

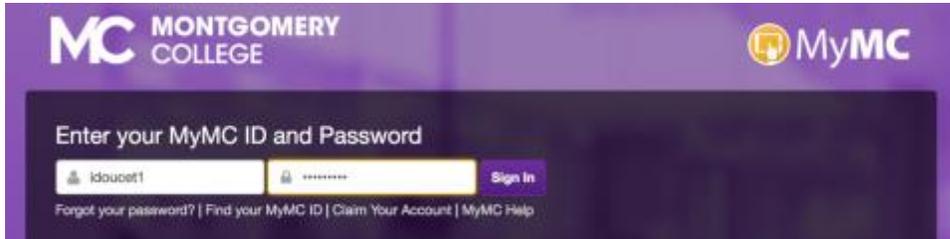
2FA Enrollment Guide

Supported Browsers: Chrome, Firefox, Safari, Internet Explorer 8 or later, and/or Opera.

Step 1: Go to http://www.montgomerycollege.edu/2FA_enroll

It is highly recommended that you do this from a computer and not the mobile device you will be enrolling with Duo.

Step 2: Enter your MyMC ID and Password.



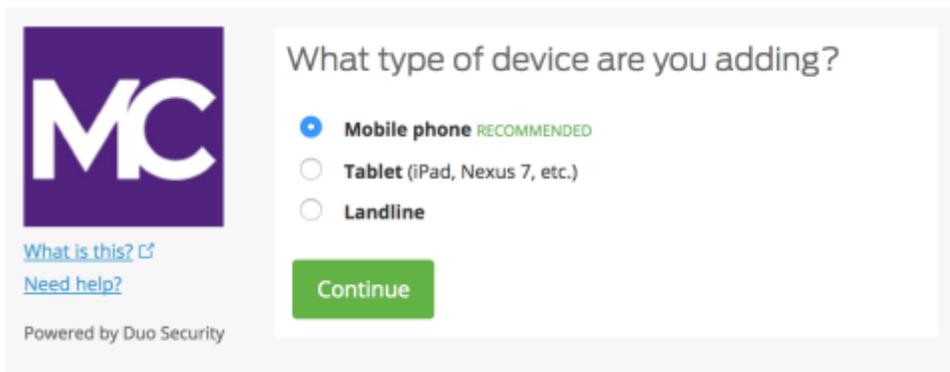
The screenshot shows the Montgomery College MyMC login interface. At the top left is the 'MC MONTGOMERY COLLEGE' logo, and at the top right is the 'MyMC' logo. The main heading is 'Enter your MyMC ID and Password'. Below this are two input fields: one for the MyMC ID (containing 'ldoucet1') and one for the password (masked with asterisks). A 'Sign In' button is to the right of the password field. At the bottom, there are links for 'Forgot your password?', 'Find your MyMC ID', 'Claim Your Account', and 'MyMC Help'.

Step 3: A welcome screen will appear, click **Start setup** to begin enrolling your device.



The screenshot shows a screen titled 'Protect Your Montgomery College Account'. On the left is the 'MC' logo. Below the logo are links for 'What is this?' and 'Need help?'. At the bottom left, it says 'Powered by Duo Security'. The main text explains that two-factor authentication enhances security by using a secondary device to verify identity. Below this text is a green 'Start setup' button.

Step 4: Select the type of device to enroll and click **Continue**. We recommend using a smartphone, but you can also enroll a landline telephone, or iOS/Android tablets.

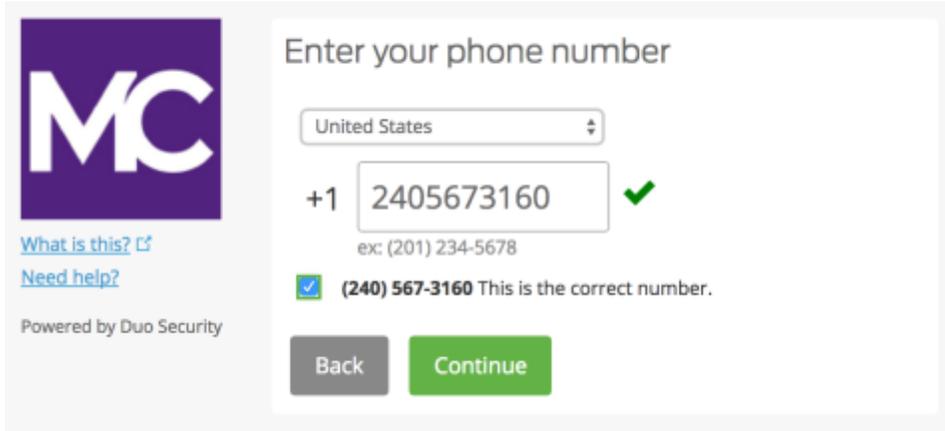


The screenshot shows a screen titled 'What type of device are you adding?'. On the left is the 'MC' logo. Below the logo are links for 'What is this?' and 'Need help?'. At the bottom left, it says 'Powered by Duo Security'. The main content has three radio button options: 'Mobile phone RECOMMENDED' (which is selected), 'Tablet (iPad, Nexus 7, etc.)', and 'Landline'. Below these options is a green 'Continue' button.

Step 5: Select your country from the drop-down list and type your phone number. Use the number of your smartphone, landline, or cell phone you'll have with you when you're logging in to a Duo-protected service. You can enter an extension if you chose "Landline" in the previous step.

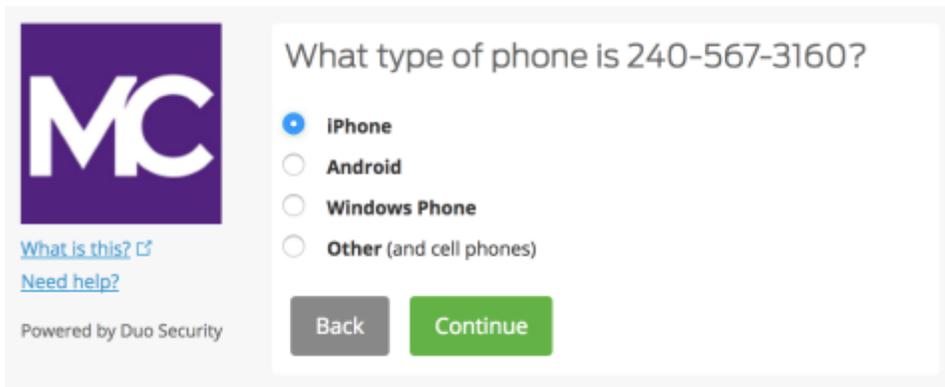
Double-check that you entered it correctly, check the box, and click **Continue**.

Note: If you're enrolling a tablet you will not be prompted to enter a phone number. Skip to step 7.



The screenshot shows a web form titled "Enter your phone number". On the left is the "MC" logo and links for "What is this?" and "Need help?". Below the logo is the text "Powered by Duo Security". The main form area has a dropdown menu for "United States", a text input field containing "+1 2405673160" with a green checkmark to its right, and an example "ex: (201) 234-5678". Below the input is a checked checkbox and the text "(240) 567-3160 This is the correct number.". At the bottom are "Back" and "Continue" buttons.

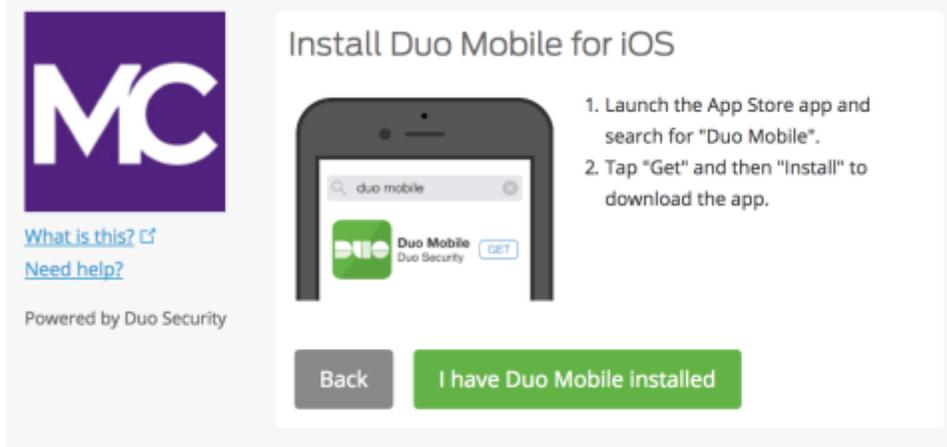
Step 6: Choose your device's operating system and click **Continue**.



The screenshot shows a web form titled "What type of phone is 240-567-3160?". On the left is the "MC" logo and links for "What is this?" and "Need help?". Below the logo is the text "Powered by Duo Security". The main form area has four radio button options: "iPhone" (selected), "Android", "Windows Phone", and "Other (and cell phones)". At the bottom are "Back" and "Continue" buttons.

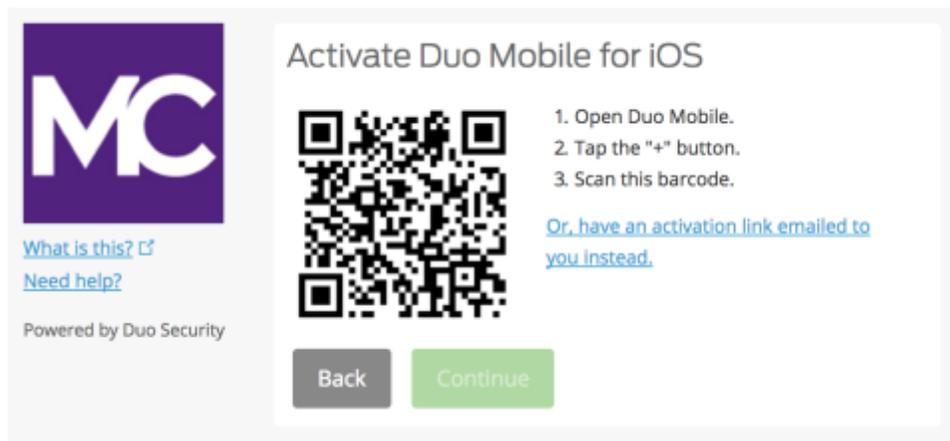
Step 7: Install the Duo Mobile App. The App is FREE and runs on your mobile device to help you authenticate quickly and easily. You will still be able to log in using a phone call or text message without it. We recommend that you use Duo Mobile for the best experience.

Follow the platform-specific instructions on the screen to install Duo Mobile. After installing the App return to the enrollment window and click **I have Duo Mobile installed**.

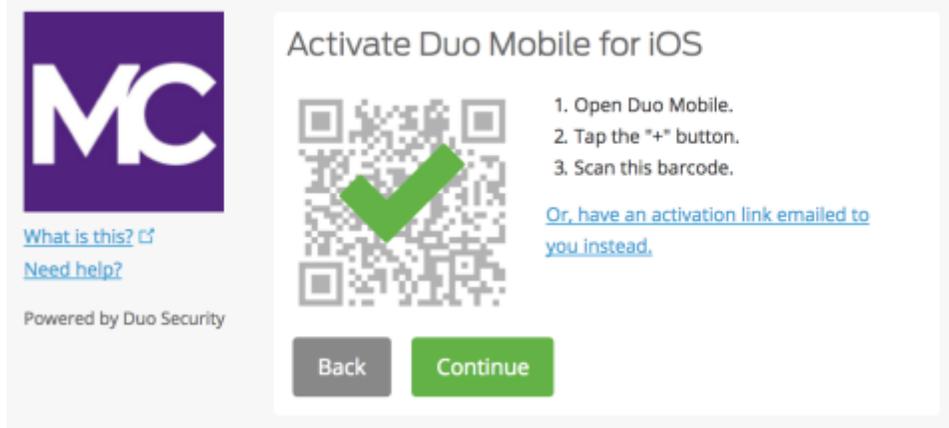


Step 8: Activating the app links it to your account so you can use it for authentication. This will require access to your smartphone camera. The application will request access to the camera, please temporarily allow. This can be disabled after enrollment.

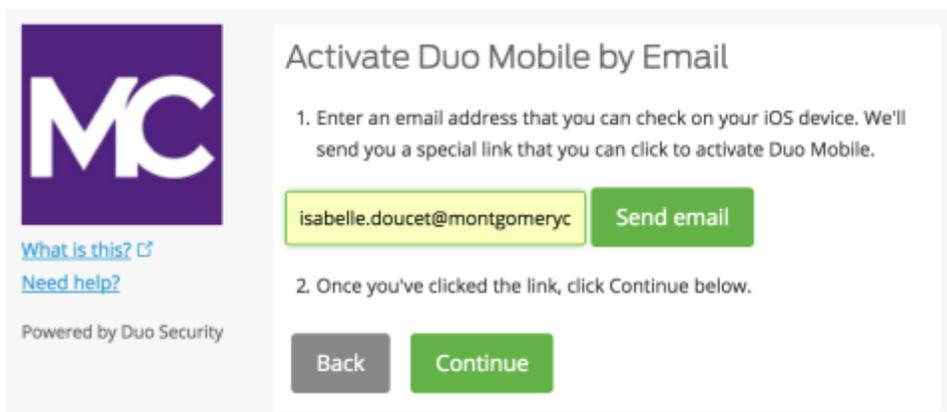
On iPhone, Android, Windows Phone, and BlackBerry 10, activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Follow the platform specific instructions for your device:



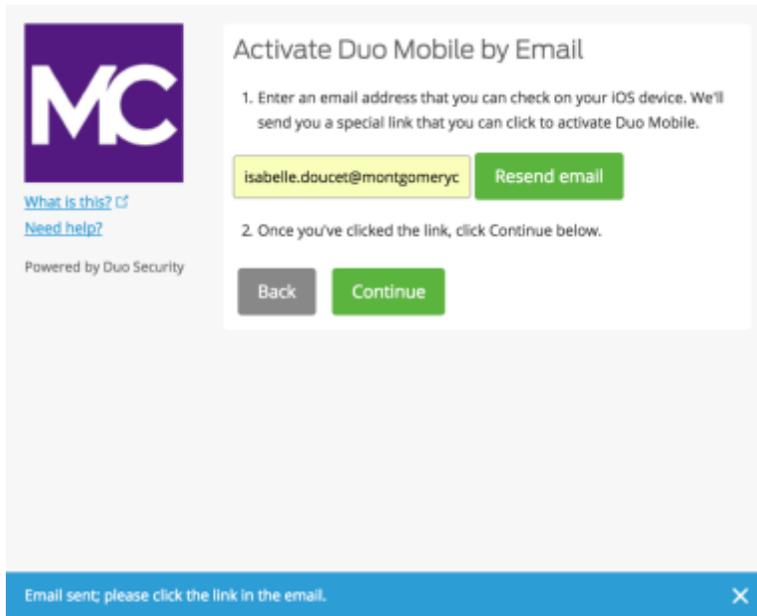
The **Continue** button is clickable after you scan the barcode successfully.



Can't scan the barcode? Click on the blue link **“Or, have an activation link emailed to you instead”**, enter your email address and click **Send email**.



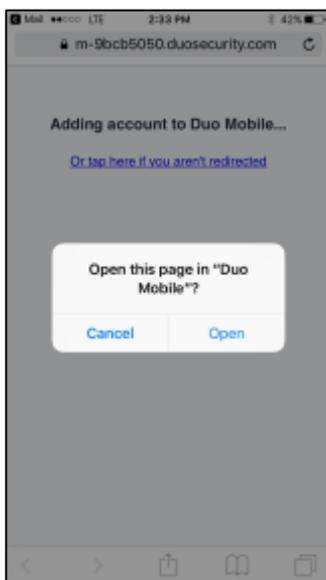
* Please note that you may not see the bottom notification in blue on your device if the window is not fully opened.



Once you've clicked on **Send email**, you will receive an email to activate Duo Mobile. Click on the link provided in the email using the device with which the Duo Mobile App is installed.



A window will appear prompting you to open the Duo Mobile App, click **Open**



You are done! You are properly enrolled with 2FA when the Duo Mobile account for Montgomery College appears within the Duo Mobile App.



If you are enrolling using a mobile device such as a smartphone or tablet:

Follow the same instructions from this document until you reach the activation step (step 8) and click on **Take me to Duo Mobile**. You will be prompted to another window to open the Duo Mobile App, click **Open**. You will now see the Duo Mobile account for Montgomery College within the App. You are now enrolled.

