Duo Enrollment Guide for iPads

Duo Self-Enrollment Guide for iPads

Supported Authentication Methods

Duo Mobile for iPad support the following authentication methods:

1. **Push.** When logging into a Duo-protected application, click the “Send Me a Push” option to send a push notification to your device. Open the Push notification on your device, then click Approve in the Duo Mobile app to complete your authentication.

2. **Duo Mobile Passcode.** When logging into a Duo-protected application, click the “Enter a Passcode” option to display a text field in which a six-digit one-time passcode will be entered. Navigate to the Duo Mobile app on your device, click to expand the UAB-BlazerID account, then enter the passcode into the Duo screen. Note that this authentication method works in both online and offline modes.

Steps to Enroll

1. Launch a browser and visit UAB’s [2FA Sign-Up page](#). Click to select iPad as your enrollment device.
2. Next, you will land on UAB’s Sign Me Up landing page. Under “Continue to the next step” click the “Sign Up” button to continue.
3. You will then be taken to a BlazerID login screen. Log in with your BlazerID and strong password to continue.
4. In the “Protect Your UAB-BlazerID Account” screen, click the “Start setup” button to continue.

5. In the Duo enrollment screen, click to select the “Tablet” radio button, and then click the “Continue” button.
6. Multiple radio buttons appear detailing the choices for the tablet device type. Click the iOS/iPad radio button, and then click the “Continue” button.

![Image of radio buttons for tablet choices]

Figure 2: Click the “Tablet” radio button and then click “Continue.”

7. Directions are provided for downloading the Duo Mobile app. If you already have installed the app on your iPad, click the “I have Duo Mobile installed” button. If you have not already installed the app, follow the instructions to download and install the app onto your iPad. Once that is completed, click the “I have Duo Mobile installed” button.

8. The “Activate Duo Mobile for iOS” screen appears, along with a bar code and an activation link. Activation of the mobile app can be conducted via one of the following three processes:

![Image of Duo Mobile activation screen]

Figure 3: Click the “iOS” radio button and then click “Continue.”

a. To use the bar code, perform the following steps:
   i. On your iPad, open the Duo Mobile app and press the + button at the top of the app.
   ii. A prompt will appear on the iPad asking for permission to access the camera function. Click “OK” on the phone.
   iii. Scan the bar code with the iPad’s camera. Successful completion will result in the creation of a UAB account in the Duo Mobile app on your iPad.

b. To use the “Add Account” button at the bottom of the Duo Mobile app on your phone, perform the following steps:
   i. Press the “Add Account” button to activate the camera on your phone.
      1. If a prompt appears on the phone asking for permission to access the camera function, click “OK” on the phone.
ii. Use the phone’s camera to scan the bar code. Successful completion will result in the creation of a UAB account in the Duo Mobile app on your phone.

c. To use the activation link, perform the following steps:
   i. Click the “Or, have an activation link emailed to you instead” link on the “Activate Duo Mobile for iOS” screen.
   ii. Enter an email address that you can access on your iPad, and then click “Send email.”
   iii. A Duo Mobile Activation email containing the activation link will arrive in your iPad’s Inbox. Open the email and tap the activation link.
   iv. Now open the Duo Mobile app. You should see a new UAB account appear in the iPad’s Duo Mobile app.

![Duo Mobile App Screenshot](image)

Figure 5: Successful enrollment will result in a new Duo account appearing in the Duo app on your iPad.

9. Return to the “Activate Duo Mobile for iOS” screen in your computer’s browser. A green check box should now appear over the bar code, signifying successful activation. Click on the “Continue” button.

![Duo Mobile Activation Screen](image)

Figure 6: A green check mark will appear once your Duo app has been activated. Click “Continue.”

10. The “My Settings & Devices” screen appears and displays all of the devices that you have enrolled. You can select the Duo authentication method, and you also can choose any of the devices that have been enrolled. Users also can choose their preferred method of authenticating. Choosing “Ask me to choose an authentication method” allows the user to select either the Duo Push method or the “Enter a Passcode” option when authenticating with Duo.
11. You can now complete the authentication process for the site or application that you originally were logging into by clicking the gray “Back to Login” button in the bottom right corner.
12. You can have Duo send a one-click Push notification to complete the authentication process, or you can use the Duo Mobile app to generate a six-digit passcode to complete the process.

   a. To use the Duo Push, perform the following steps:
      i. Click the “Send Me a Push” button. Note: You also can click the “Remember me” checkbox to have Duo remember your login on this device and exempt you from the 2FA process until the defined grace period ends.

      ii. Now go to your mobile device and open the Duo Mobile app. A green bar will appear at the top of the app informing you that you have received a Push notification. Tap the green bar to access the Push notification.
         1. **Note:** Occasionally, you might need to swipe down to get the green bar to appear.
iii. The Push notification will open. A green box and a red box appear at the bottom. Tapping the green box completes the two-factor authentication process. Tapping the red box will terminate the authentication attempt. Tap the green box.

iv. Once the green “Approve” button is clicked, the Duo portal in your browser will display a successful authentication bar across the bottom. You then are redirected to a page stating that you have successfully completed this process.
b. To use the Duo Mobile app to generate and input a six-digit passcode, perform the following steps after clicking the “Back to Login” button in Step 11:
   i. Click the “Enter a Passcode” button.

   Figure 13: Using the "Enter a Passcode" button requires the use of the Duo Mobile app on your device to generate a passcode.

   ii. To fill in the passcode field, go to your mobile device, open the Duo Mobile app, and follow these instructions:
       1. Click the green key to the right of your UAB account to generate a passcode.
2. Duo will generate a six-figure passcode. Return to the browser on your computer and enter your passcode into the “Enter a Passcode” field.

iii. Once the passcode has been typed in, click the “Log In” button.
iv. Duo will validate the passcode, and then the Duo portal in your browser will display a successful authentication bar across the bottom. You then are redirected to a page stating that you have successfully completed this process.

If you encounter any problems with the authentication process, please contact AskIT by calling 996-5555 or visiting uab.edu/techhelp.