

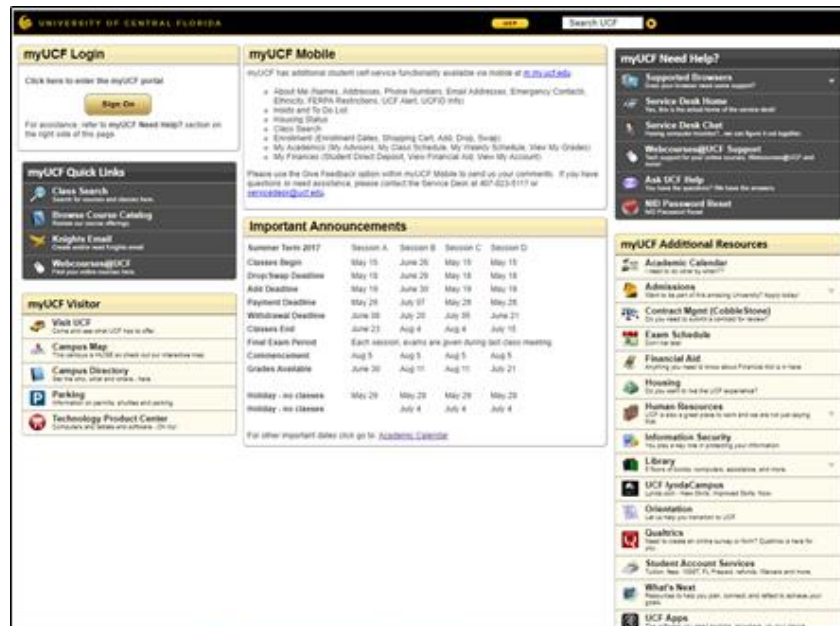
How to Enroll in Multi-Factor Authentication

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

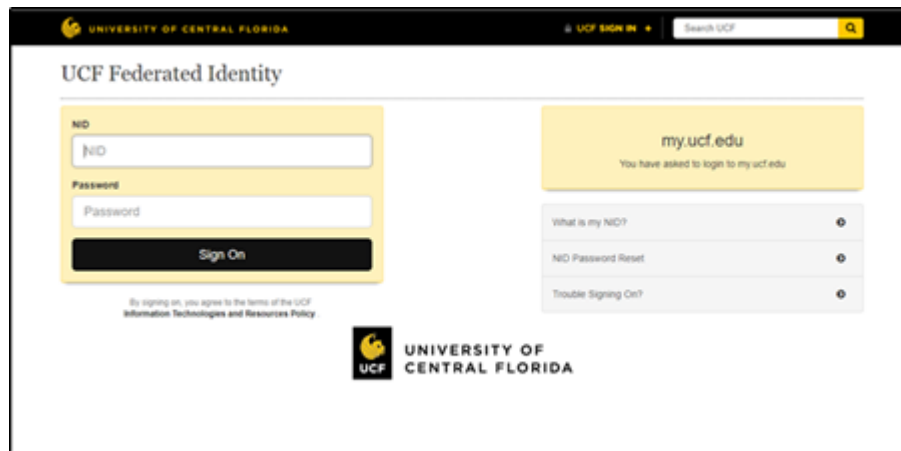
Employees with access to sensitive online information resources such as myUCF are required to use MFA during sign on. All employees must enroll in and use the MFA service to view or change their direct deposit and W-2 information.

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 W-2 or Direct Deposit page.

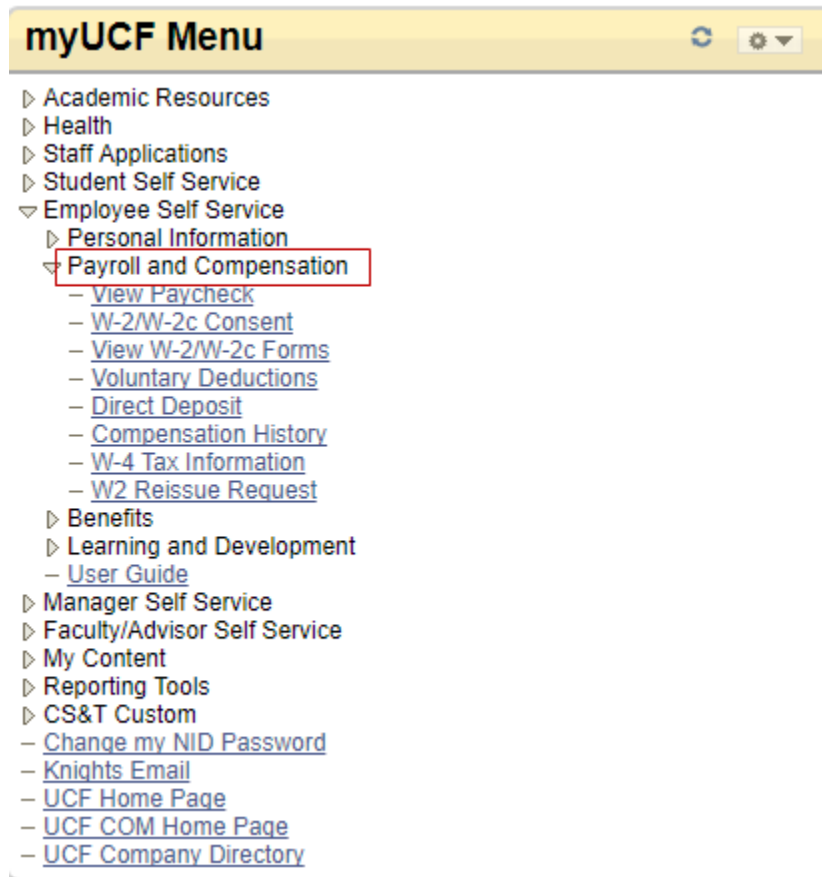
1. Use an internet browser and navigate to my.ucf.edu



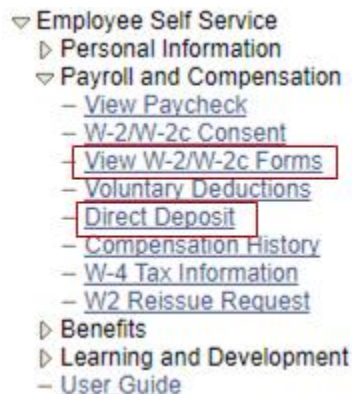
2. Sign on to myUCF using your NID and NID password



3. Navigate to the “Employee Self-Service” link and select “Payroll and Compensation”



4. Click the “Direct Deposit” or “View W2/W-2c Forms” pages



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

6. 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

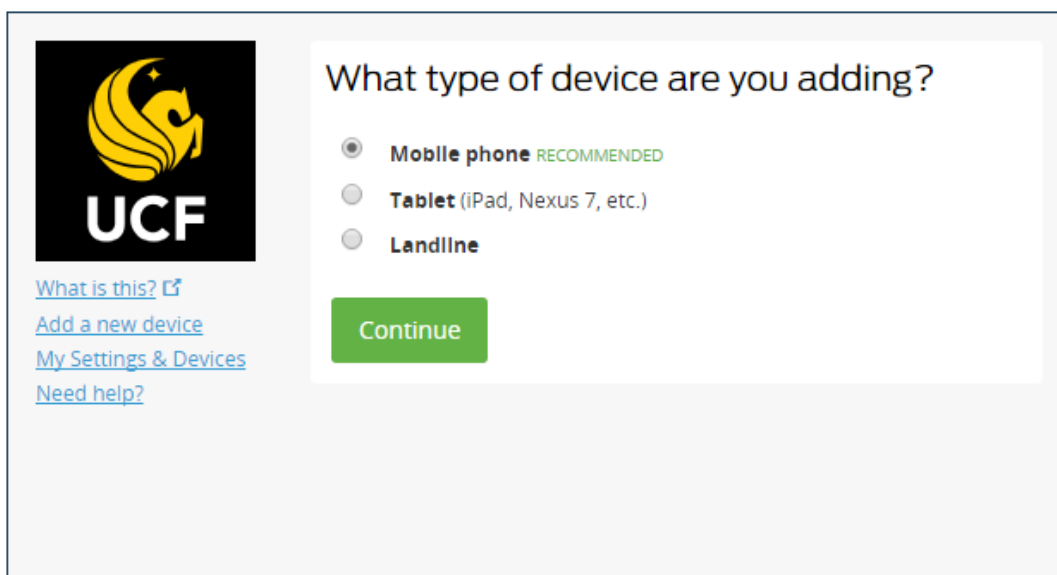
Duo supports iOS, Android, Windows, and Blackberry mobile devices for enrollment and authentication. If you do not have one of the above devices consider enrolling with Duo using your landline number such as your office desk number.

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 following 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.



[What is this?](#) [Need help?](#)

Enter your phone number


United States ▼

+1 (407) 823-5117 ✓

ex: (201) 234-5678

(407) 823-5117 This is the correct number.

3. Choose Platform

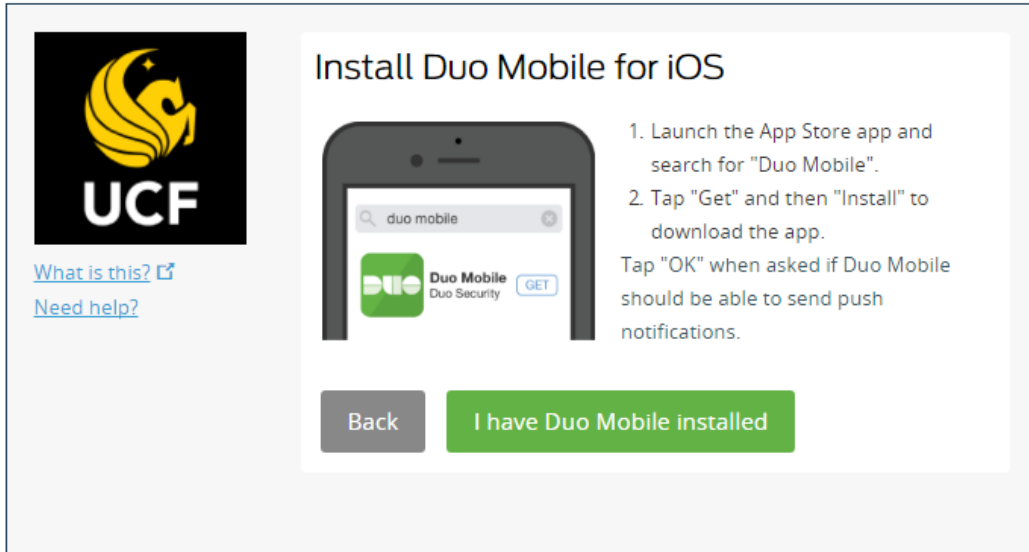


[What is this?](#) [Need help?](#)

What type of phone is 407-823-5117?

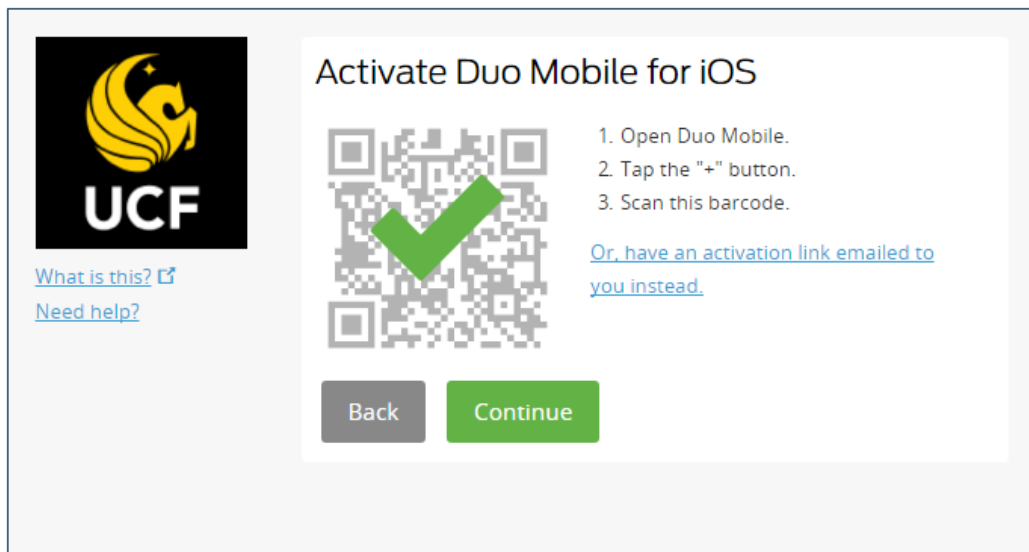
- iPhone
- Android
- BlackBerry
- Windows Phone
- Other (and cell phones)

4. Install Duo Mobile app



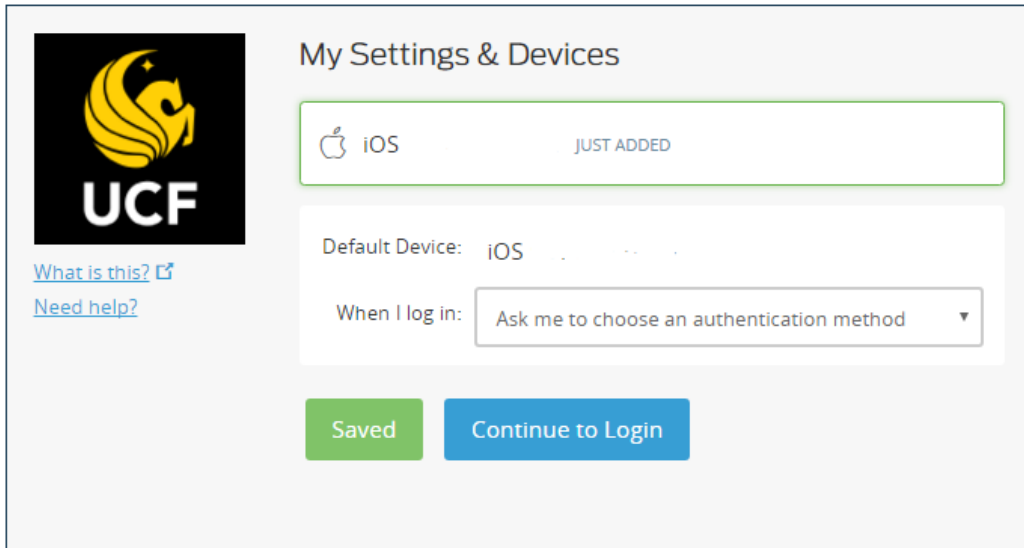
The screenshot shows a web page for installing the Duo Mobile app on iOS. On the left is the UCF logo with links for "What is this?" and "Need help?". The main content area is titled "Install Duo Mobile for iOS" and features an image of an iPhone displaying the app's App Store page. To the right of the phone are three numbered instructions: 1. Launch the App Store app and search for "Duo Mobile". 2. Tap "Get" and then "Install" to download the app. 3. Tap "OK" when asked if Duo Mobile should be able to send push notifications. At the bottom are two buttons: "Back" and "I have Duo Mobile installed".

5. Scan QR Code



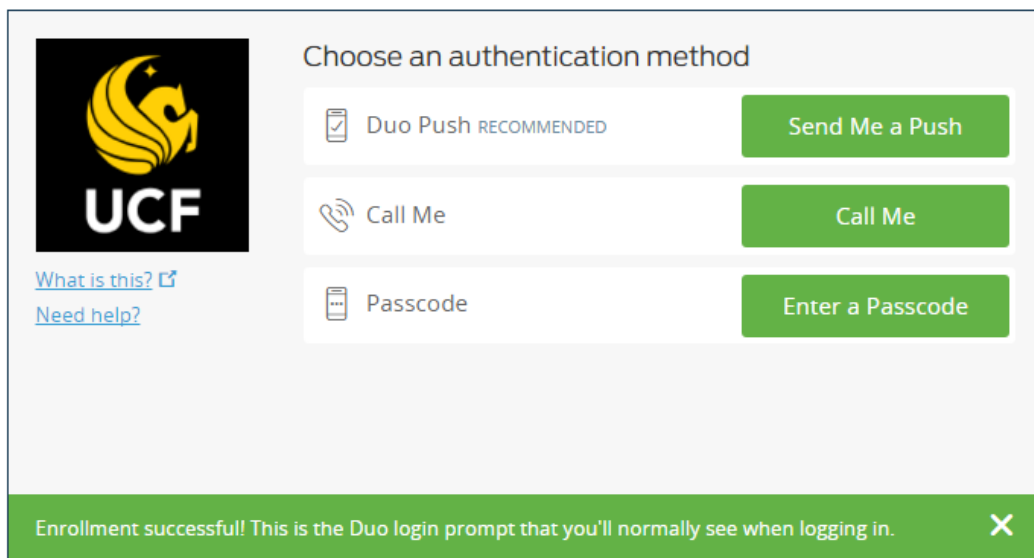
The screenshot shows a web page for activating the Duo Mobile app on iOS. On the left is the UCF logo with links for "What is this?" and "Need help?". The main content area is titled "Activate Duo Mobile for iOS" and features a large QR code with a green checkmark overlaid on it. To the right of the QR code are three numbered instructions: 1. Open Duo Mobile. 2. Tap the "+" button. 3. Scan this barcode. Below the instructions is a link: "Or, have an activation link emailed to you instead." At the bottom are two buttons: "Back" and "Continue".

6. You will then get a confirmation screen denoting 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.



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."



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