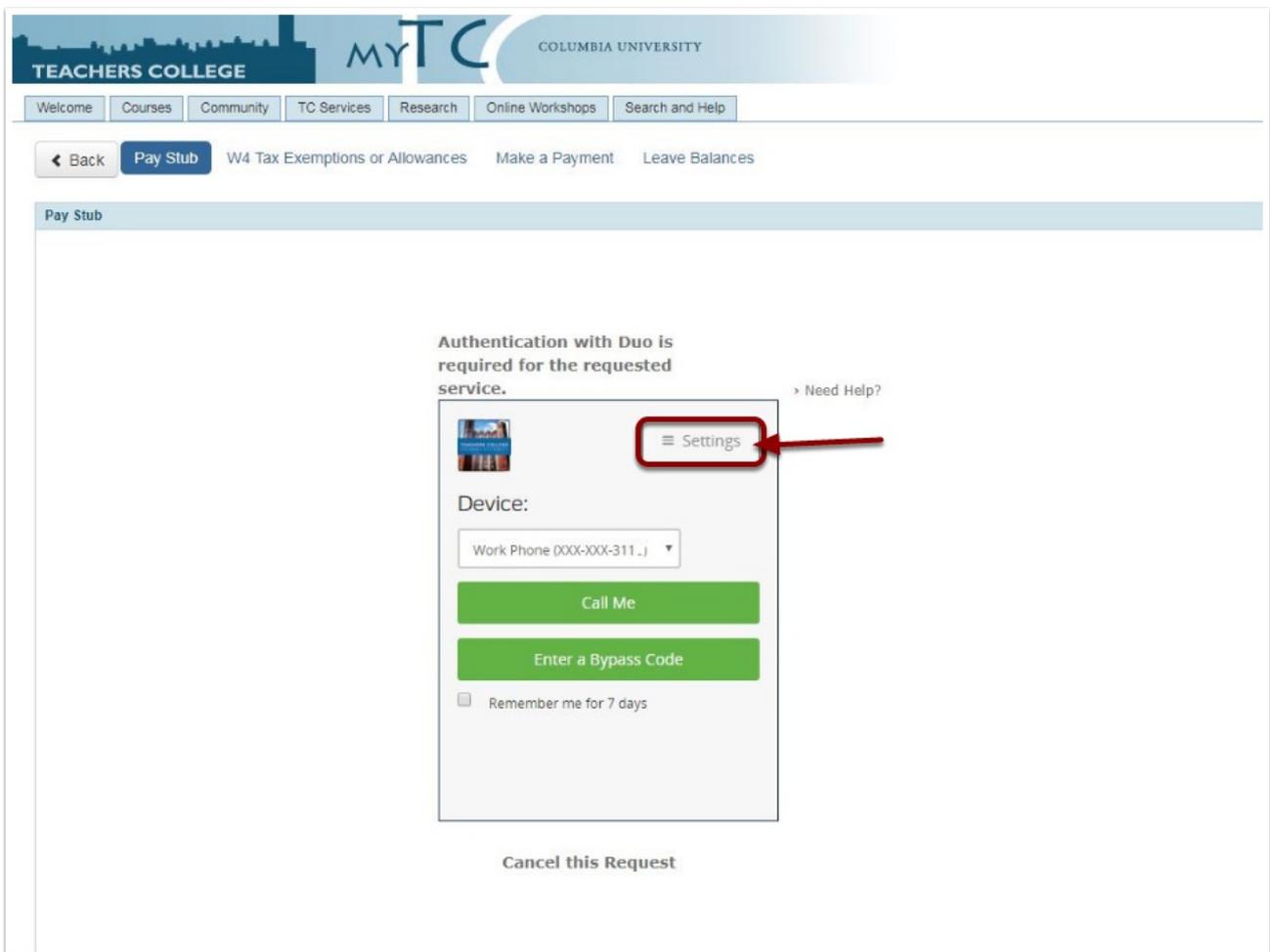


How to Add a New Mobile Device in DUO (iPhone/iOS Users)

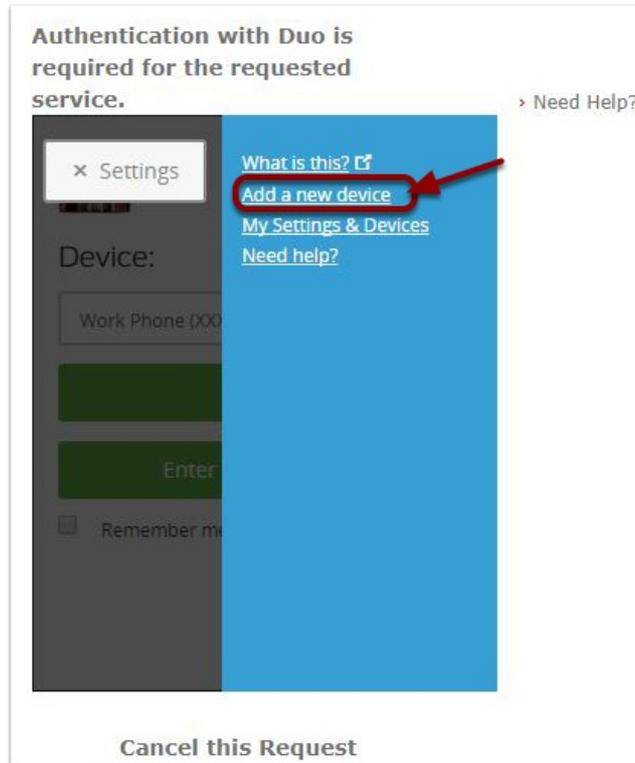
1. When you are signed in to the myTC Portal and prompted by Duo to authenticate, click Settings

i You do not have to authenticate yet! Just click settings to get started with adding a new device

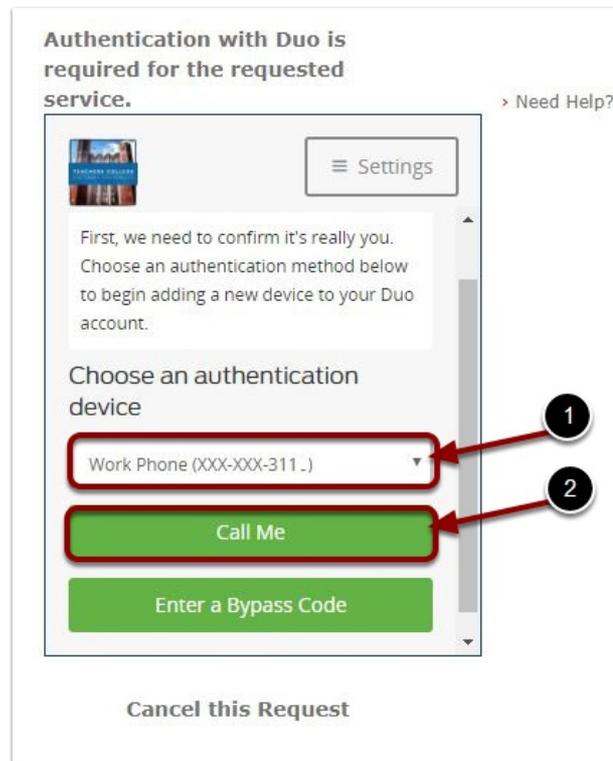


The screenshot displays the myTC Portal interface. At the top, there is a header for Teachers College and Columbia University. Below the header, a navigation bar contains links for Welcome, Courses, Community, TC Services, Research, Online Workshops, and Search and Help. A secondary navigation bar shows a breadcrumb trail: < Back, Pay Stub, W4 Tax Exemptions or Allowances, Make a Payment, and Leave Balances. The main content area is titled 'Pay Stub' and features a Duo authentication prompt. The prompt text reads: 'Authentication with Duo is required for the requested service.' To the right of this text is a link for '> Need Help?'. The prompt includes a small profile picture, a 'Settings' button (highlighted with a red box and a red arrow), a 'Device:' label, a dropdown menu currently showing 'Work Phone (XXX-XXX-311...)', two green buttons labeled 'Call Me' and 'Enter a Bypass Code', and a checkbox for 'Remember me for 7 days'. At the bottom of the prompt area is a link for 'Cancel this Request'.

2. Click Add a new device

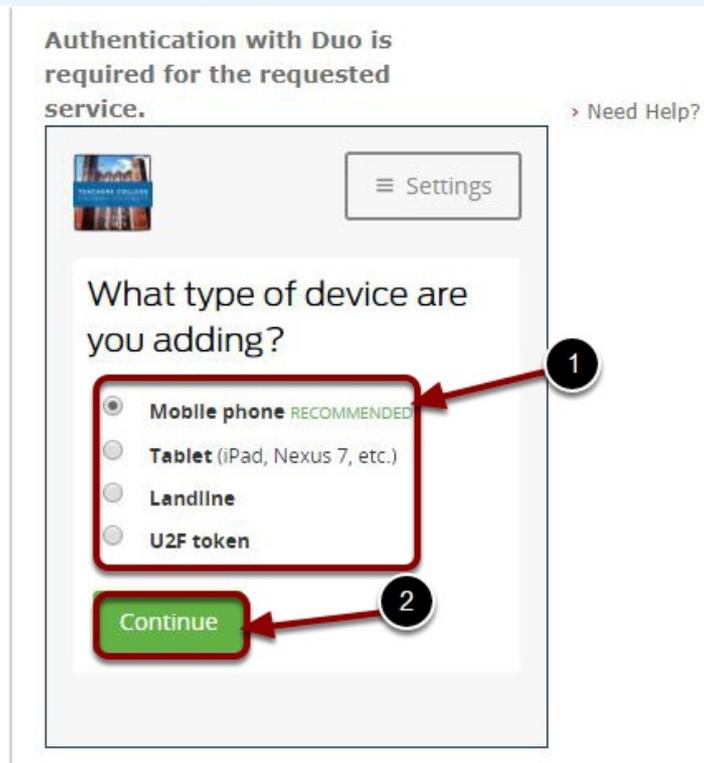


3. Duo will prompt you to authenticate. From the dropdown menu, choose the device you wish to use for authentication, then choose how you want Duo to contact your chosen device.

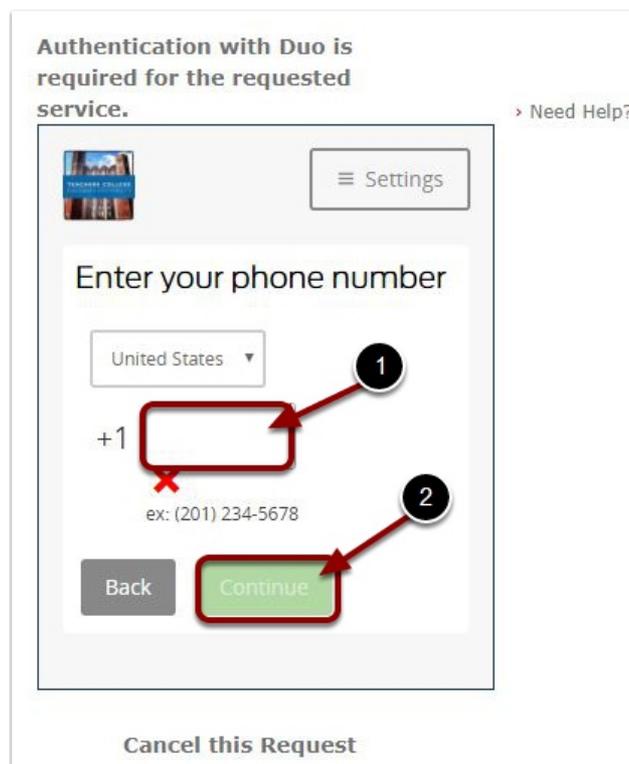


4. Choose the type of device you are adding, then click Continue.

- i** Mobile phone and tablet are the two most common devices to use for two-factor authentication. This guide will outline the steps for how to add a mobile phone. The steps for adding a tablet will be similar to the steps required for a mobile phone.



5. Enter the phone number of the device you wish to add, then click Continue.



6. Verify the phone number you have entered is correct by clicking the checkbox, then click Continue.

Authentication with Duo is required for the requested service. > Need Help?

Enter your phone number

United State

+1 21267831

ex: (201) 234-5678

(212) 678-3000 This is the correct number.

Back Continue

Cancel this Request

Detailed description: This is a screenshot of a Duo authentication interface. At the top, it says "Authentication with Duo is required for the requested service." with a "Need Help?" link. Below is a form titled "Enter your phone number". It includes a dropdown menu for "United State", a text input field containing "+1 21267831", and an example "ex: (201) 234-5678". A checkbox is checked next to the number "(212) 678-3000" with the text "This is the correct number." below it. At the bottom of the form are "Back" and "Continue" buttons. A "Cancel this Request" link is at the very bottom. Red arrows and circles with numbers 1 and 2 point to the checkbox and the "Continue" button, respectively.

7. From the list of choices, choose iPhone, then click Continue

Authentication with Duo is required for the requested service. > Need Help?

What type of phone is 619-...-4?

iPhone

Android

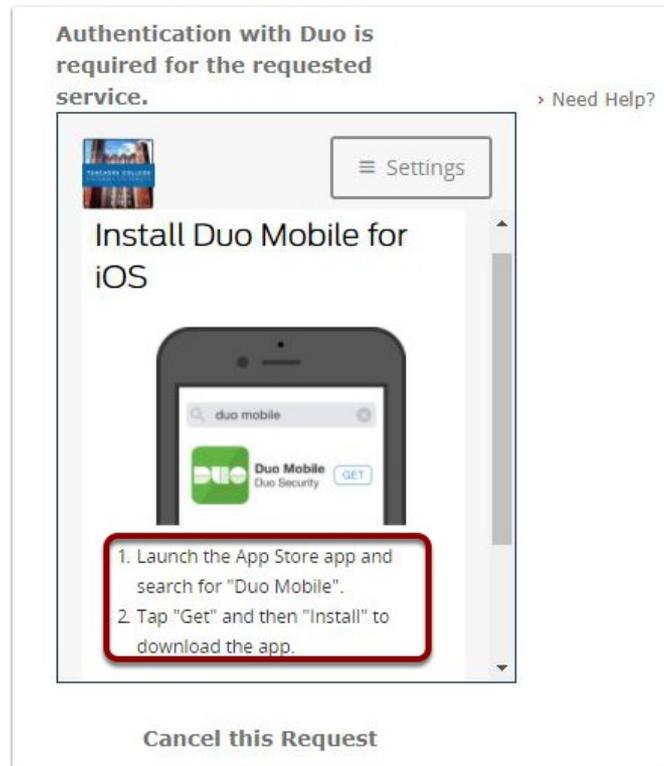
Windows Phone

Other (and cell phones)

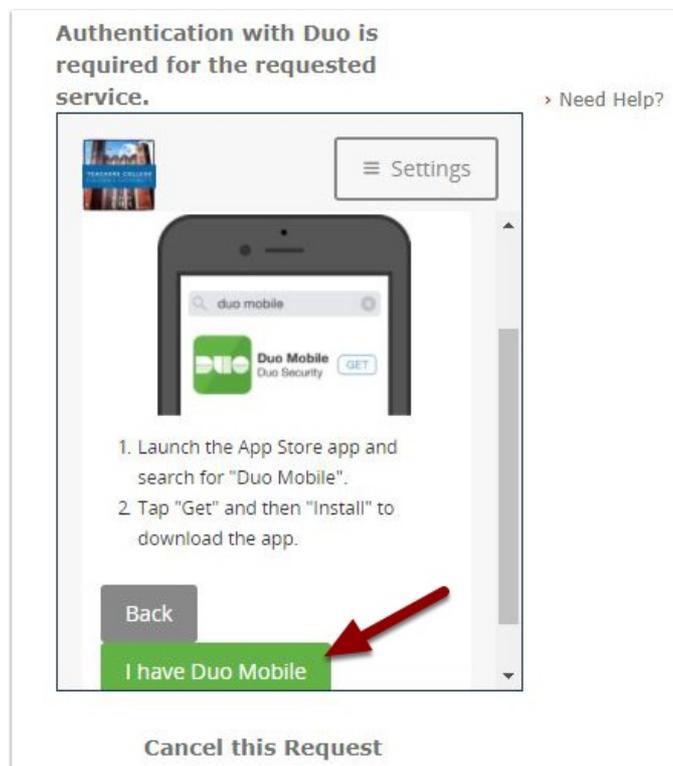
Back Continue

Detailed description: This is a screenshot of a Duo authentication interface. At the top, it says "Authentication with Duo is required for the requested service." with a "Need Help?" link. Below is a form titled "What type of phone is 619-...-4?". It has four radio button options: "iPhone", "Android", "Windows Phone", and "Other (and cell phones)". The "iPhone" option is selected. At the bottom of the form are "Back" and "Continue" buttons. A "Cancel this Request" link is at the very bottom. Red arrows and circles with numbers 1 and 2 point to the "iPhone" radio button and the "Continue" button, respectively.

8. From the App Store app, search for the Duo Mobile app, tap "Get" and then "Install" to download the app.



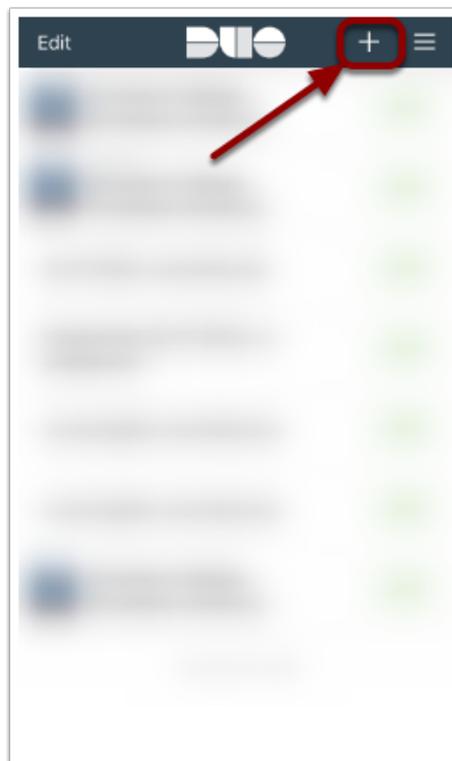
9. From your computer, click I Have Duo Mobile once you have downloaded the Duo Mobile app onto your phone.



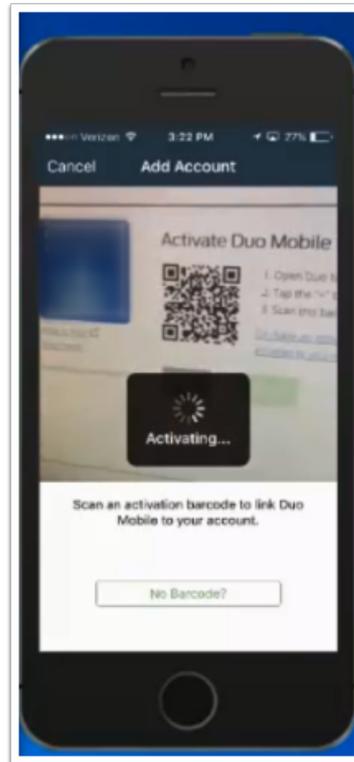
10. A barcode will now appear on your computer screen. From your phone, follow the prompts below the barcode



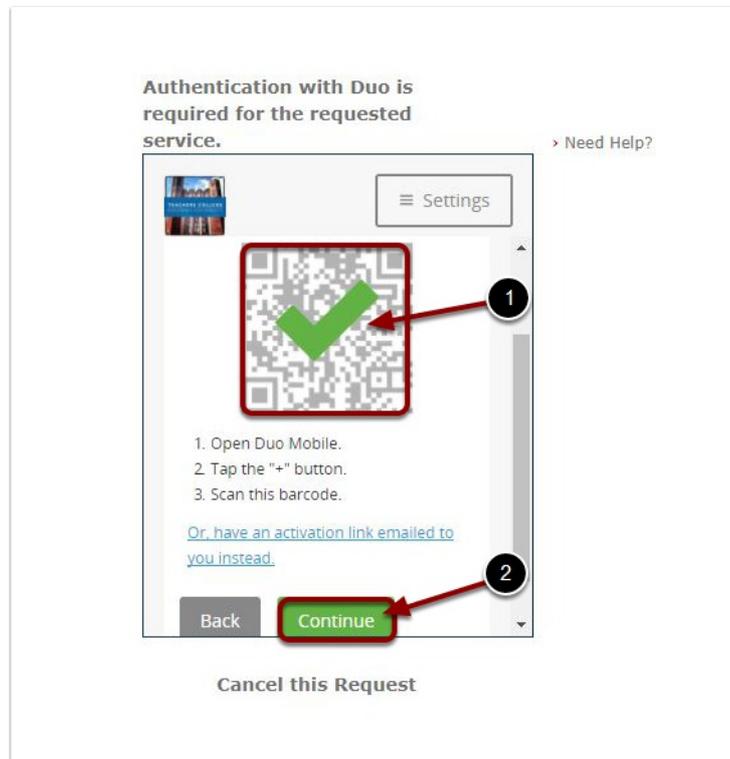
10a. From your phone, open the Duo Mobile app. From the Duo app, tap the + button on the top right-hand corner of the screen.



10b. Next, the **Add Account** screen will appear on your phone which will link your phone to your Duo account. To do this, hold your phone up to your computer screen so that the barcode on the screen can be read by your phone. Like this:



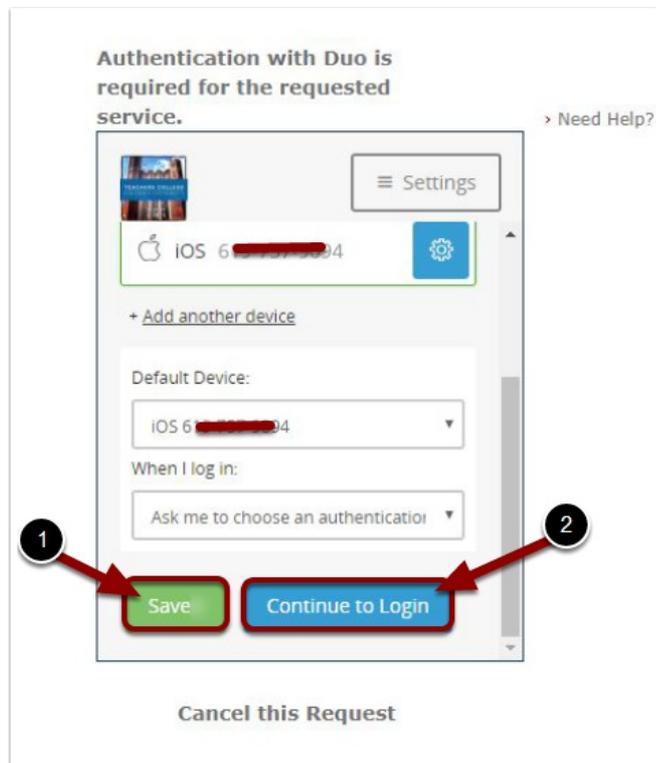
11. Once Duo has finished linking your phone, you will see a green checkmark on your computer screen. Once the green checkmark appears, click **Continue**.



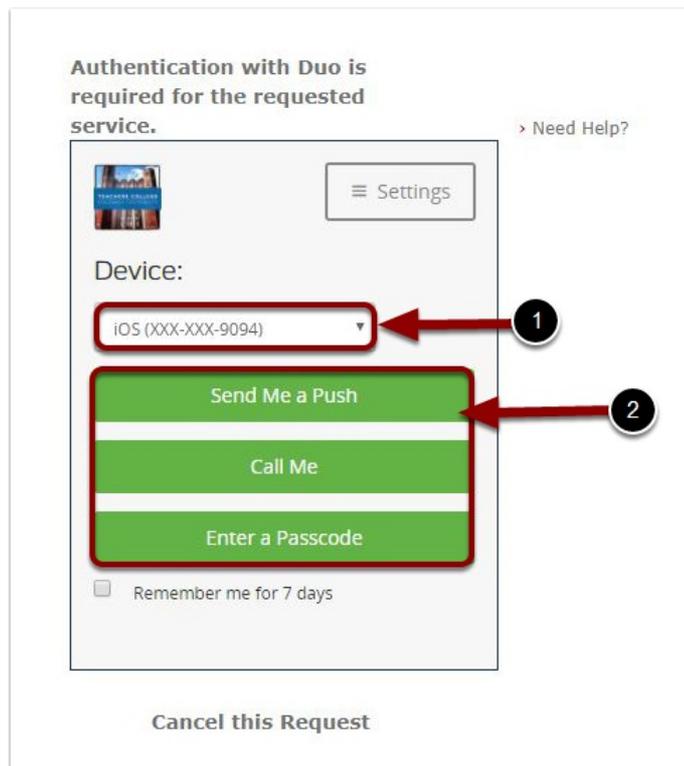
12. Your newly added device should now appear under My Settings & Devices



13. Click Save to retain your changes, then click Continue to Login to test your newly added device with Duo.



14. To test, make sure your newly added device is chosen, then select the method you would like Duo to contact you ("Send Me a Push" has been chosen in the example below)

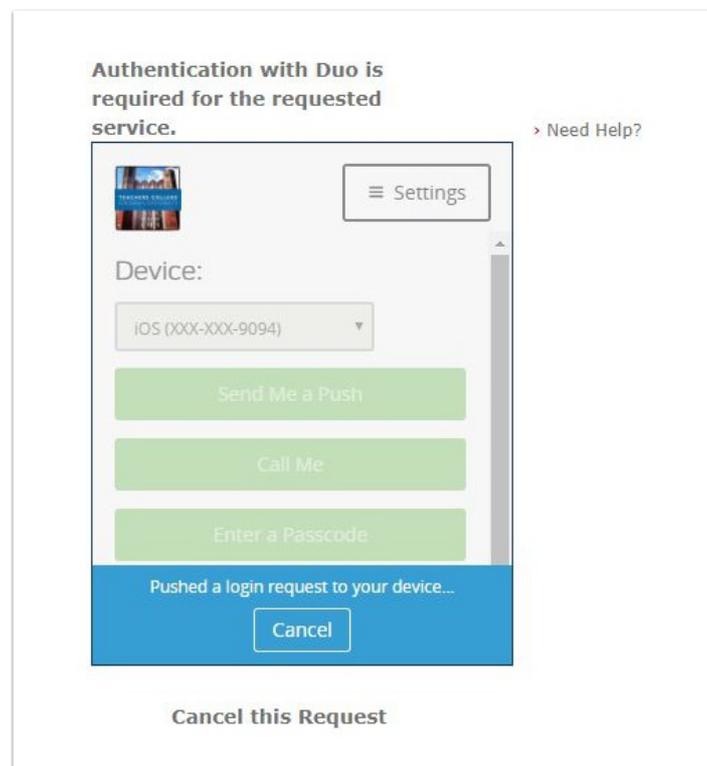




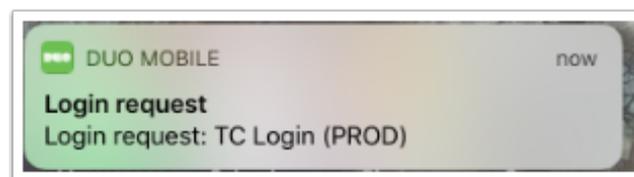
Duo allows you to not require multi-factor authentication for a computer for 7 days. You can approve any computer that you commonly use and will not be required to provide two-factor authentication confirmation for 7 days. Simply check the "Remember me for 7 days" box to enable.

If you are using a computer that you share with others or is a public computer, DO NOT check this box.

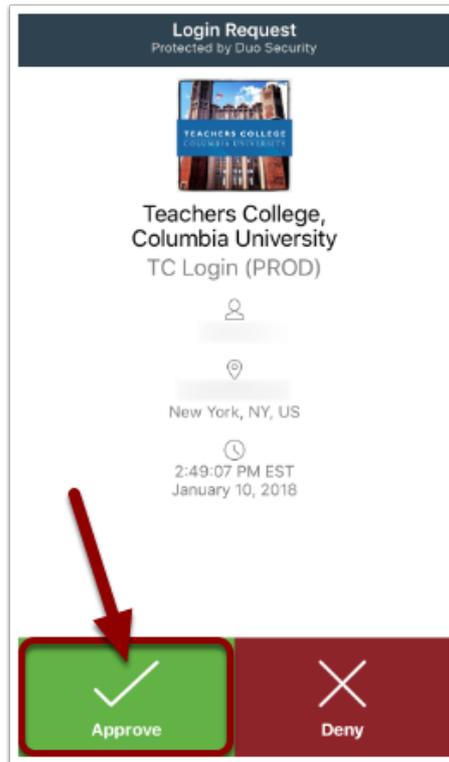
15. After you have chosen the method, Duo will send a notification to your mobile phone.



16. Tap the notification that appears on your device. If you have chosen "Send Me a Push," the notification will look something like this:



17. A Login Request screen will appear on your device. Tap **Approve** to log in .



! IMPORTANT: If you receive a Login Request from Duo and you did NOT attempt to log in to your myTC Portal financial information, then tap Deny. If someone else is trying to view your financial information in the Portal, tapping Deny will prevent them from accessing your information. Change your myTC Portal password immediately!

18. All set! You should get the "Approved" message from Duo and be able to access your myTC Portal information from your computer.

