

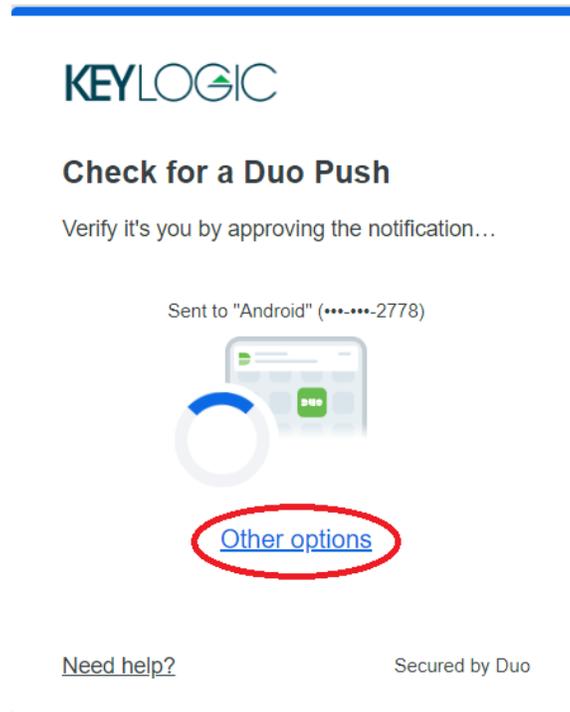
Managing Devices in Duo

Below are instructions on adding multiple devices to be able to use for authentication. This is an option after enrollment, and not a requirement. Should you lose access to your primary device, in order to gain access to your account, you would have to notify IT to allow access. By adding a second device, this allows you to have an additional way to authenticate that may make things more convenient moving forward

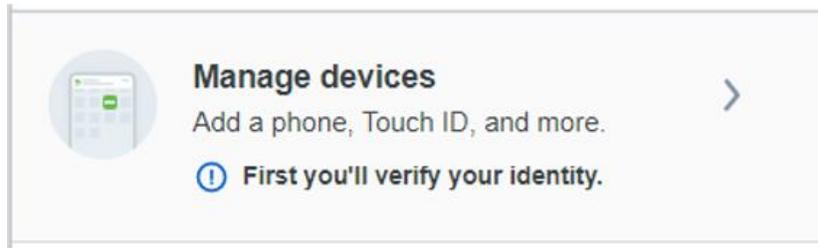
If you have not yet enrolled in Duo Security, please go to your Keylogic inbox and view the email from no-reply@duosecurity.com to enroll in two-factor authentication. Once enrolled, you can access the Duo menu and add an additional device, by going to <https://office.com> and logging in with your firstname.lastname@keylogic.com email address.

If you do not see the screen below, you can log out of your Keylogic 365 account by clicking your profile icon in the top right and click Sign Out. Then try logging in again to view the Duo Prompt screen. If the screen still doesn't display, please reach out to support@keylogic.com.

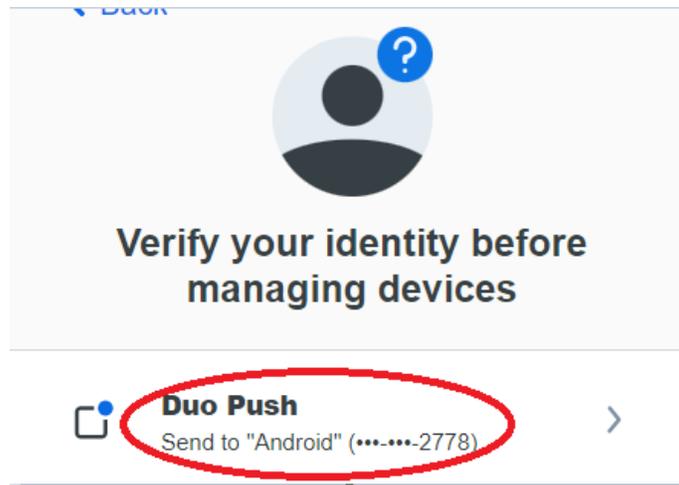
First, when prompted by Duo, select **Other Options**.



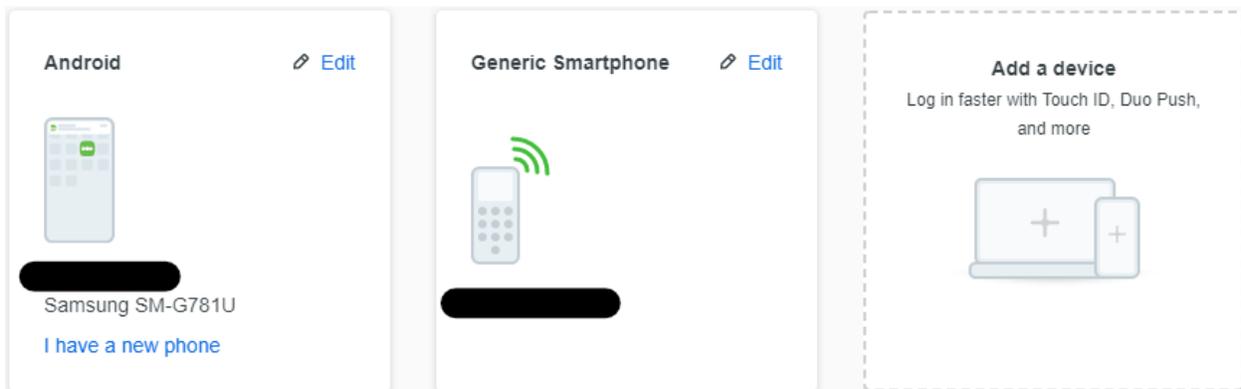
Next, select **Manage Devices**.



Finally, select an authentication method to verify your identity. You will then be directed to the device management page.



Once you are on your devices page, you are free to add a new device with an existing number by selecting **I have a new phone**. You can also select **Add a device** to add a backup authentication method should you lose access to your primary device.



Please let us know if you have any questions or issues by emailing support@keylogic.com.