

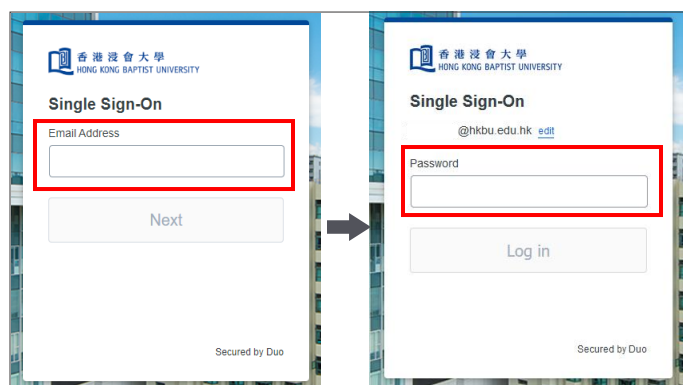
Register Your Phone as a Universal Security Passkey [RECOMMENDED]

A “roaming” **Security Passkey** is an encrypted digital key to verify your identity across multiple devices using the Passwordless SSO service via secure Bluetooth connections. This ONE-TIME registration process will guide you through the creation of your universal **Security Passkey** stored on your mobile phone.

Register Roaming Security Passkey (First/Primary Device)

Go to DUO Self-Service Portal (SSP) using a **PC/Laptop*** with Bluetooth:

<https://hkbu.login.duosecurity.com/devices>

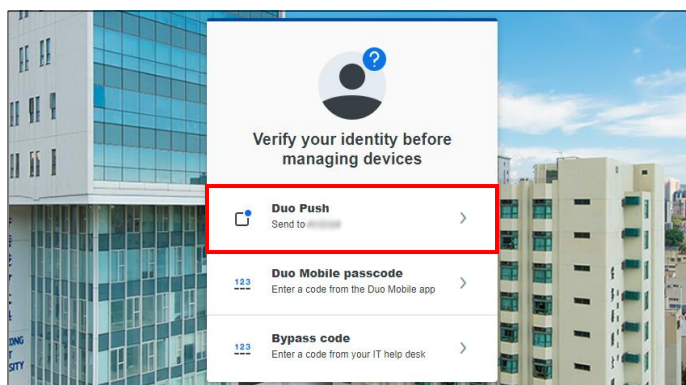


1 Go to DUO Self-Service Portal (SSP) with the link above.

* You must visit DUO SSP using a supported web browser on a **desktop or laptop**.

2 Enter your **HKBU Email Address** and **Password** (on the NEXT page).

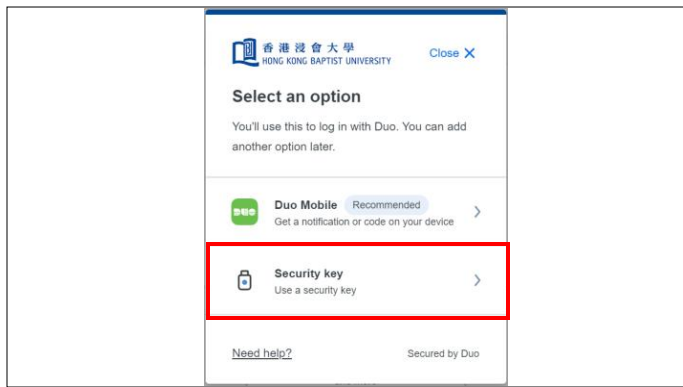
Note: The Email Address is the full HKBU email address instead of SSOid.



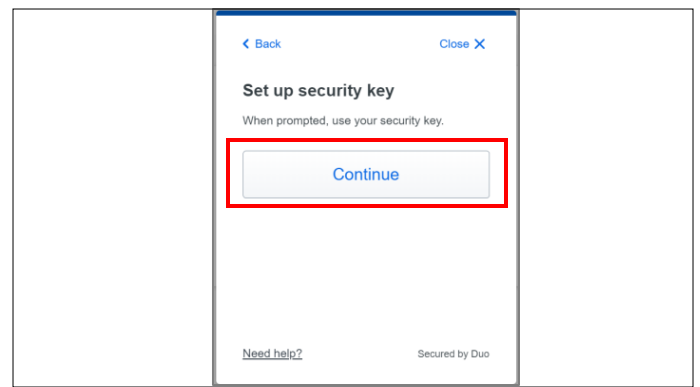
3 Select one of the options for verification.
Suggest choosing '**Duo Push**' to confirm the login on your mobile device.



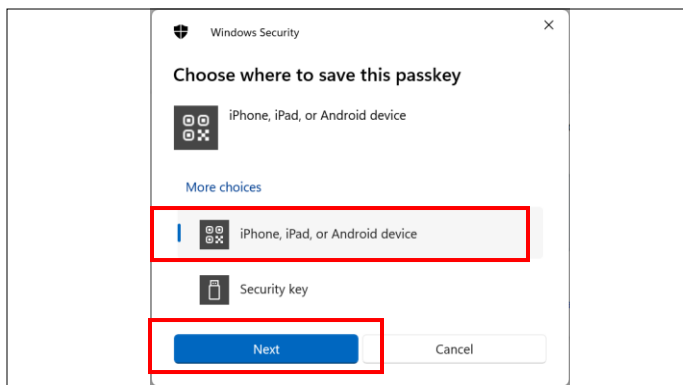
4 Click '**Add a device**'.



5 Click '**Security key**'.



6 Click '**Continue**'.



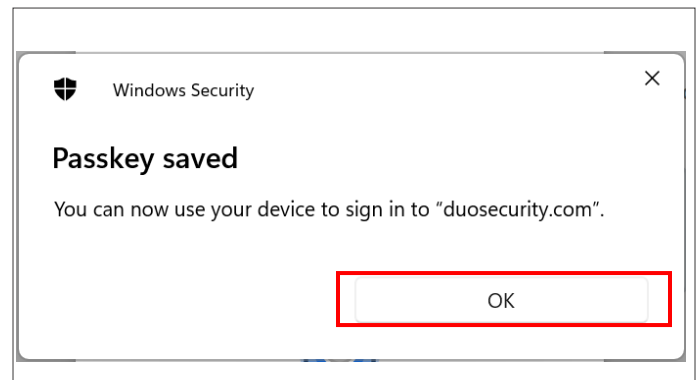
7 Select '**iPhone, iPad or Android device**', then click '**Next**'.



8 A QR code will be displayed on screen. Use your phone (with **Bluetooth turned on**) to scan the QR code.

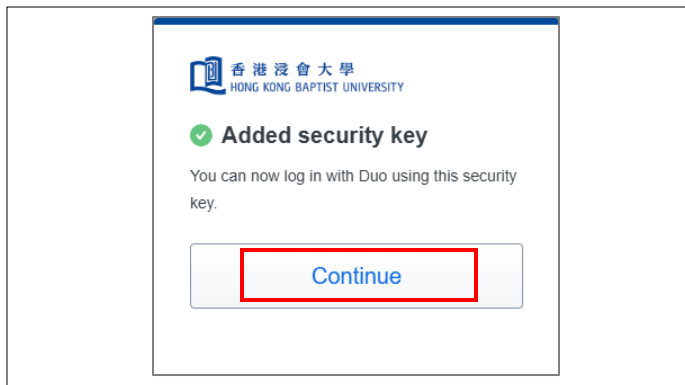


9 Follow the instructions on the phone to complete the authentication.



10 Your phone is successfully registered as a roaming **Security Passkey**.

Click '**OK**' to continue.



11 Click '**Continue**' to complete the registration process.

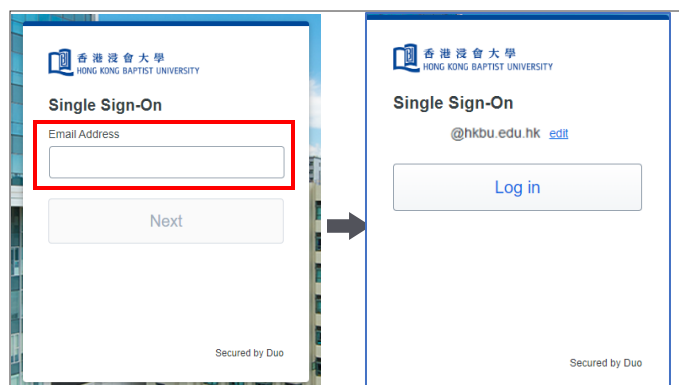
Register Roaming Security Passkey (Optional: Secondary/Backup Devices)

Go to DUO Self-Service Portal (SSP) using a **PC/Laptop*** with Bluetooth:

<https://hkbu.login.duosecurity.com/devices>

1 Go to DUO Self-Service Portal (SSP) with the link above.

* You must visit DUO SSP using a supported web browser on a **desktop or laptop PC**.



2 Enter your **HKBU Email Address** and **Password** (on the NEXT page).

Note: The Email Address is the full HKBU email address instead of SSOid.

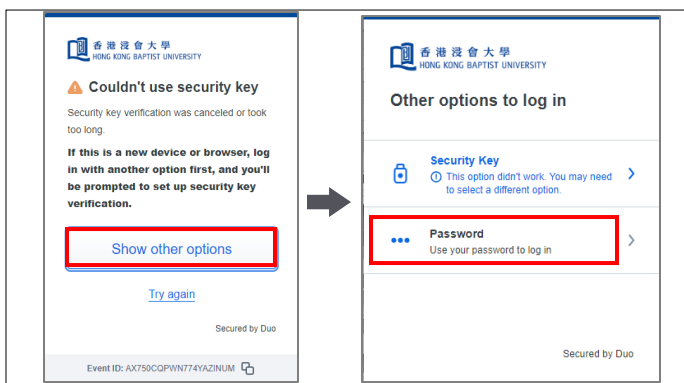


3 A QR code will be displayed on screen. Scan the QR code with the roaming **Security Passkey** device and proceed to Step 4a.

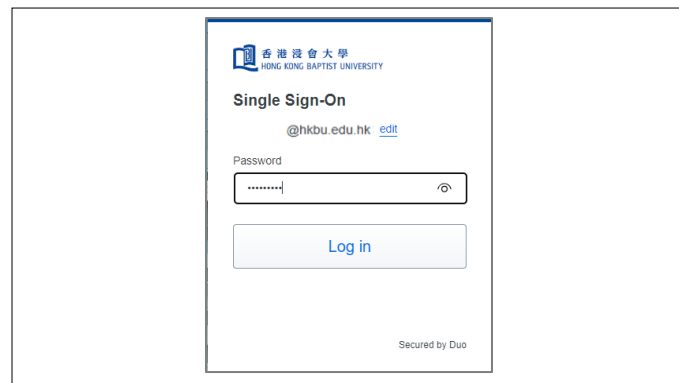
Alternatively, click '**Cancel**' to proceed with Step 4b to verify your identity using **Password** and **Duo Push**.



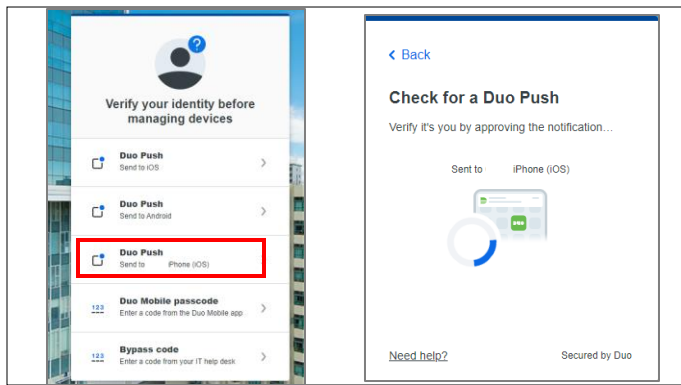
4a Your device will be connected. (Proceed to Step 7).



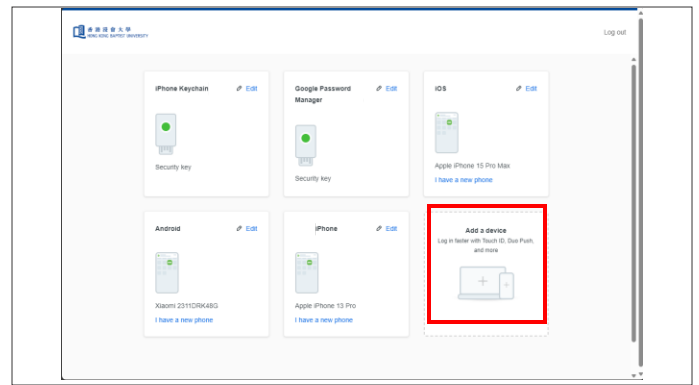
4b A page saying **Couldn't use security key** will appear. Choose '**Show other options**' and then click '**Password**'.



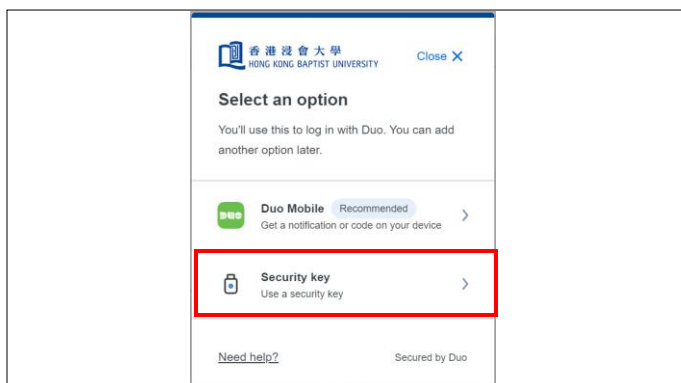
5 Enter your Password and click '**Log In**'.



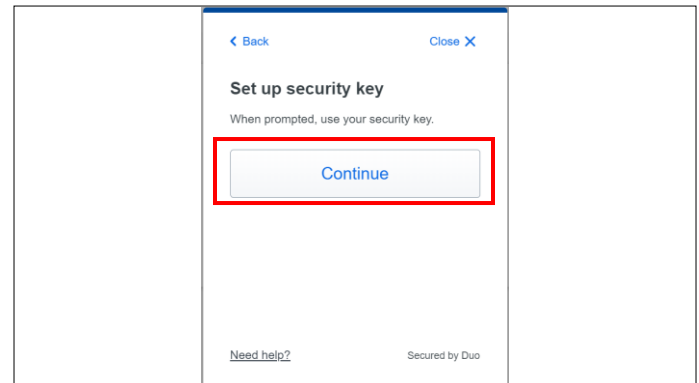
6 Select '**Duo Push**' (send to your mobile device). Respond to a push message on your mobile device to confirm the login.



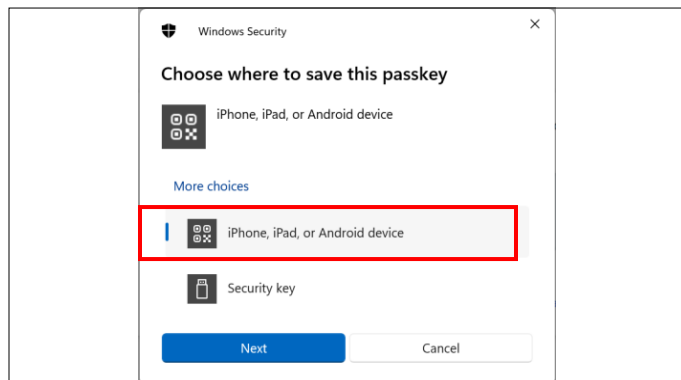
7 Click '**Add a device**'.



8 Select '**Security key**'.



9 Click '**Continue**'.



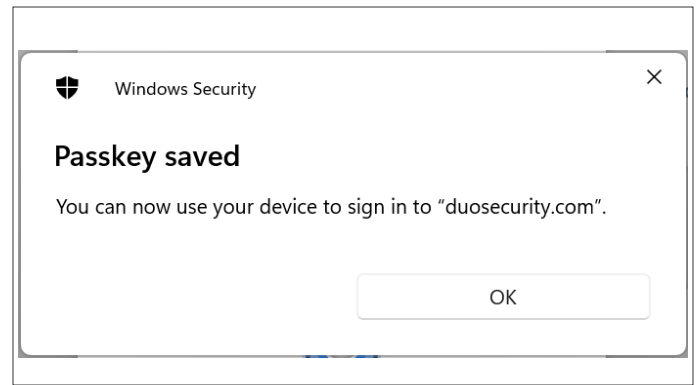
10 Select '**iPhone, iPad or Android device**', then click '**Next**'.



11 A QR code will be displayed on screen. Use your phone (with Bluetooth turned on) to scan the QR code.

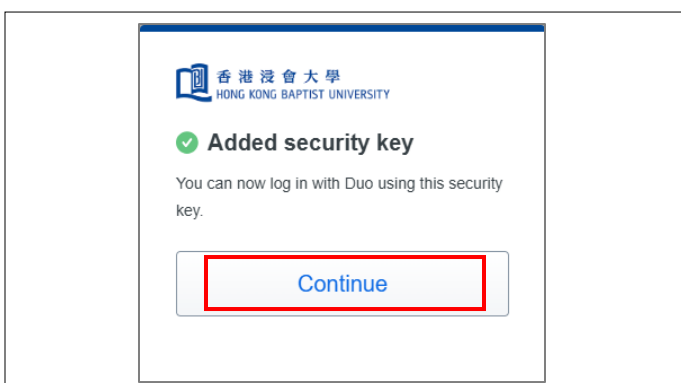


12 Your device will be connected.



13 Your phone is successfully registered as a secondary (additional backup) roaming **Security Passkey**.

Click '**OK**' to continue.



14 Click '**Continue**' to complete the process.