Catholic Health Initiatives

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Secure Remote Access
How to Enroll a Device

From the Secure Remote Access enrollment portal:

1. Click **Start Setup**.
   Select an **Authentication Method**. One or more devices can be registered, or "enrolled," to serve as the second factor when two-factor authentication is required while logging in:
   - **Mobile phone:** this can be a smart phone like an iPhone or Android, or a simple cell phone with basic features
   - **Tablet:** common examples include iPad models or Android devices like Nexus 7, Nexus 10, etc.
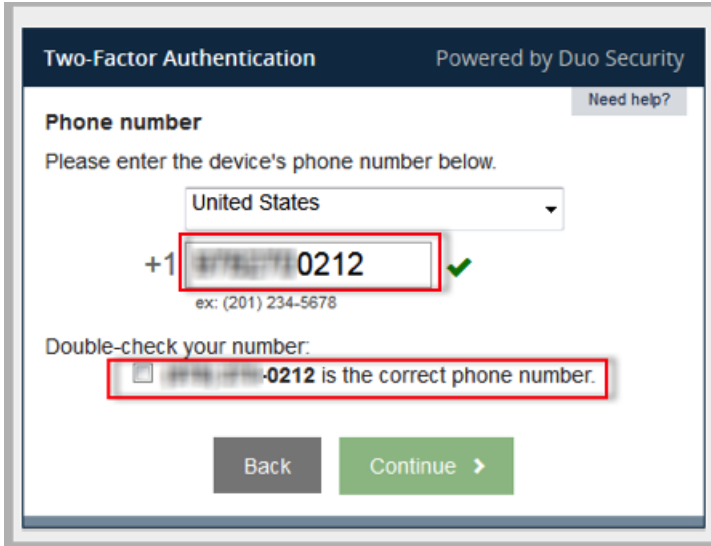   - **Landline:** can be your office phone, home phone, etc.
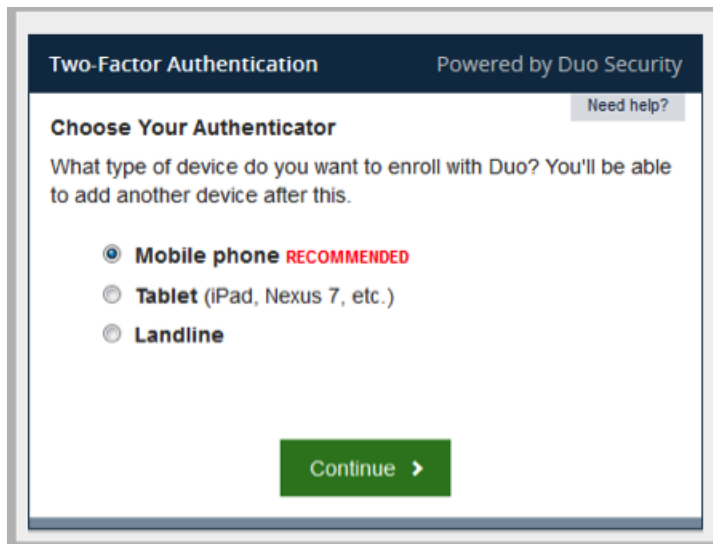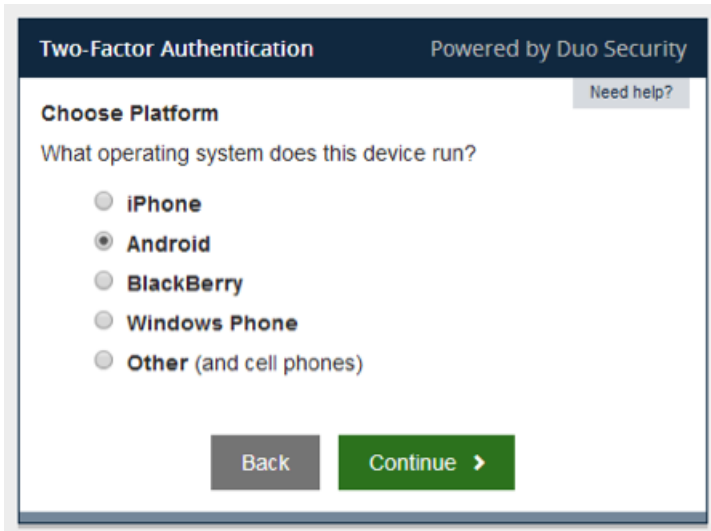

Enroll a Mobile Phone

The following steps are required to enroll a mobile phone. The initial steps are the same, regardless of whether you are enrolling a smart phone or a more basic cell phone.

1. Enter your phone number. Numbers can be entered with or without punctuation, e.g., 617-353-2000 or 6173532000 are both acceptable.

2. Click the checkbox to confirm the number was entered correctly, then click the **Continue** button.

3. If you are enrolling a smart phone, indicate which type of device you will use in the registration process. *Refer to the **Enroll Your Smartphone** section below for a description of the steps required to register your phone.*


4. If the mobile phone you are enrolling is not a smart phone, select **Other**. *Refer to the **Enroll Your Basic Mobile Phone** section for a description of the steps required to register your phone.*

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Enroll Your Smartphone

This example demonstrates the process for an Android phone, but the process is the same for the other smart devices listed.

If you have installed the Duo Mobile app, click the checkbox indicating *I have Duo Mobile installed* and press the **Continue** button.
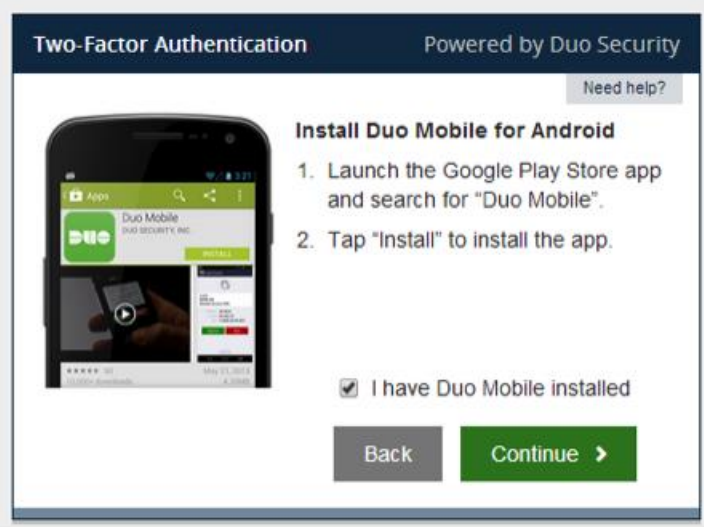
If you don't yet have the app installed follow these instructions:

Downloading and Installing the Duo Mobile App

iOS devices (e.g., iPhone or iPad)
- Launch the App Store app on your phone or tablet and search for "Duo Mobile."
- Select Free and then tap Install to download the app.
- You will have to tap OK again when asked if Duo Mobile should be able to send push notifications.

Android devices – phones and tablets
- Open the Google Play Store app on your phone and search for "Duo Mobile."
- Select Free and then tap Install to download the app.
- You will have to tap OK again when asked if Duo Mobile should be able to send push notifications.
- Additional device-specific information for Duo Mobile apps is available:
  - Apple iOS Devices
  - Android Devices
  - Windows Phones

Once the app is installed:

1. Open **Duo Mobile**.
2. Tap the **+** button.
3. Tap **Scan Barcode** (you will need to hold your phone up to the computer screen to scan the barcode).
4. Scan the barcode.
5. Click the **Continue** button on your computer when the scan and device confirmation steps are complete.
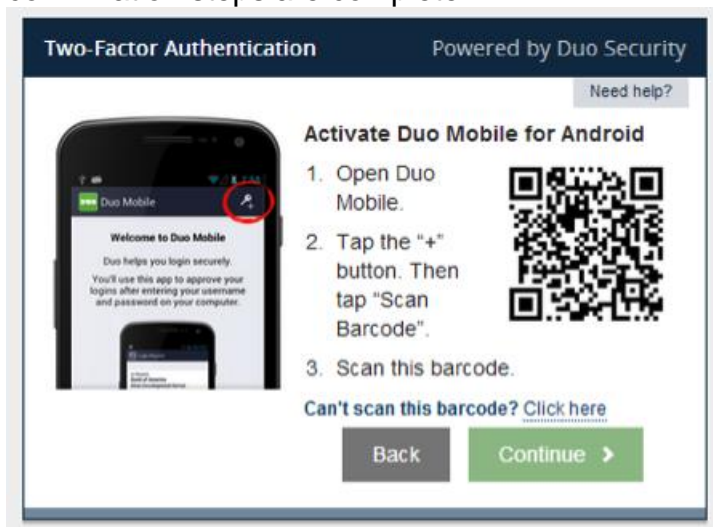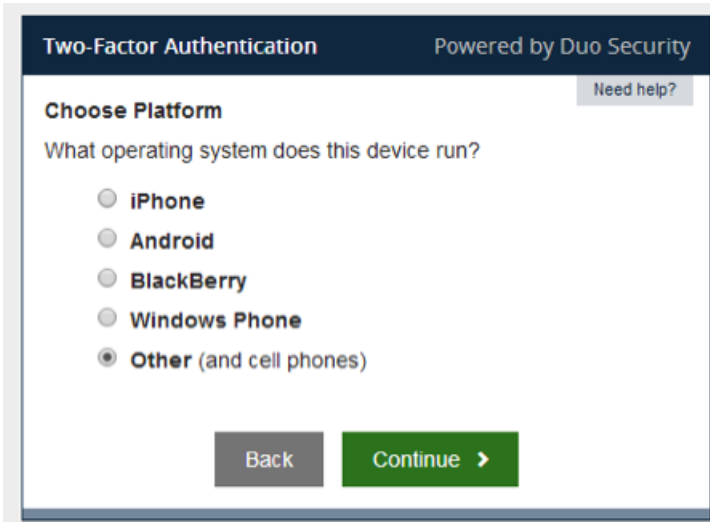

6. A "Device successfully enrolled" message is displayed and the phone number of the registered device is indicated on your computer.
7. If you want to register other devices, press the **Enroll another device** button. Otherwise, click the **I'm done enrolling devices** button.
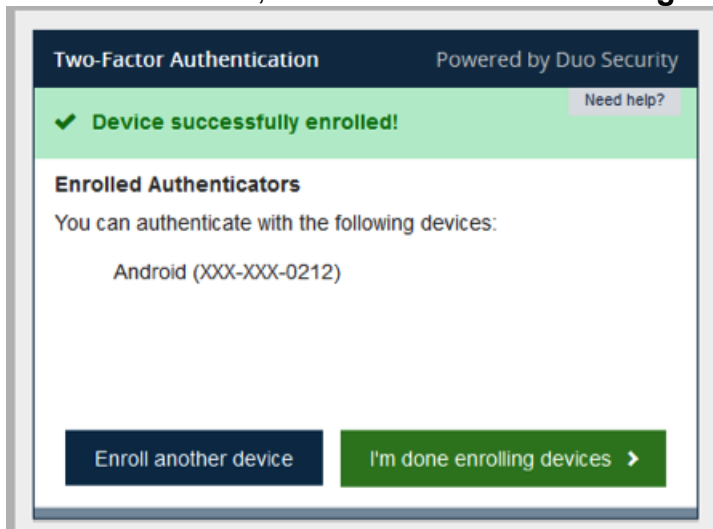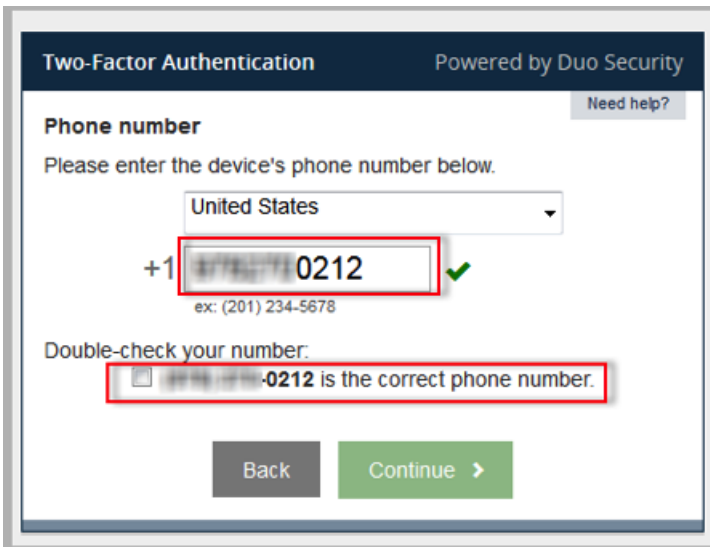
Enroll Your Basic Mobile Phone

1. To register a basic phone (i.e., not a smartphone), select **Other** from among the choices in the **Choose Platform** window.
2. Press the **Continue** button.

3. Enter the phone number you wish to enroll and click the checkbox to confirm the number was entered correctly.
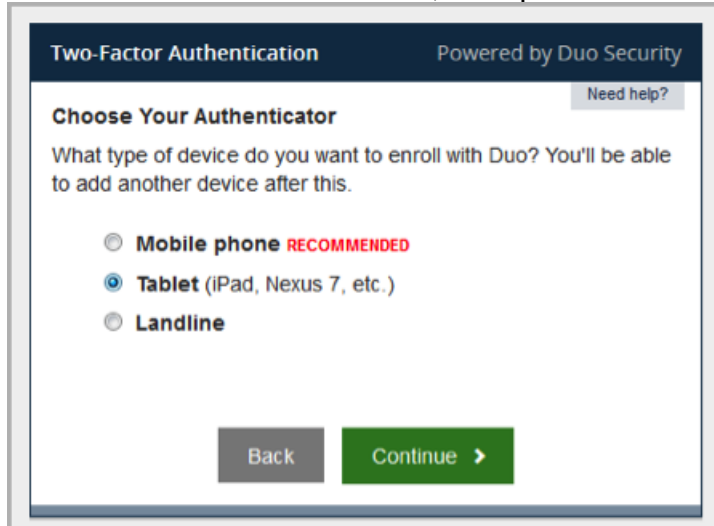4. Then click the **Continue** button.

5. A "Device successfully enrolled" message is displayed and the phone number of the registered device is indicated
6. If you want to register other devices, press the **Enroll another device** button. Otherwise, click the **I'm done enrolling devices** button.
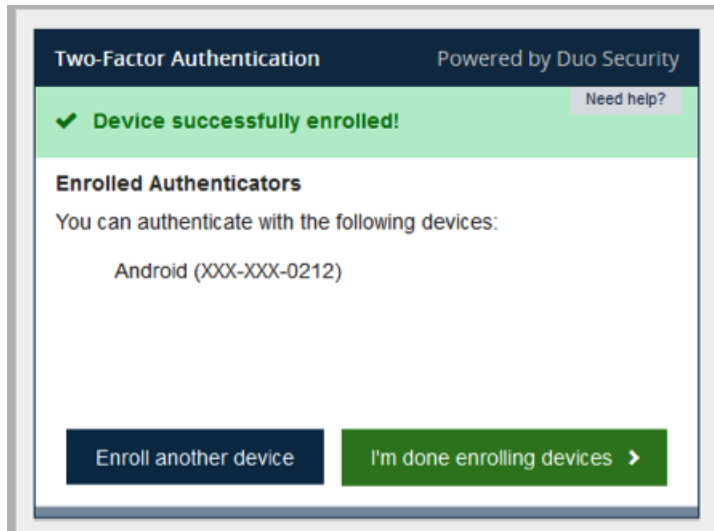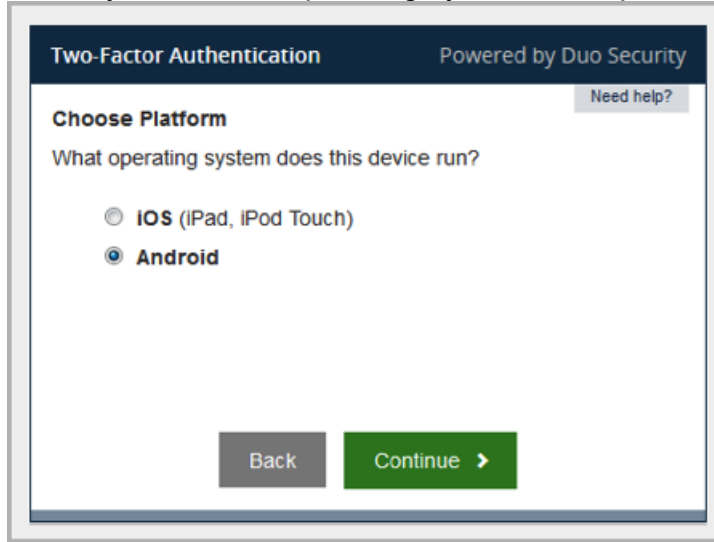
Enroll a Tablet

This example demonstrates the process for an Android tablet, but the process is the same for the other smart devices listed.

    1. Select the **Tablet** radio button, then press **Continue**.

2. Select your tablet's operating system, then press the **Continue** button.

3. Install Duo Mobile App for the tablet you are enrolling:

Downloading and Installing the Duo Mobile App
- iOS devices (e.g., iPhone or iPad)
- Launch the App Store app on your phone or tablet and search for "Duo Mobile."
- Select Free and then tap Install to download the app.
- You will have to tap OK again when asked if Duo Mobile should be able to send push notifications.

Android Devices – Phones and Tablets
- Open the Google Play Store app on your phone and search for "Duo Mobile."
- Select Free and then tap Install to download the app.
- You will have to tap OK again when asked if Duo Mobile should be able to send push notifications.
- Additional device-specific information for Duo Mobile apps is available:
  - Apple iOS Devices
 - Android Devices
  - Windows Phones

4. Once you have installed the app appropriate to the operating system on your device, click the **I have Duo Mobile installed checkbox**.
5. Press the **Continue** button.
6. Follow the on-screen instructions to use your tablet to scan the barcode displayed:
   1. Open **Duo Mobile**.
   2. Tap the **+** button.

3. Tap **Scan Barcode** (you will need to hold your device up to the computer screen to scan the barcode).
4. Scan the barcode.

7. Click the **Continue** button when the scan and device confirmation steps are complete.
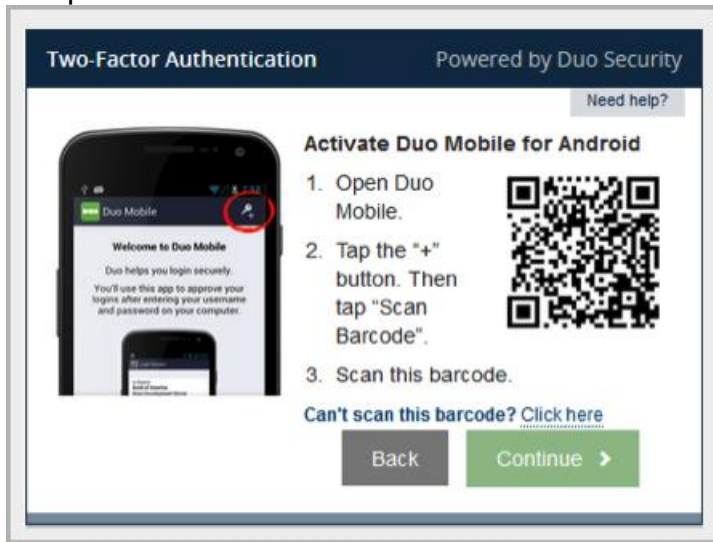
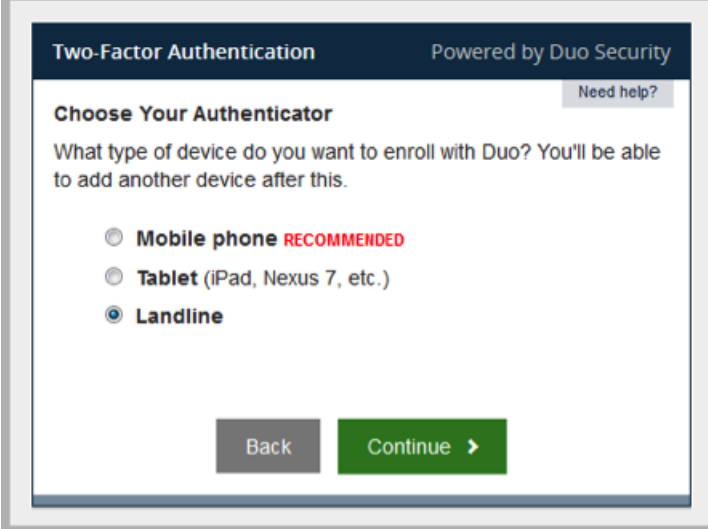8. Your tablet is now enrolled and can be used in the authentication process.

If you want to register other devices, press the **Enroll another device** button. Otherwise, click the **I'm done enrolling devices** button.
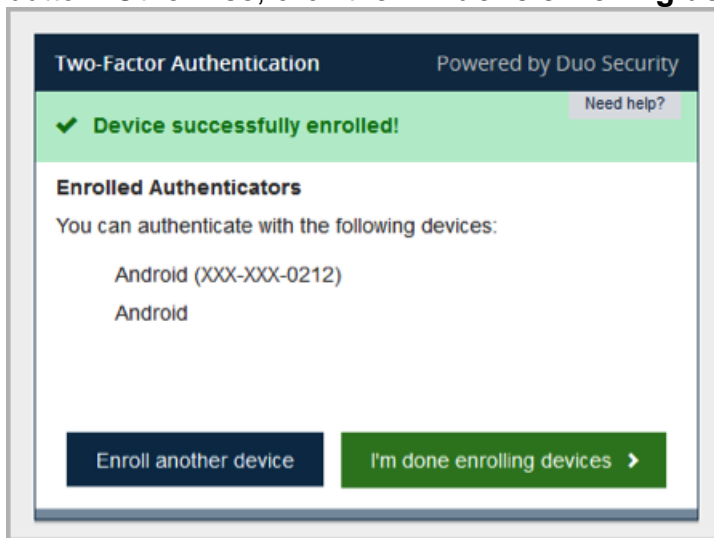
Enroll a Landline Phone

You can use an office phone to validate your login attempt just as you would use a smartphone or tablet.

1. Click to select **Landline**.

2. Click the **Continue** button.
3. Enter the phone number of the landline to be enrolled.
4. Confirm the number is correct as you have entered it, then click the correct phone number checkbox.

5. Click the **Continue** button

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6. The landline has been successfully enrolled

Two-Factor Authentication — Powered by Duo Security

Need help?

✔ **Device successfully enrolled!**

Enrolled Authenticators

You can authenticate with the following devices:

Android (XXX-XXX-0212)

Android

Landline (XXX-XXX-9843)

Enroll another device   I'm done enrolling devices ›