Registering an Android Phone for Duo Two-Factor Authentication

Duo is a two-factor authentication solution for campus community members accessing online technologies. 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 an Android phone to your Duo account.

The Duo Mobile App

The Duo Mobile app is required to register your Android phone to your Duo account. Using the Duo Mobile app, you can generate login passcodes and receive login requests. The Duo Mobile app is available for download in the Google Play store.

To register your Android phone, your device must comply with the Android operating system version supported by Duo Mobile. At the time of publication, the current version of Duo Mobile supports Android OS 8 or later.
The Duo Mobile App interface is as follows:

1. **Duo Accounts** – View Duo accounts registered to your device, passcodes, and generate new passcodes (See Figure 2).
2. **Add Accounts** – Press the + to add a new Duo account to your device (See Figure 2).
3. **Settings** – Reorder accounts and access Duo Mobile app settings and help (See Figure 2).

![Figure 2 - Duo Mobile App Interface](image)

**Registering Your Android Phone to Duo**

Once the Duo Mobile app is installed on your Android phone, you are ready to register your Android phone to your Duo account.

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

![Figure 3 - Click Discussions](image)
3. The Central Authentication Service page loads. Enter your NetID and NetID password (See Figure 4).
4. Click Login (See Figure 4).

![Figure 4 - Click External Learning Tools](image1)

5. The Duo Registration widget loads. Click Start setup.

![Figure 5 - Duo Device Registration Widget](image2)

6. Click Mobile Phone to select it (See Figure 6).
7. Click Continue (See Figure 6).

![Figure 6 - Select Device](image3)

8. Follow the prompts to register your Android phone.

**Note:** The Duo Mobile app is required to complete this process. For more information on Duo Mobile, see The Duo Mobile App.
9. Once your Android phone is registered, you will be taken to the *My Settings and Devices* page. You may configure the following (See Figure 7):
   a. *(Optional) Device Options* – Edit the Android phone name or delete the device (See Figure 7).
   b. **Add Another Device** – Register a second device to your Duo account (See Figure 7).
   **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 7).
   
   d. *(Optional) When I Log In* – Select how you will receive authentication notifications (See Figure 7).

10. Once your settings have been configured, click **Continue to Login** (See Figure 7).

![Figure 7 - 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 from the following **authentication methods** (See Figure 8):
   a. **Send Me a Push** – Receive a Duo Push request on your *lock screen* and/or the *Duo Mobile app* (See Figure 8).
   **Note:** For more information on Duo Push requests, see *Receiving a Push Request via the Duo Mobile App*

   b. **Call Me** – Receive a phone call with instructions for access on your phone (See Figure 8).
   
   c. **Enter a Passcode** – Enter a passcode from the *Duo Mobile app* (See Figure 8).
   **Note:** For instructions accessing passcodes in the *Duo Mobile app*, see *Accessing Your Passcode*.

![Figure 8 - 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 selected campus technologies using your registered Android phone.

**Receiving a Push Request via the Duo Mobile App**

If you select *Send Me a Push* as your authentication method, you will receive a push on your associated device via the Duo Mobile app.

1. If notifications are enabled, the push will appear as a notification on your lock screen. Swipe across the notification to access the *Login Request* page.

   ![Figure 9 - Duo Push on the Lock Screen](image)

2. If you do not see a notification on your lock screen, open the Duo Mobile app and tap *Request Waiting*.

   ![Figure 10 - Request Waiting](image)

3. The *Login Request* page loads. Tap *Approve* to access your account.

   ![Figure 11 - Login Request](image)
Accessing Your Passcode via the Duo Mobile App

If you select Enter a Passcode as your authentication method, you will access the passcode in the Duo Mobile app. Passcodes are for one-time use, and work even without an internet connection or cell service.

1. Open the Duo Mobile app.
2. Locate the appropriate account. If you do not see the passcode, tap the carat to display it (See Figure 12).
3. The passcode displays (See Figure 12).
4. (Optional) To generate a new passcode for your device, tap the refresh icon (See Figure 12).

5. Enter the passcode from step 3 in your browser window to access your account.

Add and Edit Devices after Registration

The following explains how to make changes to your devices or add additional devices after registering your Duo account.

1. Navigate to a Duo-enabled service, such as KSUmail.
2. When the Duo pop appears, click Settings.

Note: If you elected for Duo to automatically contact a device, click Cancel to access the Settings button.
3. The Settings panel appears. From here, you can select from the following options:
   a. Add a new device (See Figure 14).
   b. My Settings & Devices - Make changes to your registered device(s) (See Figure 14).

![Figure 14 - Change Settings](image)

**Note:** To make changes to your account, you will first be prompted to authenticate through Duo.

4. Make the desired changes to your account.