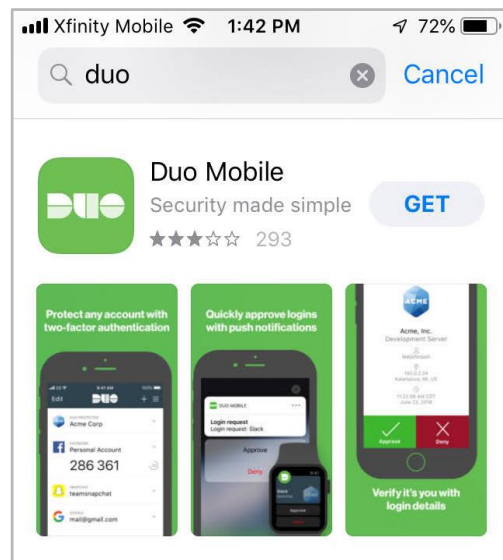
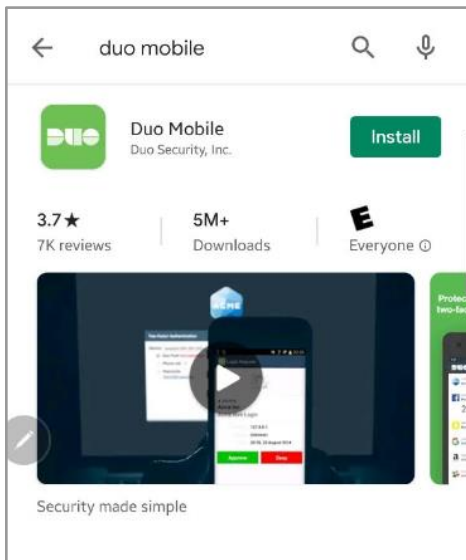


DUO Two-factor Authentication Enrollment Procedure

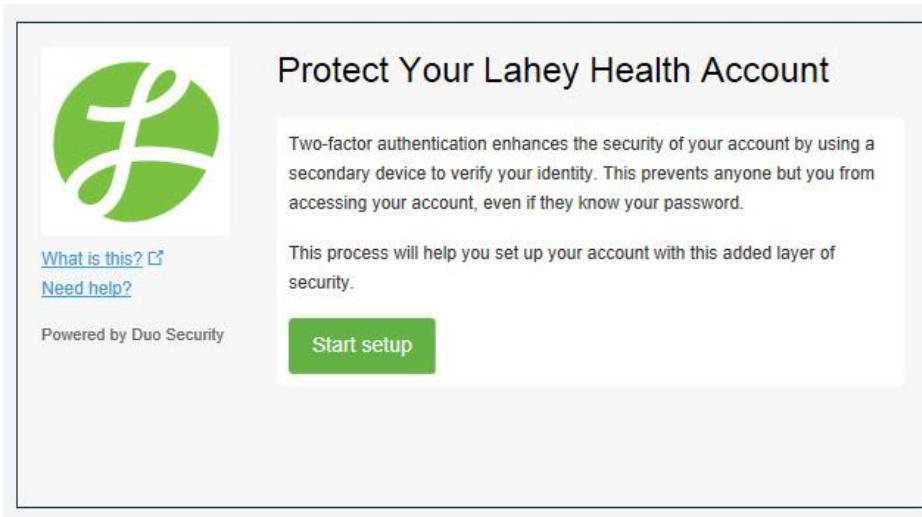
1. On your mobile device (cell phone or tablet), please install the DUO Mobile app from the App Store or the Google Play Store.



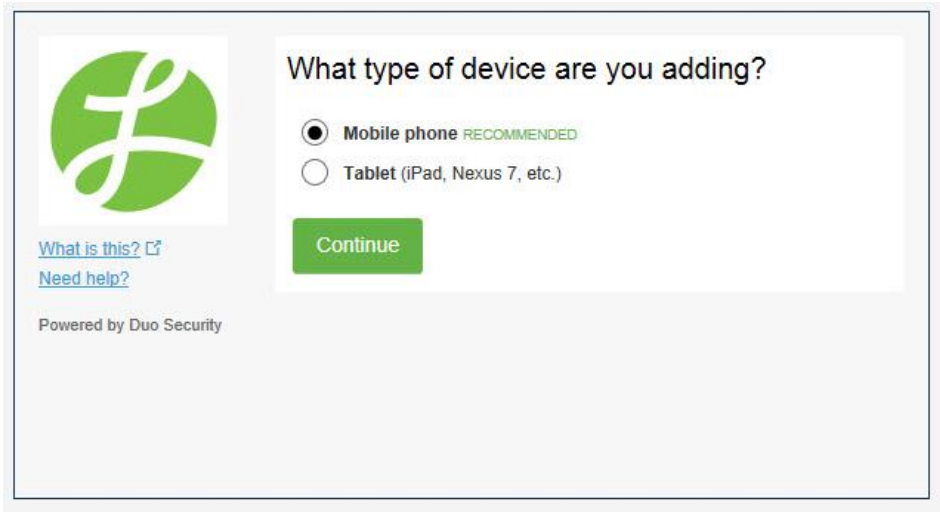
2. Navigate to <https://duoenroll.lahey.org> through a browser (Internet Explorer is preferred) on a laptop or PC. At the login screen, enter your Lahey network credentials.

A screenshot of the Duo Mobile login screen. On the left is a green circular logo with a white stylized 'L'. To the right, the text 'Log in' is displayed. Below this, a message reads 'Please enter your credentials to access the launcher.' There are two input fields: 'Username' and 'Password'. At the bottom, there is a green 'Log in' button.

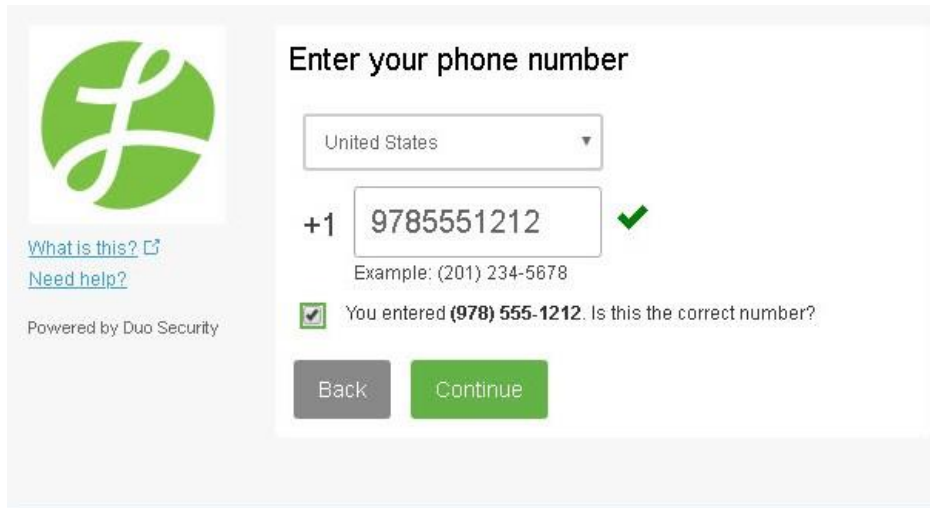
3. Click "Start setup"



4. Select the type of device you are adding and follow the prompts on the screen. Then click "Continue".

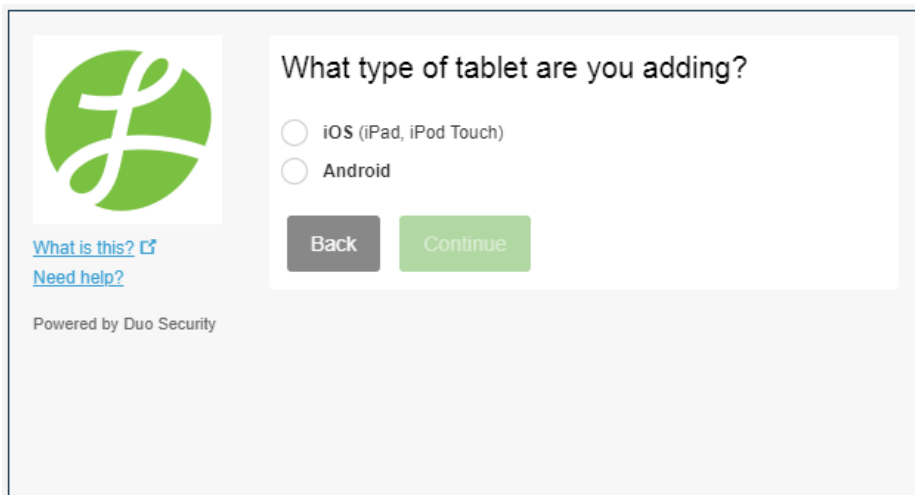


5. If you are enrolling a **mobile phone**, enter the phone number and skip to Step 6 to continue enrollment.



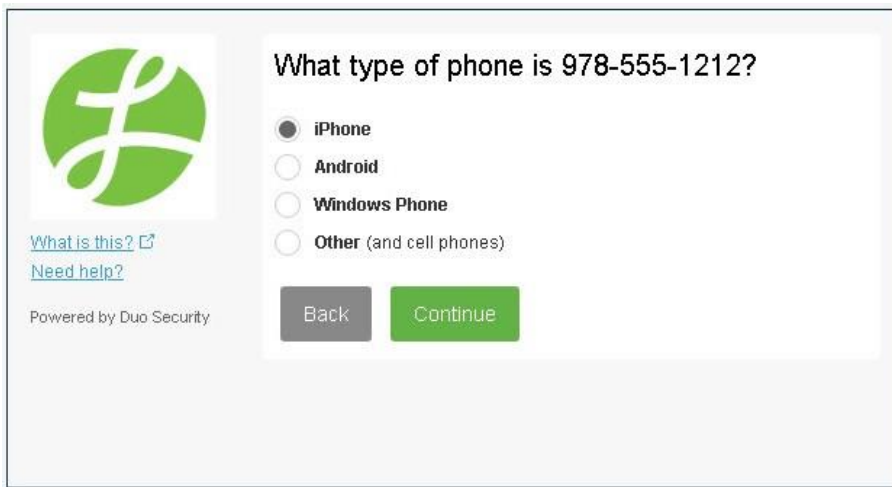
The screenshot shows a web interface for entering a phone number. On the left is a green circular logo with a white stylized 'f'. Below the logo are links for 'What is this?' and 'Need help?', and the text 'Powered by Duo Security'. The main heading is 'Enter your phone number'. There is a dropdown menu for 'United States'. Below that is a text input field containing '+1 9785551212' with a green checkmark to its right. Underneath the input field is an example: 'Example: (201) 234-5678'. A checkbox is checked, with the text 'You entered (978) 555-1212. Is this the correct number?'. At the bottom are two buttons: 'Back' (grey) and 'Continue' (green).

- 5a. If enrolling a **tablet**, select the type of tablet and skip to Step 7 to continue enrolling



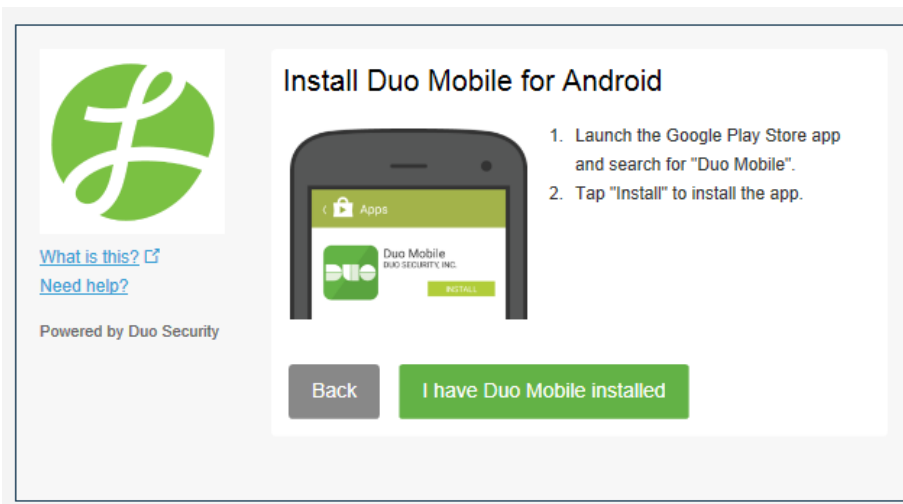
The screenshot shows a web interface for selecting a tablet type. On the left is the same green circular logo as in the previous screenshot, with links for 'What is this?' and 'Need help?', and the text 'Powered by Duo Security'. The main heading is 'What type of tablet are you adding?'. There are two radio button options: 'iOS (iPad, iPod Touch)' and 'Android'. At the bottom are two buttons: 'Back' (grey) and 'Continue' (green).

6. Select the type of mobile phone associated with the phone number displayed. Then click "Continue".



The screenshot shows a Duo Security interface. On the left is a green circular logo with a white stylized 'f'. Below the logo are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". The main content area has the heading "What type of phone is 978-555-1212?". Below the heading are four radio button options: "iPhone" (selected), "Android", "Windows Phone", and "Other (and cell phones)". At the bottom are "Back" and "Continue" buttons.

7. If Duo Mobile is installed (from step 1), then click "I have Duo Mobile installed" (or follow the steps displayed to the right to install the app from the App Store.)

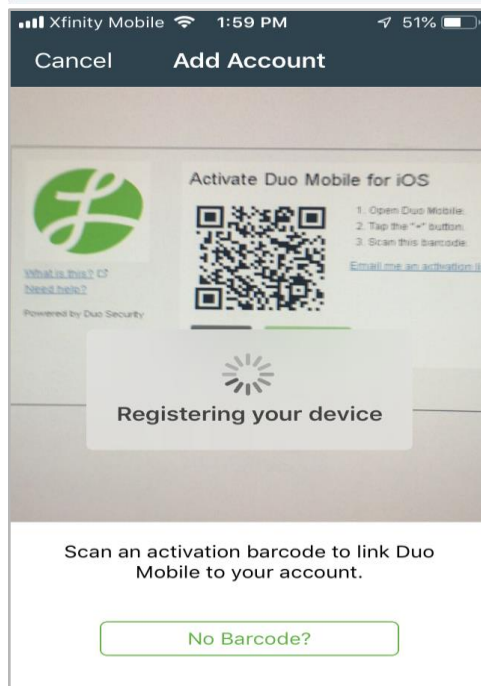
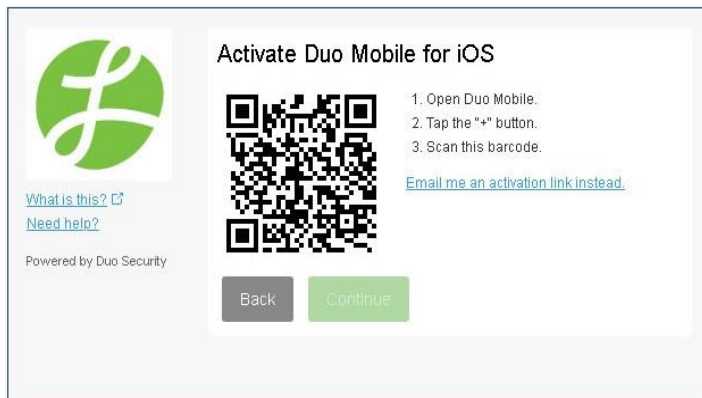


The screenshot shows a Duo Security interface for installing Duo Mobile on Android. On the left is the same green circular logo as in the previous screenshot, with links for "What is this?" and "Need help?", and the text "Powered by Duo Security". The main content area has the heading "Install Duo Mobile for Android". Below the heading is an image of a smartphone displaying the Google Play Store app page for Duo Mobile, with an "INSTALL" button visible. To the right of the image are two numbered steps: "1. Launch the Google Play Store app and search for 'Duo Mobile'." and "2. Tap 'Install' to install the app." At the bottom are "Back" and "I have Duo Mobile installed" buttons.

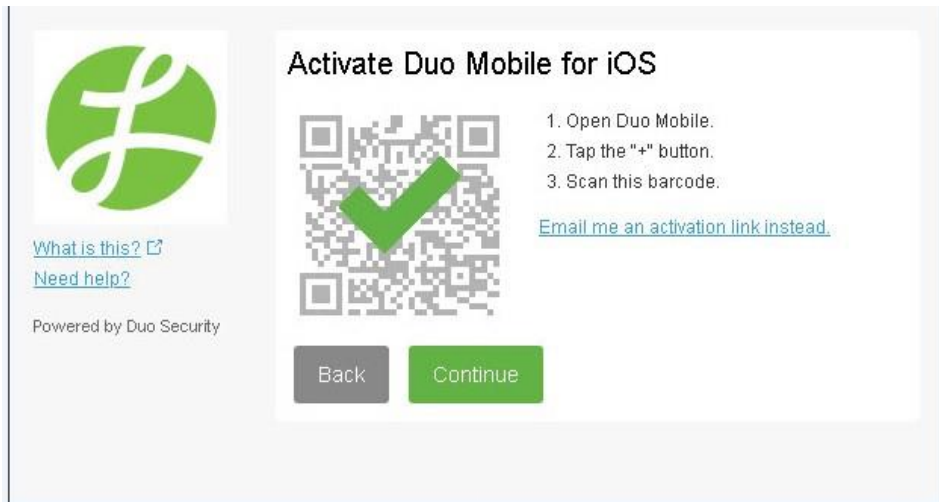
8. Scan the code displayed with your device's camera
 - a. Open the Duo Mobile app on your phone
 - b. Tap the "+" to the right of the Duo logo (see below)



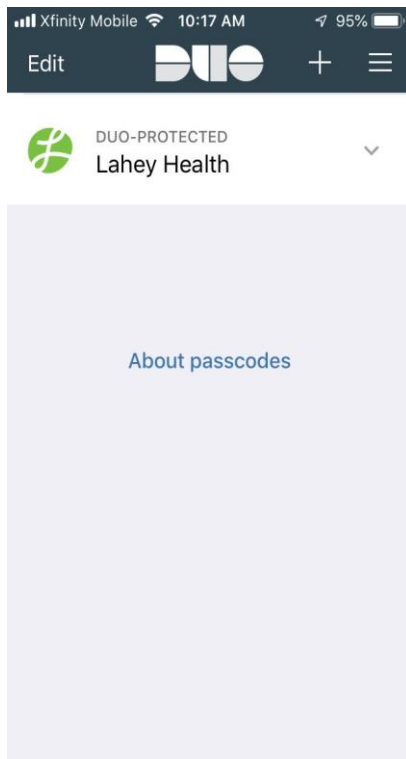
- c. Scan the barcode on your computer screen with your phone's camera
(Note: This is the only time DUO uses your phone's camera)



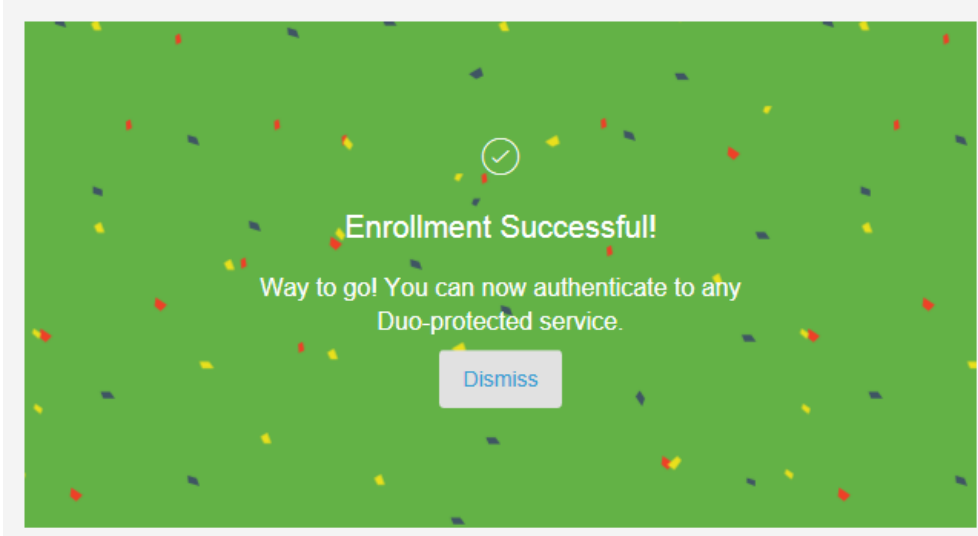
9. Once the barcode has been scanned, a green checkmark will appear. Click “Continue” to complete enrollment.



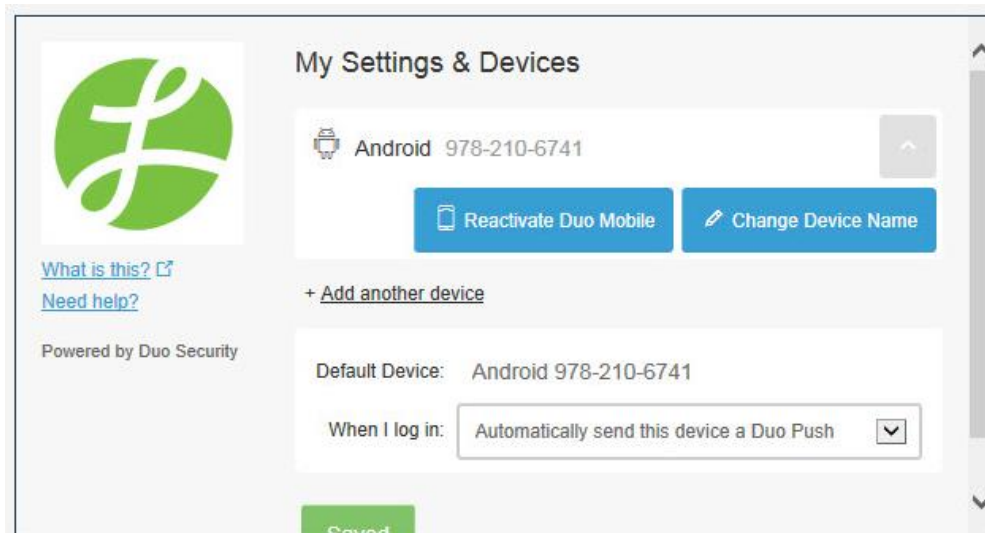
When you now open your Duo Mobile application, you should see this:



10. The following screen will appear when the enrollment process has been completed



11. **Configure your device:** Be sure to select “automatically send this device a DUO Push”



If you have questions, please contact the IT@Lahey Help Desk.