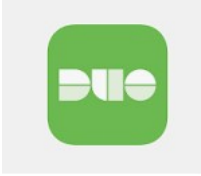


## Registering for Remote Desktop Usage - DUO

### Prerequisites:

a.

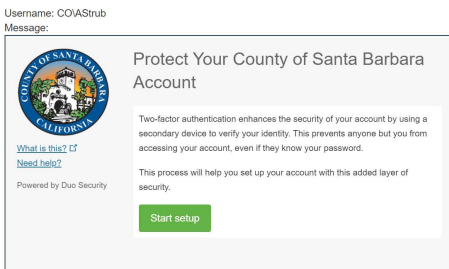


Install the **Duo Mobile** app on your smartphone before starting this process. The app is available from the Apple App Store or the Google Play Store. Please enable notifications for this app.

- b. Duo Mobile will require you to set up a passcode on your smartphone if you do not already have one.
- c. Ensure that you are using a newer (recent) version of Chrome or Firefox during registration.
- d. Steps 1 – 9 below must be completed **BEFORE** you attempt to log in to your remote computer.

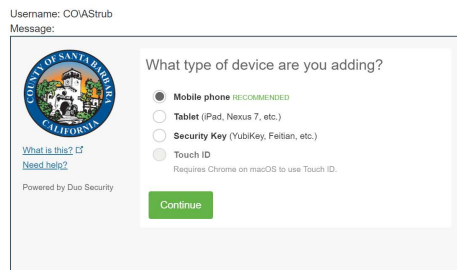
## PART 1 - Duo Registration

1. Open <https://mfa.countyofsb.org/> from your personal computer.
2. You will be prompted for your username and password. This is your computer login.
  - a. **CO\**USERNAME (example: CO\ckent)
  - b. <windows password>
3. The following box should appear: click Start Setup



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4. Select the type of device you would like to enroll and click Continue.



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5. Select your country from the drop-down list and type your phone number. Use the number of your smartphone that you will have with you when you are logging in to a Duo-protected service. Click the verification checkbox that will appear and click the Continue button.

Username: COIAstrub  
Message:



[What is this?](#) [Need help?](#)  
Powered by Duo Security

Enter your phone number

United States ▼

+1 8055555555 ✓


Example: (201) 234-5678

☒ You entered (805) 555-5555. Is this the correct number?

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6. Select the type of phone and click the Continue button.

Username: COIAstrub  
Message:



[What is this?](#) [Need help?](#)  
Powered by Duo Security

What type of phone is 805-555-5555?

☒ iPhone

☐ Android


☐ Windows Phone

☐ Other (and cell phones)

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7. If you have not installed Duo Mobile on your phone, do so now. 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**.

Username: COIAstrub  
Message:



[What is this?](#) [Need help?](#)  
Powered by Duo Security

Install Duo Mobile for iOS



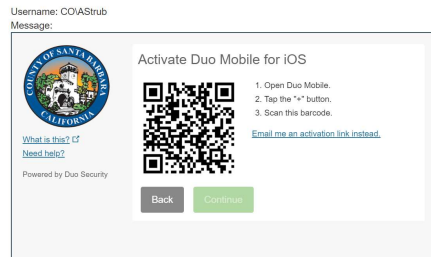
1. Launch the App Store app and search for "Duo Mobile".

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

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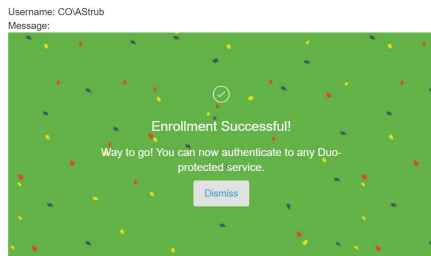
8. On iPhone, Android and Windows Phone, activate Duo Mobile by:
  - a. Opening the app
  - b. Adding an account (press the + sign in the upper right)
  - c. Scanning the barcode with the app's built-in barcode scanner.

Follow the instructions on your device to activate Duo Mobile. The "Continue" button (see screenshot below) is clickable after you scan the barcode successfully. If you cannot scan the barcode, click on "email me an activation link instead" and follow the instructions. If you email a link to yourself, you need to send it to an email address you can receive on your smartphone.



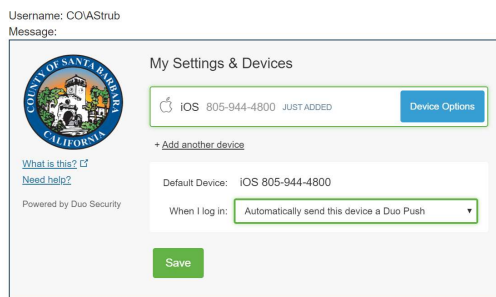
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9. Congratulations! Your device is enrolled. Click Dismiss to finish setting up your device.



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10. For your convenience, you want to enable automatic push requests by changing the **When I log in:** option from "**Ask me to choose an authentication method**" to "**Automatically send this device a Duo Push**" and click Save. Duo is now configured to automatically send an authentication verification via push notification to the Duo Mobile app on your smartphone.



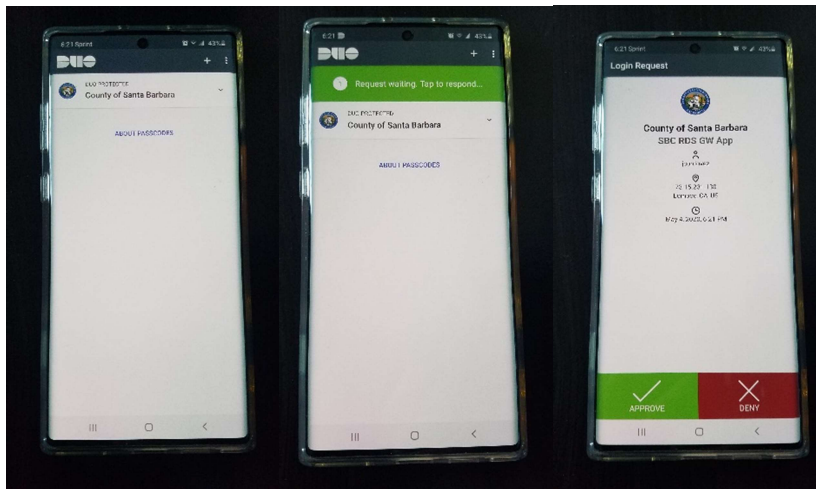
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## PART 2 - Logging in to Your Remote Computer

11. Enter your username and password as usual the next time you log into <https://remote.countyofsb.org>.



12. You will receive a notification on your phone. You must touch **Approve** in the Duo Mobile notification to log in.



13. Your RDS screen will automatically open up on your PC or Mac.

