CISER Instructions for DUO Installation

You will receive an email from DUO Security stating that your administrator has requested that you enroll with DUO Security’s two-factor authentication service. That e-mail contains a link to the enrollment page for the specific account. Click on that link.

Step 1. Welcome Screen

Step 2. Type in your phone number

Step 3. Choose your Device
Step 4. Choose Platform of your mobile device or tablet

Step 5. Install DUO Mobile for your mobile device or tablet

Step 5a. Install the application

Step 5b. Check the box “I have DUO Mobile installed”
Step 6. Activate DUO Mobile for your mobile device or tablet

Step 7. Enroll another device (go to step 7) or done (go to step 9) if you don’t want to add a landline or tablet

*****This is a very important step. This is where you can enroll a second device. It is highly recommended that you enroll two devices.

Step 8. Click enroll another device

Step 9. Repeat the above steps until all devices are enrolled

Step 10. Select Done

Step 11. Log in to a CRADC Server – enter your CRADC username and password/passphrase
Step 12. After successful authentication of your username and password/passphrase, a small window (shown below) will pop-up asking for a passcode. See below on the ways to connect

![Passcode Pop-up](image)

Step 13. You will have five ways to receive and/or enter passcode, type the following in box area

1. Push, press OK
   a. DUO application have Approve / Deny
   b. Press Approve
2. Phone, press OK
   a. Phone will ring, follow directions
3. Phone2 if you have a second phone or landline
   a. Phone will ring, follow directions
4. SMS (text), press OK
   a. Will send message with DUO Passcode
   b. Type in passcode, press OK, delete sms message
5. DUO passcode you receive via DUO application
   a. Using DUO application
   b. Open the DUO application and click on the green key symbol next to “Cornell University/CISER”
      c. Pressing the key will reveal a passcode
      d. Type this passcode and click OK

***Note: The value of the passcode changes constantly. The code you used in a previous session will no longer be valid for the next session. You have to retrieve a new DUO passcode via your DUO application or landline every time you log in to a new or disconnected session.***