



How to Register DUO Multi-Factor Authentication & Sign-In

Luma Role: Enterprise Dashboard Users.

Reason: To register for DUO Multi-factor Authentication and Sign-In which will enhance the defense of our State Government data.

1. DUO works when the employee knows their State ID and has a personal device* or private phone number.

Have your State ID and phone number available for set-up.

*Other options are available. Visit SCO Website and search DUO to review additional options.

SCO Enterprise Dashboard Sign-in

Sign In

Register for the SCO Enterprise Dashboard.

Enter your existing SCO Web Application credentials.

Username

Agency
100 - Senate

Password

Proceed with registration

2. Click Next button to begin Set-up of DUO Mobile.

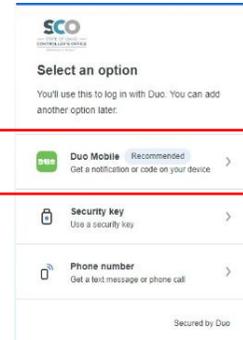
SCO
STATE OF CALIFORNIA
CONTROLLER'S OFFICE

Welcome to
Duo Security

Let's set up an account to protect your identity.

Next

3. Click the **DUO Mobile** option.



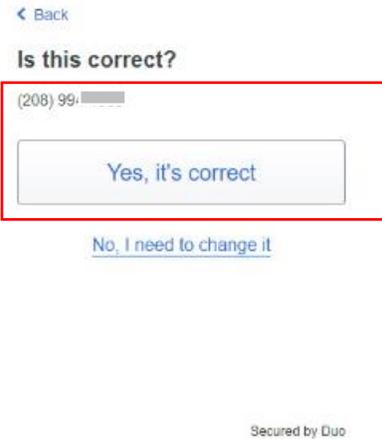
4. Enter your **device phone number** in the Phone number in the text field

- Once a valid phone number is added, the **Add phone number** box will highlight in blue.
- Click **Add phone number**

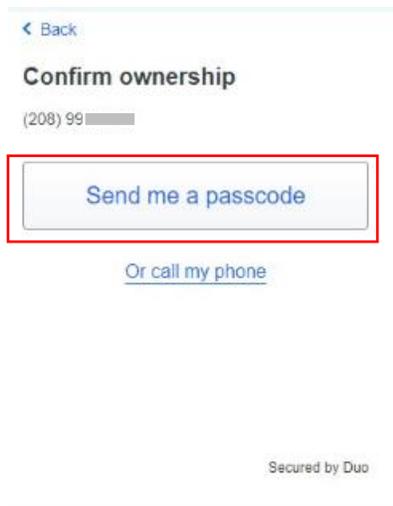


5. Verify the valid phone number is correct; click **Yes, it's correct**.

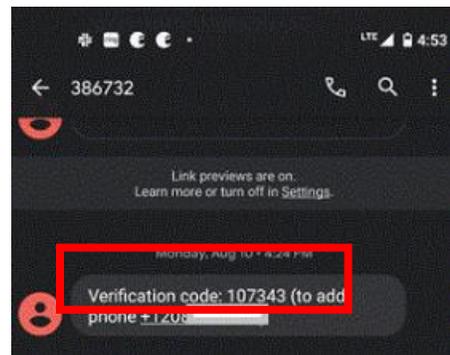
Note: If you need to edit the phone number, please select **No, I need to change it**.



6. Click **Send me a passcode**. A confirmation number will be text to the phone number listed with a 6-digit confirmation number.



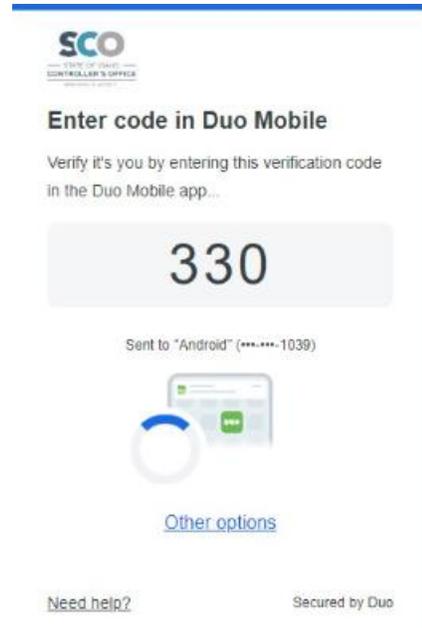
7. A text message will be received on the number you listed. The text will come from the number 386732 (this is not the 6-digit confirmation number). Open the text for the **Verification Code**.



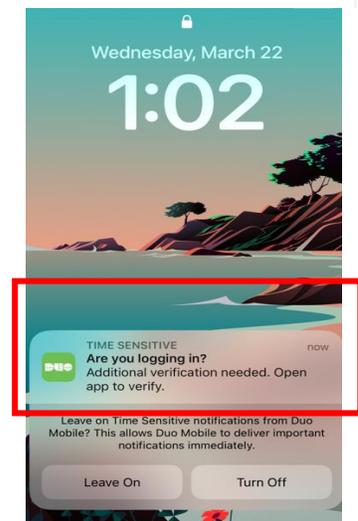
8. Enter the unique (6-digit) **Verification Code** on the SCO DUO app.
9. Click **Verify**.



10. Each time you sign-into Enterprise Dashboard you will receive a DUO notification requesting a verification code.



11. Your device will receive a DUO message (valid for 60 seconds). Open the verification screen on your device.

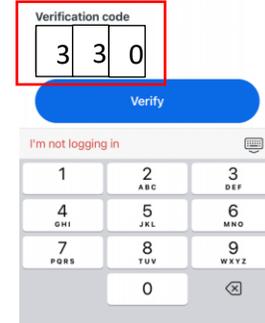


12. Add the three digits from the Enterprise Dashboard (See Step 10) in the Verification code boxes.

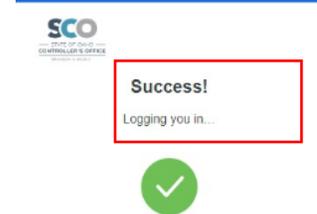
13. Click **Verify**.

Are you logging in to SCO Enterprise Dashboard DUO Modern?

For your security, enter the code displayed on your login screen. Never enter a code from a text or phone call.



14. You will receive a green **Success** image on your phone and you will receive a Success image on the SCO DUO app. The Enterprise Dashboard will automatically load to your Applications page.



Result

You have successfully registered for DUO and signed into the Enterprise Dashboard using DUO Multi-Factor Authentication.

Date (04/10/23)
Version 1