



## How to Enroll in Multifactor Authentication

These instructions provide information on the steps required to enroll in MFA, how to register your mobile device using the “Duo Mobile” app, and how to register a backup device.

### Verify Your Identity

**Step 1:** Go to <https://mfa.untsystem.edu> and enter your EUID and password.

**Step 2:** Select "Enroll in MFA".

**Step 3:** When prompted, verify your identity by entering three forms of personal information:

- Your date of birth
- Your social security number
- The secret answer that you provided in the Account Management System, <https://ams.unt.edu>

## Register Your Mobile Device and Install the Duo Mobile App

**Step 4:** Click “Start Setup”.

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### Protect Your University of North Texas System Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

**Start setup**

**Step 5:** Select the type of device that you will register. The recommended type is mobile phone.

Click “Continue”.

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### What type of device are you adding?

- Mobile phone** RECOMMENDED
- Tablet (iPad, Nexus 7, etc.)
- Landline
- Security Key (YubiKey, Feitian, etc.)
- Touch ID  
Requires Chrome on macOS to use Touch ID.

**Continue**

**Step 6:** Enter your mobile number. Select “Continue”.

Click “Continue”.

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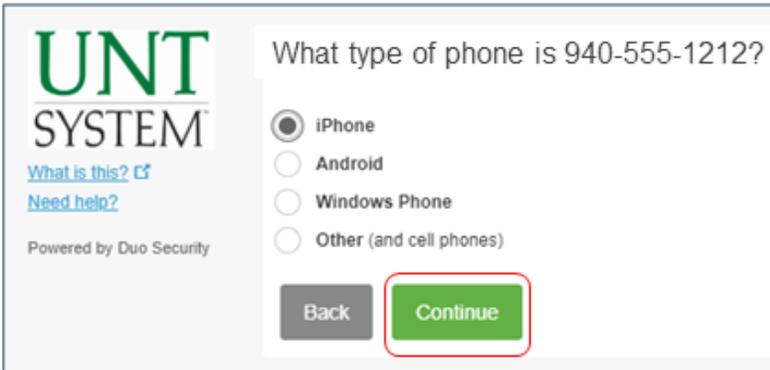
### Enter your phone number

United States

+1 940-555-1212 ✓  
Example: (201) 234-5678

You entered (940) 555-1212. Is this the correct number?

**Back** **Continue**



**Step 7:** Select the mobile device operating system.

Click “Continue”.

**Step 8:** Install the free “Duo Mobile” app.

Install Duo Mobile for iOS



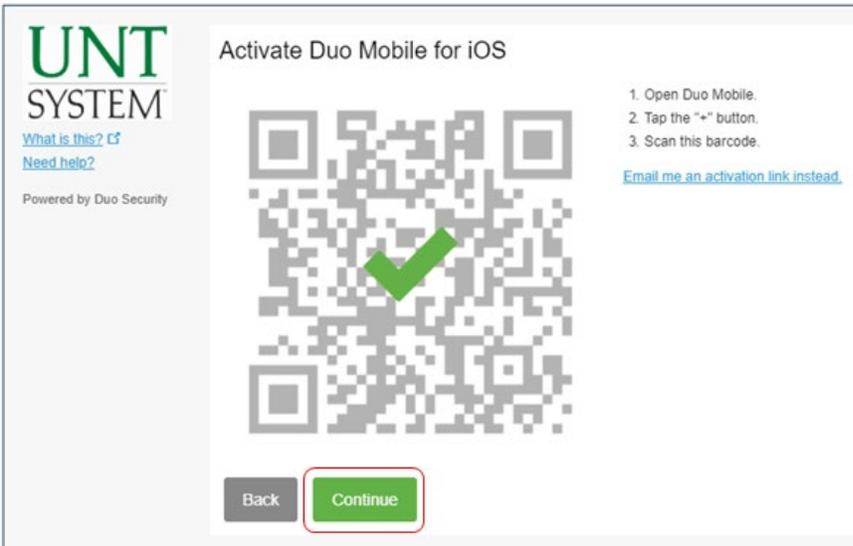
1. Launch the App Store app and search for “Duo Mobile”.  
2. Tap “Get” and then “Install” to download the app.

Install Duo Mobile for Android



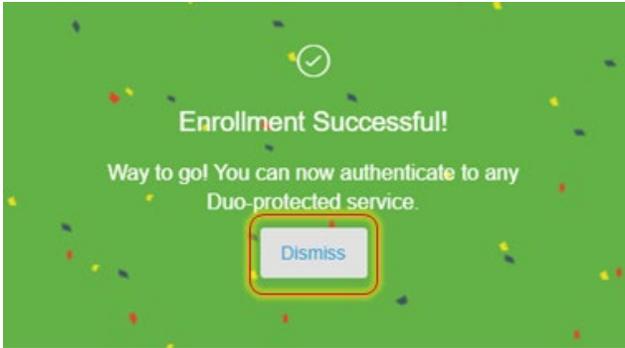
1. Launch the Google Play Store app and search for “Duo Mobile”.  
2. Tap “Install” to install the app.

After you have installed the Duo Mobile app, select “I have Duo Mobile installed”.



**Step 9:** Using the Duo Mobile app on your mobile device, follow the prompt to point your camera at the QR code on the screen. Your device will be instantly registered in the MFA system.

Click “Continue”.

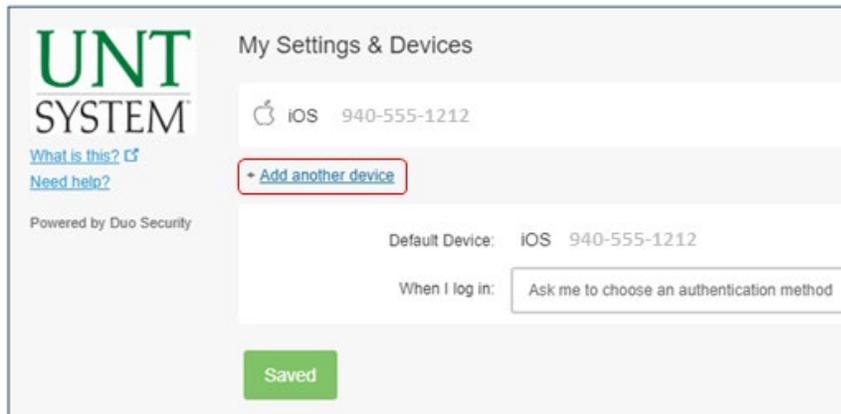


**Step 10:** Success!!

Click Dismiss to return to the Duo screen.

## Register a Backup Device

It is strongly recommended that you register a second device or method as a backup option for multifactor authentication. Adding a second device will allow you to use protected resources in the event you do not have access your mobile device.



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### My Settings & Devices

iOS 940-555-1212

[+ Add another device](#)

Default Device: iOS 940-555-1212

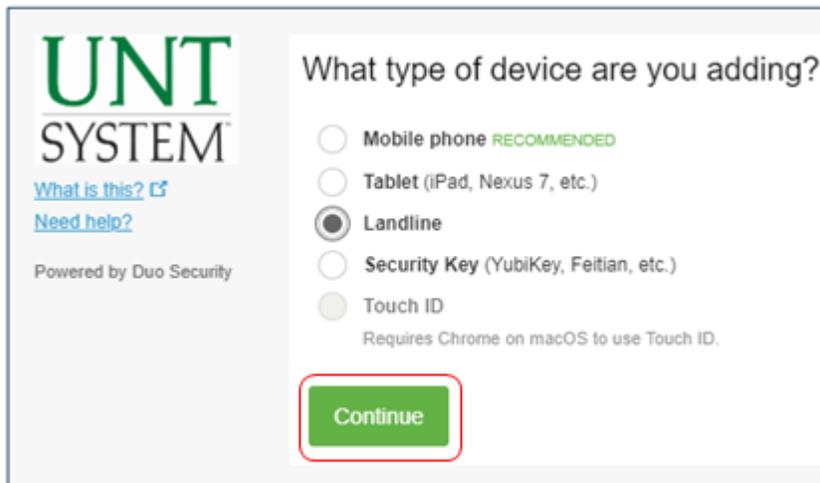
When I log in:

[Saved](#)

**Step 1:** Select “Add another device” and follow instructions.

## Sample Backup Option: Register a Landline

**Step 2:** After selecting “Add another device” (above), Select “Landline” then select “Continue”.



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### What type of device are you adding?

Mobile phone **RECOMMENDED**

Tablet (iPad, Nexus 7, etc.)

Landline

Security Key (YubiKey, Feltian, etc.)

Touch ID  
Requires Chrome on macOS to use Touch ID.

[Continue](#)

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### Enter your phone number

United States

+1 940-555-4321 ✓  
 Example: (201) 234-5678

Extension:

You entered (940) 555-4321. Is this the correct number?

Back Continue

**Step 3:** Enter the telephone number that you will use for backup multifactor authentication. (Note: this may be **any phone number to which you have access.**)

Then click "Continue".

**Step 4:** Success! You have now added a backup method for multifactor authentication.

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### My Settings & Devices

iOS 940-555-1212 Device Options

Landline 940-555-4321 JUST ADDED Device Options

+ Add another device

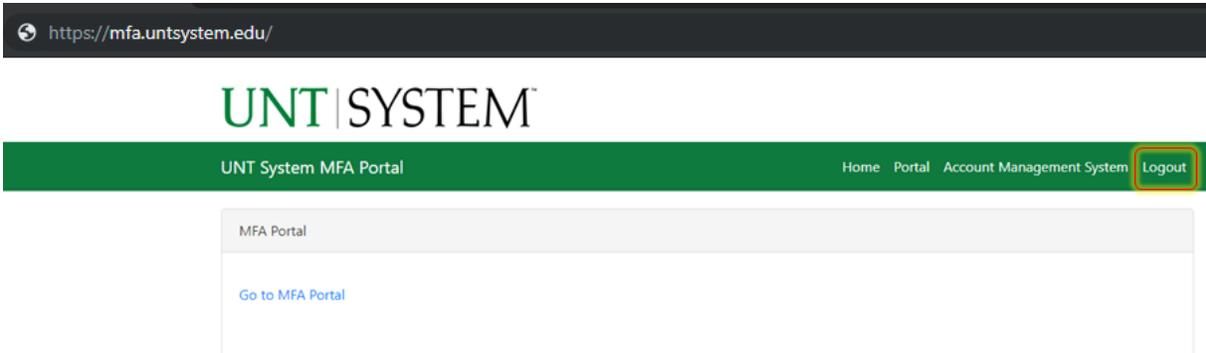
Default Device: iOS 940-367-0487

When I log in: Automatically send this device a Duo Push

Saved

## Logout of the MFA Portal

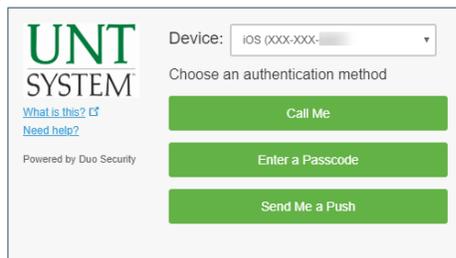
Select the logout button from the menu bar.



You may return to MFA.untsystem.edu to make any edits or additions to your multifactor settings.

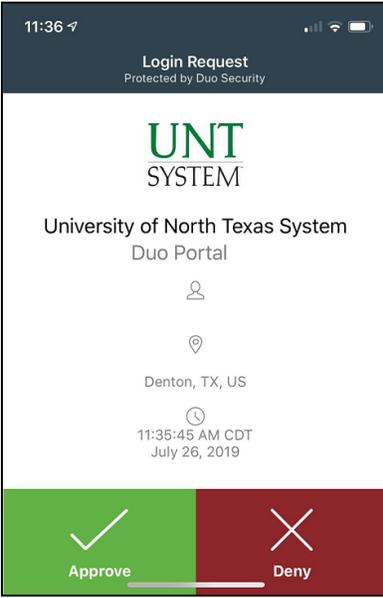
## Authenticating with Duo MFA

Resources protected by MFA will present an authentication screen and allow you to choose the authentication method. The example below sends a request to your mobile device.



**Step 1:** Choose “Send Me a Push” to send the response to your mobile device.

**Step 2:** Open the “Duo Mobile” app on your mobile device.



**Step 3:** Tap “Approve” from the Duo Mobile app screen to unlock the protected resource or you may follow the prompt from a landline call or SMS passcode to unlock the protected resource.

If you have any questions or need assistance, you may contact your local department’s IT support group or helpdesk. Due to the sensitivity and security regarding this, the IT support desk will request you to provide verification of identity.

UNT UIT Helpdesk:

<http://helpdesk.unt.edu>

[helpdesk@unt.edu](mailto:helpdesk@unt.edu)

940-565-2324

UNT HSC Helpdesk:

<http://helpdesk.unthsc.edu>

817-735-2192

UNT Dallas Helpdesk:

<http://oit.untdallas.edu/help-desk>

972-338-1448

UNT System:

[ITHelp@untsystem.edu](mailto:ITHelp@untsystem.edu)

940-565-4357