First-time Setup: Duo Tablet Enrollment Guide

These instructions are for the initial setup of a tablet with Baylor’s Duo two-factor authentication. If you already have a device configured with Duo and need to make changes to your setup, please see the Device Management instructions in the Documentation section of the Duo web page.

To begin, using a computer or smartphone, go to: https://www.baylor.edu/its/2factor. Click on the Click to Enroll button on the right. You will see the following screen:

Click the Start setup button. You will see the following screen. Select Tablet.

For the initial enrollment of a smartphone or a landline, see the First-time Enrollment instructions in the Documentation section of the Duo web page.

Once you make your selection, click the Continue button
Enter the type of tablet you are enrolling. Click the **Continue** button.

On your tablet, install the Duo Mobile app. For iPads, go to the App Store. For Android tablets, go to Google Play app. Once you have the Duo Mobile app installed, click the **I have Duo Mobile installed** button.
On your tablet, open the Duo Mobile app and tap the “+” in the top right corner. Depending on your tablet’s settings, you may have to allow the Duo Mobile app to access your camera. You must do this in order to scan the code. Hold your tablet up to your computer screen so that the camera can scan the code.

When the code is successfully scanned by your tablet, a green check mark will appear on the code. Once you see the green check mark, click the Continue button.
This completes the setup of your tablet. It is **important** to leave the “When I log in:” setting to **Ask me to choose an authentication method**. If this is changed to another setting you will not be able to make changes to your setup. Click on the **Continue to Login** button.

This is the screen that you will see when you log onto a system that uses Duo. On this screen, select the authentication method you want to use. Selecting the **Send me a Push** button will send a notification to your tablet. Open the Duo Mobile app and tap on the Request Waiting prompt. You will then have the option to **Approve** or **Deny** the request. If you are logging into the system, select **Approve**. If you are not logging in when you receive a notification, select **Deny**, as someone may be trying to use your credentials to access your information.
Open the Duo Mobile app and tap on the Request Waiting prompt. You will then have the option to **Approve** or **Deny** the request. If you are logging into the system, select **Approve**. If you are not logging in when you receive a notification, select **Deny**, as someone may be trying to use your credentials to access your information.

For the initial setup of your tablet, selecting Approve will display this screen. If you were logging into an application that uses Duo, the application will open.

For assistance setting up your tablet, please contact the Help Desk at 254-710-4357.