

<b>Duo Installation</b>	Procedure No.	March 7, 2017
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## **PURPOSE:**

To document the process to enroll a personal mobile device for Duo Security Two-Factor Authentication and test to validate functionality.

## **SCOPE:**

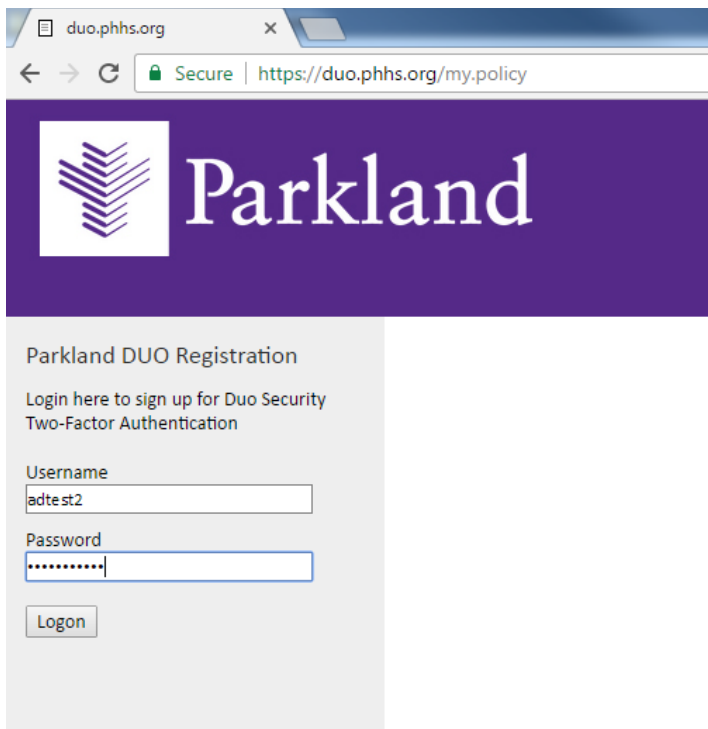
All Parkland Health & Hospital System (“Parkland”) facilities, including but not limited to hospitals, ambulatory surgery centers, clinics, and all corporate departments/divisions.

## **PROCEDURE:**

**Important Note:** This procedure must be completed from a computer connected to the Parkland, UT Southwestern or Children’s Medical Center internal network.


### **Registering Duo**

1. Go to <https://duo.phhs.org>, enter your Parkland network user name and password and click *Logon*.



duo.phhs.org x

Secure | <https://duo.phhs.org/my.policy>



# Parkland

Parkland DUO Registration

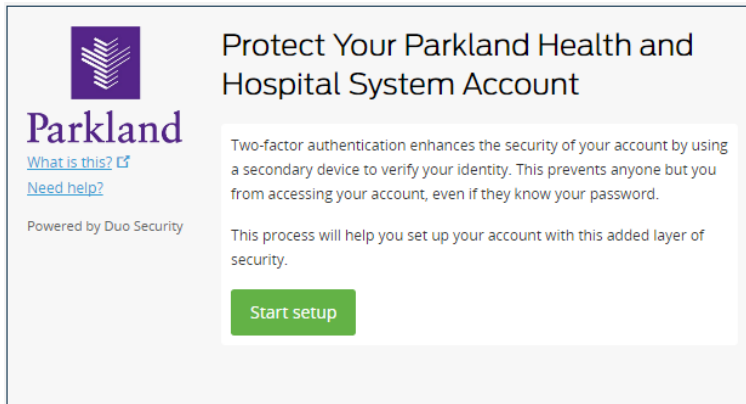
Login here to sign up for Duo Security Two-Factor Authentication

Username

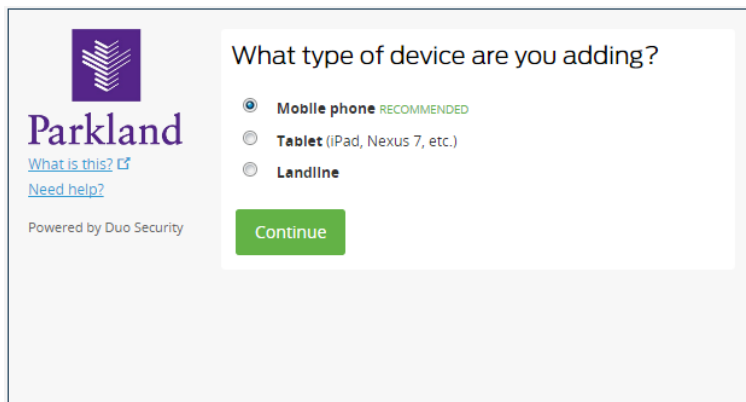
Password

2. In the webpage that opens, click on *Start Setup*.

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3. Choose *Mobile Phone* or *Tablet* as appropriate.

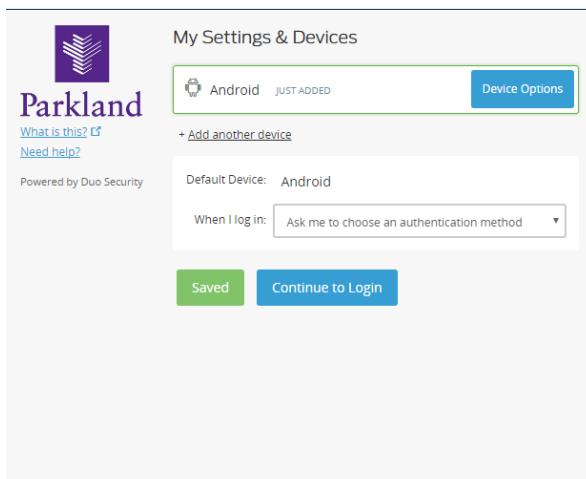


4. If you entered *Mobile phone*, you will be prompted to enter your phone number. Once you enter your phone number, check the box to indicate the number is correct. Then click *Continue*.
5. Choose the type of device you have on the next screen (e.g. iPhone, Android, etc.) and click *Continue*.
6. Follow the instructions to download and install Duo Mobile from the respective app store on your mobile device. Once you have the app installed, click *I have Duo Mobile installed* on your workstation. On your workstation, you should see a screen with a QR code




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7. Open the Duo Mobile app on your mobile device. Click on the key icon at the top right. This will bring up your mobile device's camera. Use the camera to point your phone at the QR code on your monitor. It may take a few seconds for your device to focus on the QR code and register it.
8. Once the QR code is registered, you should see *Parkland Health and Hospital System* in your Duo application.
9. On your workstation, choose *Continue to Login*. You are now registered for Duo two-factor push notifications.



My Settings & Devices

 [What is this?](#) [Need help?](#)  
Powered by Duo Security

Android JUST ADDED [Device Options](#)

+ [Add another device](#)

Default Device: Android

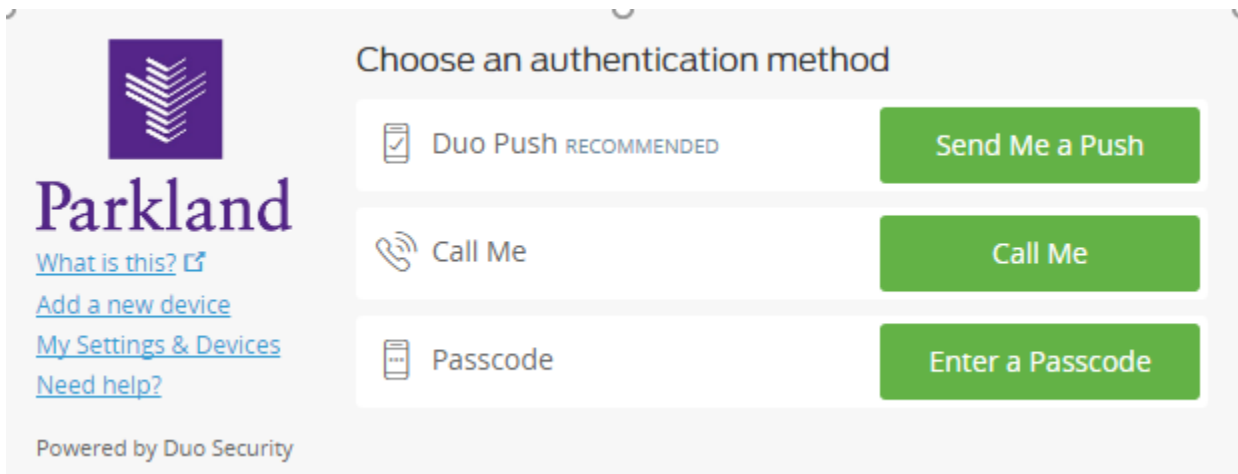
When I log in: Ask me to choose an authentication method

[Saved](#) [Continue to Login](#)

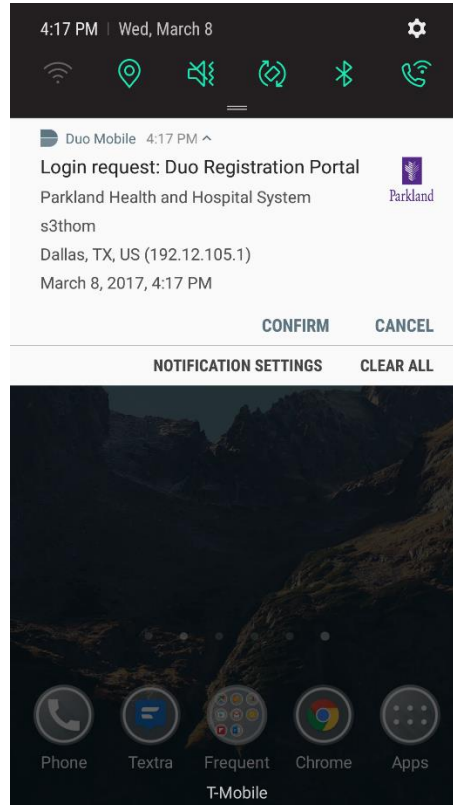
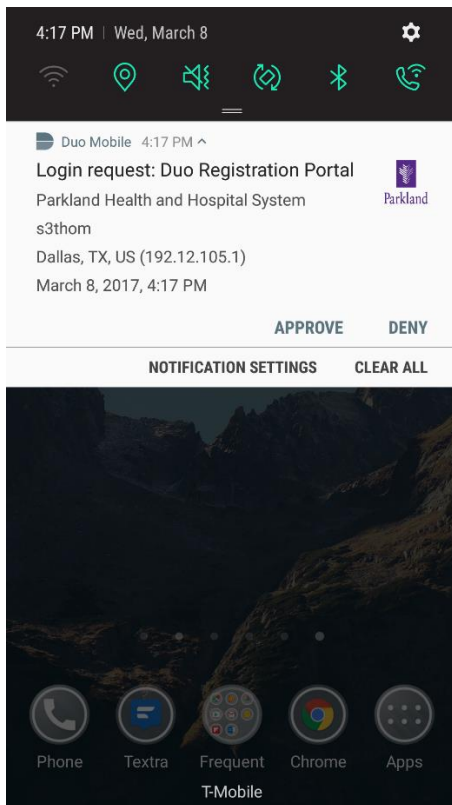
## Testing Duo

1. On your workstation, go to <http://duo.phhs.org>, enter your Parkland network user name and password and click *Logon*.
2. In the *Choose and authentication method* menu, choose *Send Me a Push*

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3. On your registered mobile device, you will receive a notification to approve a login request. After you tap *Approve*, tap *Confirm* (note: the screenshots below are from an Android device. The presentation will be different on iPhone devices).



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4. On your workstation, you should see a note that indicates that the registration process was completed successfully.



The DUO registration process completed successfully! You will now be redirected to Parkland Pathways.

[Click here to continue](#)

**DEFINITIONS:** N/A

**REFERENCES:** N/A