### How to Enroll in Multi-Factor Authentication

https://infosec.ucf.edu/identity-management/multi-factor-authentication/

Employees are required to use MFA during sign on to most UCF systems, including myUCF, Microsoft Office applications (Outlook, OneDrive, Teams, etc.), and the UCF VPN.

The MFA service's one-time self-registration process makes it easy to enroll a device (e.g., a smartphone, tablet, or landline telephone) which will authenticate your identity. We **strongly recommend** enrolling more than one device (e.g., a smartphone and your office phone) to use in case one is not available. We recommend users manage or enroll their devices in MFA using the myUCF website.

1. Use an internet browser and navigate to my.ucf.edu

	UNIVERSITY OF	CENTRAL FLORIDA			UCF SIGN IN + Search UC	× Q	
DURATION OF CENTRA FLORIDA      OUTPERING OF CONTRACT OF CONT		cess your and more.					
	QUICKLINKS:	<b>?</b> UCF Help	Q Class Search	Course Catalog	Knights Email	Webcourses@UCF	Total Links
	IMPORTANT DATE	TES AND DEADLINES FOR SPRING 2022		UCF RESOURCES			
	APR 25	Classes End; Last Day to Remove Incomplete SPRING Incomplete grades must be removed within one year of the award date prior to graduation from the University, whichever comes first, else they will change to "F."		UCF Apps	Events		
	APR 25	Grade Forgiveness Do	eadline		Campus Map	Parking Adaptive Planning	
	APR 27 - MAY 3	Final Examination Pe	riod				

2. Sign on to myUCF using your NID and NID password

ND		my.ucf.ed	lu
Password		Tou name assess to regar to	119.00.000
Password		What is my NID?	0
	Sign On	ND Password Reset	0
By signing	p on, you agree to the terms of the UCF	Trouble Signing On?	0

3. Follow the onscreen instructions to enroll in the multi-factor authentication service.

4. Once enrolled, use the MFA service to select an authentication method to validate your identity and view your Direct Deposit or W2/W-2c information.

# Setup Duo Mobile for MFA via a Smartphone

Duo supports iOS, Android, Windows, and Blackberry mobile devices for enrollment and authentication. If you do not have one of the above devices, consider enrolling with Duo using your landline number such as your office desk number.

Be sure to download the FREE Duo Mobile app (from the Apple app store, Windows store or the Google Play store). Duo Mobile is an app that runs on your tablet or smartphone and helps you authenticate quickly and easily.

Without it you will still be able to login using a phone call or text message, but for the best experience we recommend that you use Duo Mobile.

To get started using your mobile device with Duo, follow these steps:

1. Select "Mobile phone" from the selection menu



### 2. Type in Phone Number

If you're adding an international number, just put a + in front of your country code when prompted for the number. Once you have entered your number be sure to check the box next to your number asking if it is the correct number.

(c	Enter your phone number				
UCF	United States				
What is this? <b>[2</b> ] Need help?	+1 (407) 823-5117 ex: (201) 234-5678				
	(407) 823-5117 This is the correct number.          Back       Continue				

## 3. Choose Platform

	What type of phone is 407-823-5117?
	iPhone iPhone
LICE	Android
UCF	BlackBerry
What is this? 🗗	Windows Phone
Need help?	Other (and cell phones)
	Back

#### 4. Install Duo Mobile app



### 5. Scan QR Code

	Activate Duo Mobile for iOS
What is this? I'	<ul> <li>1. Open Duo Mobile.</li> <li>2. Tap the "+" button.</li> <li>3. Scan this barcode.</li> <li>Or, have an activation link emailed to you instead.</li> </ul>
	Back Continue

6. You will then get a confirmation screen indicating that your device has been added. Via the "When I log in" dropdown menu you can select to be prompted on the authentication method each time you access a multifactor secured page or select your preferred authentication method.

What is this? C Need help?	My Settings & Devices				
	iOS JUST ADDED				
	Default Device: iOS				
	When I log in: Ask me to choose an authentication method				
	Saved Continue to Login				

To continue to the service you were trying to access, click the "Continue to login" button at the bottom after adding your device.

7. Once the enrollment is successful, a green bar will display at the bottom of the authentication method box indicating "Enrollment successful! This is the Duo login prompt that you'll normally see when logging in."

UCF	Choose an authentication method			
	Duo Push Recommended	Send Me a Push		
	இ Call Me	Call Me		
What is this? <b>ট</b> <u>Need help?</u>	Passcode	Enter a Passcode		
Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.				

For assistance, contact the UCF IT Support Center at (407) 823-5117 or at servicedesk@ucf.edu