

Enroll in DUO

You have to enroll the two factor authentication (2FA) DUO.

Note that in order to use the DUO app you need to have a modern OS version on your Smart Phone:

- Android 8.0 or greater
- IOS 12.0 or greater

If your Smart Phone is running an older OS version, please contact helpdesk@physics.leidenuniv.nl. We can install a special key set that will work with more general TOTP (non-DUO) apps like FreeOTP or Google Authenticator.

The first step in this procedure is that you register yourself in the 2FA system called DUO. For this, login with your PHYSICS account on the WEB-mail, <http://webmail.physics.leidenuniv.nl>

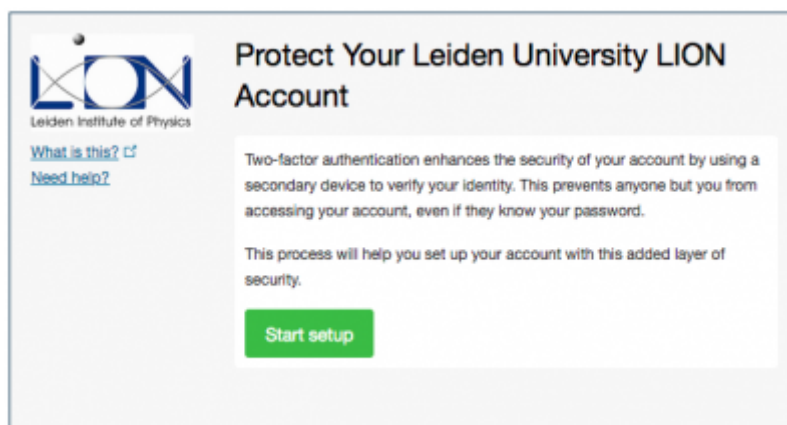
You will now be presented a setup procedure, as shown and explained below. Just follow the instructions and you are all set for two factor authentication.

For the time being this will only work for the webmail in order to let you have some experience with the system.

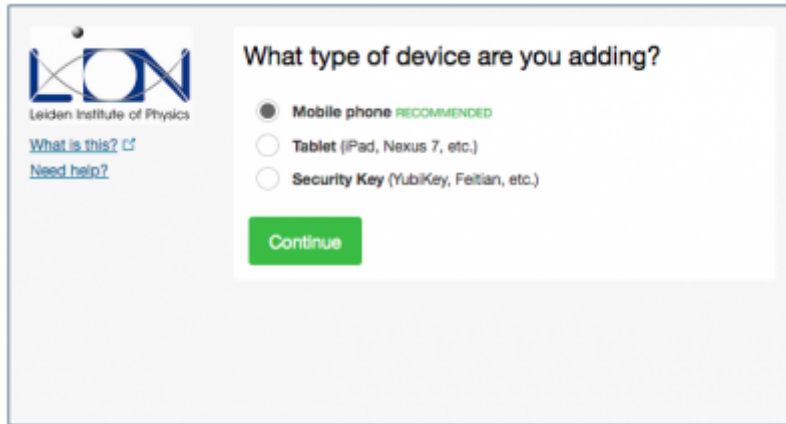
If you have any questions, contact: Helpdesk@Physics.LeidenUniv.nl

Setup Procedure

If you have never enrolled in DUO you will be presented a series of windows displayed below. The first window introduces you to the setup procedure.

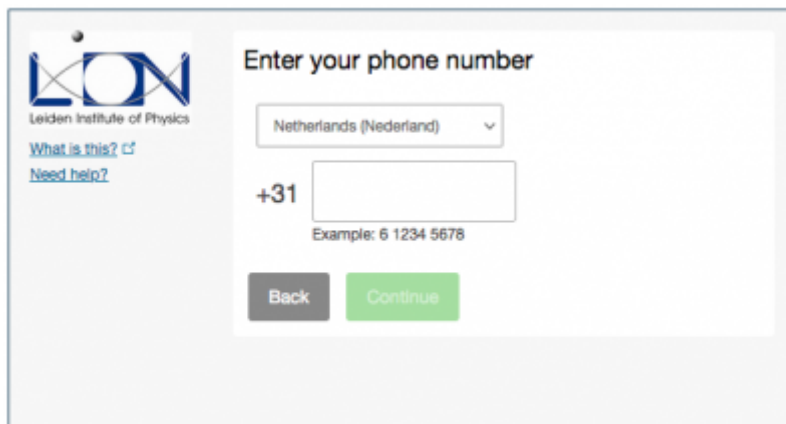


Click 'Start setup' to continue to the actual setup.



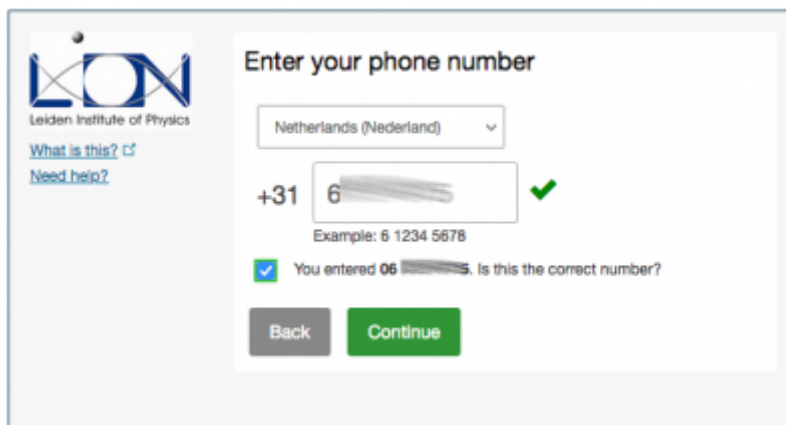
The screenshot shows the LON (Leiden Institute of Physics) logo and navigation links on the left. The main heading is "What type of device are you adding?". There are three radio button options: "Mobile phone" (which is selected and marked as "RECOMMENDED"), "Tablet (iPad, Nexus 7, etc.)", and "Security Key (YubiKey, Feltan, etc.)". A green "Continue" button is at the bottom.

We will setup the most standard situation, where you have a smart phone on which you can install the DUO app. Note that if you own an old Android phone, you must be a version 8.0 or higher. If this is not the case, you will need to ask for a yubikey hardware device from the IT department.



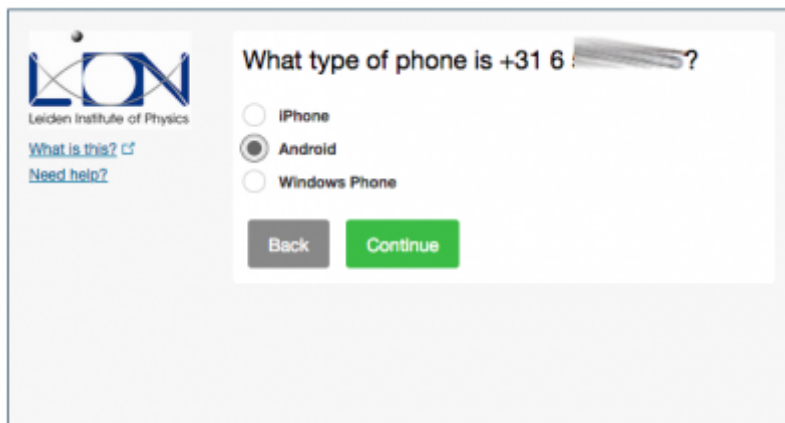
The screenshot shows the "Enter your phone number" screen. It features a dropdown menu for the country, currently set to "Netherlands (Nederland)". Below this is a text input field with a "+31" prefix and an example number "6 1234 5678". There are "Back" and "Continue" buttons at the bottom.

In order for the DUO system to be able to push login authentication request to your phone, you need to provide your mobile telephone number.



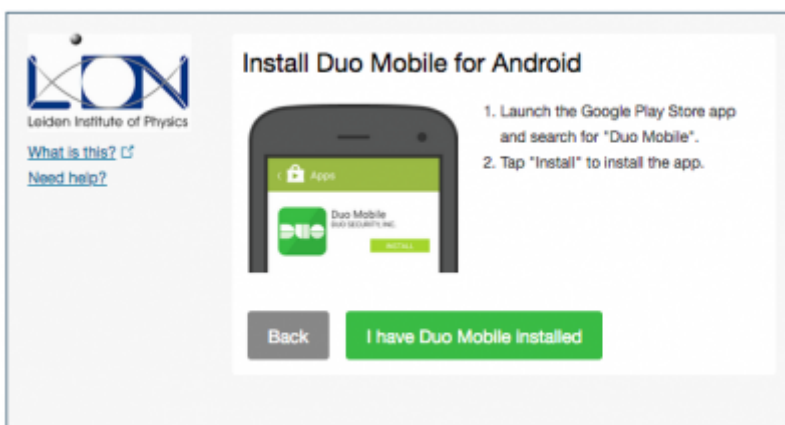
This screenshot shows the same "Enter your phone number" screen, but now the input field contains the number "6" and is followed by a green checkmark. Below the input field, there is a confirmation message: "You entered 06 [redacted]. Is this the correct number?" with a small blue checkmark icon. The "Back" and "Continue" buttons remain at the bottom.

After providing the information you can continue the setup process.



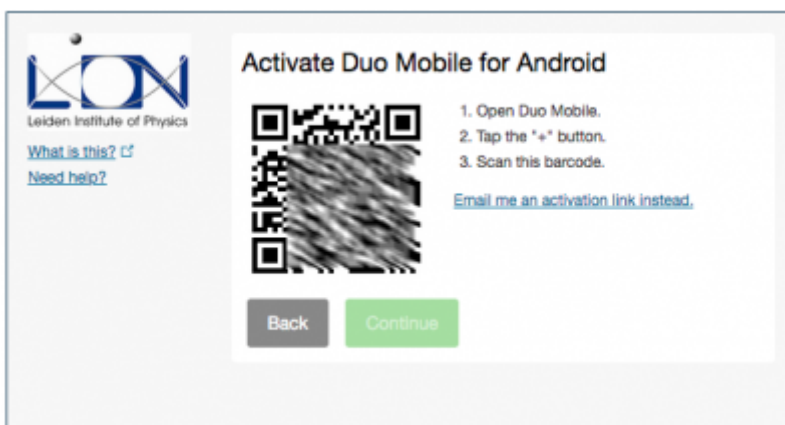
The screenshot shows the 'What type of phone is +31 6 [redacted]?' screen. On the left is the LOON Leiden Institute of Physics logo with links 'What is this?' and 'Need help?'. The main area has three radio buttons: 'iPhone', 'Android' (selected), and 'Windows Phone'. At the bottom are 'Back' and 'Continue' buttons.

DUO needs to know about your smart phone operating system since there are slight difference between those systems.



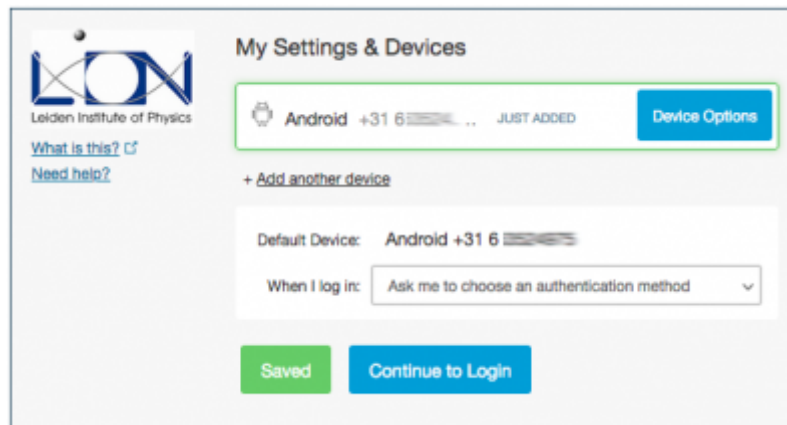
The screenshot shows the 'Install Duo Mobile for Android' screen. On the left is the LOON logo and links. The main area features an image of a smartphone displaying the Duo Mobile app icon. To the right are instructions: '1. Launch the Google Play Store app and search for "Duo Mobile".' and '2. Tap "Install" to install the app.' At the bottom are 'Back' and 'I have Duo Mobile installed' buttons.

You must now go to the application store appropriate for your phone's operating system and download/install the DUO app.



The screenshot shows the 'Activate Duo Mobile for Android' screen. On the left is the LOON logo and links. The main area features a large QR code. To the right are instructions: '1. Open Duo Mobile.', '2. Tap the "+" button.', and '3. Scan this barcode.' Below the QR code is a link: 'Email me an activation link instead.' At the bottom are 'Back' and 'Continue' buttons.

Once you have installed the app, you can use the + sign in the app to make it read the presented QRCode and let it learn you and our authentication keys.



My Settings & Devices

Android +31 6... JUST ADDED [Device Options](#)

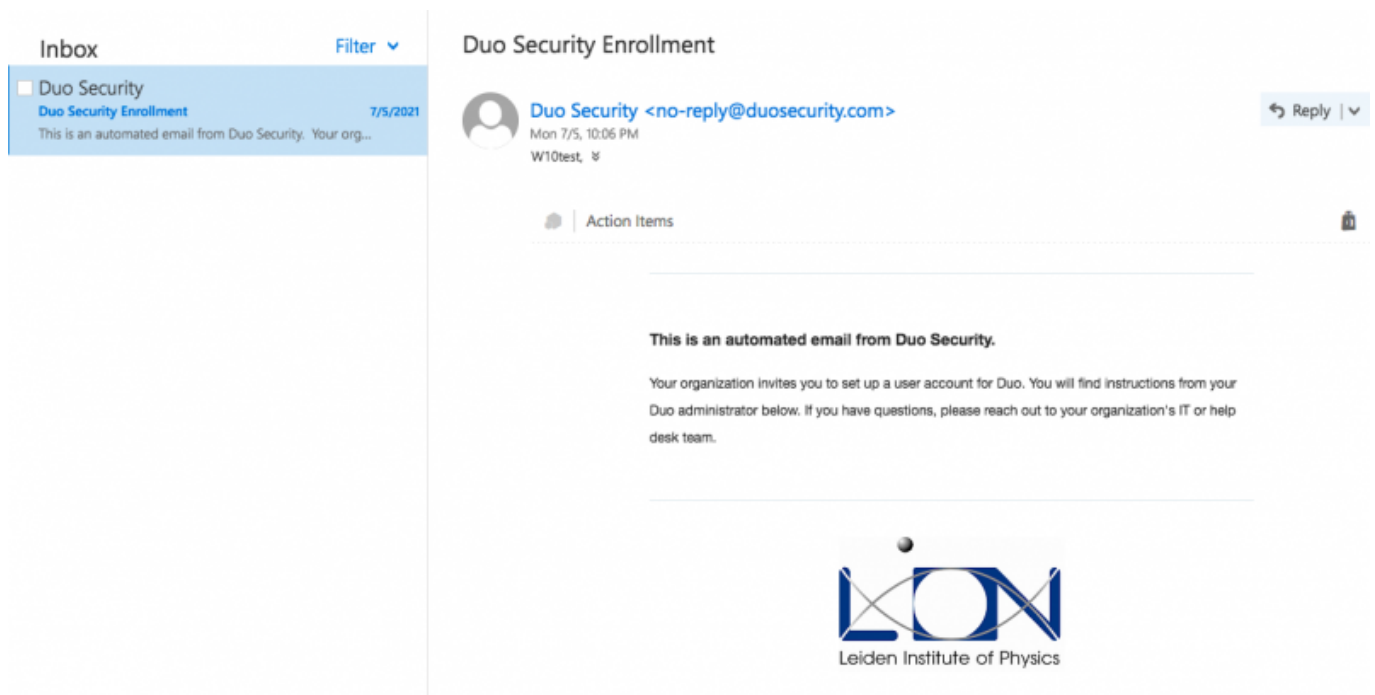
[+ Add another device](#)

Default Device: Android +31 6...

When I log in: Ask me to choose an authentication method

[Saved](#) [Continue to Login](#)

Now everything is ready to continue to actually login to the application you were trying to access. In this case webmail.



You should have received an email from the DUO system explaining you successfully enrolled. It looks something like this.

From:
<https://helpdesk.lorentz.leidenuniv.nl/wiki/> - **Computer Documentation Wiki**

Permanent link:
<https://helpdesk.lorentz.leidenuniv.nl/wiki/doku.php?id=lion:2fa:enroll&rev=1631818794>

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