How do employees setup a landline with Duo for the first time?

Tell Me

⚠️ This is not an option for student employees. A mobile device with the mobile app is the best option for Duo since it will work with or without a wireless or cell connection.

When you first sign up for Duo, you can set up a landline using the steps below:

1. Browse to ninernet.uncc.edu
2. Click Manage Account and login
3. Click Secure your account now in the Duo Two-Factor Authentication section

4. Click Start setup
5. Select the **Landline** option and click **Continue**

6. Enter your phone number
7. Check the box to confirm the number is correct and click **Continue**

8. You will need to verify ownership of the number - click **Call me**

9. You will receive a call to the phone number entered. Enter the 6-digit code and click **Verify**
The call will be received within a few seconds after clicking the **Call Me** button. The number will be an unfamiliar number and may show as a SPAM call.

10. If entered correctly, a green check will appear to the right of the **Verify** button - click **Continue**

11. Click **+ Add another device** to add other devices
12. Click **Log Out** when finished

Related FAQs

- How do I sign up for Duo?
- Can students use fobs for Duo?
- How do I use the Get Duo Code page?
- What do I do if I am prompted to update my Duo fob?
- How do employees setup a landline with Duo for the first time?