



There are 2 ways to initiate the Sutter County Superintendent of Schools First Time Duo Enrollment Process.

(Technology Services recommends completing the task below from your computer. Mobile device first-time enrollment is not supported at this time.)

- 1.** You will receive an email from Duo Security no-reply@duosecurity.com. Click on the link within the body of the email and follow the instructions.

This is an automated email from Duo Security.

Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.

Hello,

Your organization is now rolling out Duo Security, a friendly and secure way for you to log into your applications. Your administrator has invited you to set up your account for Duo so you can start logging in.

To begin, click this link to enroll a phone, tablet, or other device:

<https://api-52962f4c.duosecurity.com/portal?code=e18150e07058032b&akey=DAU7U02W5PFY606CX2QL>

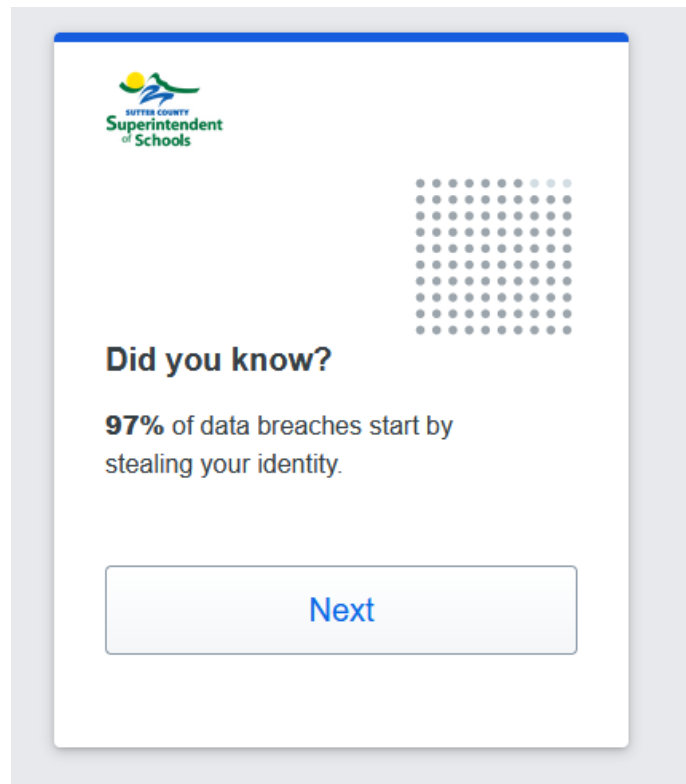
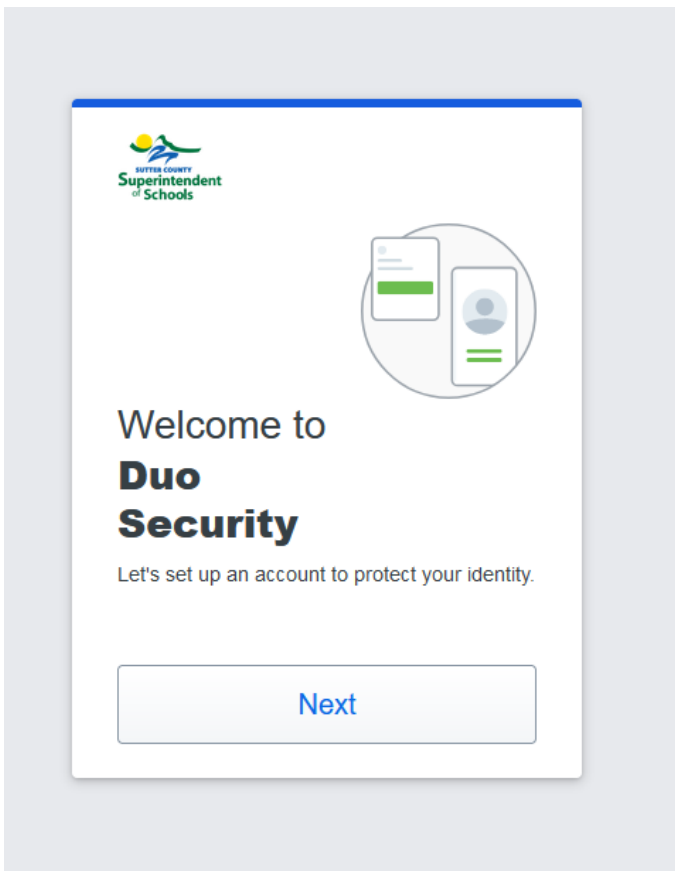
Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:

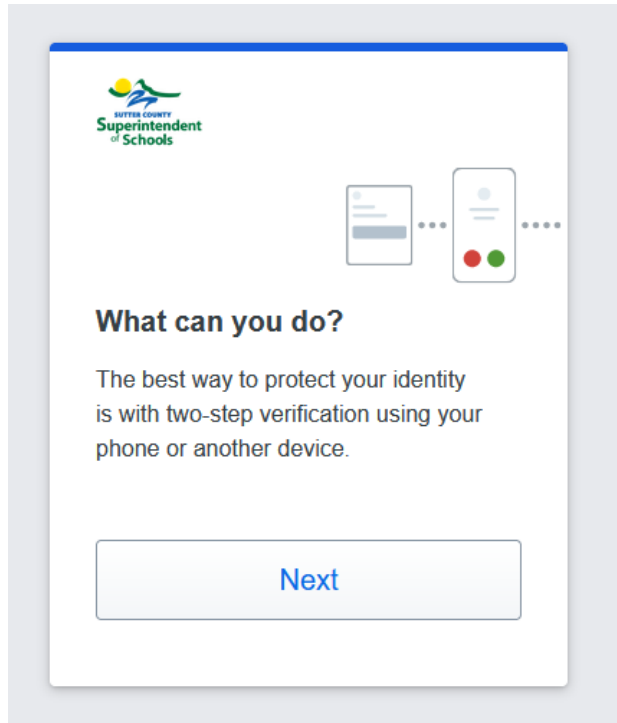
<https://guide.duo.com/enrollment>

- 2.** Logging into the Outlook Web Access (<https://mail.sutter.k12.ca.us/owa>) and follow the instructions.

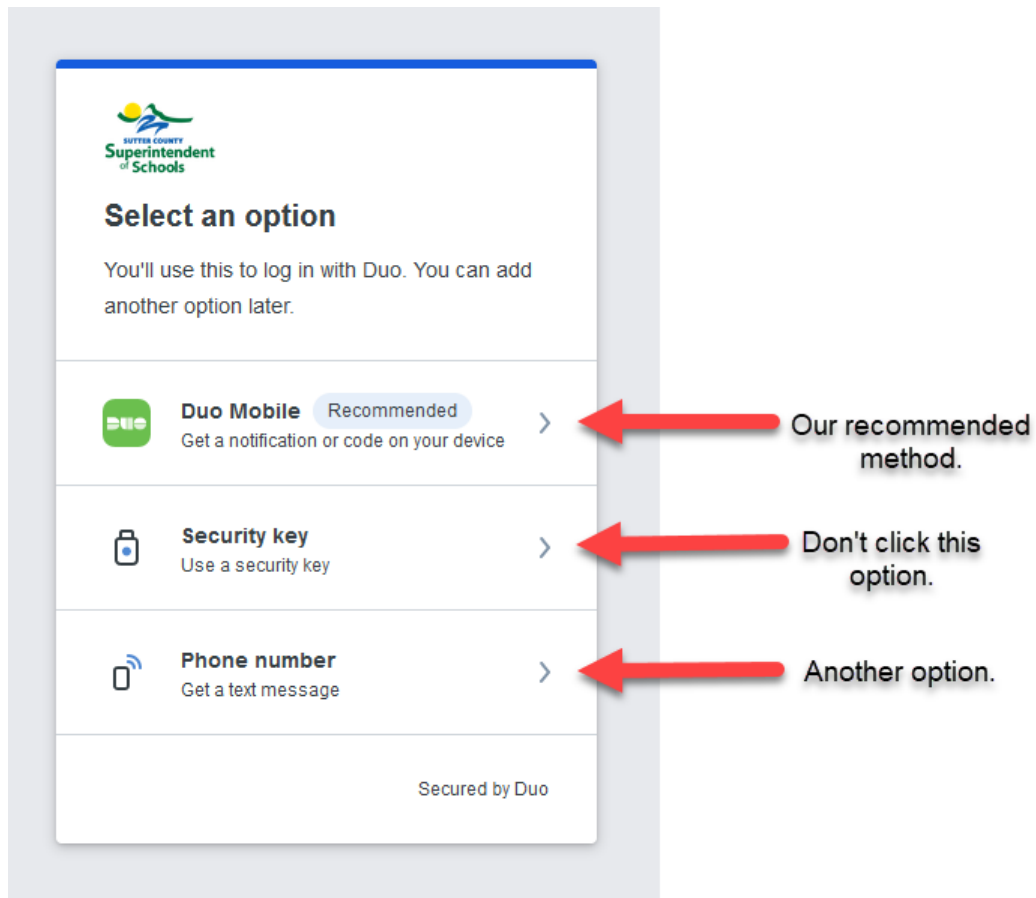
Option 1 – Duo Mobile app

- 1.** Once you attempt to login to <https://mail.sutter.k12.ca.us/owa> that requires DUO, you will be prompted to setup DUO. Click on the Start Setup button to begin the enrollment process.
- 2.** The DUO Enrollment will have you click through a few informational screens before you get to the page that allows you to select the option you wish to use for authentication.





- Now you may choose how you wish to authenticate with DUO. We recommend the DUO Mobile app, however you can associate it with your phone using an SMS Text Message or by receiving a phone call. If you wish not to use your phone as the method of authentication with DUO, we can provide a fob that will allow you to authenticate without



a phone. Please contact SCSOS Technology at 530-822-2999 prior to selecting the "Security Key" option.

4. Install Duo Mobile. Duo Mobile is an app that runs on your smartphone and helps you authenticate quickly and easily. 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.
 - a. [Duo for Apple](#)
 - b. [Duo for Android](#)

[Back](#)

Enter your phone number

You'll get codes from Duo at this number to use when you log in.

Country code **Phone number**

+1

Example: "201-555-5555"

[Add phone number](#)

Secured by Duo

[Back](#)

Is this correct?

(530)

[Yes, it's correct](#)

[No, I need to change it](#)

Secured by Duo

[Back](#)

Confirm ownership

(530)

[Send me a passcode](#)

Secured by Duo

[Back](#)

Passcode sent

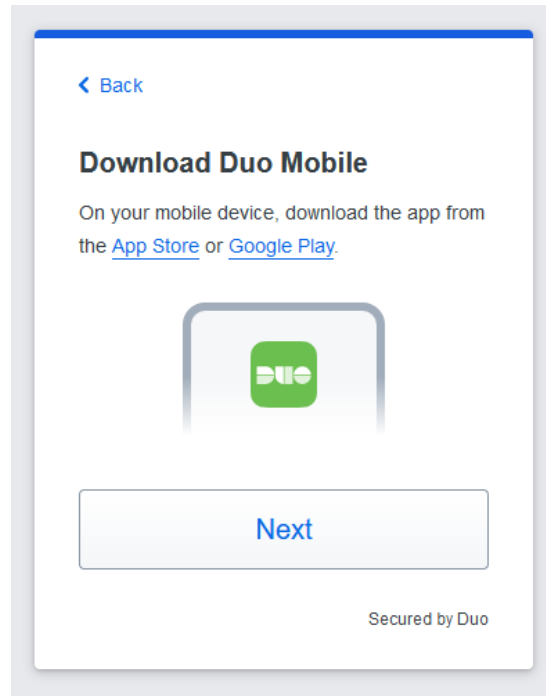
Enter the two-factor authentication passcode sent to

[Verify](#)

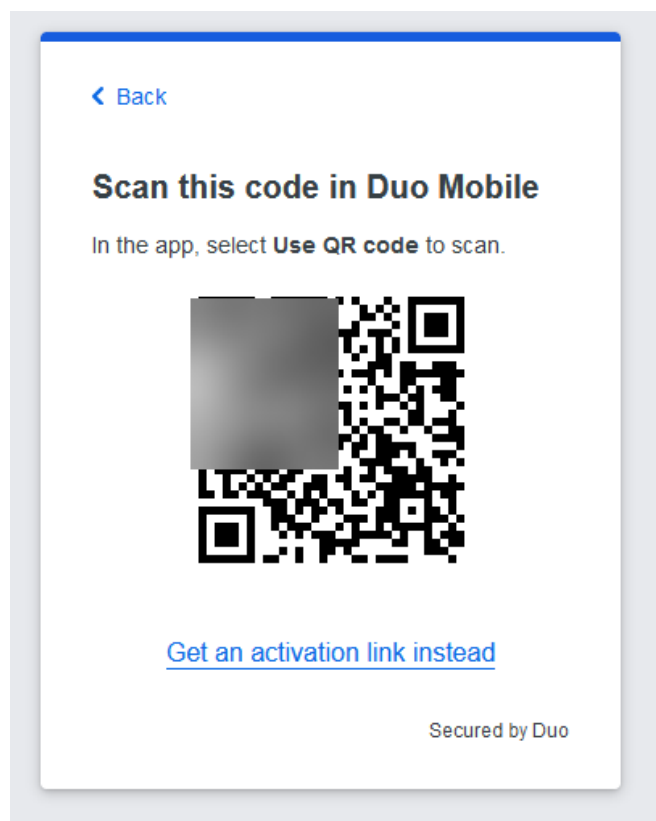
[Send a new passcode](#)

Secured by Duo

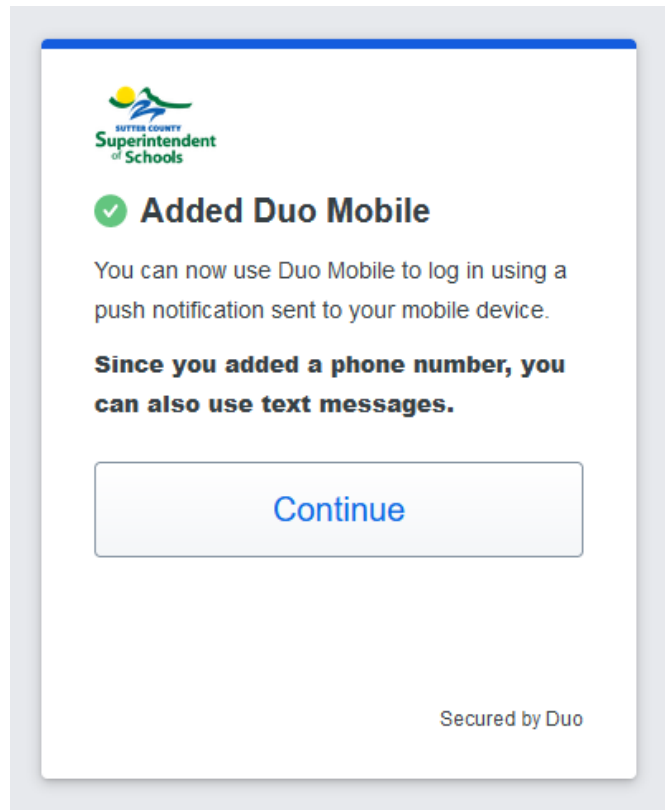
5. You will now be prompted to download the app if you have not done so already.



6. Activate Duo Mobile. Activating the app links it to your account so you can use it for authentication. On iPhone or Android activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Open the Duo Mobile App to complete this step. Follow the platform specific instructions for your device:

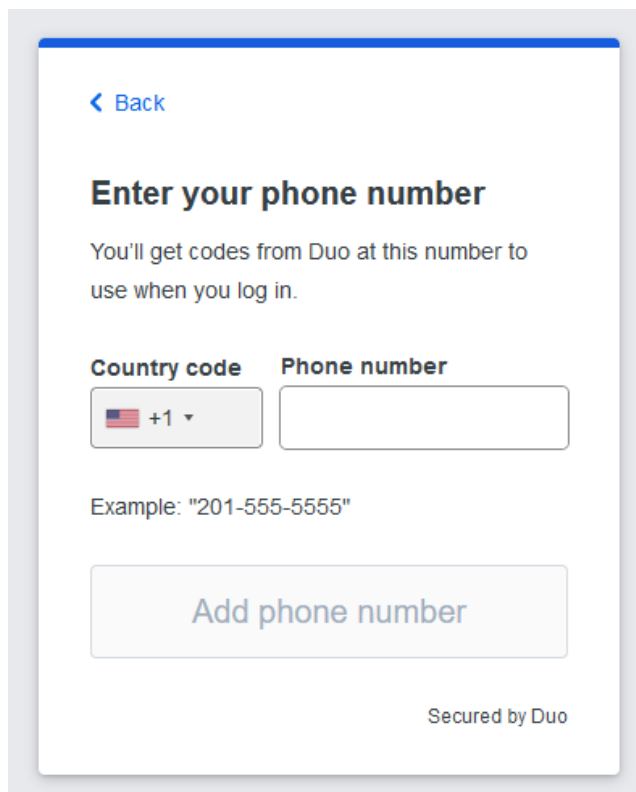


7. Your device is ready to approve Duo authentication requests. Click Send me a Push to give it a try. All you need to do is tap Approve on the Duo login request received at your phone.



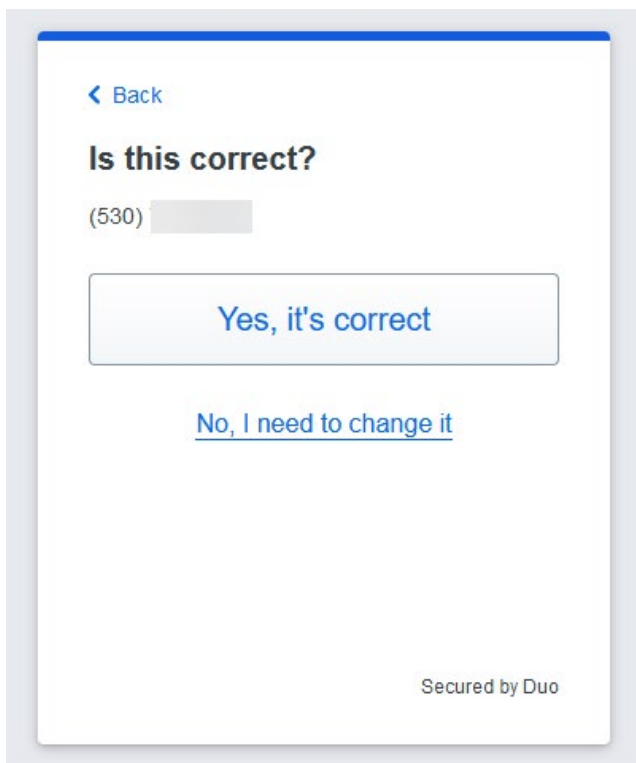
Option 2 – Duo SMS Text/Phone Authentication

1. Enter your phone number and click “Add Phone Number”



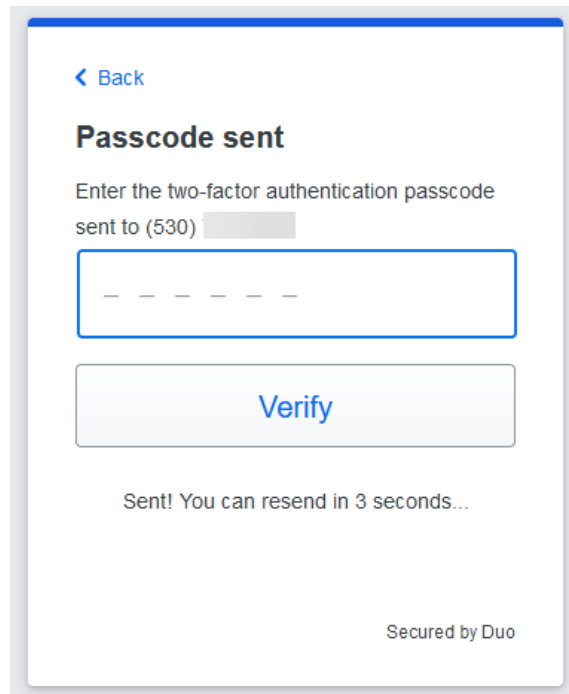
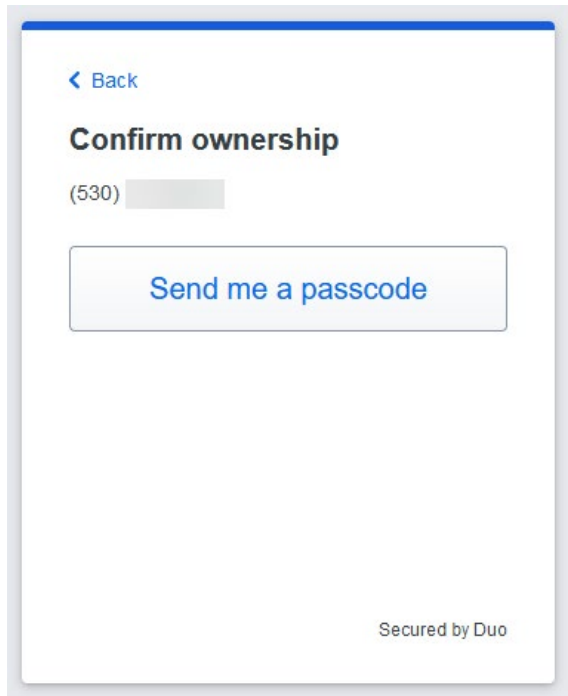
The screenshot shows a mobile application interface for adding a phone number. At the top left is a blue back arrow and the text '< Back'. The main heading is 'Enter your phone number' in bold. Below it is a sub-heading: 'You'll get codes from Duo at this number to use when you log in.' There are two input fields: 'Country code' with a dropdown menu showing a US flag and '+1', and 'Phone number' which is currently empty. Below these fields is an example: 'Example: "201-555-5555"'. A large, light blue button with the text 'Add phone number' is centered below the example. At the bottom right, it says 'Secured by Duo'.

2. Verify your phone number is correct.

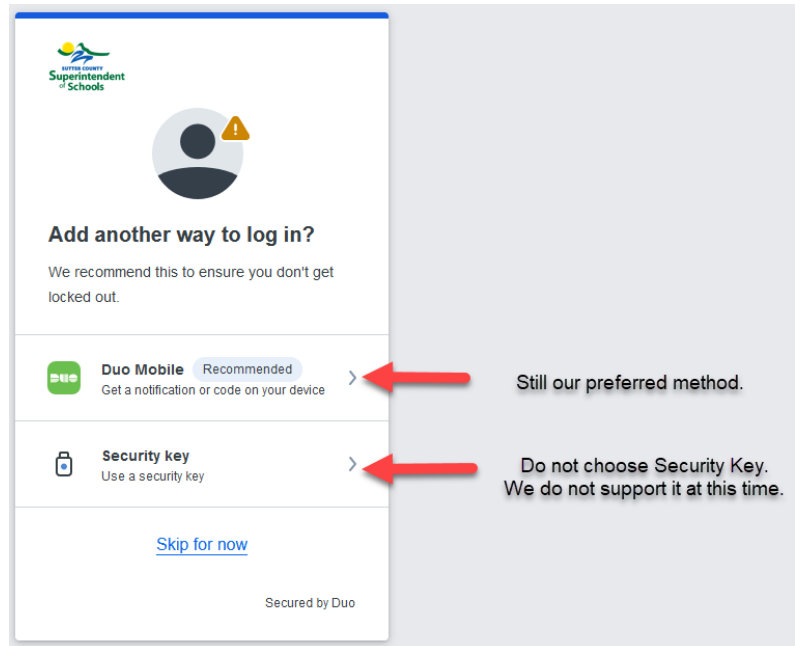
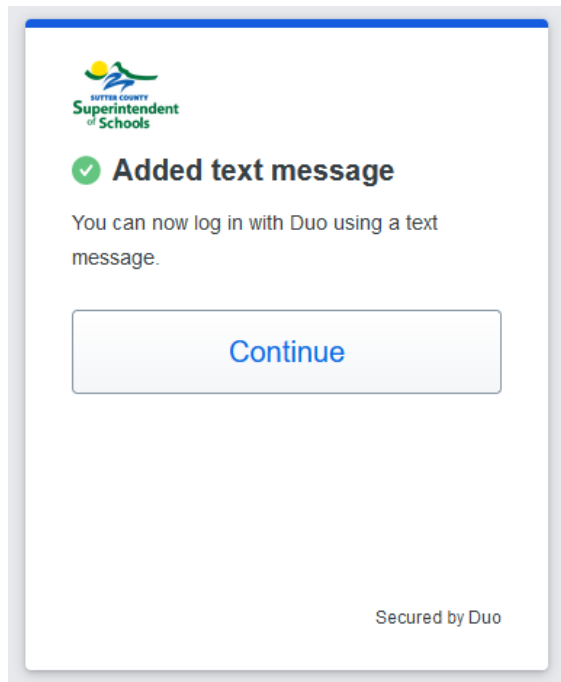


The screenshot shows a mobile application interface for verifying a phone number. At the top left is a blue back arrow and the text '< Back'. The main heading is 'Is this correct?' in bold. Below it is a partially filled input field showing '(530) [redacted]'. There are two options: a large, light blue button with the text 'Yes, it's correct' and a blue hyperlink with the text 'No, I need to change it'. At the bottom right, it says 'Secured by Duo'.

3. You will receive a text message with a code to verify ownership of your phone. Enter that code and continue.

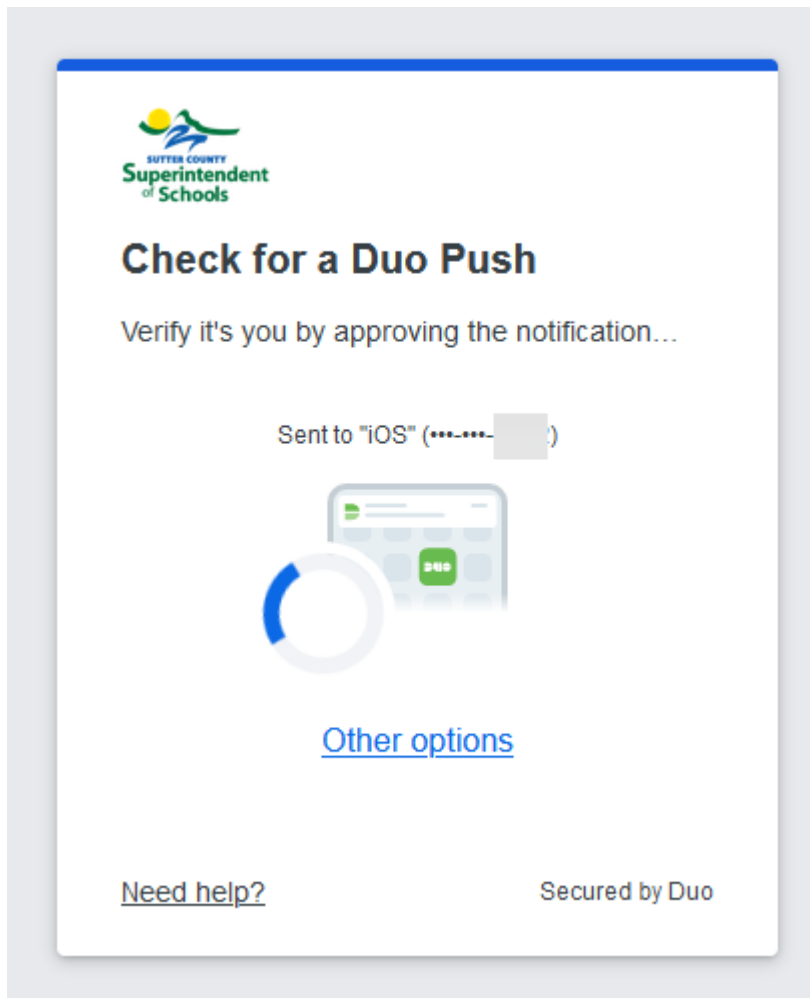


4. You have now completed the setup of your phone as an authenticator. You will still be given the option to add the app as a method of authentication if you desire.

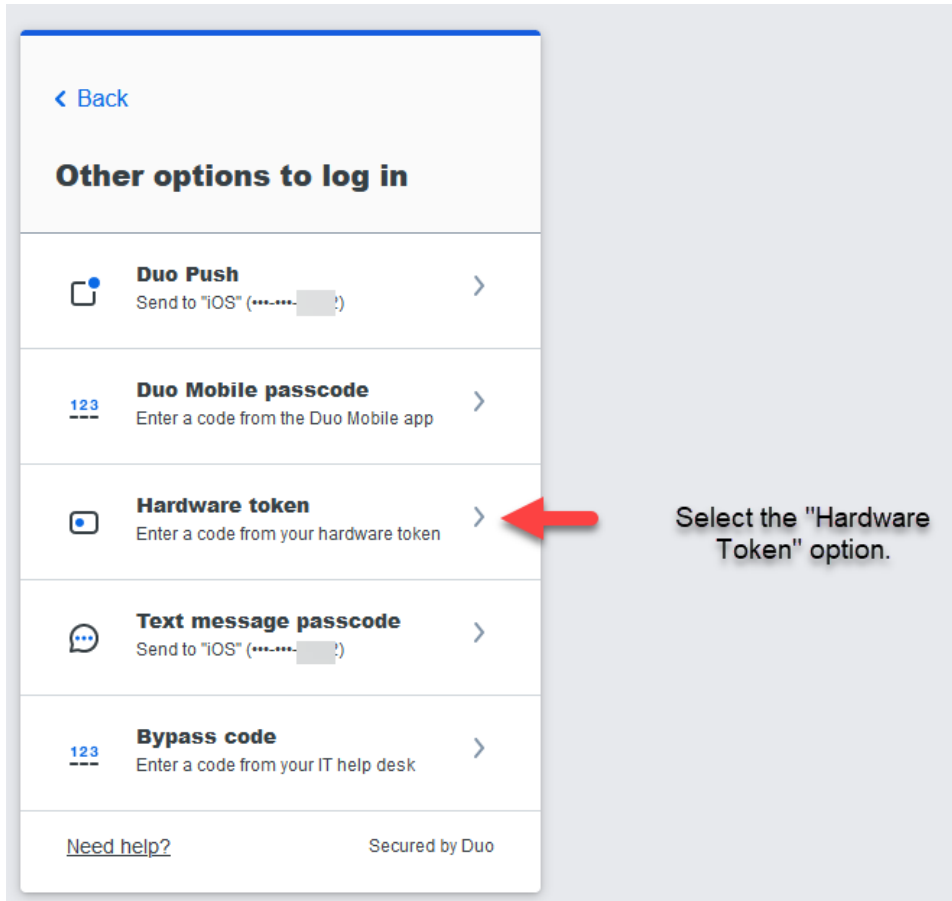


Option 3 – Duo Hardware Token

1. Click on “Other options”.



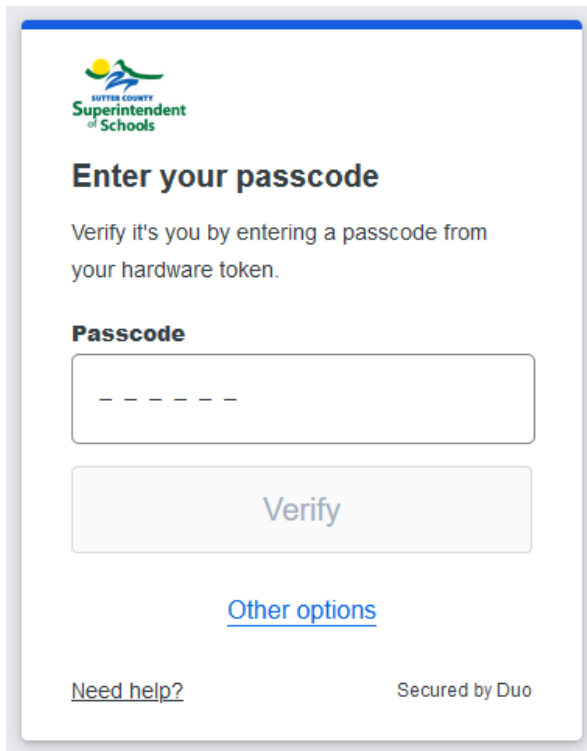
2. Click on the “Hardware Token” option.




3. Press the button on the Duo Hardware Fob



4. Enter the Code and Click Login.




Enter your passcode

Verify it's you by entering a passcode from your hardware token.

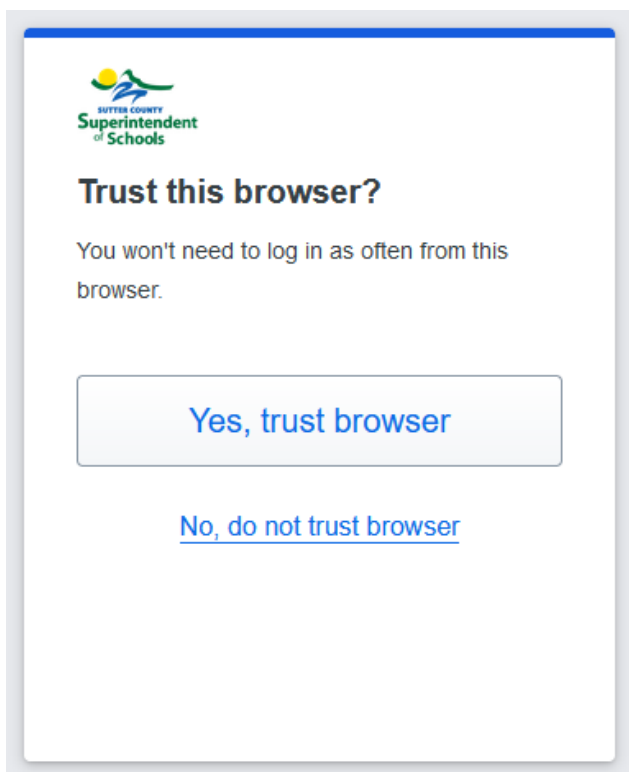
Passcode


Verify

[Other options](#)

[Need help?](#) Secured by Duo

5. Click the “Yes, trust browser” and you will be logged in.




Trust this browser?

You won't need to log in as often from this browser.

Yes, trust browser

[No, do not trust browser](#)