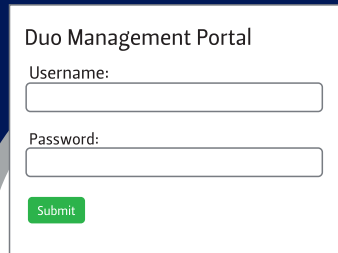


# Duo Enrolment for UFS Staff



Duo Management Portal

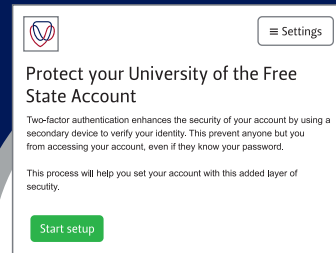
Username:

Password:

## Login

<https://duomgmt.ufs.ac.za>

1



Protect your University of the Free State Account

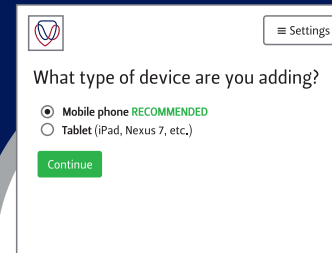
Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set your account with this added layer of security.

## Welcome Screen

Click **Start setup** to begin enrolling your device.

2



What type of device are you adding?

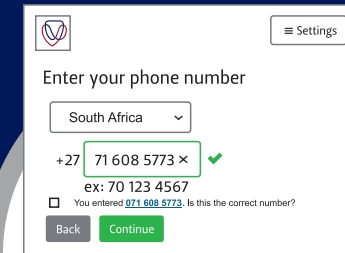
Mobile phone **RECOMMENDED**

Tablet (iPad, Nexus 7, etc.)

## Choose your Authenticator

Select the type of device you'd like to enrol and click **Continue**.

3



Enter your phone number

South Africa

+27 71 608 5773 × ✓

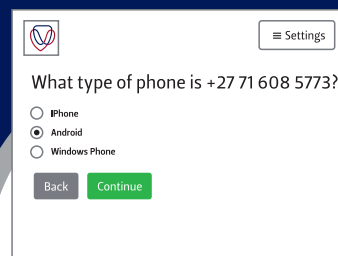
ex: 70 123 4567

You entered 071 608 5773. Is this the correct number?

## Type your phone number

Select your country, type your phone number, and click **Continue**.

4



What type of phone is +27 71 608 5773?

iPhone

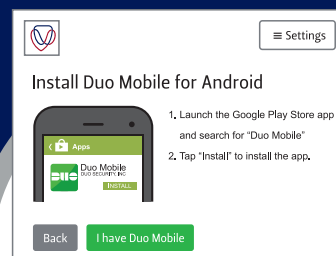
Android

Windows Phone

## Choose platform

Choose your device's operating system and click **Continue**.

5



Install Duo Mobile for Android

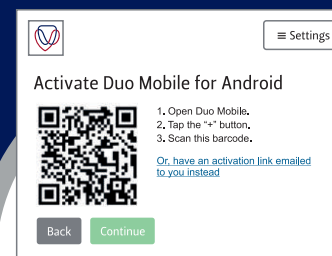
1. Launch the Google Play Store app and search for "Duo Mobile"

2. Tap "Install" to install the app.


## Install Duo Mobile

Return to the enrolment window and click **I have installed Duo Mobile**.

6



Activate Duo Mobile for Android



1. Open Duo Mobile.

2. Tap the "+" button.

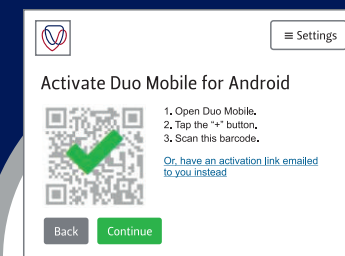
3. Scan this barcode.

[Or, have an activation link emailed to you instead](#)


## Activate Duo Mobile

Scan barcode using the Duo App on your phone and follow the instructions.

7



Activate Duo Mobile for Android



1. Open Duo Mobile.

2. Tap the "+" button.

3. Scan this barcode.

[Or, have an activation link emailed to you instead](#)

## Congratulations!

Your device is ready to approve Duo authentication requests.

8

## Support

T: 051 401 2000

E: [servicedesk@ufs.ac.za](mailto:servicedesk@ufs.ac.za) or [solveit@ufs.ac.za](mailto:solveit@ufs.ac.za)

