## How to Setup Duo Mobile Authenticator

- 1. Using your web browser of choice, go to <a href="https://sbccd.onbio-key.com/">https://sbccd.onbio-key.com/</a>
  - a. This will open the District Single Sign On page.



- 2. Log into the page following the instructions provided in the box under the District logo.
- 3. When the prompt stating that Multi-Factor Login Required opens, click on *Click this link to enroll for Duo now.*



4. On the Welcome to Duo Security screen, click Next.



5. Click Next on the next 2 screens.

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| Did you know?  | What can you do?  |
| <b>97%</b> of data breaches start by stealing your identity. | The best way to protect your identity<br>is with two-step verification using your<br>phone or another device. |
| Next   | Next  |

6. On the Select an option screen, click on Duo Mobile.

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|--------------------|--|
| Sele               | ct an option   |
| You'll u<br>anothe | use this to log in with Duo. You can add<br>r option later.        |
|                    | Duo Mobile Recommended > Get a notification or code on your device |
|                    |  |
|                    |  |
|                    | Secured by Duo   |

7. On the Enter your phone number screen, enter your cell phone number and click Add phone number.

| < Back   |
|--|
| Enter your phone number<br>You'll have the option to log in with Duo Mobile. |
| Country code Phone number  |
| Add phone number   |
| I have a tablet<br>Secured by Duo  |

- 8. On the is this Correct screen, verify your number is correct.
  - a. If your number is incorrect, click No, I need to change it and re-enter your number.

| < Back<br>Is this correct? |  |
|----------------------------|--|
| Yes, it's correct          |  |
| No, I need to change it    |  |
| Secured by Duo             |  |

b. If your number is correct, click Yes, it's correct.

| < Back<br>Is this correct? |  |
|----------------------------|--|
| Yes, it's correct          |  |
| No, I need to change it    |  |
| Secured by Duo             |  |

- 9. On the Download Duo Mobile screen, click next.
  - a. Download Duo Mobile on your phone from either the Apple App Store or the Google Play Store.

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|---|
| Download Duo Mobile<br>On your mobile device, download the app from |
|   |
| Next  |
| Secured by Duo  |

- 10. On the Scan this code in Duo Mobile screen, use the Duo Mobile app to scan the QR code by following the prompts in the app.
  - a. You can also view this short video from Duo for help: Duo Self Enrollment



11. After you have finished adding your account to the Duo Mobile app, the Added Duo Mobile screen will appear, click Continue. Setup is now complete.

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|---|----------------------------------|
| Added Duo Mobile  | Setup completed!                 |
| You can now use Duo Mobile to log in using a<br>push notification sent to your mobile device. | You're ready to log in with Duo. |
| Continue  |                                  |
| Secured by Duo  | Secured by Duo                   |

12. When you log into the Single Sign On, you will now see a prompt to approve the login through the Duo app on your phone.

| •                 |                               |
|-------------------|-------------------------------|
| 💧 Open D          | uo Mobile                     |
| You need to ope   | n the app to approve your Duo |
| Push notification |                               |
| Wa                | ting for approval             |
| 1                 | Other options                 |
| Need help?        | Secured by Duo                |

13. Additional instructions from Duo can be found here: First-time Enrollment in Duo