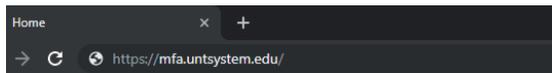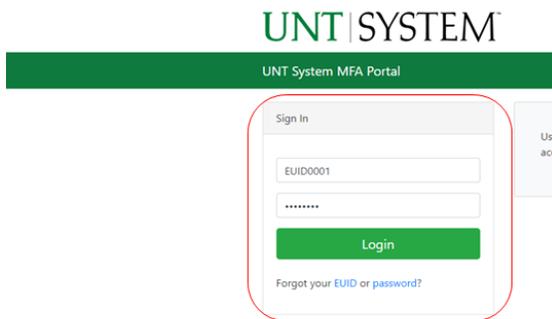# UNT|SYSTEM™

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.
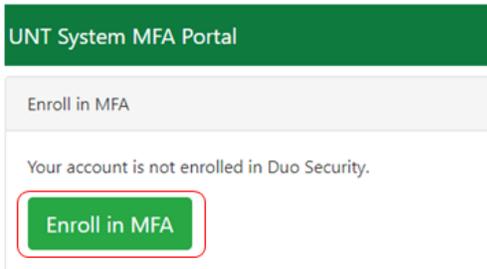
Verify Your Identity

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".

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.

Powered by Duo Security

What is this?
Need help?

Start setup

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

What is this?
Need help?
Powered by Duo Security

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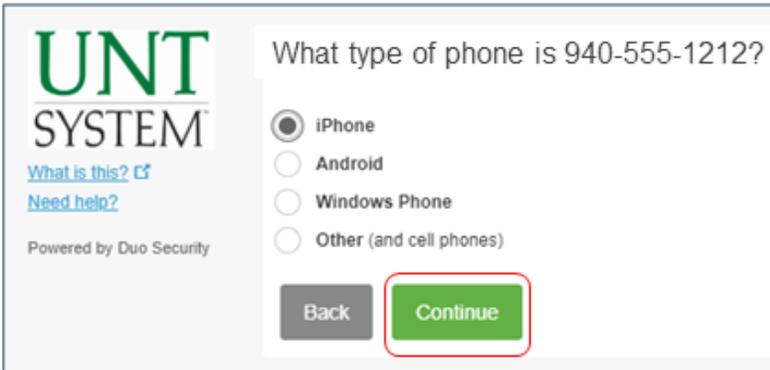
Click "Continue".

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**

What is this?
Need help?
Powered by Duo Security

Step 6: Enter your mobile number. Select "Continue".

Click "Continue".

Step 7: Select the mobile device operating system.

Click "Continue".

Step 8: Install the free "Duo Mobile" app.

After you have installed the Duo Mobile app, select "I have Duo Mobile installed".
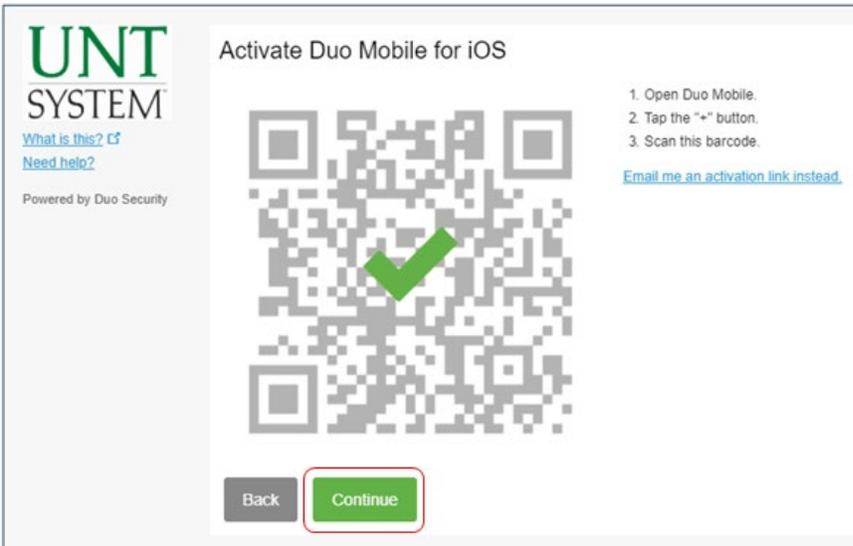
Step 9: Using the Duo Mobile app on your mobile device, follow the prompt to point your camera at the QR code on the screen. Your device will be instantly registered in the MFA system.
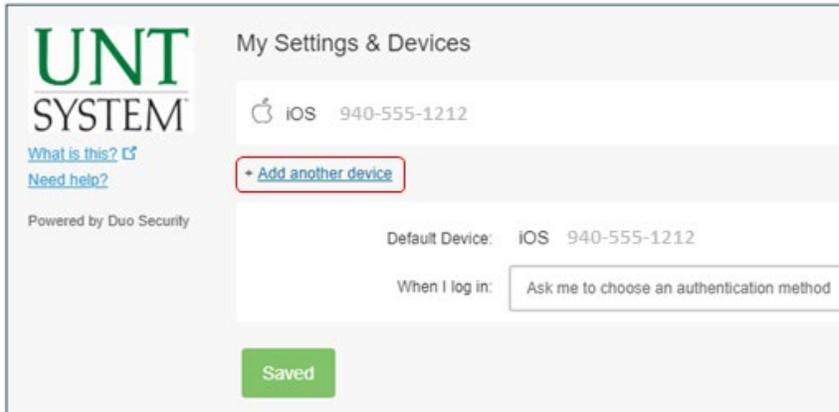
Click "Continue".
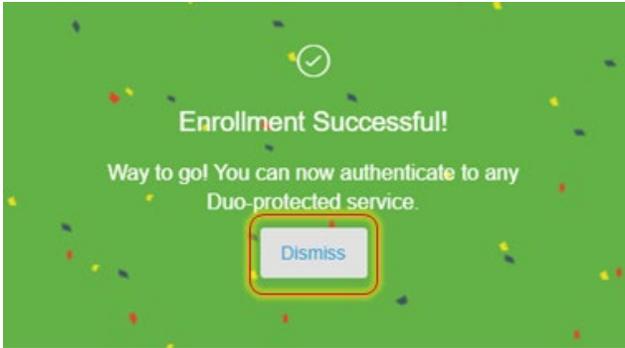
Step 10: Success!!

Click Dismiss to return to the Duo screen.
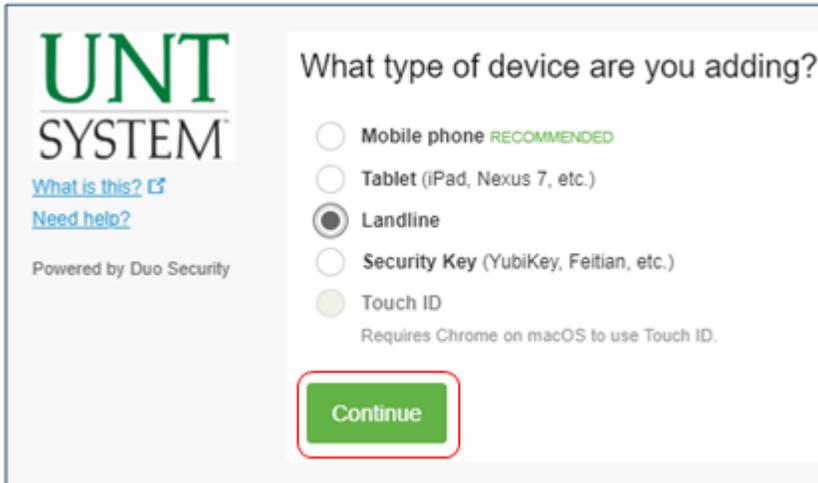
Register a Backup Device

It is strongly recommended that you register a second device 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.

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".

Step 3: Enter the telephone number that you will use for backup multifactor authentication.

Then click "Continue".

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

Logout of the MFA Portal
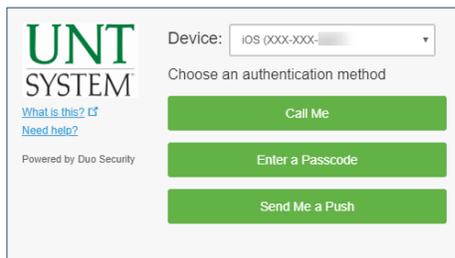
Select the logout button from the menu bar.
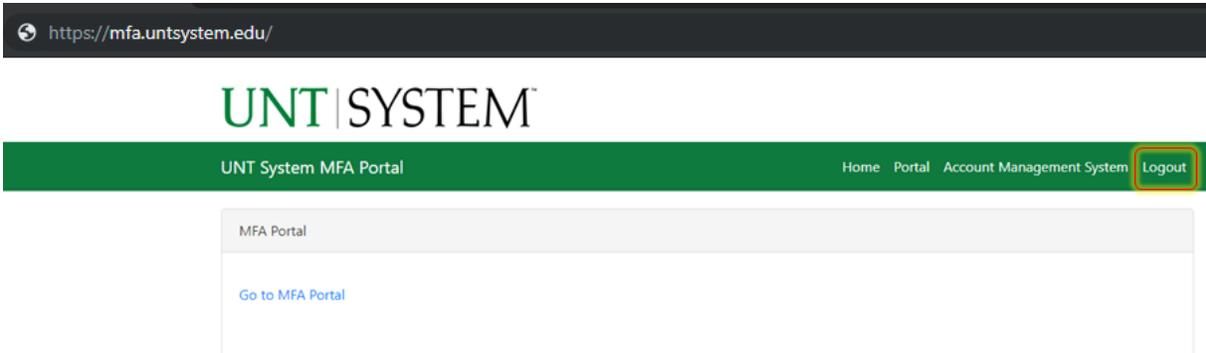
You may return to MFA.untsystem.edu to make any edits or additions to your multifactor settings.
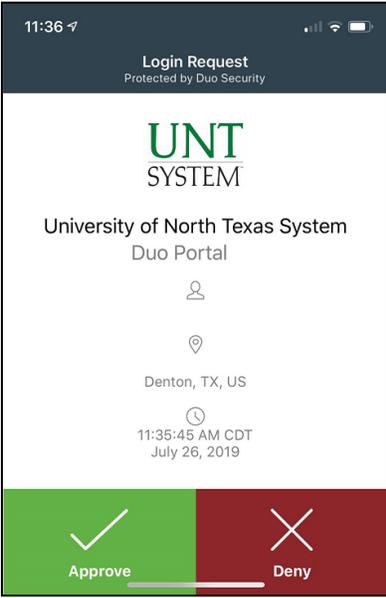
Authenticating with Duo MFA

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.