DUO Self Enrollment Instructions: Step by Step

DUO enrollment is recommended to be used with a smart device (mobile phone or tablet) for enhanced security and ease of use. Additional options exist to add a landline (home phone) as well.

Step 1: Navigate to https://mynova.villanova.edu and search for Duo. Click ‘Enroll in DUO’ under Tasks.

Step 2: On the next page, click ‘Next’

*If you are not already logged in, you will be prompted to sign in. Please log in with your Villanova username and password.
Step 3: Click on ‘Start setup’ on the first screen, then select the device you would like to enroll. Once complete, click Continue. *Remember do not add your desk phone – this is for off-campus access*

Choose Your Device
What type of device do you want to enroll with Duo? You’ll be able to add another device after this.
- **Mobile phone RECOMMENDED**
- Tablet (iPad, Nexus 7, etc.)
- Landline

Continue →

Step 4: Enter the phone number for your device.

Phone number
Please enter the device’s phone number below.

[United States]  
+1 [ ]
ex: (201) 234-5678

Back  Continue →

Step 5: Verify ownership by entering the verification code.

1. We can call or text you with a verification code to verify that you own this number.
   - Call me
   - Text me

2. Verification code (6 digits): [ ]  Verify

Back  Continue →
Step 6 - 8 is for adding your mobile/smart device. If adding a home landline, please skip to Step 9.

Step 6: Chose a platform. *If adding a cell phone that does not allow for app downloads, please chose ‘Other’ and skip to Step 9*

Step 7: Install the Duo Mobile app for your device.

Step 8: Click on ‘I have Duo Mobile installed.’ Go to your app to activate Duo.
When enrollment is successful, you’ll see a green check mark over the barcode and the ‘Continue’ button will be clickable.

Step 9: When adding a home landline, please select Landline when asked ‘What type of device are you adding?’

Step 10: Enter the phone number you would like to add to your account.

Once completed, your landline will be registered. You can select ‘Call Me’ to authenticate. If you’re adding a cell phone with app capabilities, you can select ‘Passcode’ to have an SMS text sent to your phone. More details can be found on the Duo website: https://guide.duo.com/enrollment.