Version

1

How to Enroll Devices and Install Duo

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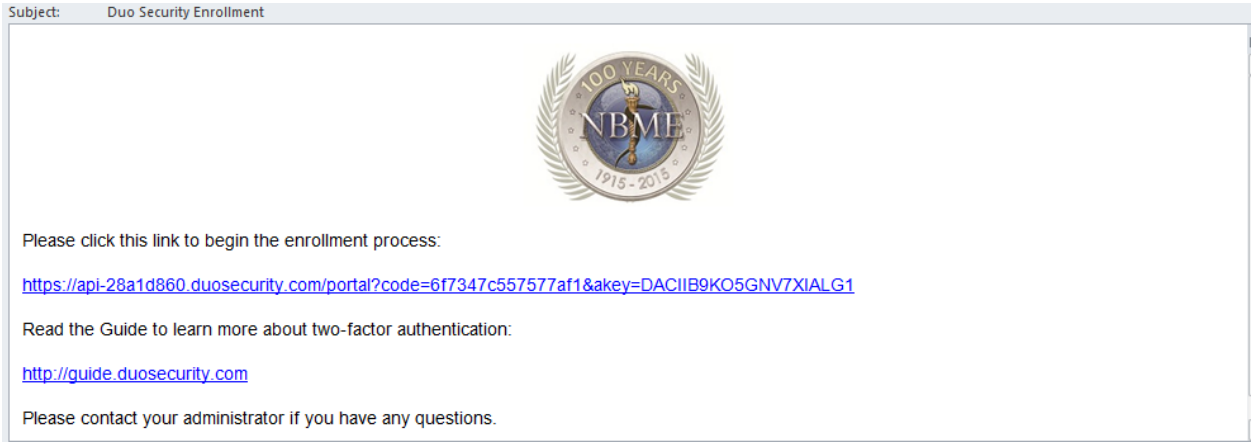
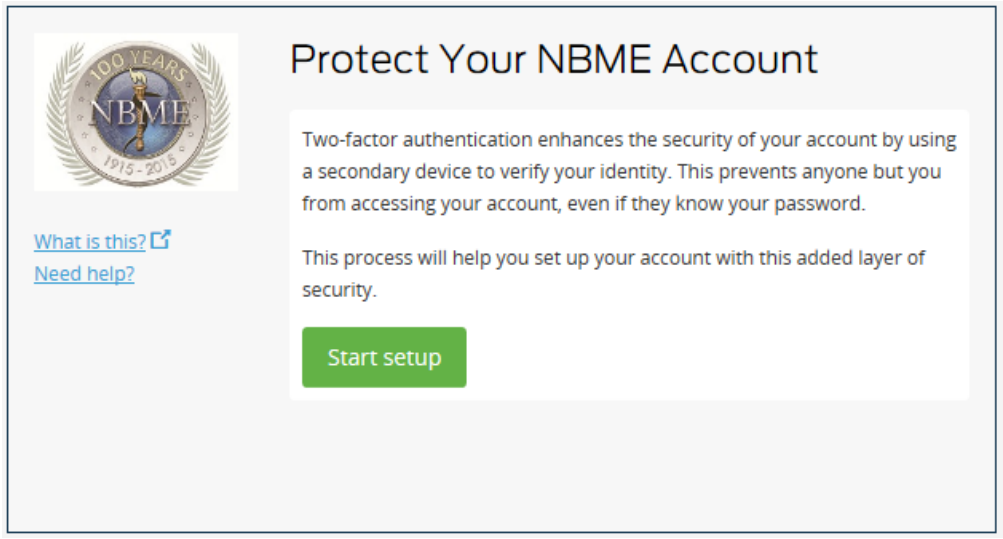
1. Enrollment email / Welcome Screen

1. Click the link located in your enrollment email.

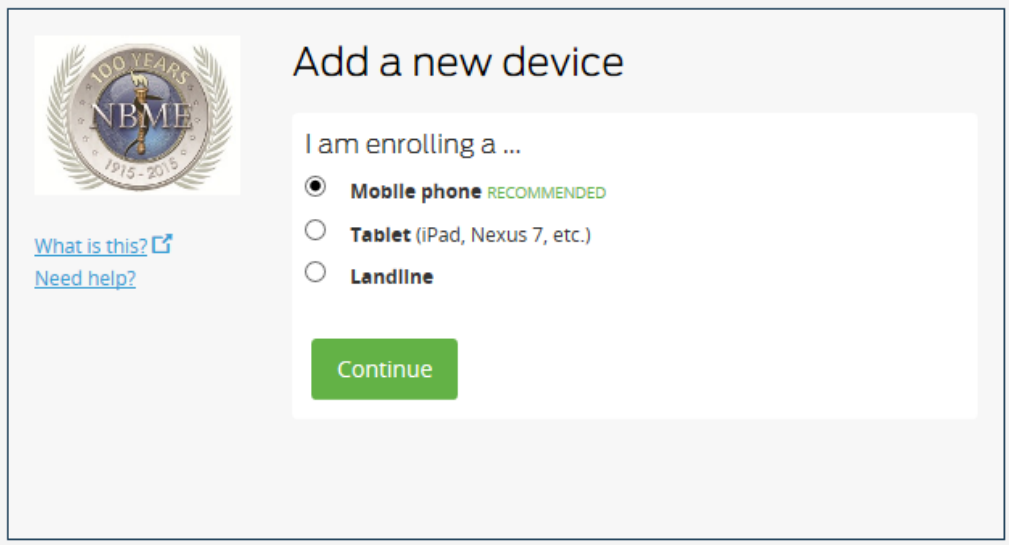


2. Click the Start setup button to begin enrolling your device.

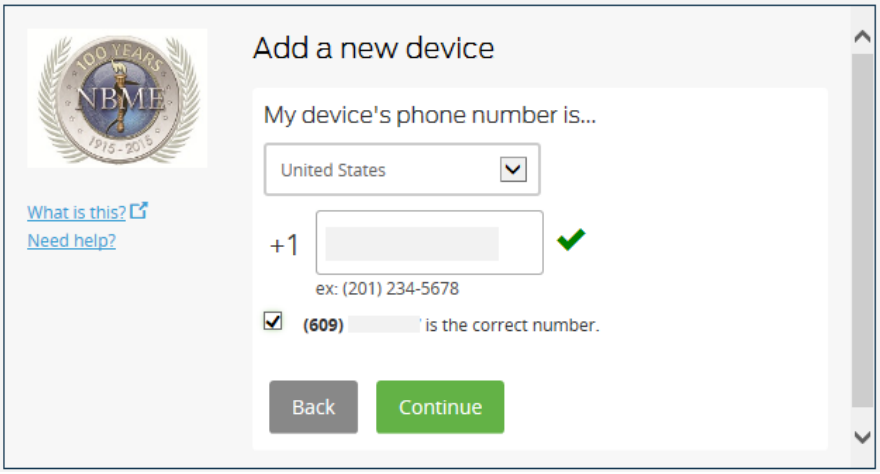


2. Add a New Device - IPhone

1. Mobile phone radio button is selected by default. Click Continue.

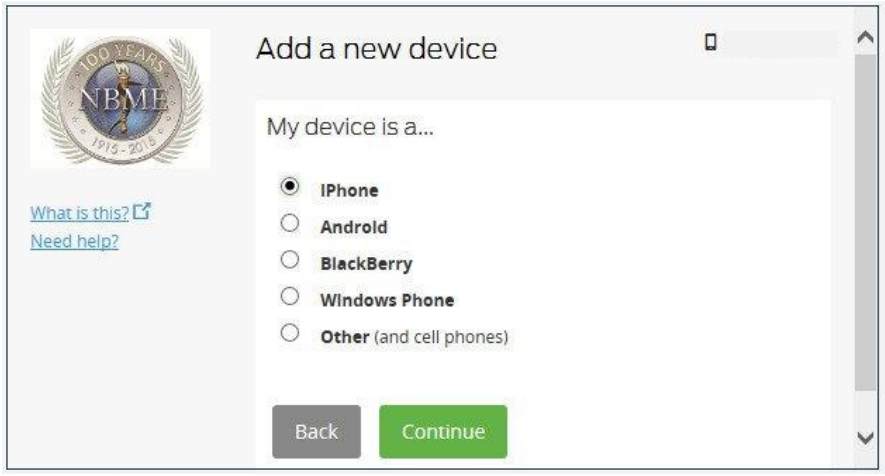


2.1. Enter your Phone Number



1. Enter your phone number with area code. Ensure the correct number checkbox is selected.
2. Click Continue.

2.2. Choose Your Platform - IPhone



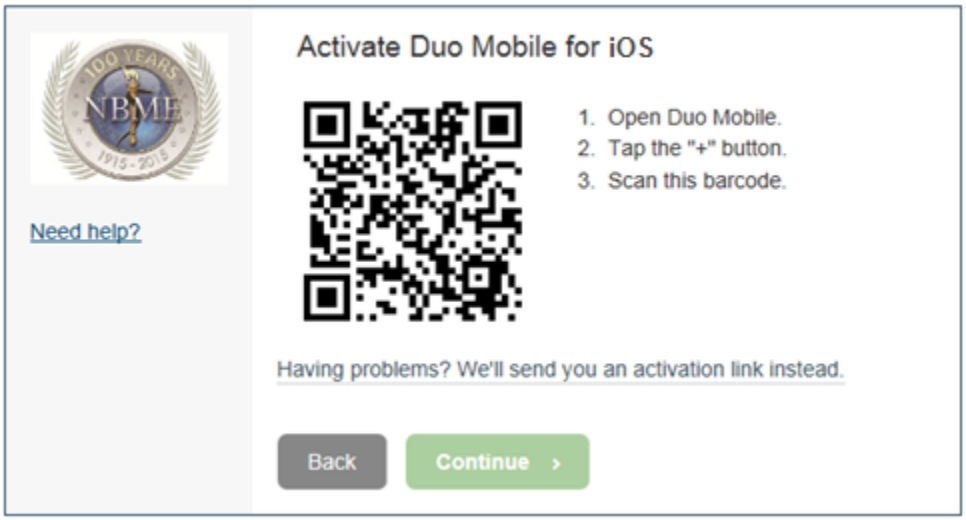
2.3. Install Duo Mobile for iOS

1. Launch the App Store and search for Duo Mobile.
2. Tap Get and Install to download the app.
3. Tap OK when asked if Duo Mobile should send Push notifications.

Note: Once the app has been installed on your device, click “I have Duo Mobile Installed” to continue.

2.4. Activate Duo Mobile for iOS

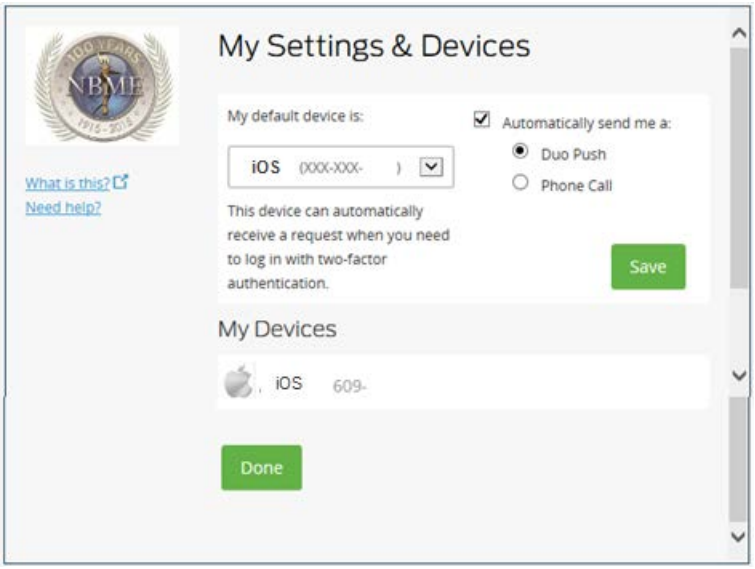
1. Open Duo Mobile.
2. Tap the “+” button.
3. Scan the barcode.



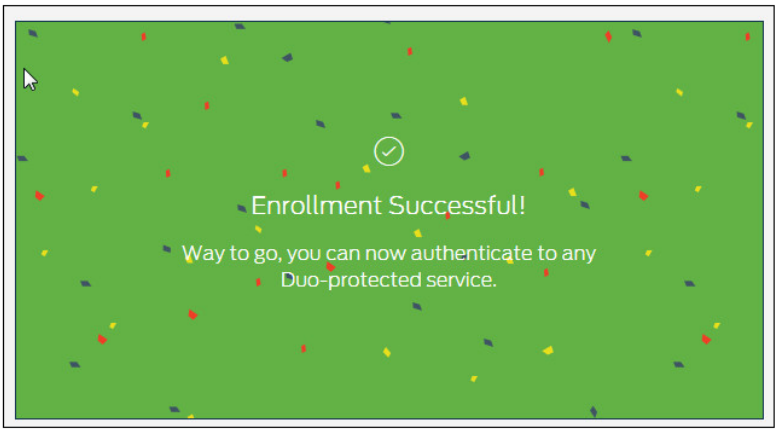
4. Your NBME account is added to the Duo application once the barcode is selected and verified.
5. Click Continue.

2.5. Configure Automatic Device Options (optional)

If this is the device you'll use most often with Duo then you may want to enable the Automatically send me a: option and choose either Duo Push or Phone Call. With this option enabled, Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

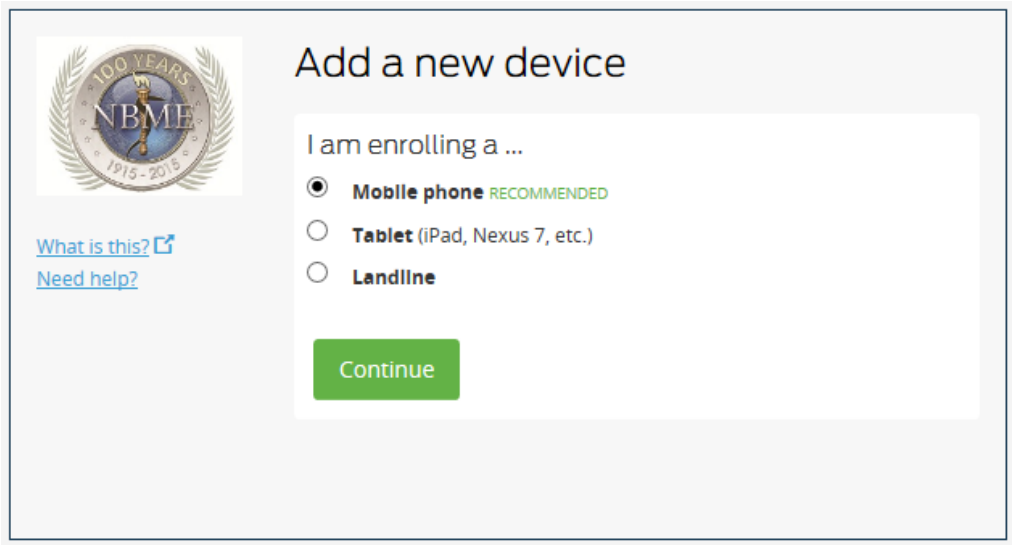


6. Click Save.
7. Scroll to the bottom of the dialog box and click Done.
8. The Successful Enrollment dialog displays.

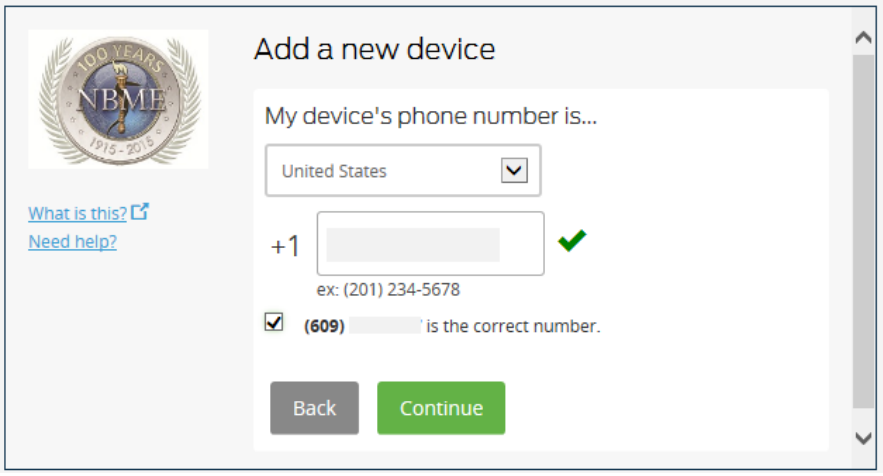


3. Add a New Device - Android

1. Refer to Page 1 for the Welcome Page.
2. Mobile phone is selected by default.
3. Click Continue.

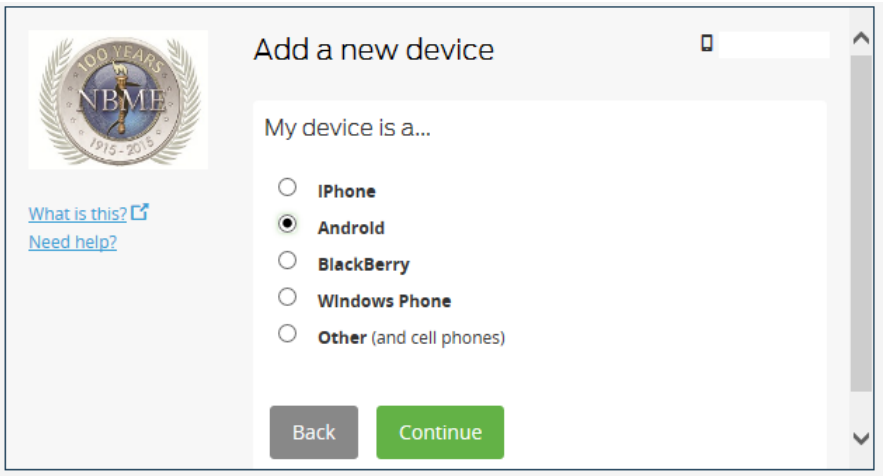


3.1. Enter your Phone Number

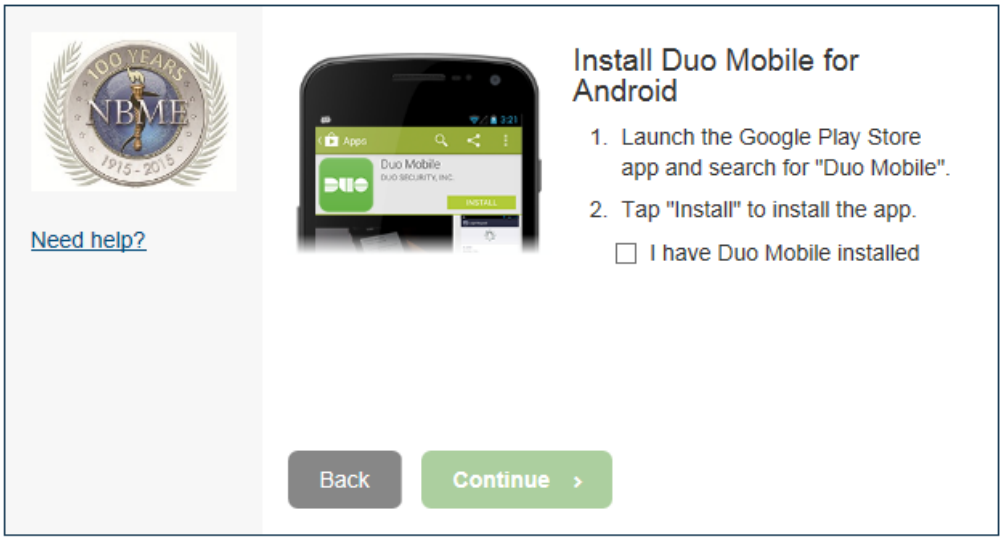


3. Enter your phone number with area code. Ensure the correct number checkbox is selected.
4. Click Continue.

3.2. Choose Your Platform – Android



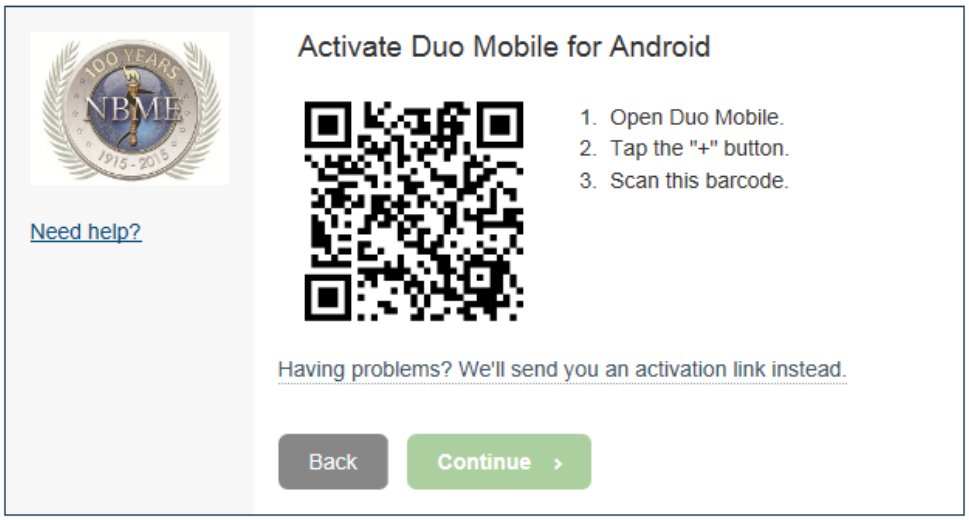
3.3. Install Duo Mobile for Android



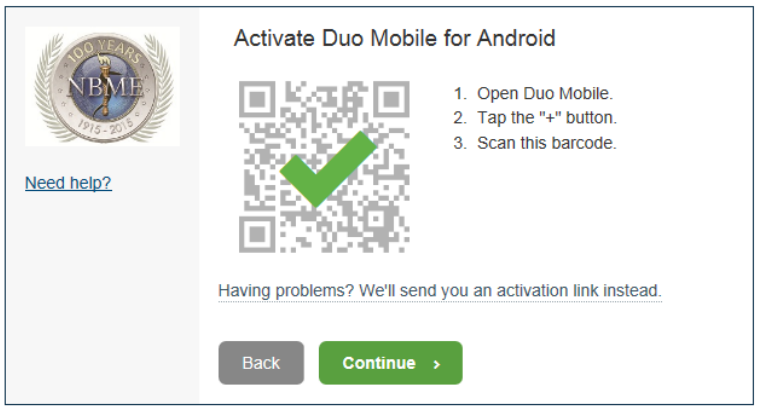
1. Launch the Google Play Store app and search for Duo Mobile.
2. Tap Install.
3. Once the app has installed, click “I have Duo Mobile Installed.” The Continue button will be enabled once the checkbox is selected.

3.4. Activate Duo Mobile for Android

1. Open Duo Mobile.
2. Tap the “+” button.
3. Scan the barcode.



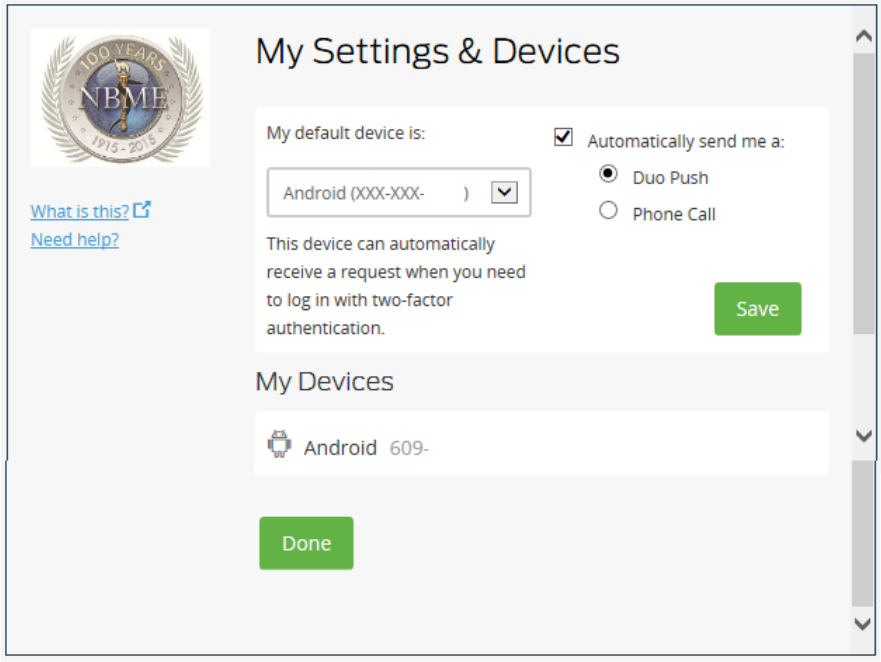
4. Your NBME account is added to the Duo application once the barcode is selected and verified.



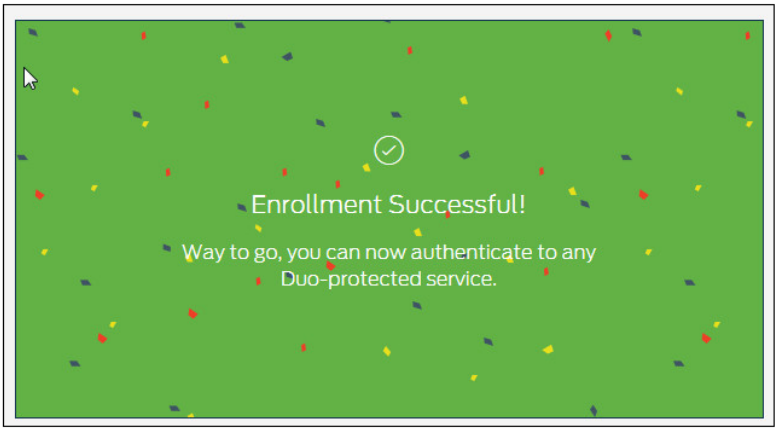
5. Click Continue.

3.5. Configure Automatic Device Options (optional)

If this is the device you'll use most often with Duo then you may want to enable the Automatically send me a: option and choose either Duo Push or Phone Call. With this option enabled, Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

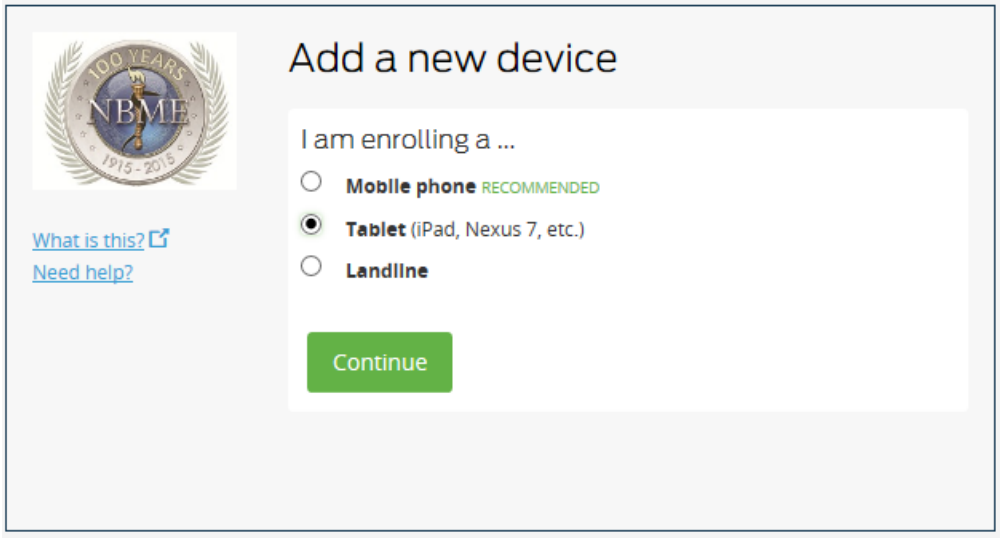


6. Click Save.
7. Scroll to the bottom of the dialog box and click Done.
8. The Enrollment Successful dialog displays.

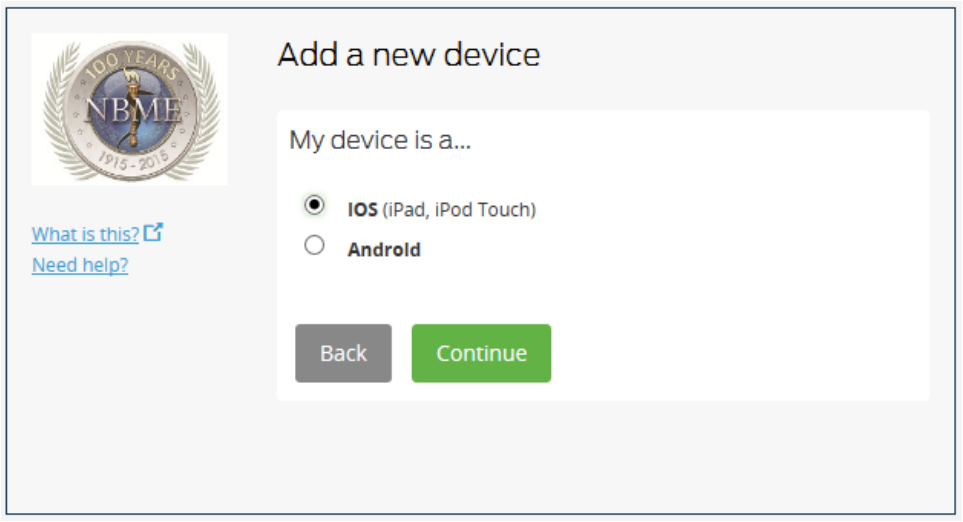


4. Tablet

1. Refer to Page 1 for the Welcome Page.
2. Select Tablet.



3. Select your operating system.



4. Click Continue.

4.1. Install Duo Mobile for iOS

1. Launch the App Store and search for Duo Mobile.
2. Tap Get and Install to download the app.
3. Tap OK when asked if Duo Mobile should send Push notifications.

Note: Once the app has been installed on your device, click "I have Duo Mobile Installed" to continue.

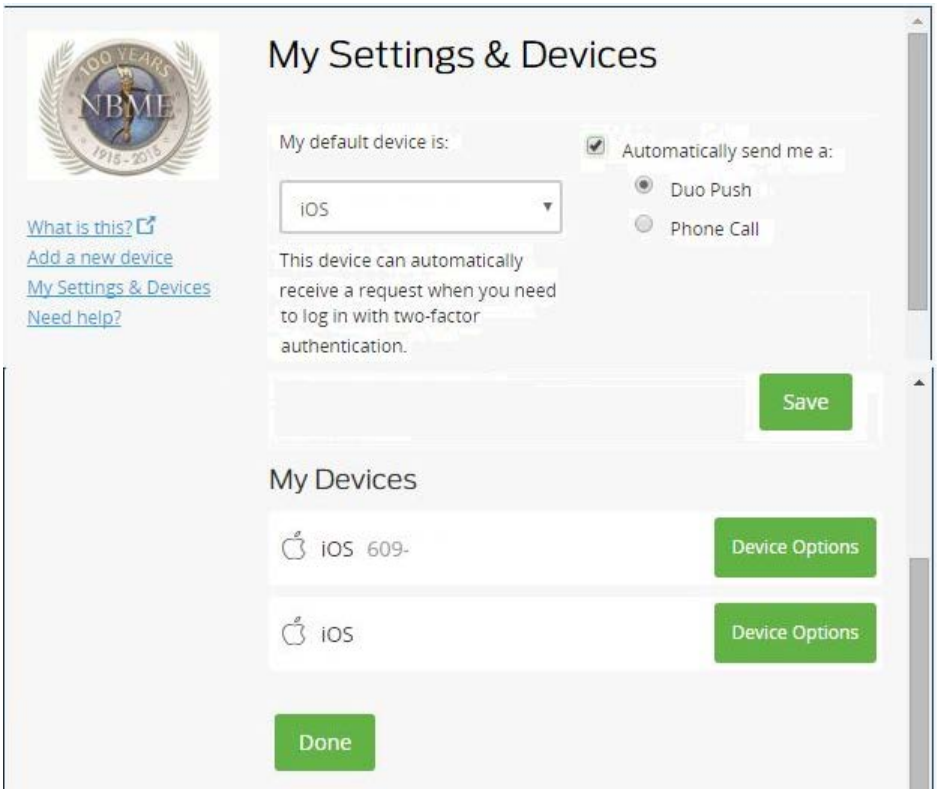
4.2. Activate Duo Mobile for iOS

1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan the barcode.

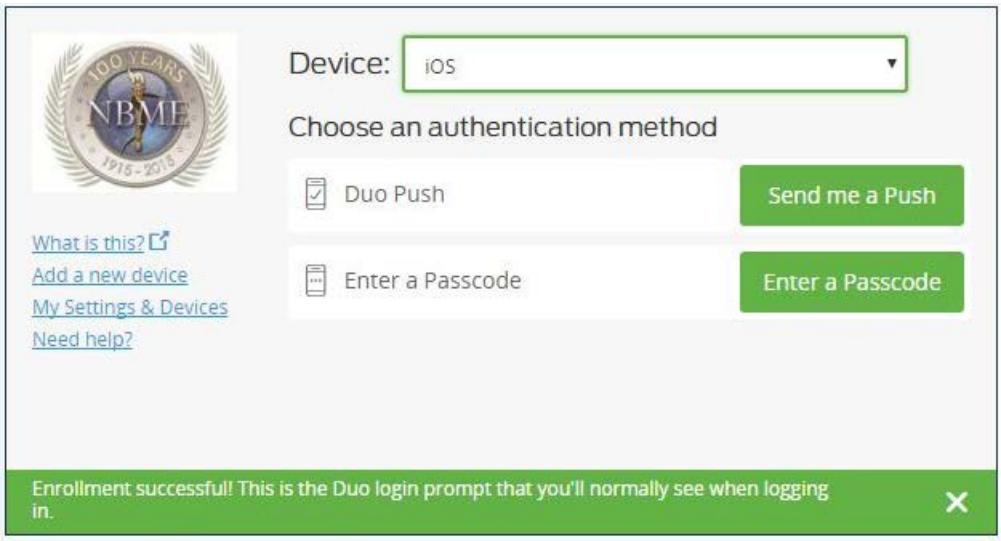
4. Your NBME account is added to the Duo application once the barcode is selected and verified.
5. Click Continue.

4.3. Choose Authentication Method

1. Select your default device from the list.
2. If you have multiple devices registered, select IOS from the list.



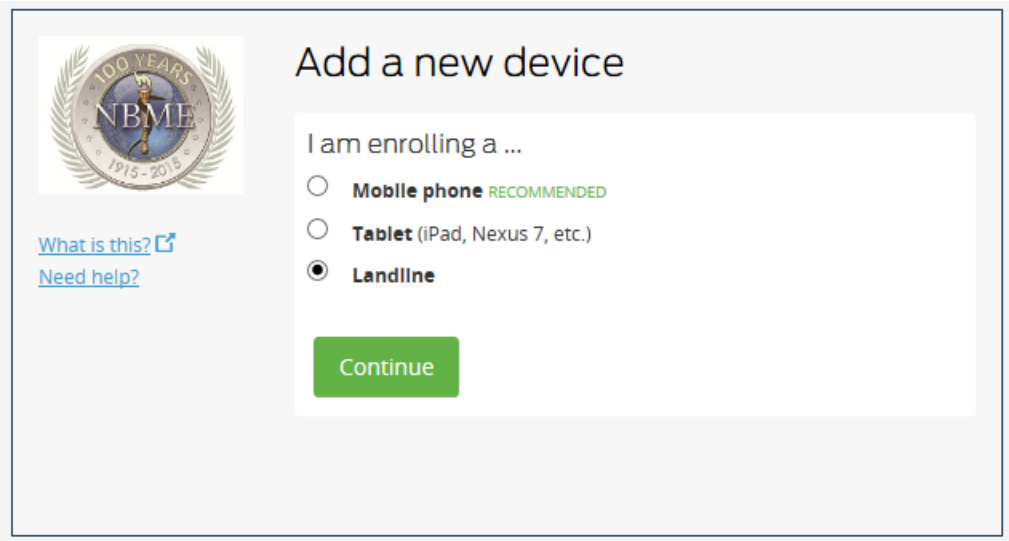
3. Select “Send me a Push” or “Enter a Passcode.”



4. After you enter the passcode, you are connected to the NBME network.

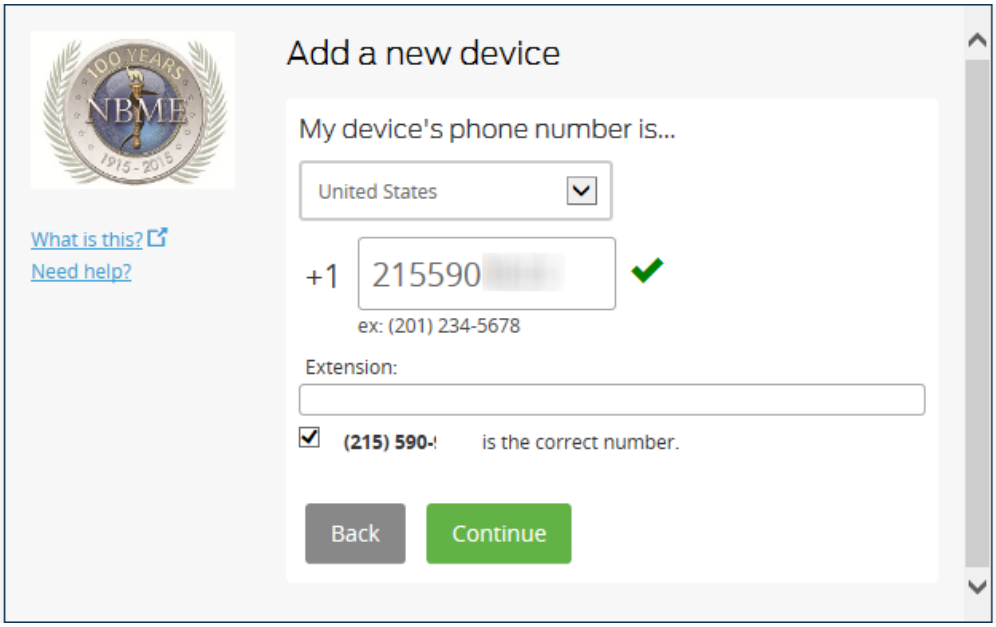
5. Landline

1. Refer to Page 1 for the Welcome Page.
2. Select Landline.
3. Click Continue.

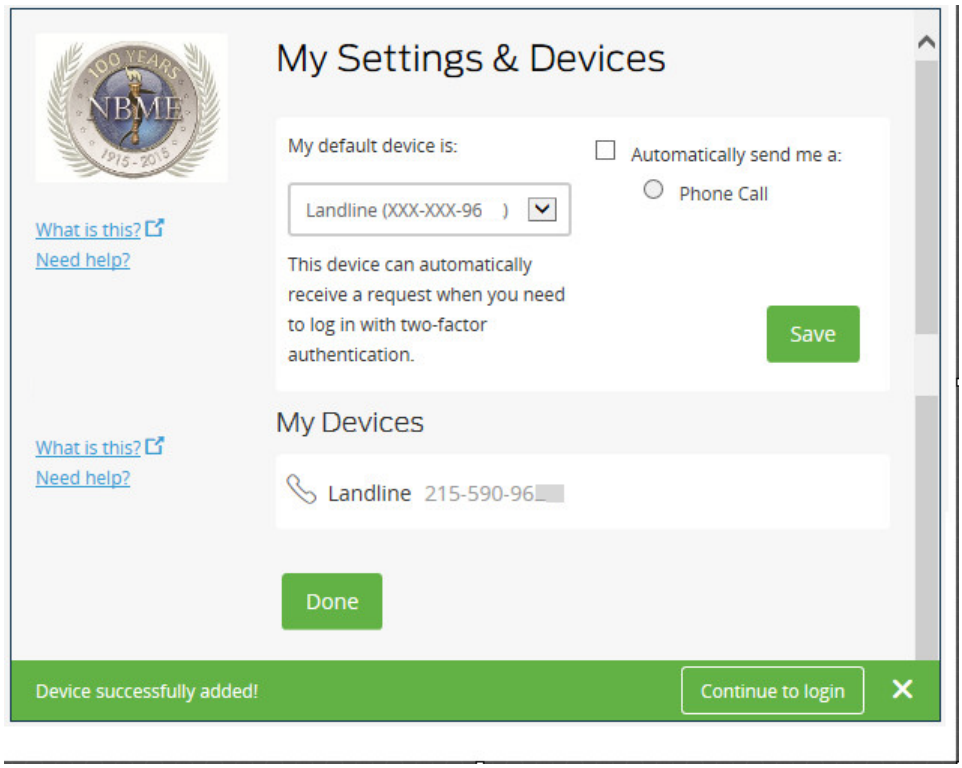


5.1. Enter your Phone Number

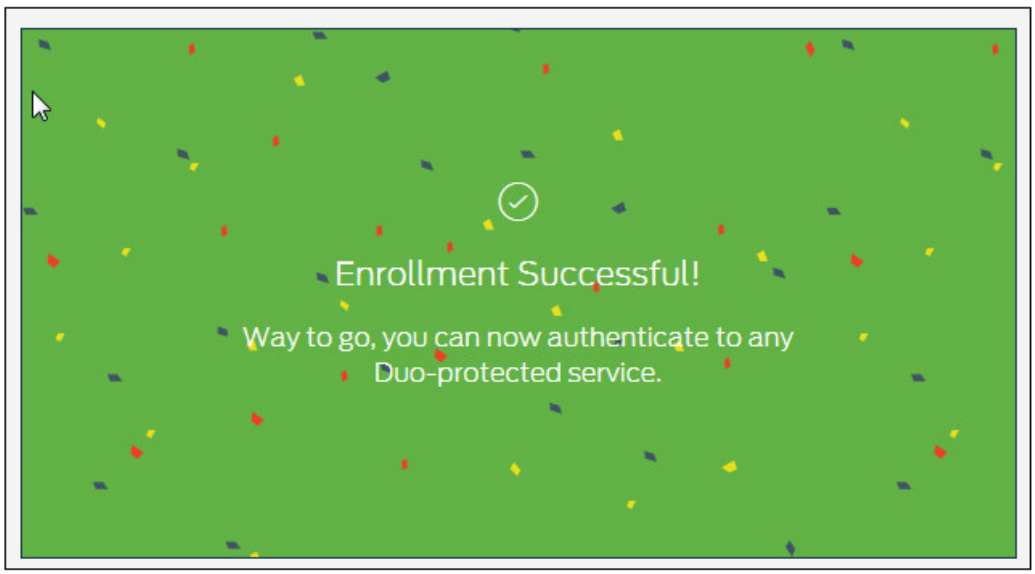
1. Enter your phone number with area code. Ensure the correct number checkbox is selected.
2. Click Continue.



5.2 Choose Authentication Method



3. Click the Automatically send me a: Phone Call checkbox.
4. Click Save.
5. Scroll to the bottom of the dialog box and click Done.



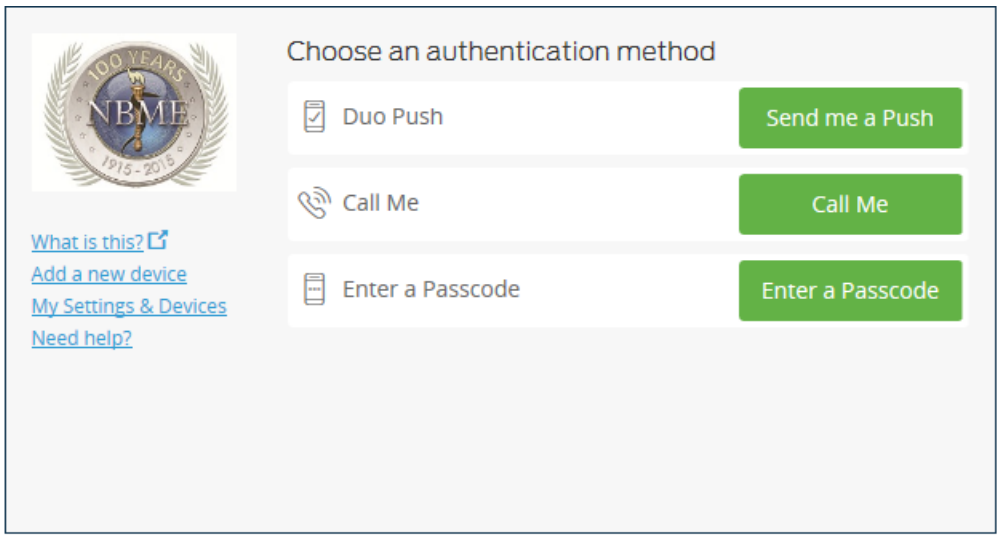
6. The Enrollment Successful dialog box displays.

6. Connect to WebVPN using Duo

1. Launch IE or Chrome.
2. Enter https://vpn.nbme.org
3. Enter your user name and network password.

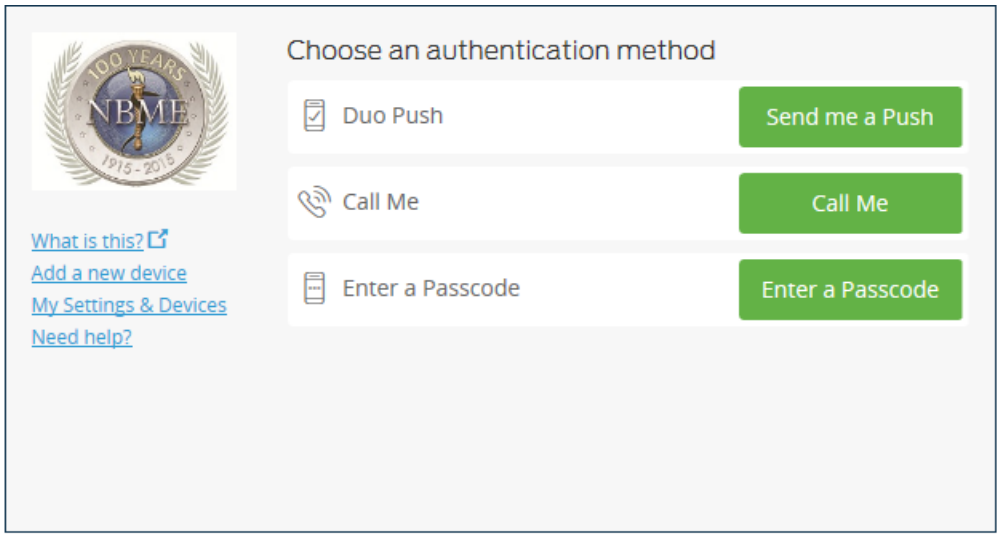
4. Click Login.
5. Select your authentication method.

Note: If you selected the automatic option for Duo Push or Phone Call during enrollment, the green buttons will be grayed out.



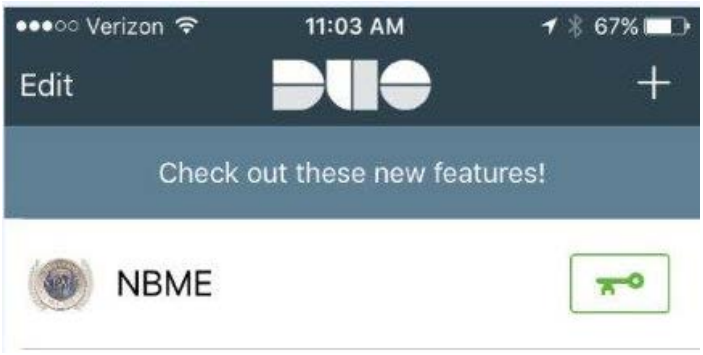
6. If Duo Push is selected, select Approve on your phone.

7. If Call me is selected, press any key to connect to the NBME network.

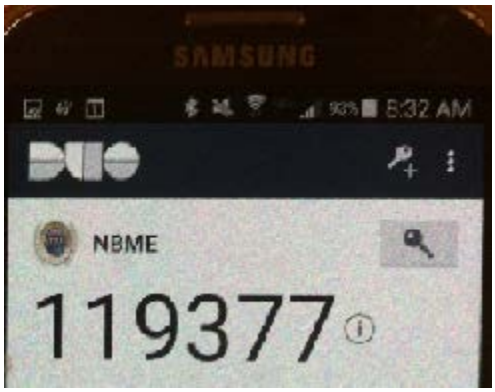


8. If Enter a Passcode is selected, generate a code by tapping the key on the Duo Mobile App.

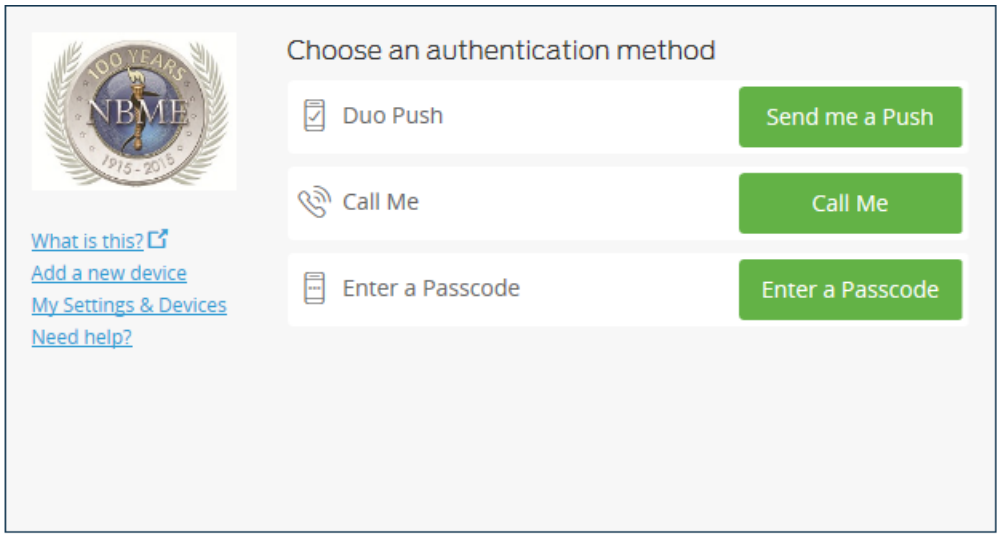
DUO Mobile App



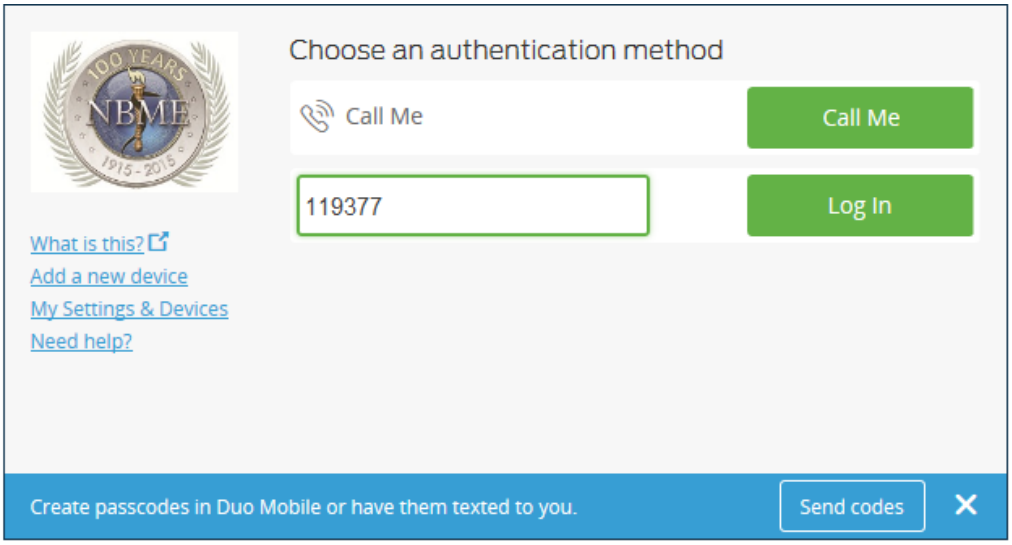
9. The number changes each time the key is tapped.



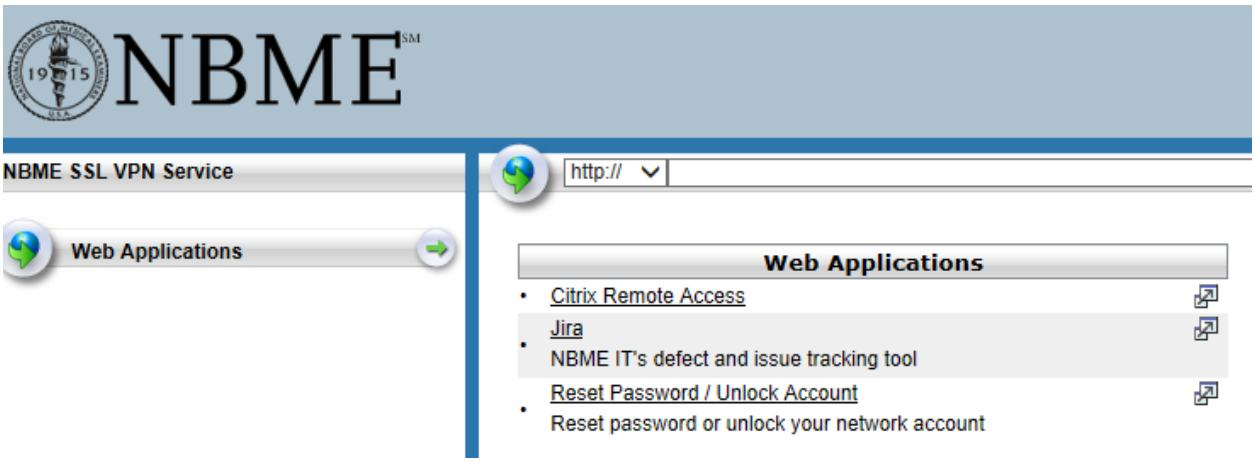
10. Click Enter the Passcode.



11. Enter the code from your Duo Mobile App.
12. Click Log In.

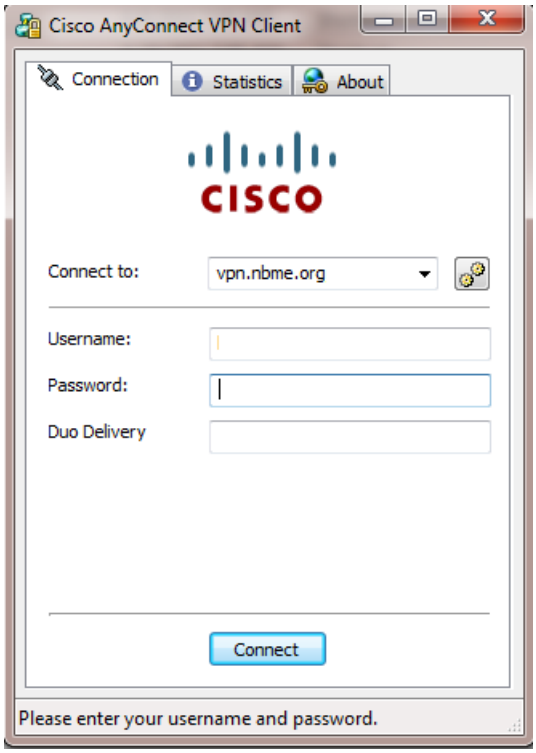


The VPN home page displays automatically.



7. Connect to AnyConnect using Duo

1. Enter vpn.nbme.org as shown below:



2. Enter your username, network password, and Duo delivery method. **Valid entries for Duo delivery include**:
    a. push
    b. sms
    c. phone1
    d. phone2
    e. actual code from Duo app on phone

Push – Push a login request to your phone (if you have Duo Mobile installed and activated on your iPhone, Android, or Tablet). Just review the request and tap "Approve" to log in.

SMS – A text message containing the Duo code is sent to your mobile device. Enter the code.

Phone1, Phone2 – This is a landline to which a phone call is made from Duo. Press any key to connect to the NBME network.

Actual code from Duo app – Open the Duo Mobile app and tap the key which displays a code. Enter the code provided.