SDCDA DUO MFA Enrollment
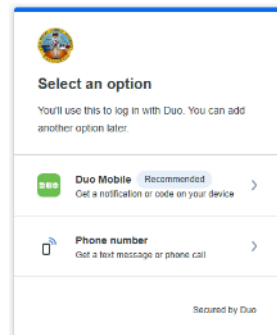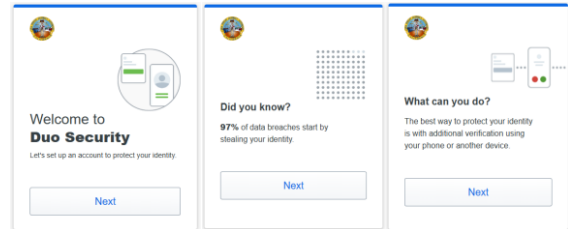
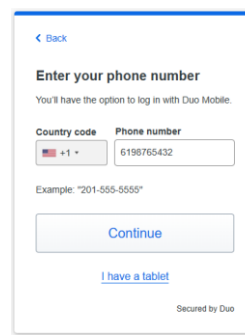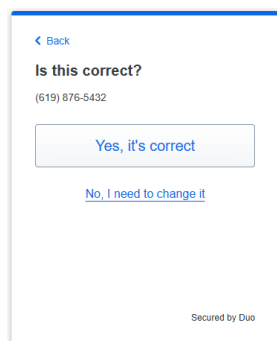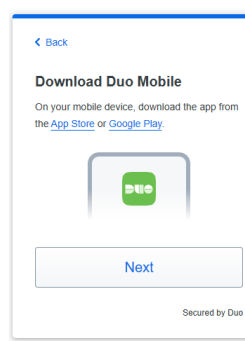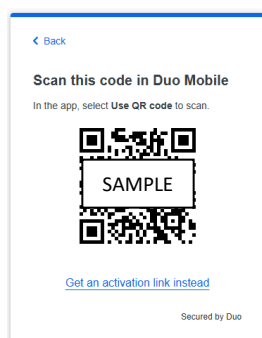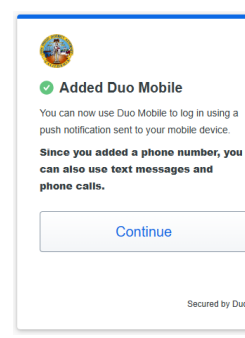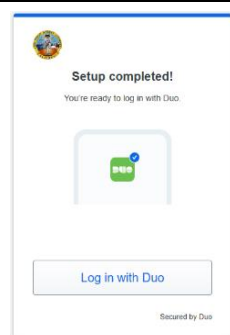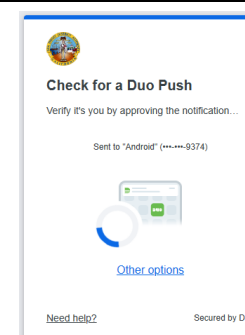|	
STEP 1: Browse to either https://daportal.sdcda.org, or https://daportalweb.sdcda.org using Chrome or Edge web browser. Sign in with your SDCDA assigned login account and corresponding password.	**STEP 2:** Click [NEXT] for each of the three informational pop-up windows.
STEP 3: Click [DUO Mobile] *(recommended)* for push notification via smart phone, or [Phone number] for land line call back.	**STEP 4:** Enter your phone number starting with area code and click [NEXT].
STEP 5: Verify that the phone number is correct then click [Yes, it's correct] or [No, I need to change it] if a correction is needed.	**STEP 6:** Download the **DUO Mobile** application from the Apple Store and install onto your iPhone or download from Google Play if installing onto and Android phone.
STEP 7: Once installed, open the DUO Mobile App on your smart phone. Tap [+Add] → [QR Code] and use the phone camera to scan a unique QR code which will be presented on your computer screen.	**STEP 8:** Click [Continue]
STEP 9: Click [Log in with Duo]	**STEP 10:** Open the DUO Mobile app on your newly registered smart phone and tap [Accept] when presented by the MFA validation challenge.