1. Go to your app store and download the DUO app:
   (On iPhone allow push notifications)

2. Go to the Chico State home page and then choose the Portal:

3. Click on the Sign In Flag:

4. Use your credentials to log in:
5. When the Duo page appears, click on the settings menu:
   a. This will only work IF your account has been added to the enforcement group (MFA) in LDAP. Reply to the TeamDynamix ticket that was sent to you, when you are ready.
   b. Everyone will forced into the group on 10/31/2019.
6. Click on the Add a new device option:

7. Click the button on your token and enter the six digit code here, and then select Log In:
8. Defaults to Mobile phone – Click on Continue:

**2-Step Verification with Duo**

Your account requires the use of 2-Step Verification, recommended that you use your mobile device to download the Apple or Play Store.

What type of device are you adding?

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

Continue

9. Enter your ten digit phone number:

**2-Step Verification with Duo**

Your account requires the use of 2-Step Verification, recommended that you use your mobile device to download the Apple or Play Store.

Enter your phone number

United States

+1

Example: (201) 234-5678

Back Continue
10. Click on the check box if the correct phone number has been added:

11. Select the phone type and then Continue:
12. You should have already downloaded the Duo app for your device… If not Android and iPhones are listed at top of this document:

13. Following the direction. Open the Duo app and click on the ‘+’, then scan your unique QR code:
14. A green check mark appears when successful:

15. Make sure the dropdown boxes set correctly:
   a. Correct device is listed in the Default Device dropdown section
   b. Ask me to choose an authentication method is also selected then select Continue to Login:
16. Your default device should show up in the window. Remember to select Remember me for 1 day under the Enter a code.

17. Next select the Send me a Push button:

18. You should receive a notification on your phone.