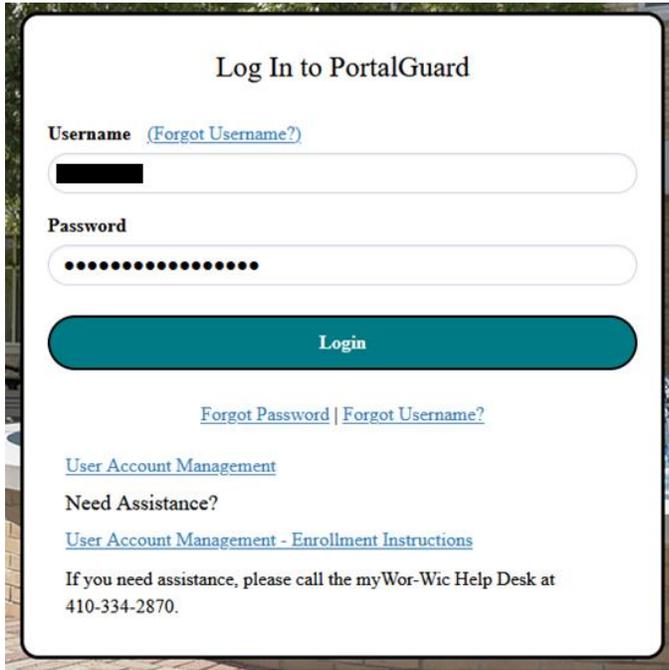


## Device Enrollment For New DUO Users

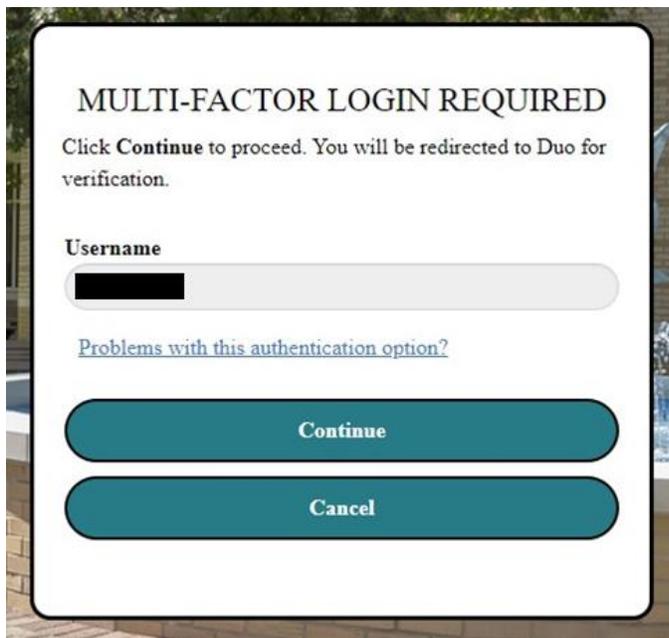
The following instructions provide the general steps to adding a new mobile device for new DUO users.

**Step 1:** Go to [my.worwic.edu](http://my.worwic.edu). Enter your **username** and **password**.



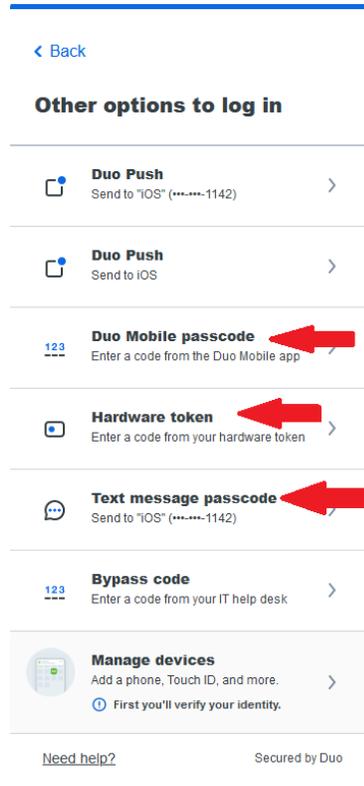
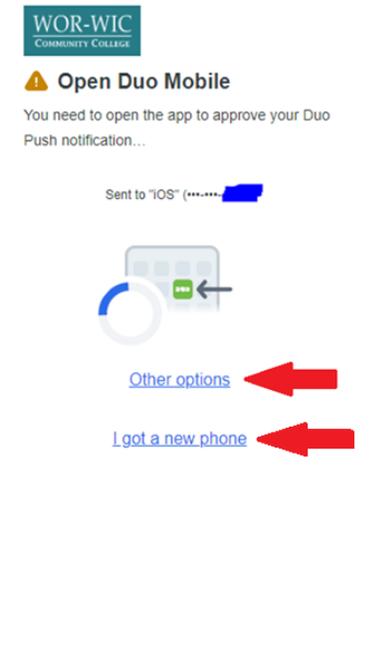
The screenshot shows a login form titled "Log In to PortalGuard". It includes a "Username" field with a "(Forgot Username?)" link, a "Password" field with a masked password, and a teal "Login" button. Below the button are links for "Forgot Password" and "Forgot Username?". At the bottom, there are links for "User Account Management", "Need Assistance?", and "User Account Management - Enrollment Instructions", along with contact information for the myWor-Wic Help Desk at 410-334-2870.

**Step 2:** Click the **Continue** button.



The screenshot shows a page titled "MULTI-FACTOR LOGIN REQUIRED". It instructs the user to "Click Continue to proceed. You will be redirected to Duo for verification." Below this is a "Username" field with a masked password and a link for "Problems with this authentication option?". At the bottom, there are two teal buttons: "Continue" and "Cancel".

**Step 3:** A **DUO 2FA Push notification** is sent to your mobile device. Click the **Other options** link to authenticate via a **DUO hardware token (fob)** or **passcode**. The **"I got a new phone"** link can be used to add new mobile devices to your account.



**Step 4:** Click the **"Yes, this is my device"** button to finish the login process.

