UNIVERSITY of ALASKA SOUTHEAST | INFORMATION TECHNOLOGY SERVICES

11066 Auke Lake Way
Juneau, Alaska 99801
Tel: (907) 796-6400
Toll Free: 1-877-465-6400
uas.alaska.edu

Adding Additional Devices to Duo

You may want to add additional or backup devices to your Duo account that can be used for two step verification. Follow these steps to learn how to manage your MFA devices.

Step 1:

Use UAS ELMO (elmo.uas.alaska.edu) with option 2 using your username and security questions.

UNIVERSITY of ALASKA SOUTHEAST | **ELMO:** EASY LOGIN MAINTENANCE OPTION

Option 1: I know my UA Username and Password

Option 2: I know my UA Username or ID #

Option 3: Search for my account

Step 2:

Select "Security Settings".

Welcome

Employee (UAS)
Security Settings |

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Step 3:

If you still have access to your phone or device that is currently linked to your DUO account, have that ready to be used. If not, under **Multi-Factor Authentication (MFA) Enabled**, there will be a button that says, "Generate one-day passcode". Clicking on this will create a Bypass code to be used on Duo without having to use a mobile device. Write this passcode down on something you can delete once it's no longer needed.
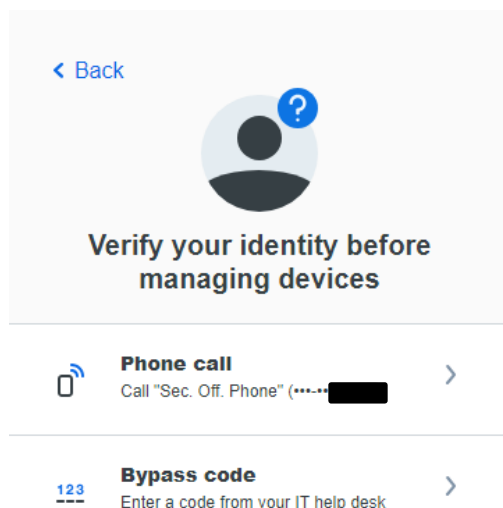

Step 4:

Click on Test multi-factor authentication to activate the Duo Prompt and click Other Options. It will give you a list of things you can try instead, with Manage Devices being on the bottom of the list.

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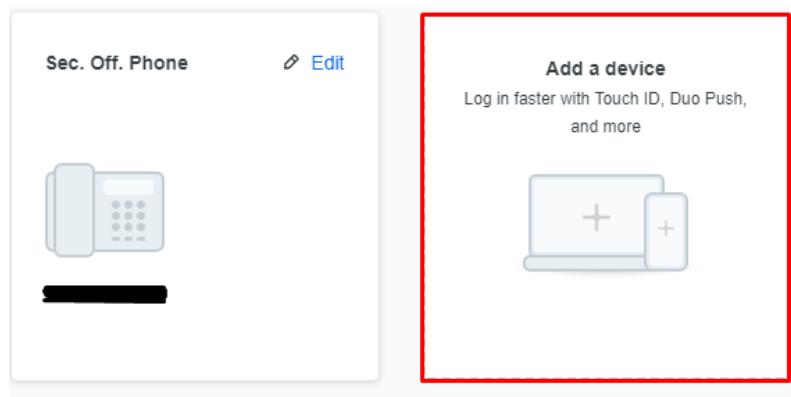uas.alaska.edu
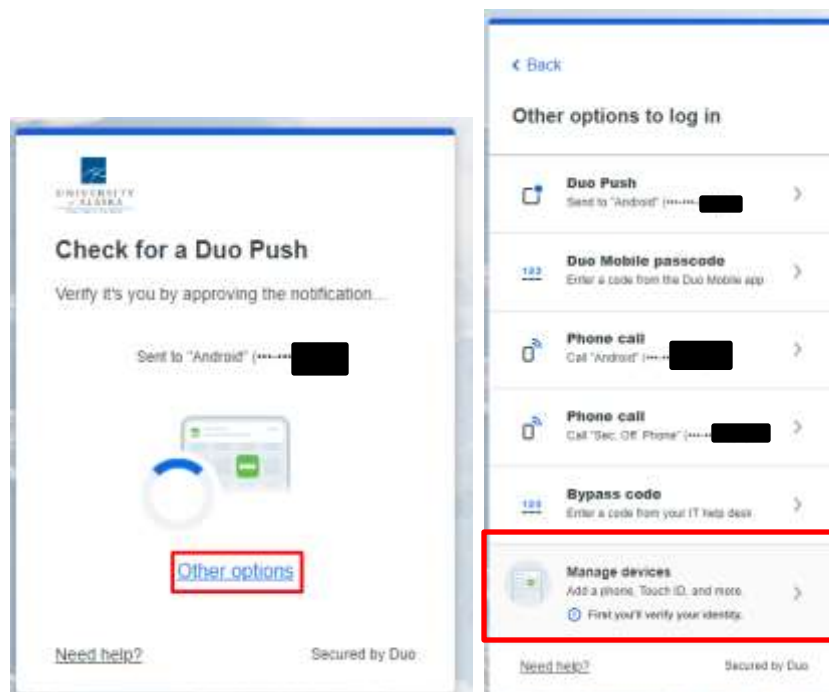
Step 5:

Authenticate using one of the available methods. If you didn't have the device that is currently have linked to Duo, use the one-day Passcode you generated before in the Bypass Code section of the prompt.

< Back

Verify your identity before managing devices

Phone call
Call "Sec. Off. Phone" (•••-•• ▮▮▮▮) >

123

Bypass code
Enter a code from your IT help desk >

Step 6:

Click on "Add a device".

Sec. Off. Phone   ✎ Edit

Add a device
Log in faster with Touch ID, Duo Push, and more

+ +

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Step 7:
Select the type of device you'd like to add then fill out the requested information, following any prompts.

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Close ✕

Select an option

You'll use this to log in with Duo. You can add another option later.

Duo Mobile Recommended Get a notification or code on your device		>
Security key Use a security key		>
Phone number Get a phone call		>

Secured by Duo

For more information, visit the Duo support page for adding a new device or Contact the Helpdesk at (907) 796-6400.