

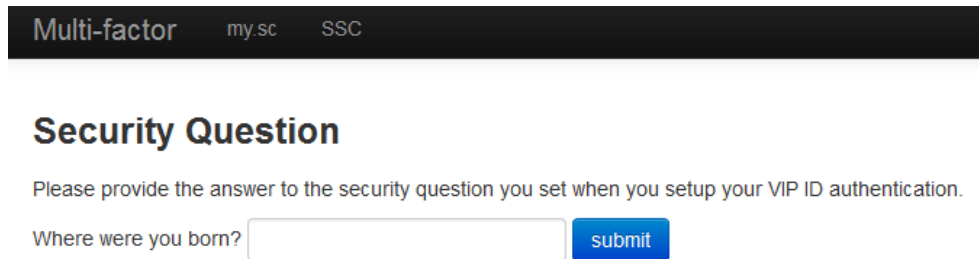
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DUO Security Self-Service Enrollment Process

A. Phone Enrollment

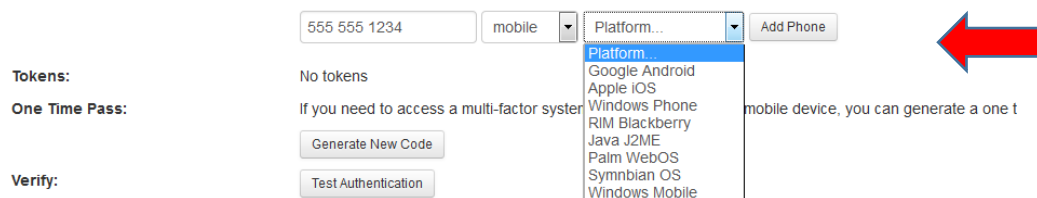
DUO's self-enrollment process makes it easy to register your device and install the DUO Mobile application on your smartphone or tablet.

1. If you haven't already done so, set up your security questions in VIP per the instructions in Appendix A of this document.
2. On your computer, log in to <https://my.sc.edu/multifactor> with your USC Network ID and password.
3. You will be prompted to answer one of the security questions you previously set up in VIP.



The screenshot shows a web interface for multi-factor authentication. At the top, there is a navigation bar with 'Multi-factor', 'my.sc', and 'SSC'. Below this is a heading 'Security Question'. A text prompt asks the user to provide the answer to a security question set during VIP ID authentication. The question is 'Where were you born?'. There is an empty text input field followed by a blue 'submit' button.

4. Press the **Submit** button
5. On the next screen enter the phone number of the device you would like to enroll and select whether this is a landline or mobile phone.
6. If a mobile phone, select your smartphone's operating system type from the drop down menu.
7. Click the **Add Phone** button to enroll it.



The screenshot shows a form for adding a phone. It includes a text input field with '555 555 1234', a dropdown menu set to 'mobile', another dropdown menu labeled 'Platform...' which is open to show a list of operating systems: Google Android, Apple iOS, Windows Phone, RIM Blackberry, Java J2ME, Palm WebOS, Symbian OS, and Windows Mobile. To the right of the dropdowns is an 'Add Phone' button. A red arrow points to the 'Add Phone' button. On the left side of the form, there are sections for 'Tokens:' (No tokens), 'One Time Pass:' (If you need to access a multi-factor system, with a 'Generate New Code' button), and 'Verify:' (with a 'Test Authentication' button). A partial sentence 'mobile device, you can generate a one t' is visible on the right.

8. Select the **Activate** Button. If you have enrolled a smartphone, a QR barcode will be displayed. You will need this QR code to activate your smartphone for DUO after installing the app (screenshot below).

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Number	Type	Activated?	Action
+18885551234	Mobile (Google Android)	No <input type="button" value="Activate"/>	<input type="button" value="Delete"/>



Activate

These links will be valid for **one day**.

Already have Duo Mobile Installed?

If you have the Duo Mobile application installed on your device, you can activate this device using one of the following:

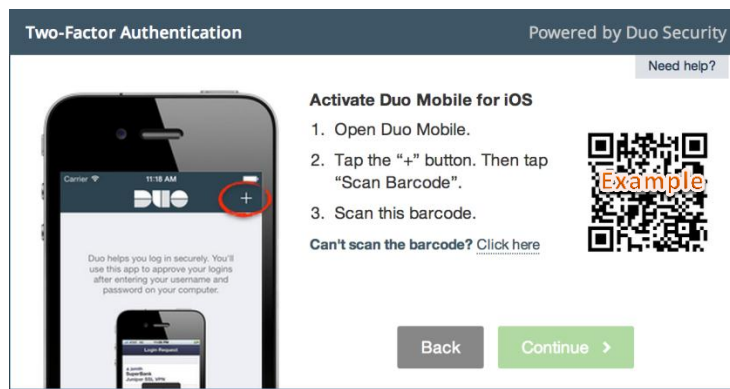
- Open this [link](#) on your device
- Scan this image with the DuoPush Application on your device:



B. Installation and Activation of DUO mobile on a smartphone or Tablet

On your smartphone or tablet, install the DUO application by searching for "DUO Mobile" in the Apple App store, Google Play Store or other vendor's software repositories.

1. To activate DUO mobile, tap the + button in the top right of your screen and scan the barcode from your computer screen (not the example barcodes above, or below).



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2. Hit the **Continue** button after scanning the barcode.
3. To test that multi-factor authentication is working properly; select the **Test Authentication** button on your computer screen.
 - a. Log in with your USC Network ID and password
 - b. Select your configured device from the drop down menu, choose an authentication method (“DUO push” is recommended), then select the Log in button.

Test multi-factor authentication

Network authentication successful

Step 2

Validate your login using one of the choices below

Two-Factor Authentication Powered by Duo Security

Device: **IOS (XXX-XXX-8285)** Need help?

Duo Push **RECOMMENDED** ?

Phone call ?

Passcode ?
[Send SMS passcodes](#)

Log in >

C. Using DUO with traditional cell phones and landlines

1. Please refer to the DUO help page at <http://guide.DUOsecurity.com/other-phones>

D. Using DUO with a Hardware Token

1. Please refer to the DUO help page at <http://guide.DUOsecurity.com/tokens>

E. Using DUO with U2F Authenticators

1. Please refer to the DUO help page at <http://guide.DUOsecurity.com/u2f>

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Appendix A

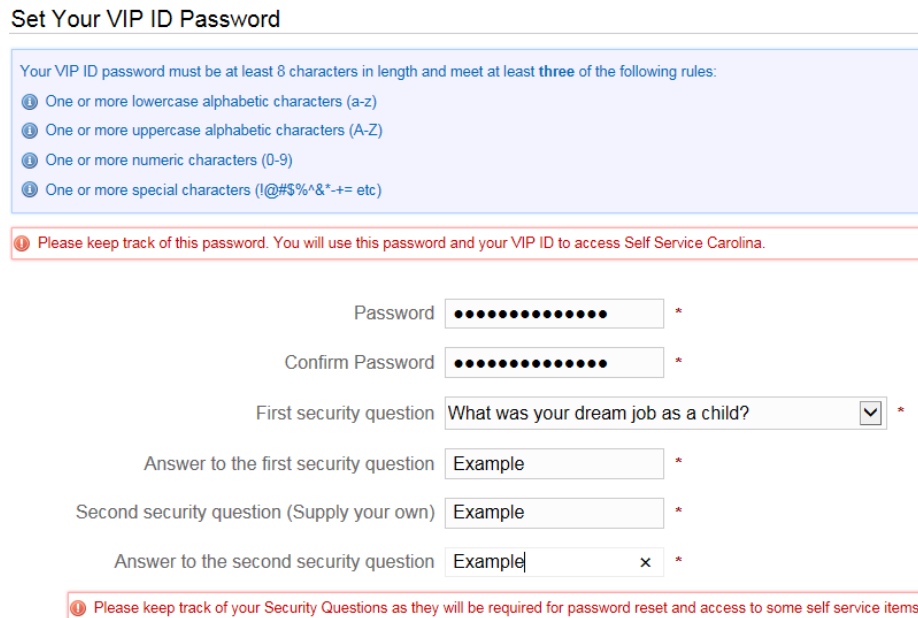
If you have not set up your VIP security questions, you will need to claim your account through my.sc.edu.

1. Navigate to <https://my.sc.edu/vipid/claim> and fill in the fields with the appropriate information.
2. If you do not know your VIP ID please follow the instructions at <https://vip.sc.edu/vipid.html>.



The screenshot shows the 'Set Your VIP ID Password' form. At the top left is the University of South Carolina logo. The form fields are: 'VIP ID' (text input), 'Last Four Digits of either your SSN or USC ID' (text input), 'Legal Last Name' (text input), 'Date of Birth' (dropdown menu with 'February', '16', and '2015' selected), and 'Please enter the letters below' (text input). Below the last field is a box containing the letters 'MHTYAC' with a hatched background. A 'Continue' button is located at the bottom right of the form.

Tip: When setting up your security questions in my.sc.edu, please ensure you select questions and answers that cannot be found on social networks.



This screenshot shows the 'Set Your VIP ID Password' form with a blue box detailing password requirements: 'Your VIP ID password must be at least 8 characters in length and meet at least three of the following rules: 1. One or more lowercase alphabetic characters (a-z), 2. One or more uppercase alphabetic characters (A-Z), 3. One or more numeric characters (0-9), 4. One or more special characters (!@#%&^*+ etc)'. Below this is a red warning: 'Please keep track of this password. You will use this password and your VIP ID to access Self Service Carolina.' The form fields are: 'Password' (masked with dots), 'Confirm Password' (masked with dots), 'First security question' (dropdown menu with 'What was your dream job as a child?' selected), 'Answer to the first security question' (text input with 'Example'), 'Second security question (Supply your own)' (text input with 'Example'), and 'Answer to the second security question' (text input with 'Example' and a clear 'x' button). A red warning at the bottom states: 'Please keep track of your Security Questions as they will be required for password reset and access to some self service items.'