

# DUO Self Enrollment Process

For users who:

1. Do not want to use the Duo Mobile smartphone app
2. Prefer to receive a phone call to access WorkDay or Salesforce
3. Do not have a mobile phone

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

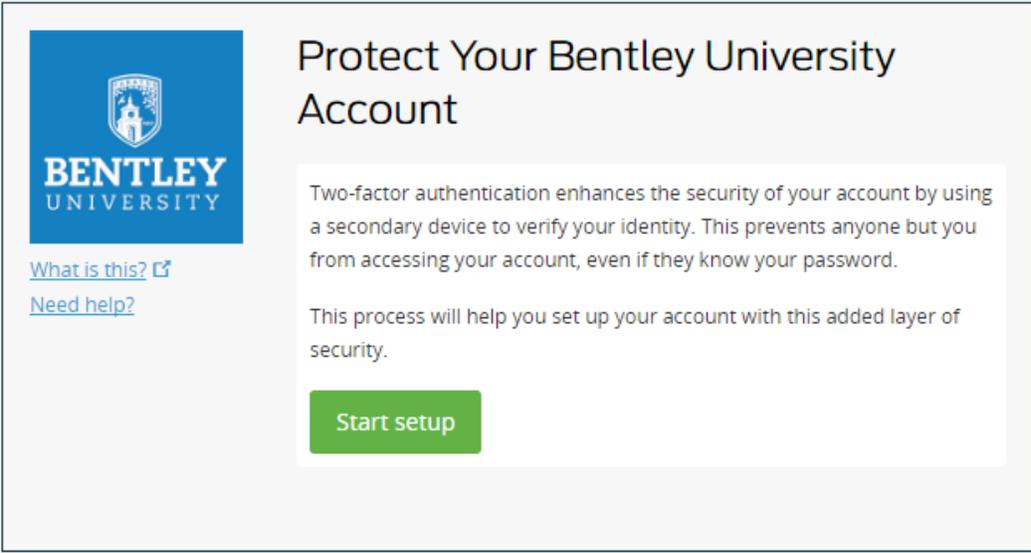
To enroll in DUO Two Factor Authentication, you will receive an email from:

## Bentley's Duo Security Enrollment

Duo Security [no-reply@duosecurity.com]

This email will provide a link to the DUO enrollment Welcome Screen (below). If you encounter an issue at any time during enrollment, please contact the HelpDesk at 781-891-2854 or by email at helpdesk@bentley.edu

## 1. Welcome Screen



The screenshot shows a welcome screen for Bentley University's Duo Security enrollment. On the left, there is a blue square containing the Bentley University logo and the text "BENTLEY UNIVERSITY". Below the logo are two links: "What is this?" with an external link icon and "Need help?". To the right of the logo, the heading "Protect Your Bentley University Account" is displayed. Below the heading, a white box contains the text: "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 text, another white box contains the text: "This process will help you set up your account with this added layer of security." At the bottom of this second box is a green button labeled "Start setup".

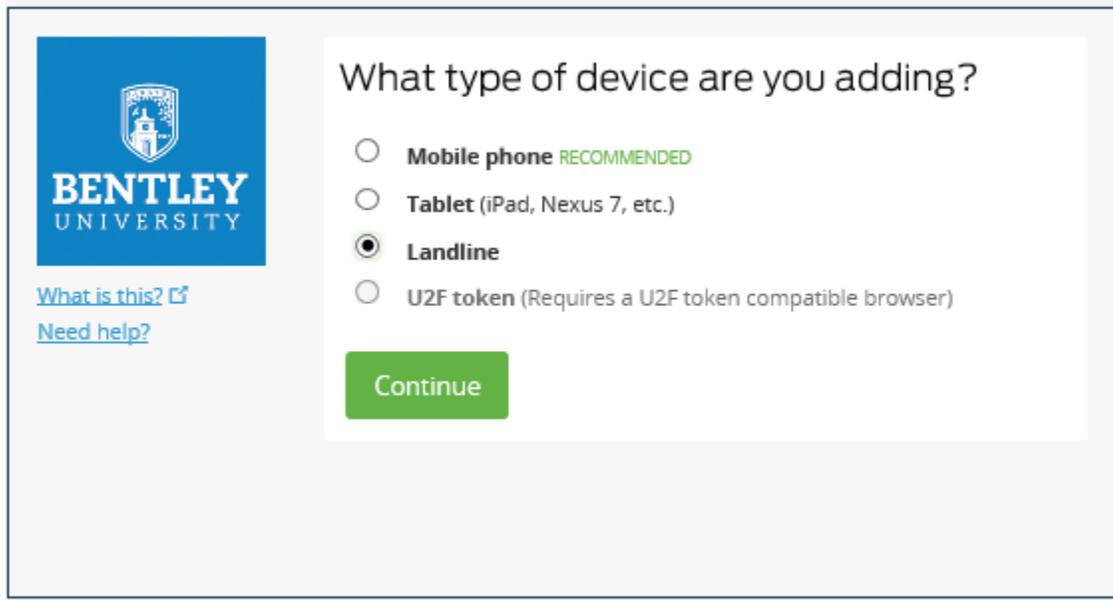
Click **Start setup** to begin enrolling your device.

## 2. Choose Your Authenticator

Select the type of device (phone) you'd like to enroll and click **Continue**.

If you would like to use your smartphone but not the app or text messaging, click on **Landline** below and follow the instructions.

The following instructions guide you through the smartphone setup. You can also enroll a landline telephone or iOS/Android tablets.



The screenshot shows a web interface for Bentley University. On the left is the Bentley University logo. Below it are two links: "What is this?" and "Need help?". The main content area is titled "What type of device are you adding?". It contains four radio button options: "Mobile phone" (with "RECOMMENDED" in green), "Tablet (iPad, Nexus 7, etc.)", "Landline" (which is selected with a black dot), and "U2F token (Requires a U2F token compatible browser)". At the bottom of the form is a green "Continue" button.

## 3. Type Your Phone Number

Select your country from the drop-down list and type your phone number. Use the number of your smartphone, landline, or cell phone that 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.

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

  
**BENTLEY**  
UNIVERSITY

[What is this?](#)   
[Need help?](#)

### Enter your phone number

United States ▼

+1  ✓

ex: (201) 234-5678

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

\*\*\*If you're enrolling a **tablet** you aren't prompted to enter a phone number\*\*\*

## 4. Configure Device Options (optional)

**When I log in:** option. It is recommended you select "Ask me to choose an authentication method" and click **Save**. This allows you to select your communication method when using DUO.

  
**BENTLEY**  
UNIVERSITY

[What is this?](#)   
[Need help?](#)

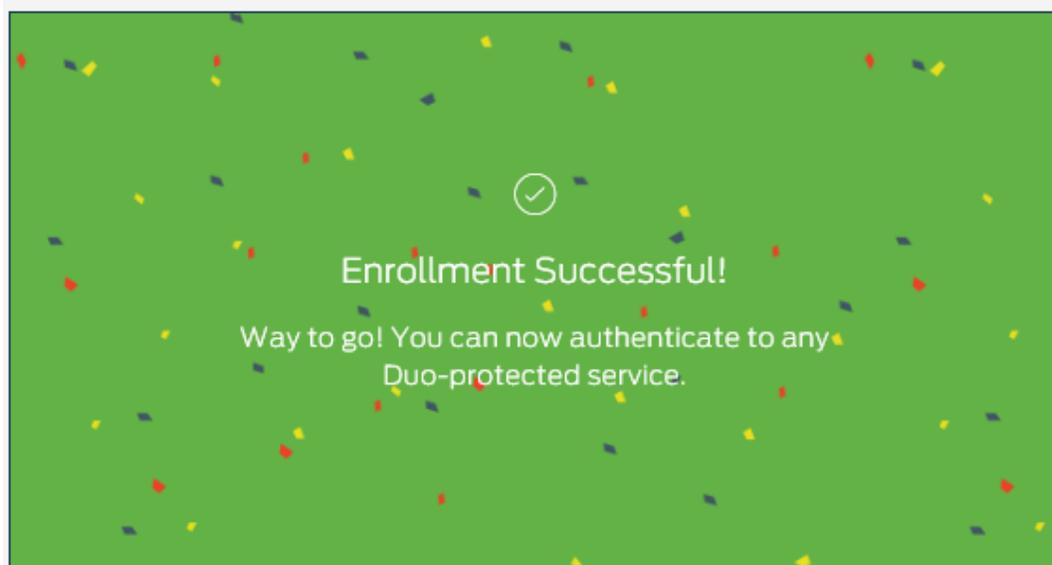
### My Settings & Devices

 Landline 781-891-2622 JUST ADDED

Default Device: Landline 781-891-2622

When I log in:  ▼

Click **Finish Enrollment**.



## 5. Logging into WorkDay or Salesforce

After successfully configuring your 2FA for a landline, the next time you login to your application you will login using you email address and password as has been common practice.



The site/resource you are trying to access requires you to login. Please login using your Bentley e-mail address and network password.

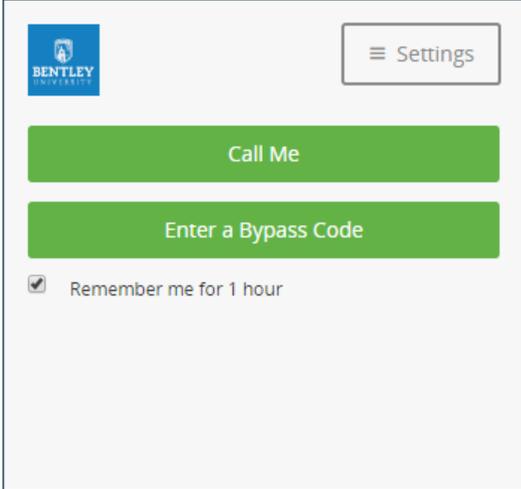
Sign in

**Unauthorized access to this site and its content is strictly prohibited.** Use of this site is governed by strict privacy and acceptable use policies. Please click on the privacy link below for more information.

Upon entering your credentials, you will be prompted by the 2FA application.

Welcome ↕

For security reasons, we require additional information to verify your account



The screenshot shows a login verification interface for Bentley Systems. It includes the Bentley logo, a 'Settings' button, and two primary action buttons: 'Call Me' and 'Enter a Bypass Code'. A checkbox for 'Remember me for 1 hour' is also present and checked.

Select **Call Me** and follow the prompts on the phone.

**REMEMBER ME:** If you would like DUO to remember your browser session for future use, click on **Remember me for 90 days (this will be the setting in your environment).**

This feature remembers the browser you are using to access Workday. If you switch browsers or computers, use incognito mode or otherwise have settings in your browser that does not remember history, you will need to provide DUO authentication at that time.