Enroll in Duo

1. **Welcome Screen**

Visit https://2fa.ndus.edu and login using your NDUS account ID and password. Click **Start setup**.

2. Choose Your Authentication Device Type

Select the type of device you would like to enroll and click **Continue**.

**We recommend using a smart phone for the best experience, but you can also enroll a land-line telephone, or and iOS/Android Tablet.

3. Type Your Phone Number

Select your country and enter your phone number. Use the number of your smartphone, landline, or cell phone that you have with you when logging into a Duo-protected service. *You can enter an extension if you chose "Landline" in the previous step.*

Double-check to ensure you entered the number correctly, check the box, and click Continue.
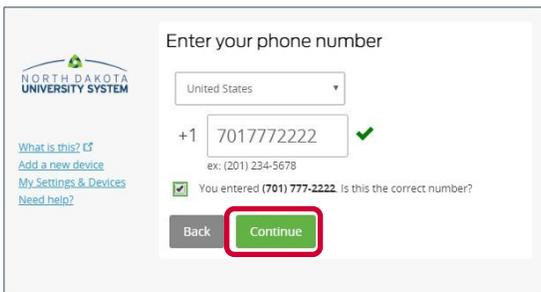
**If you are enrolling a tablet you will not be prompted to enter a phone number.

4. Choose Platform

Choose your device's operating system and click **Continue**.

Contact the Help Desk if you need assistance:

NDSCS Help Desk: 701-671-3333 (option 3)
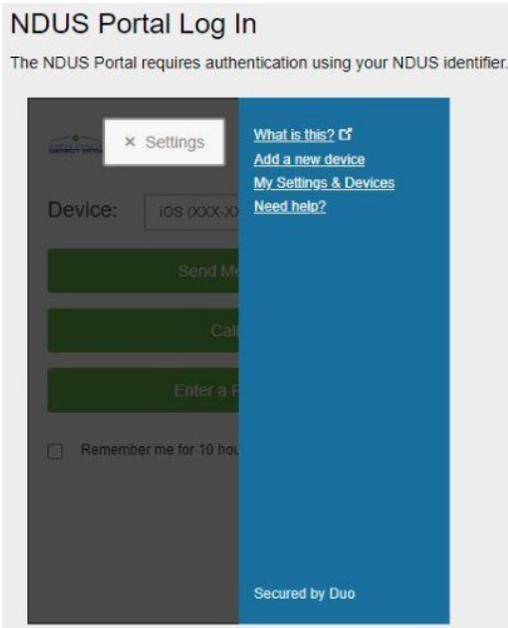
   Monday-Friday 7:45 a.m.—4:45 p.m.

NDUS Help Desk: 1-866-457-6387

   24 hours / 7 days per week

Add a Device

1. **Add a New Device**

To enroll a new device, log into https//:2fa.ndus.edu using your NDUS account and password. When prompted for the Duo authentication, select **"Settings"** and click **"Add a new device."**

**Some of the options shown on the left can vary depending on the device you are using.

2. Choose your authentication method and complete multi-factor authentication to begin adding a new device.

If you are adding a new device to replace one the you previously activated for Duo Push, don't select the Duo Push authentication method on this page unless you still have the original device. If you don't have the original device, but you have a new device with the same phone number, then you can authenticate with a phone call or SMS passcode.
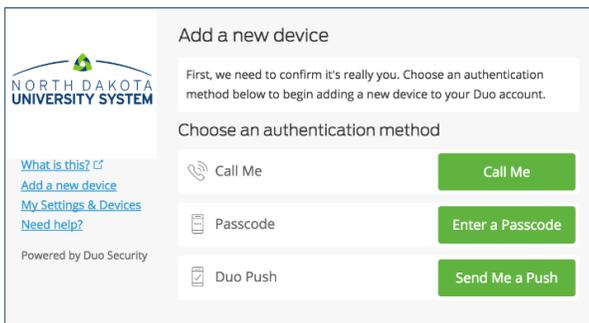
**You cannot add a new device from this page if you do not have access to any of your previously enrolled authentication devices.

You need to contact the NDSCS Helpdesk for assistance.

NDSCS Help Desk: 701-671-3333 (option 3)

3. You are now done setting up your duo account.

You can click **Add another device** to start the enrollment process again and add another authenticator.

Contact the Help Desk if you need assistance:

NDSCS Help Desk: 701-671-3333 (option 3)   **NDUS Help Desk: 1-866-457-6387**

Monday-Friday 7:45 a.m.—4:45 p.m.   24 hours / 7 days per week

Enroll Multiple Devices

You can enroll multiple devices on your Duo account. We recommend that you add at least one secondary device as the phone number of a trusted friend and/or family member.

Use Push

The next time you are prompted by Duo, select "Send Me a Push." You will receive a notification on your device with the Duo app installed. All you need to do is to tap on that notification, approve it and you're in. The Duo app must be installed for Push to work.
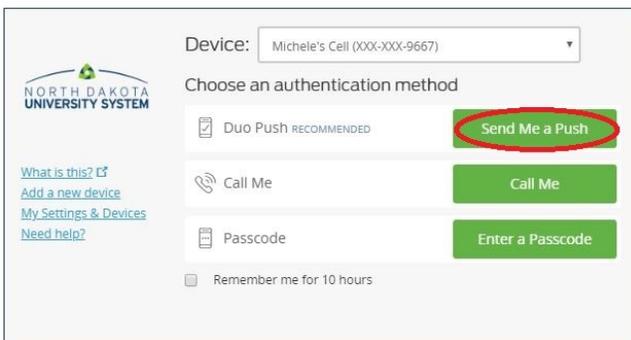
Remember Me

On systems that require you to log in every instance, you can have Duo remember you up to 10 hours. To activate this, click the check box in front of "Remember me for 10 hours" next time you're prompted by Duo.
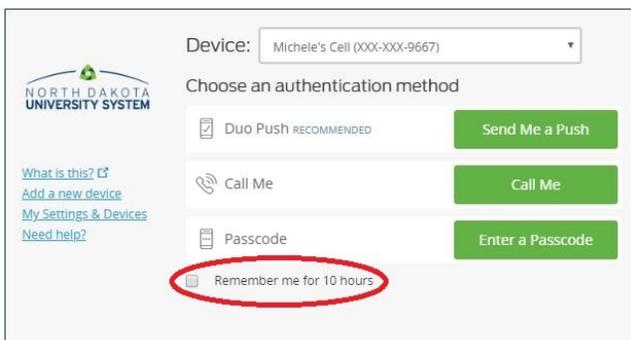
What happens if I get a Duo prompt and I'm not trying to log in?

If you receive a Duo authentication prompt (push, text, or phone call) on your device without you initiating the requests, decline the Duo prompt (marking it as fraud), immediately change your NDUS account password, and contact the NDSCS Help Desk. This could be an indication that your credentials have been compromised and someone is attempting to login to your account.

Contact the Help Desk if you need assistance:

NDSCS Help Desk: 701-671-3333 (option 3)   **NDUS Help Desk: 1-866-457-6387**

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