Instructions for Enrolling a New MFA Device

<table>
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<th>Step</th>
<th>Action/Result</th>
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| 1    | After passing primary authentication for **CAS, YaleConnect or VPN via the browser** (typing [https://access.yale.edu](https://access.yale.edu)), the Duo second factor screen displays.  
  - Click on the “Add a new device” left menu item. |
| 2    |  
  - Before you can add a new device you will need to confirm it’s really you. Choose either “Call Me” or “Enter a passcode”. |
3. Click the type of authentication device you are enrolling and then click “Continue”. While mobile phones are recommended, you may also enroll a landline, tablet or a traditional cell phone.

4. Mobile phones and landlines will require you to select your country and type your phone number. Use the number of the smartphone, landline, or cell phone that you will have with you when logging in. You can enter an extension if you chose "Landline" in the previous step. Then double-check that the number is entered correctly, check the box, and click "Continue".
When choosing a mobile phone please identify the type of phone that you will be using. This will be needed if you choose to install the Duo mobile application on your device.

When choosing a mobile tablet please identify the type of tablet that you will be using. This will be needed if you choose to install the Duo mobile application on your device.
• **Install Duo Mobile** - Duo Mobile is an application that runs on your phone and helps you authenticate. Without it you will still be able to log in using a phone call or text message, but Duo strongly recommends that you use Duo Mobile to authenticate quickly and easily. Follow the platform-specific instructions on the screen to install Duo Mobile.

• **Activate Duo Mobile** - Activating the application will link it to your account so you can use it for authentication. On iPhone, Android, Windows Phone, and BlackBerry 10, activate Duo Mobile by scanning the barcode with the apps built-in barcode scanner. *iPhones and other platforms may require access to both camera and push notifications, which you must “allow.”* The "Continue" button will be clickable after you scan the barcode. *Can't scan the barcode?* Click the link and then follow the instructions.

Enrollment Complete!