Device Management – Adding a Smartphone to an existing Duo Configuration

Adding an additional device to your Duo configuration gives you additional options when selecting how to approve a request. If you forget one of your devices at home and have multiple devices set up with Duo, you can use one of these alternative devices to approve log-in requests.

To add a smartphone, use a tablet or computer to go to the Duo web page: www.baylor.edu/its/2factor and click on the Click to Enroll button on the right side of the page. Log in with your BearID (first_last) and your BearID password. The following screen will appear. Select the Add a new device option on the left.

On the following screen, select your notification preference. You can choose to receive a text message with a passcode or a push notification to the Duo Mobile app.
Approve the request and select Mobile phone from the next screen and click the Continue button.

Enter your phone number, verify that it is correct, and click the Continue button.
Select the type of phone and click the **Continue** button.

On your smartphone, install the Duo Mobile app. For iPhones, go to the App Store. For Android devices, go to Google Play app. Once you have the Duo Mobile app installed, click the **I have Duo Mobile installed** button.
On your smartphone, open the Duo Mobile app and tap the “+” in the top right corner. Depending on your phone’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 phone up to your computer screen so that the camera can scan the code.

When the code is successfully scanned by your phone, a green check mark will appear on the code. Once you see the green check mark, click the Continue button.
Verify that the smartphone you added shows up in the Duo Device List.

For assistance with adding a device to your Duo configuration, please contact the Help Desk at 254-710-4357.