Setting up Duo Mobile for our Los Rios District Multi-Factor Authentication

- Go to web browser, navigate to https://myaccess.losrios.edu
- Your ID, password and click on the Sign In button
  - Enter your User ID
  - Enter your Password
  - Click Sign In (the Lockbox Password)
  - Click Login

- If you have not enrolled yet, you may be prompted to enroll with the app, click yes and proceed to the next step
  - Click Enroll now

- You will be presented with three ways to enroll, choose the option that suits you best
  - **Recommended option:** Enroll using the app on your smartphone
    - Select your device type
    - Activate Duo Mobile (instructions below)
  - Enroll using a text message or phone call
    - Enter your phone number
  - Enroll a security token (advanced option, not recommended)
  - Enroll Duo Key
    - Enter your phone number and activate the app on your smartphone (instructions below)
- Click Continue
- Click Continue

- You will be asked to enter your phone number
- Click Continue

- You will be asked to confirm your phone number
  - Click the drop down and select your country
  - Enter your phone number
  - Click Continue

- You will be presented a screen that asks what type of phone you are using
  - Select your phone type
  - Click Continue

- You will be presented a screen that asks you to download the app from your app store, click Continue

- Open your app store
- Search for Duo Mobile
- Download and install Duo Mobile
- Open the app
- Click "Add"
- Scan the barcode on your screen
- Click Continue

- Click Email activation code instead
- Enter your email address
- Click Continue

- Check your email
- Open the email
- Click on the activation link
- Your phone will now be added to your account
- You will now see a success screen

- Click Continue
- Click Yes

- Click Continue
- Click Add another device

- Select your device type
- Click Continue

- Enter your phone number
- Click Continue

- Click Continue

- Click Email activation code instead
- Enter your email address
- Click Continue

- Check your email
- Open the email
- Click on the activation link
- Your phone will now be added to your account
- You will now see a success screen

- Click Continue
- Click Yes