **Continue to Login** (See Figure 5).

![Figure 5 - My Settings and Devices](image)

11. The *Choose an authentication method* page loads. This is the page you will normally see when logging in. Select the appropriate authentication method:
   a. **Call Me** – Receive a phone call with instructions for accessing your account on your landline. This is how you will normally access your account (See Figure 6).
   b. **Enter a Bypass Code** – Enter a code given to you by the Service Desk (See Figure 6).

   **Note:** Bypass codes are generated only if you do not have access to your landline or secondary devices.

![Figure 6 - Choose an Authentication Method](image)

12. Follow the **prompts** to complete the account authentication.

13. The Duo two-factor authentication registration process is complete. You can now log in to select campus accounts using your registered landline.