



Hackensack  
Meridian *Health*

## **Hackensack Meridian *Health***

### **Duo Mobile User Guide**

February 2021

# WHAT IS TWO-FACTOR AUTHENTICATION?

Two-Factor Authentication (2FA) requires users to verify their identity with their mobile device before logging in. This additional step adds a second layer of security that prevents unauthorized access to your HMH account, even if your password has been compromised.

This document provides step-by-step guidance for enrolling with Duo Security, as well as separate guides for using the app on both iPhone and Android devices.

## HOW TO ENROLL

The following is a step-by-step guide to setting up your Duo authenticator.

1. Logon to Duo Self-Service Portal: <https://myduo.hmhn.org> (note: Portal can be accessed from either inside HMH network or outside HMH network)



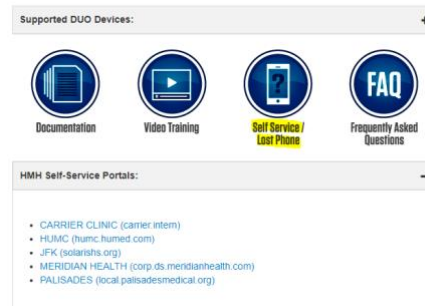
As part of our ongoing efforts to strengthen the security posture of HMH systems, we are implementing Duo Security's Two Factor Authentication solution. Duo helps to verify identification by combining username and password (something you know) with cell phone or landline (something you have). This approach ensures that you are, in fact, the person trying to access your account and improves the security of your identity.



2. Select Self Service/Lost Phone, then pick proper domain where your network account resides on.



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3. If you have not enrolled to Duo yet, fill in with your network account credentials

The screenshot shows a login interface for the HUMC DUO Device Management Portal. On the left is the HUMC logo, a circular arrangement of blue and dark blue squares. To the right, the heading "Log in" is followed by the instruction: "Please enter your Hackensack Meridian Health - HUMC domain credentials to access the launcher." Below this are two input fields: "Username" and "Password". A green "Log in" button is positioned at the bottom center of the form area.

If you have enrolled to Duo already and want to add/modify, then it will require you to go through Duo authentication first before you can make any changes.

## 1. WELCOME SCREEN

If you have not already enrolled in Duo, you will be prompted to complete a short enrollment process upon using your HMH credentials.

Click **Start setup** to begin.

The screenshot displays a screen titled "Protect Your Acme Corp Account". It features the HUMC logo on the left. The main text explains: "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." Below this, it states: "This process will help you set up your account with this added layer of security." A green "Start setup" button is located at the bottom right. On the left side, there are links for "What is this?" and "Need help?", and the text "Powered by Duo Security" is at the bottom left.

## 2. CHOOSING AUTHENTICATION TYPE

Select the type of device you will use to authenticate your HMH credentials. Smartphones are recommended; however, a tablet or landline can also be used in this process. Click **Continue** to proceed.

The screenshot shows a screen titled "What type of device are you adding?". It includes the HUMC logo on the left. The main content area has four radio button options: "Mobile phone" (which is selected and has "RECOMMENDED" in green text next to it), "Tablet (iPad, Nexus 7, etc.)", "Landline", and "U2F token". A green "Continue" button is at the bottom right. On the left side, there are links for "What is this?" and "Need help?", and the text "Powered by Duo Security" is at the bottom left.

### 3. ENTER YOUR PHONE NUMBER

Enter the phone number you will use to authenticate your login. If you chose **Tablet** as your preferred device on the previous screen, you will not be asked for a phone number.

Click **Continue** to proceed or **Back** to use a different device.

Enter your phone number

United States

+1 7345550105 ✓

ex: (201) 234-5678

(734) 555-0105 This is the correct number.

Back Continue

### 4. CHOOSE YOUR OPERATING SYSTEM

Choose your device's operating system and click **Continue** to proceed.

What type of phone is 734-555-0105?

iPhone

Android

BlackBerry

Windows Phone

Other (and cell phones)

Back Continue

### 5. INSTALL DUO MOBILE

You will be prompted to install the Duo app on your smartphone.

You can still authenticate via a phone call or text message; however, installing the app will allow for a better overall experience and the use of push notifications.

After installing the app, return to this screen and select **I have Duo Mobile installed**.

Install Duo Mobile for iOS

1. Launch the App Store app and search for "Duo Mobile".

2. Tap "Get" and then "Install" to download the app.

Tap "OK" when asked if Duo Mobile should be able to send push notifications.

Back I have Duo Mobile installed

### 6. ACTIVATE DUO MOBILE

Once you have installed Duo Mobile, use either of the two options for syncing the app with your HMH account:

1. Scan the provided QR code, or
2. Click the provided link to have an activation link emailed to your HMH account.

Once you have activated the app, you can click **Continue**.

Activate Duo Mobile for iOS

1. Open Duo Mobile.

2. Tap the "+" button.

3. Scan this barcode.

[Or, have an activation link emailed to you instead.](#)

Back Continue

## 7. ADJUST YOUR SETTINGS AND DEVICES (OPTIONAL)

**Device Options** allow you to customize your phone's name and set up other devices with authentication privileges.

If you are content with using this device for all or most of your authenticating, you can change the **When I log in** option to automatically call or send this device a Duo Push notification, bypassing the step of choosing an authentication method each login.



## 8. CHOOSE AN AUTHENTICATION METHOD AND COMPLETE ENROLLMENT

You have successfully enrolled in Duo's Two-Factor Authentication, and you can now receive and approve Duo's 2FA login verifications.

Click **Send Me a Push** to test it out; tap **Approve** on your mobile device, and you are good to go.

For support, please contact the IT help desk at x3333.

