

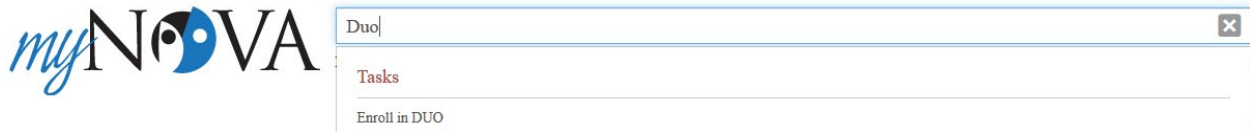
## DUO Self Enrollment Instructions: Step by Step

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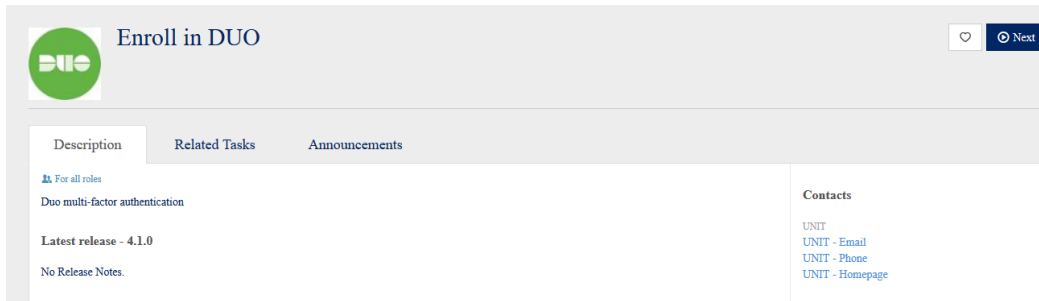
DUO enrollment is recommended to be used with a smart device (mobile phone or tablet) for enhanced security and ease of use. Additional options exist to add a landline (home phone) as well.

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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.

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### Sign in

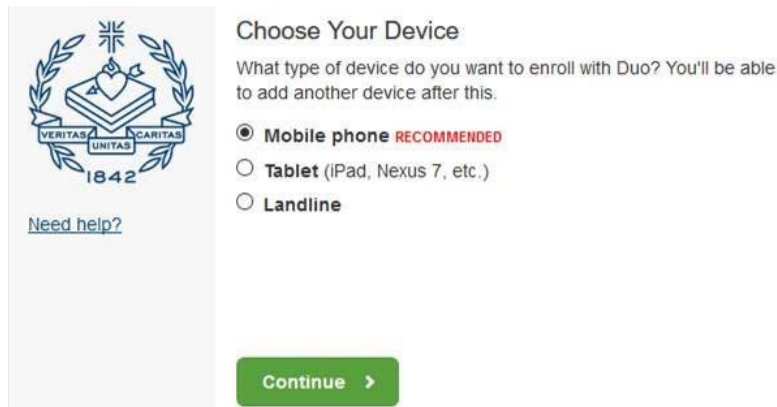
[Can't access your account?](#)

[Back](#)

[Next](#)

"Forgot my password" link not functional. Use <http://passwordreset.villanova.edu> instead. For Assistance call 610-519-7777

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**

[Need help?](#)

**Continue >**

Step 4: Enter the phone number for your device.



**Phone number**

Please enter the device's phone number below.

United States

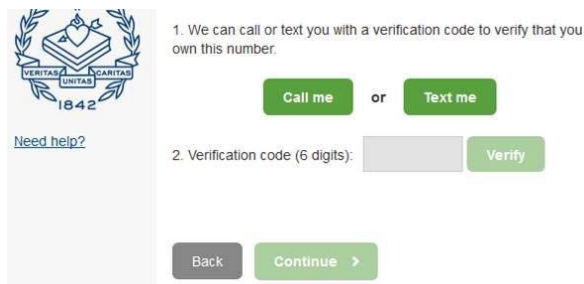
+1

ex: (201) 234-5678

[Need help?](#)

**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** or **Text me**

**2.** Verification code (6 digits):

**Verify**

[Need help?](#)

**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\**



Choose Platform 201-234-5678

What operating system does this device run?

iPhone

Android

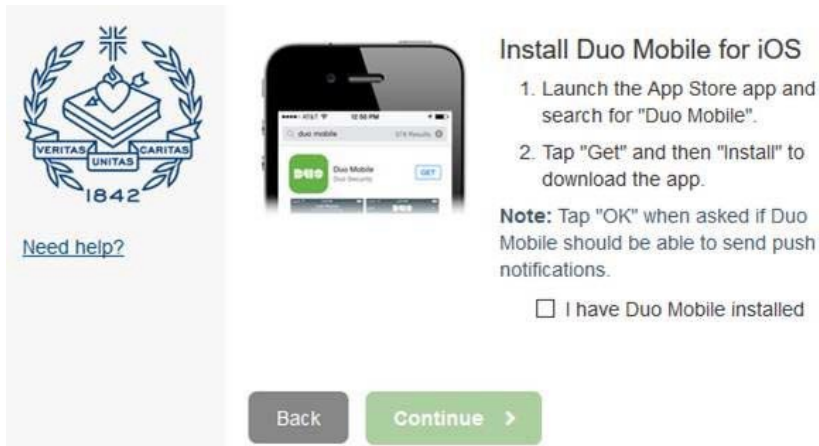
BlackBerry

Windows Phone

Other (and cell phones)

Back Continue >

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



Install Duo Mobile for iOS

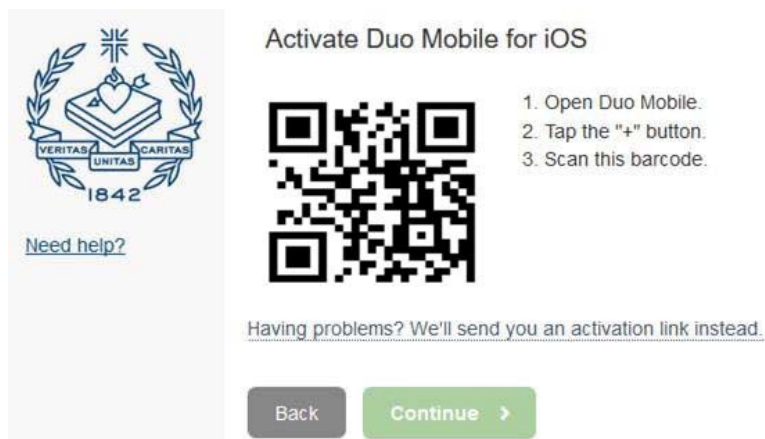
1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

**Note:** Tap "OK" when asked if Duo Mobile should be able to send push notifications.

I have Duo Mobile installed

Back Continue >

Step 8: Click on 'I have Duo Mobile installed.' Go to your app to activate Duo.



Activate Duo Mobile for iOS

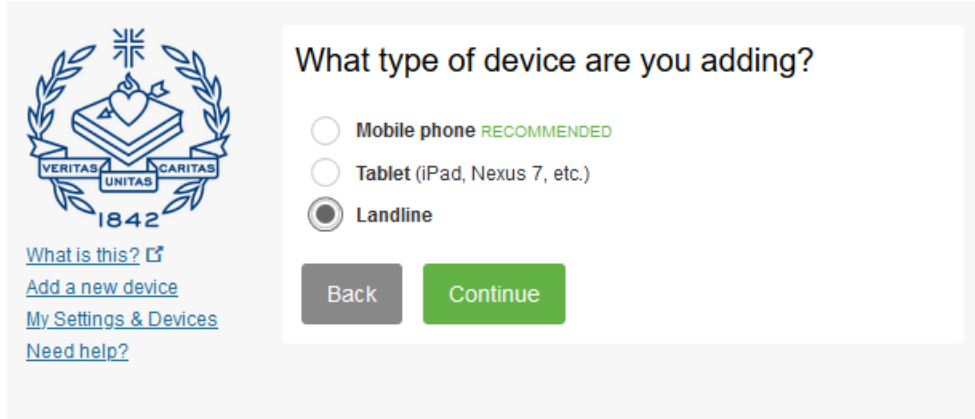
1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Having problems? We'll send you an activation link instead.](#)

Back Continue >

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?'



What type of device are you adding?

Mobile phone **RECOMMENDED**

Tablet (iPad, Nexus 7, etc.)

Landline

Back Continue

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



Phone number

Please enter the device's phone number below.

United States

+1

ex: (201) 234-5678

Back Continue >

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>.