

Enrolling in Catholic Health System DUO for Secure Authentication

 [**CLICK HERE to get started**](#) 

If you see a message to “**Protect Your Catholic Health System Account**” after entering your CHS credentials:

- Click the “**Start setup**” button and follow the Duo Setup steps on the screen to link your phone number
- Smartphone, cellular phone, tablet, home phone, desk phone or desk extension are all accepted
- Please note that you may need to scroll down to see all steps and buttons on some screens

Directions:

[Computer Guide \(if you see the DUO login on a computer or tablet screen\).....2](#)

[Smartphone Guide \(if you see the DUO login on a smartphone screen\).....5](#)

Computer Guide

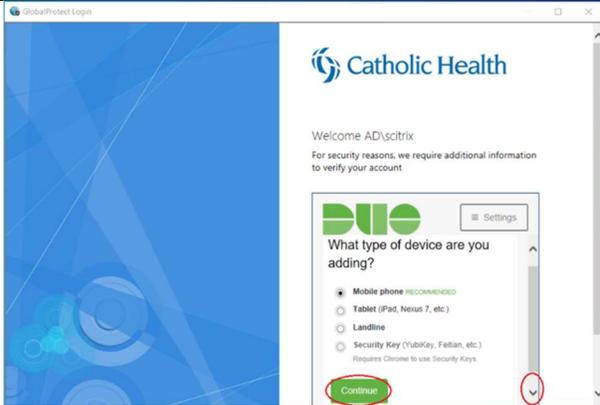


→ Click the **“Start setup”** button

OR

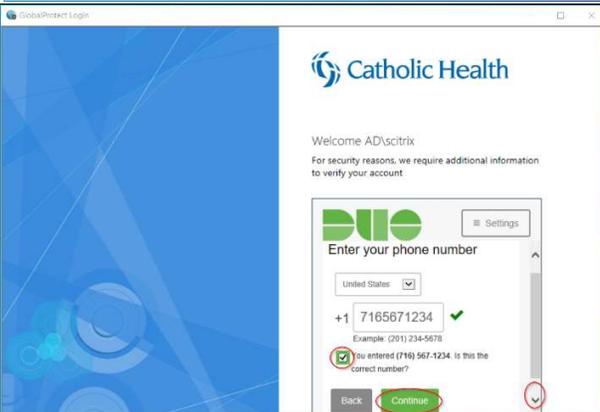


***If you already have Duo setup but want to add a new phone or set up the Duo Mobile app then tap **“Settings”** and then tap **“Add a new device”** to continue



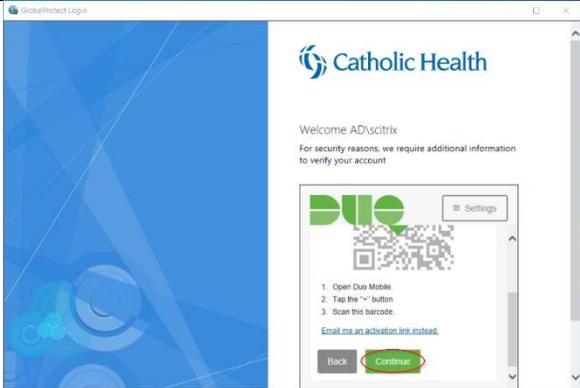
Select the device type you are setting up:
 → **Mobile phone:** smartphone, cellular/flip phone
 → **Tablet:** any Apple or Android (only works with WiFi)
 → **Landline:** home phone, desk phone or desk extension

→ Tap the **“Continue”** button

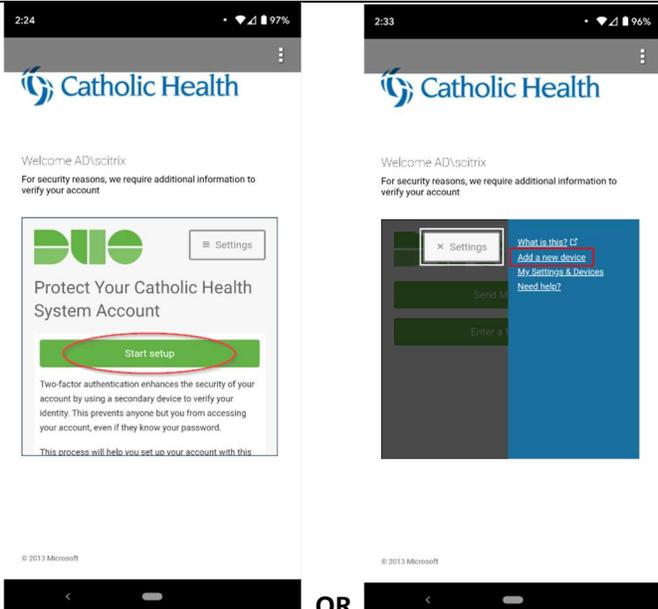
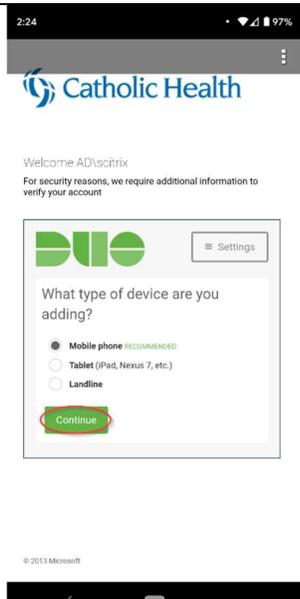


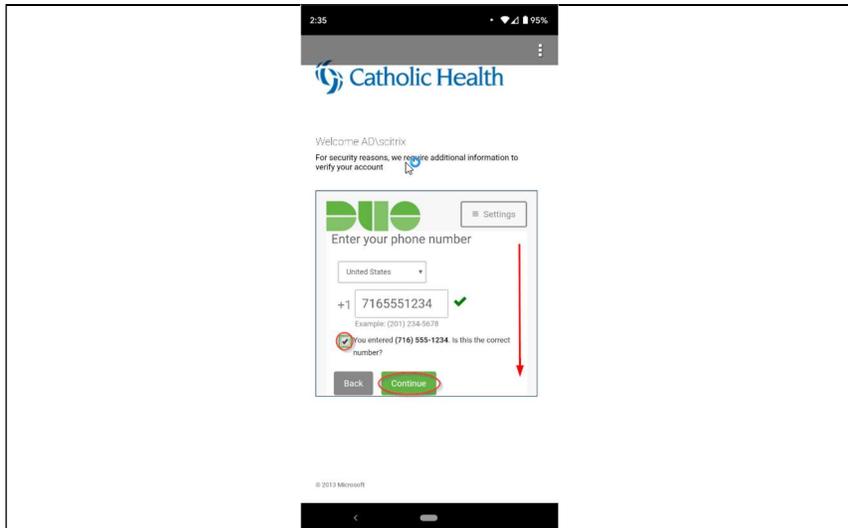
→ Enter your **phone number** with area code
 → Optional: Enter an extension if needed for a 'landline' phone
 → Put a **check in the box** to verify your phone number is correct
 → Tap the **“Continue”** button

	<p>→ iPhone: any Apple phone → Android: phones made by Google, Samsung, LG, HTC, etc. → Windows Phone: Microsoft, Nokia → Other (and cell phones): any flip phone or other non-smartphone that cannot download an app</p>
	<p>→ If prompted, follow the instructions to search and download the “Duo Mobile” app on your iPhone, Android, or Windows phone.</p>
	<p>→ After the Duo Mobile app is installed on your phone scroll down and click the green “I have Duo Mobile” button to continue</p>
	<p>→ If prompted, use the <u>Duo Mobile app</u> on your phone to scan the barcode on your computer screen</p>

	<p>→ After scanning the barcode in the Duo Mobile app, scroll down and click the green Continue button (the button will not work until you scan the code)</p>
	<p>→ Confirm your phone number and device type is correct</p>
	<p>→ Use the 'When I log in' drop down menu to select "Automatically send this device a Duo Push"</p> <p>→ Click "Continue to Login" to finish Duo setup</p>
	<p>After you set up Duo with your phone number, you will be able to authenticate using Duo:</p> <ul style="list-style-type: none"> → Send Me a Push: use if you have the Duo Mobile app, then click "APPROVE" the Login Request on your phone → Call Me: use if you have a home phone, desk phone, or flip phone to get a phone call, then hit any key on the phone → Enter a Passcode: use if you have a non-smartphone, then click the "Text me new codes" button to get a SMS text message with a one-time Passcode

Smartphone Guide

	<p>→ Tap the “Start setup” button</p> <p>***If you already have Duo setup but want to add a new phone or set up the Duo Mobile app then tap “Settings” and then tap “Add a new device” to continue</p>
<p style="text-align: center;">OR</p> 	<p>Select the device type you are setting up:</p> <ul style="list-style-type: none"> → Mobile phone: smartphone, cellular/flip phone → Tablet: any Apple or Android (only works with WiFi) → Landline: home phone, desk phone or desk extension <p>→ Tap the “Continue” button</p>



- Swipe up (to scroll down) and enter your **phone number** with area code
- Optional: Enter an extension if needed for a 'landline' phone
- Put a **check in the box** to verify your phone number is correct
- Tap the **"Continue"** button



- Swipe up (to scroll down) and tap the **App Store** button to install **"Duo Mobile"** or open the App Store icon on your homescreen to search and install the **"Duo Mobile"** app on your phone
- After the Duo Mobile app is installed on your phone go back to the enrollment screen and tap **"I have Duo Mobile"** to continue



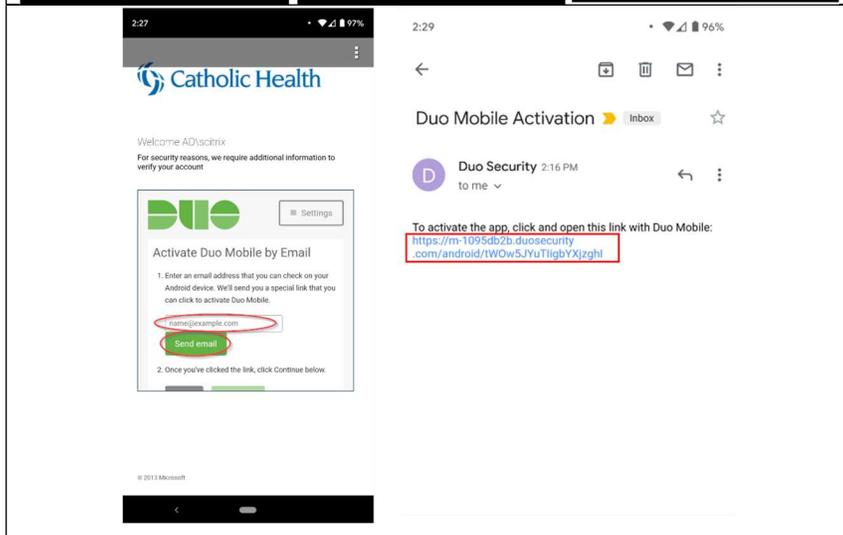
- Tap **"Take me to Duo Mobile"** button to automatically Open your Duo Mobile app and add Catholic Health Systems
- ***If the "Duo Mobile" app opens and you see "Catholic Health System" added to the app, then please **skip** the **EMAIL ACTIVATION** steps



EMAIL ACTIVATION (Optional Step)

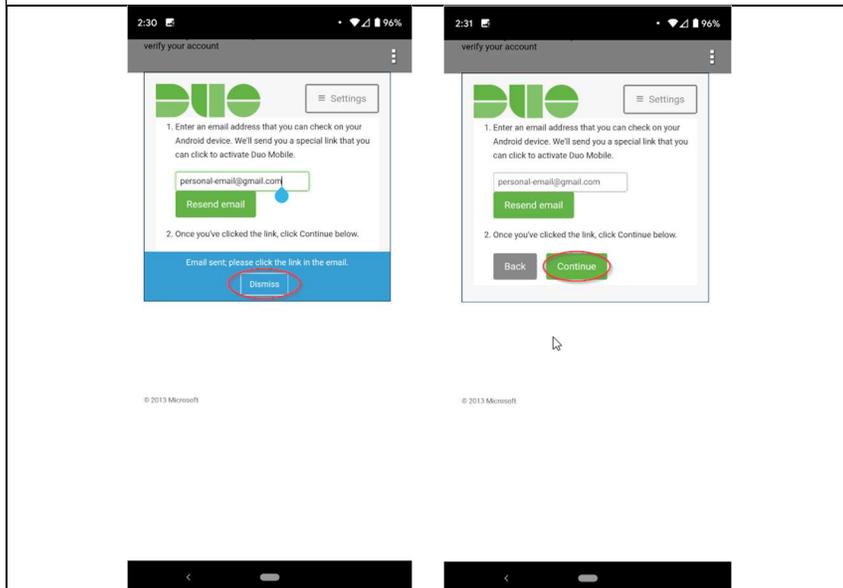
***If the “Take me to Duo Mobile” button does not work, then to continue tap on: “Enroll by scanning a QR code or via activation link””

→ Swipe up (to scroll down) and tap on: “Email me an activation link instead””



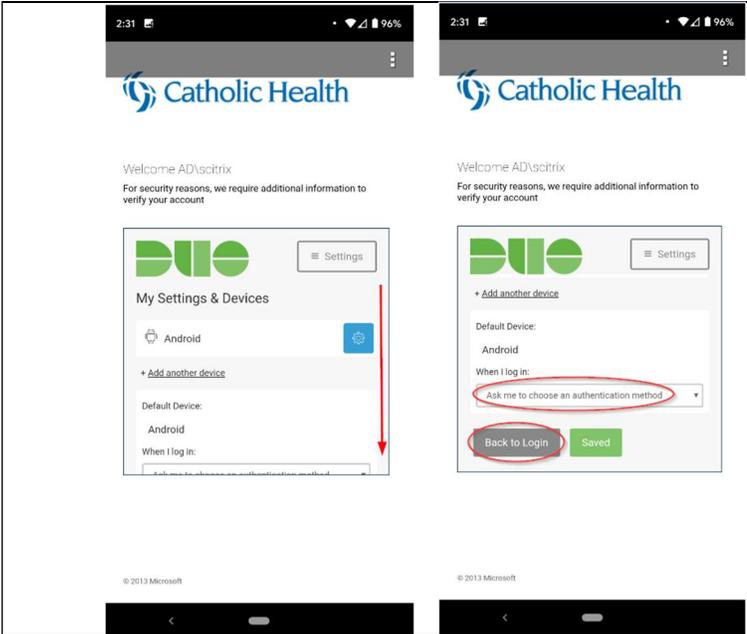
EMAIL ACTIVATION (Optional Step)

→ Type in your **personal email address** that you can open on your cell phone
 → Tap on **“Send email”**
 → Open the email from ‘Duo Security’ on your phone that has Duo Mobile installed and **click the link** in the email. The link will automatically open the Duo Mobile app on your phone and add “Catholic Health System” to the Duo Mobile app

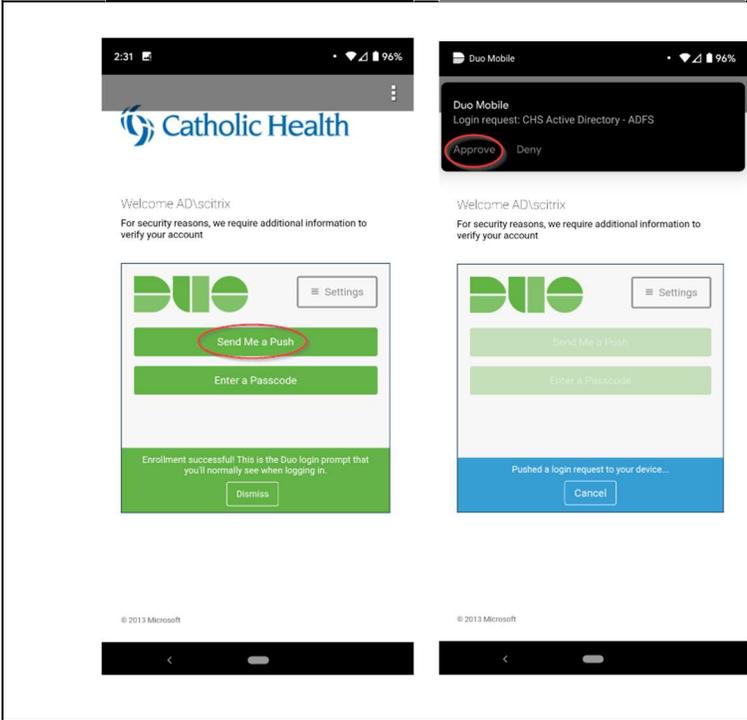


EMAIL ACTIVATION (Optional Step)

→ After opening the email link go back to the enrollment screen and tap **“Dismiss”**
 → Tap the **“Continue”** button



→ Confirm your phone number and device type is correct
→ Use the 'When I log in' drop down menu to select "Automatically send this device a Duo Push"
→ Click "Back to Login" to complete Duo setup



→ If prompted, tap "Send Me a Push"
→ Tap the Duo Mobile notification and then tap "Approve" to finish logging in