Complete on the Computer

1. Navigate to the web page Manage Your UMHS IT User Profile.

2. Click Security Settings at the top of your User Profile.

3. Click U-M Duo Settings drop-down.
   - The automatic testing feature may need to be cleared before proceeding to the device management area. Click Cancel at the bottom of the Duo account window to stop the automatic testing feature.

4. Click the My Settings & Devices link in the list on the left.

5. Select an authentication option to confirm your identity with Duo.
   A. Select Enter a passcode.
      - Retrieve a passcode from the Duo Mobile App. or the text message authentication option, enter passcode in Duo account window, and click log in.
   B. Select Send me a push.
      - Open the notification request and select approve on your device.

6. Click +Add another device.

7. Register the new device by following the Duo windows as it walks you through the steps.
8. When you return to My Settings & Devices:
   A. Select your primary/default device: Click the Default Device drop-down and from the list of registered devices, select which is your default/primary device.
   B. Select the option that device is using: Click the When I log in drop-down and indicate if you want that device to receive a Duo push or a phone call.

9. Click Save.

10. Click Continue to Login if you want to test the configuration you just set up.