



COLLEGE OF
BEHAVIORAL & SOCIAL SCIENCES
THE SOLUTION

Office of Academic Computing Services (OACS)

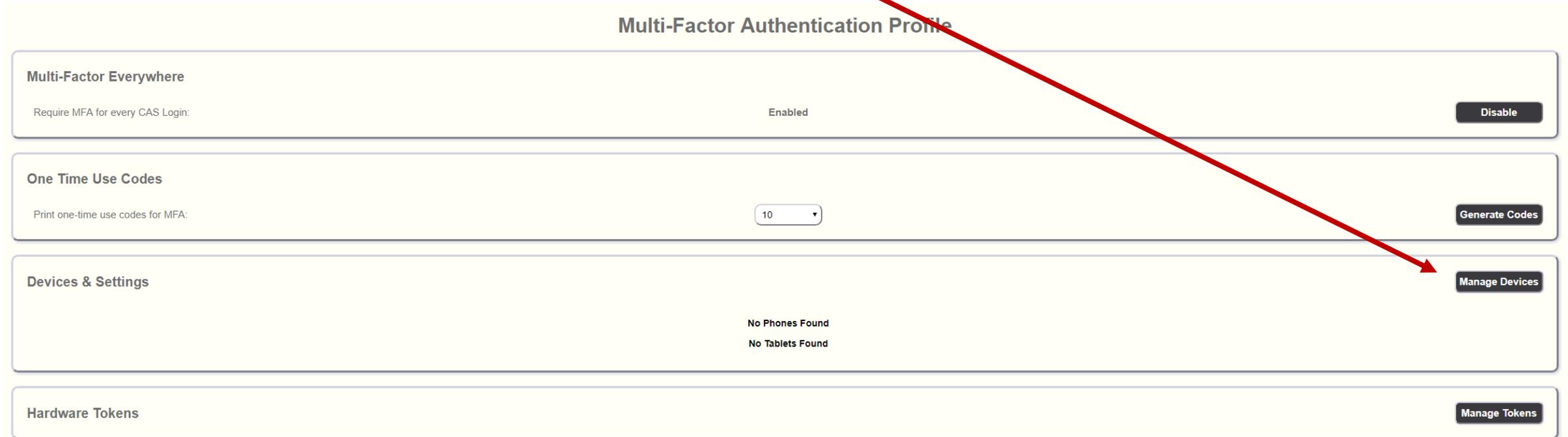
Multifactor Authentication (MFA) Mobile Phone Registration

MFA Mobile Phone Registration

Registering your phone for use with MFA could not be easier. Follow the steps below to complete the registration process.

Step #1: Logon to your MFA profile: <https://identity.umd.edu/mfa>.

Step #2: Once you login, click “Manage Devices” from your profile page.



The screenshot shows the 'Multi-Factor Authentication Profile' page. It contains four main sections:

- Multi-Factor Everywhere:** 'Require MFA for every CAS Login:' is set to 'Enabled'. A 'Disable' button is on the right.
- One Time Use Codes:** 'Print one-time use codes for MFA:' is set to '10'. A 'Generate Codes' button is on the right.
- Devices & Settings:** 'No Phones Found' and 'No Tablets Found' are displayed. A 'Manage Devices' button is on the right. A red arrow points to this button.
- Hardware Tokens:** A 'Manage Tokens' button is on the right.

MFA Mobile Phone Registration

After selecting “Manage Devices,” you may be prompted for an access code. Should this happen and you have no other registered devices, click the “Generate Codes” button in the “One Time Use Codes” section. Once the one time use codes page displays, copy any one of the codes from that screen and then click the back button at the bottom of the page. You will then paste the code you obtained from the previous page into the “Enter a Passcode” box after pressing the green “Enter a Passcode” button.

Multi-Factor Authentication Profile

Multi-Factor Everywhere
Require MFA for every CAS Login: Enabled [Disable](#)

One Time Use Codes
Print one-time use codes for MFA: 10 [Generate Codes](#)

Devices & Settings [View Devices](#)

Complete another Duo login below, even if you already logged in.
Then make changes to your devices and settings.
Please refer to the [Documentation](#) for help managing your devices.

 Enter a Passcode [Enter a Passcode](#)

[What is this?](#) [Need help?](#)

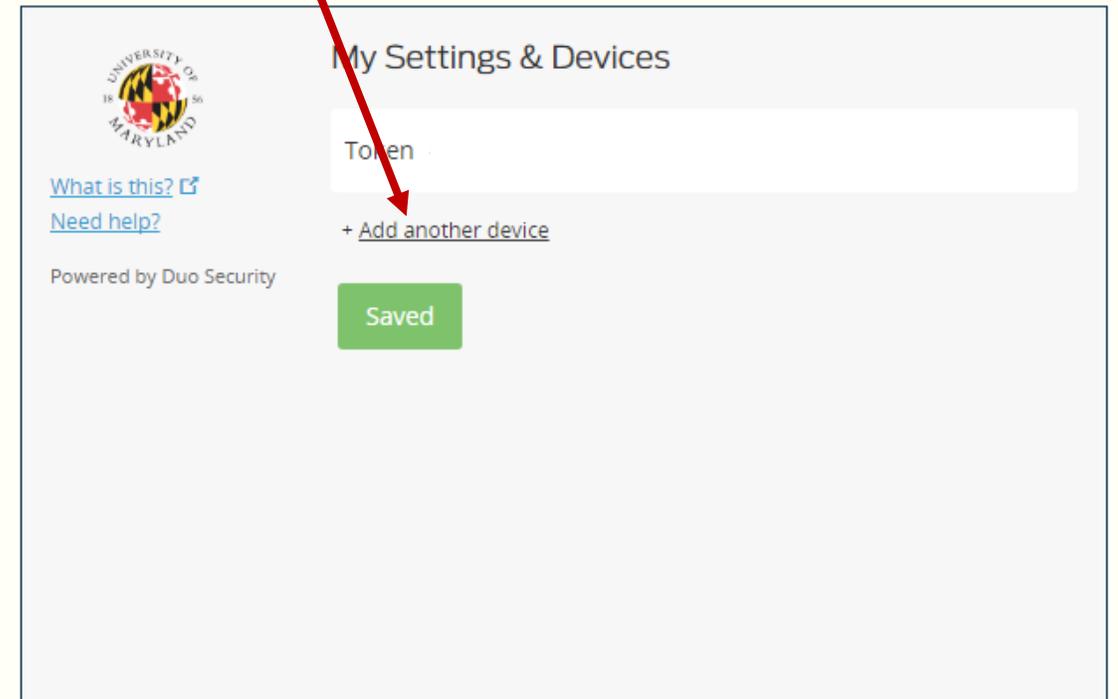
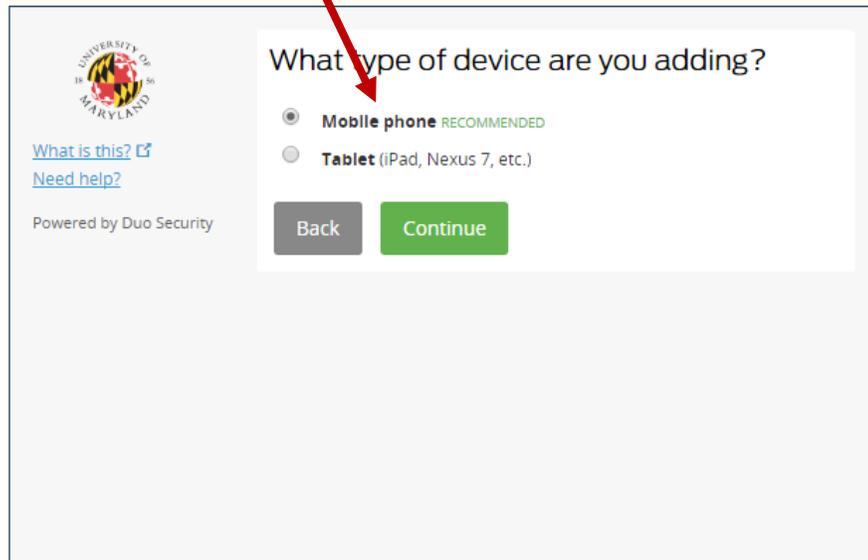
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Hardware Tokens [Manage Tokens](#)

MFA Mobile Phone Registration

Step #3: Click the “Add another device” if you already have an existing device registered or the “Add device” link if you do not.

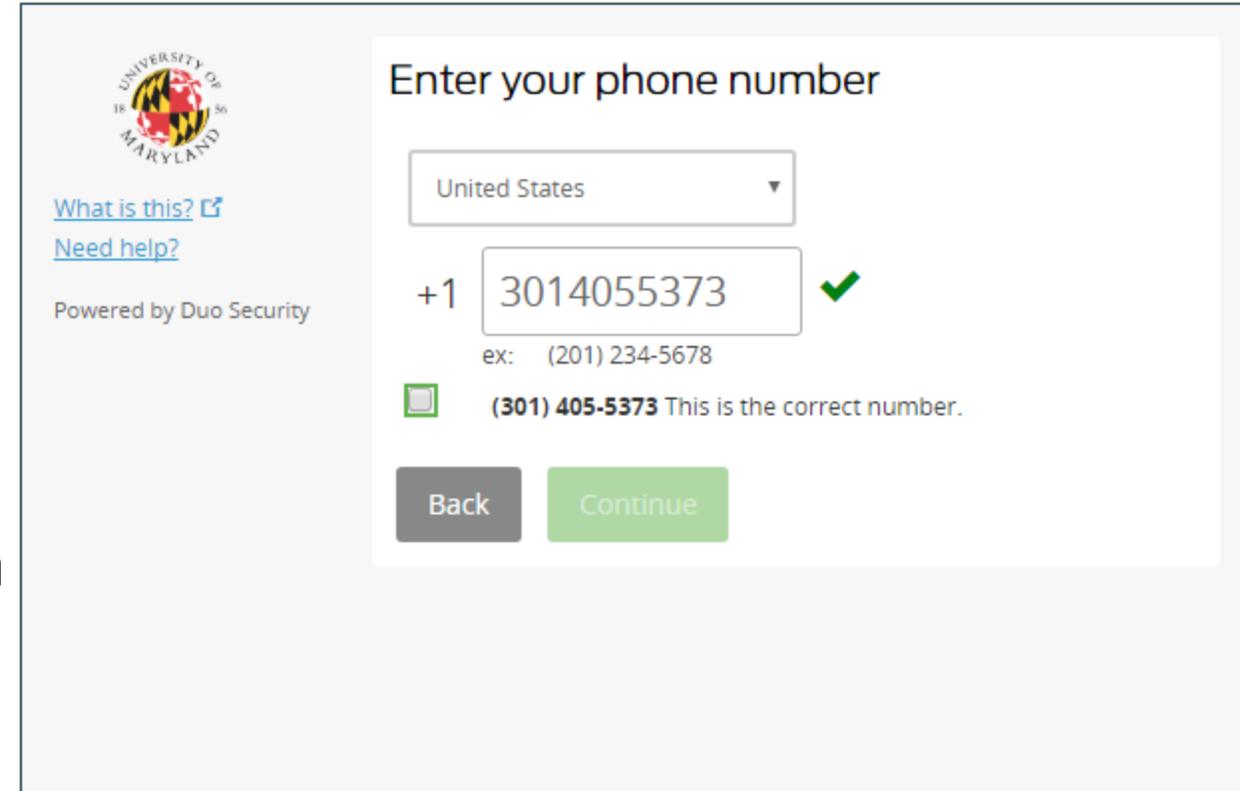
Step #4: Ensure “Mobile Phone” is selected and then click the green “Continue” button.



MFA Mobile Phone Registration

Step #5: Enter your mobile phone number in the box provided and then check the check box below, which will appear after the phone number has been fully entered; this is done to confirm that you have entered the correct phone number.

After you have checked the confirmation check box, you will then click the green “Continue” button to continue the registration process.



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Enter your phone number

United States

+1 3014055373 ✓

ex: (201) 234-5678

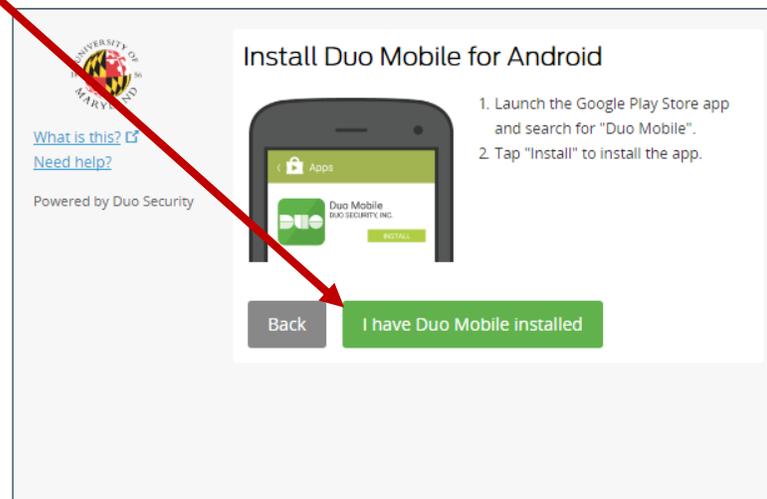
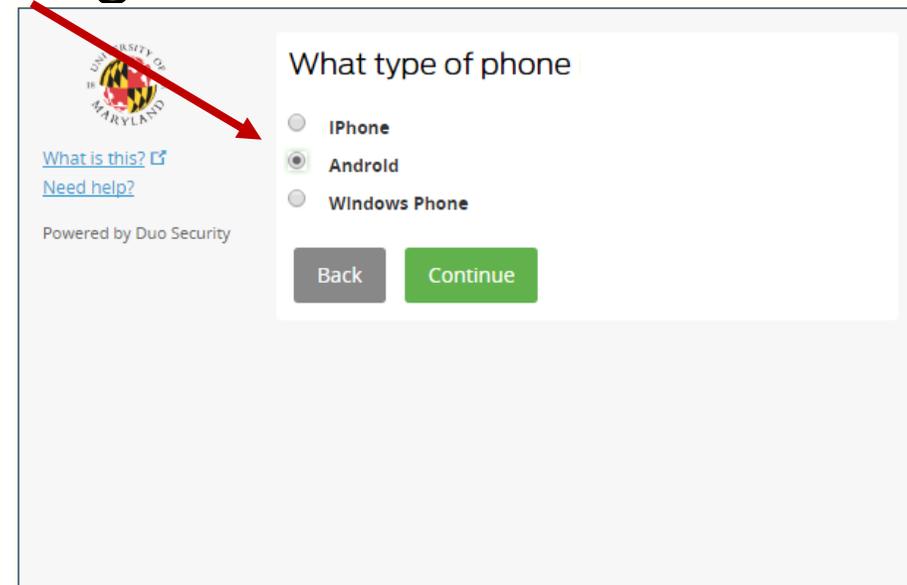
(301) 405-5373 This is the correct number.

Back Continue

MFA Mobile Phone Registration

Step #6: Next, select your phone type and click the green “Continue” button.

Step #7: After making a phone selection, you will be presented with a similar screen as depicted below. At this point, you will need to download and install the Duo app on your device. Once this has been done, you can click the “I have Duo Mobile Installed” button to continue the registration process.



MFA Mobile Phone Registration

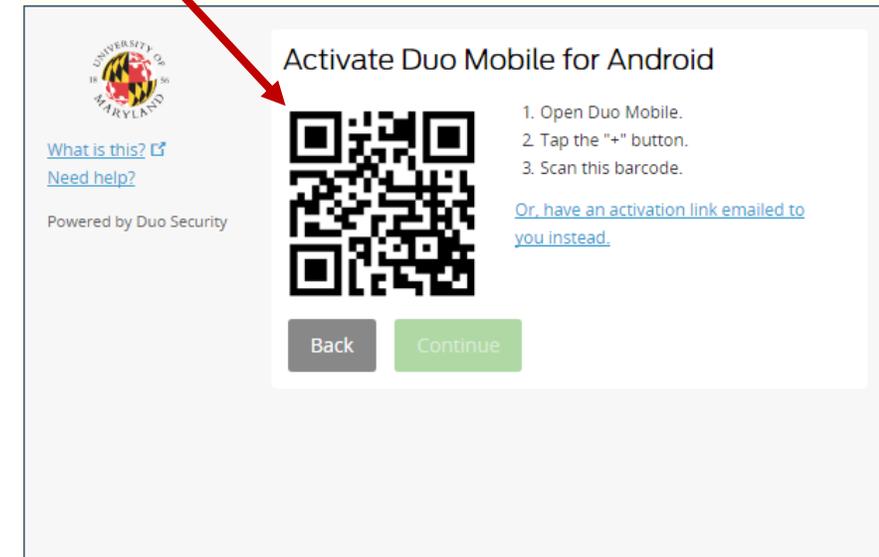
Step #8: After pressing the continue button from the prior page, you will be presented with a QR code that will need to be scanned from the Duo mobile app on your phone. With the Duo mobile app on your phone open, press the “+” button at the top of your screen and then scan the QR code displayed on your computer monitor; the app will automatically acknowledge the registration code once the QR code is recognized.

Scan this code

After your code has been recognized, the profile page will automatically update and will place a check mark over the QR code as displayed below; you will now be able to press the “Continue” button.

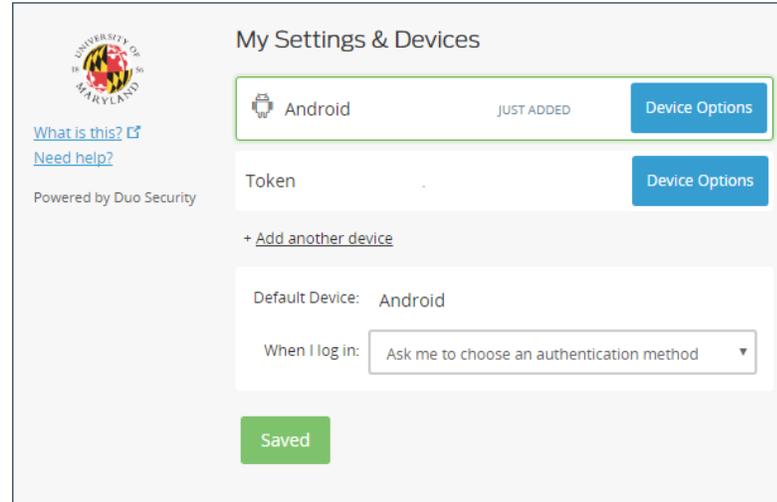


Press “Continue”



MFA Mobile Phone Registration

Congratulations! – Your device is now ready to be used for MFA and you should see it listed in the “My Settings & Devices” section as depicted below.

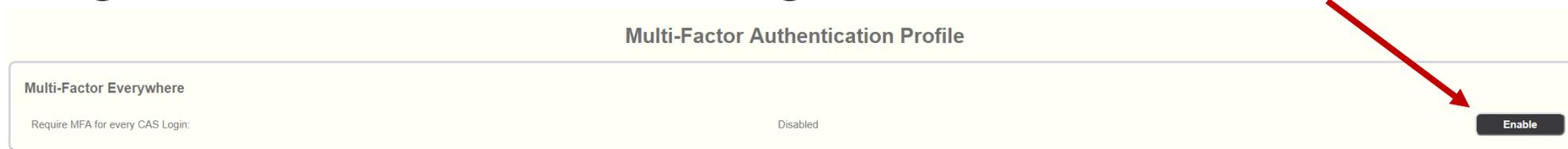


Don't forget, you are not considered fully registered until you have enabled "Require MFA for every CAS Login" in the "Multi-Factor Everywhere" section of your MFA Authentication Profile page. Instructions for enabling this are displayed on the next slide.

Finalizing Your MFA Registration

If your “Require MFA for every CAS Login” setting is set to “Disabled,” you are not considered fully registered for MFA, even though you may have registered devices. If this setting is set to “Enabled,” you are fully registered and do not need to take any further action.

Should the above setting be set to disabled, you can quickly remedy this by clicking the “Enable” button on the right-hand side of this section.



After pressing the “Enable” button, you will be prompted to confirm your selection and then the setting will change from “Disabled” to “Enabled;” you will then be considered a fully registered user.

Remember: After enabling this feature, you will be required to use MFA to access any CAS enabled system moving forward.

GETTING HELP:

- MFA Events:
 - We will be holding MFA events prior to December 4, 2017
 - The first event is tentatively planned for November 16, 2017 in Tydings
- General Help:
 - Contact OACS at anytime – www.oacs.umd.edu