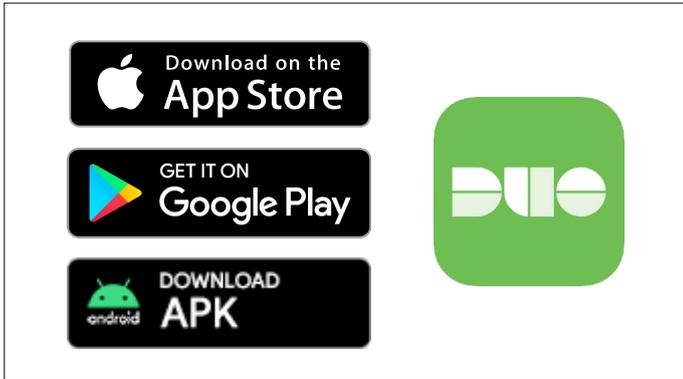
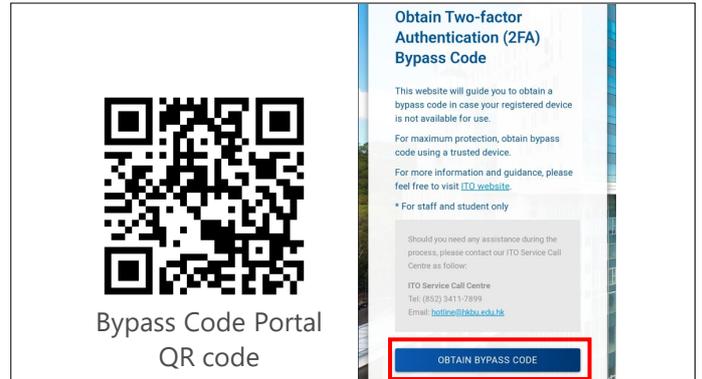


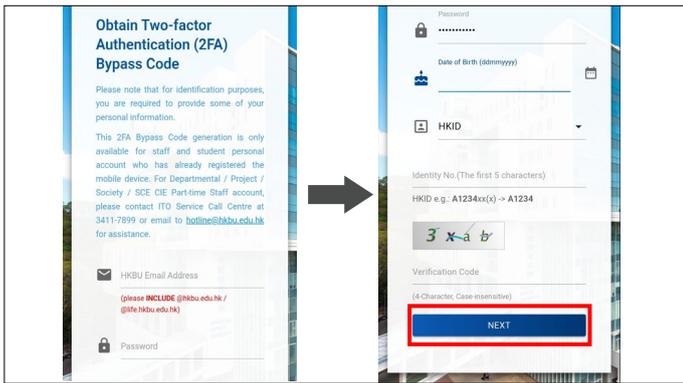
Set up MFA on Your New Device using Smartphone



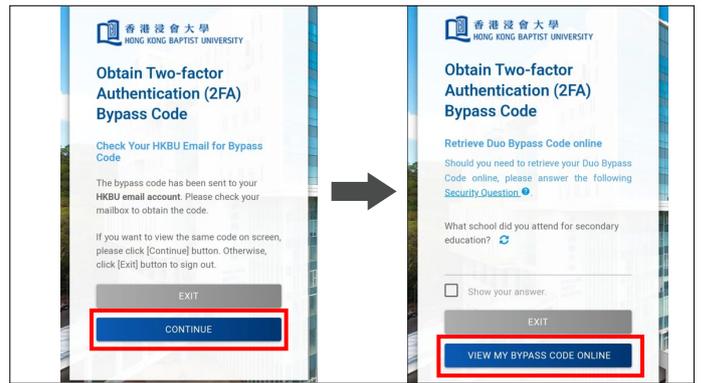
1 Search and install 'Duo Mobile' from App Store / Google Play, or download the APK here directly for Android device.



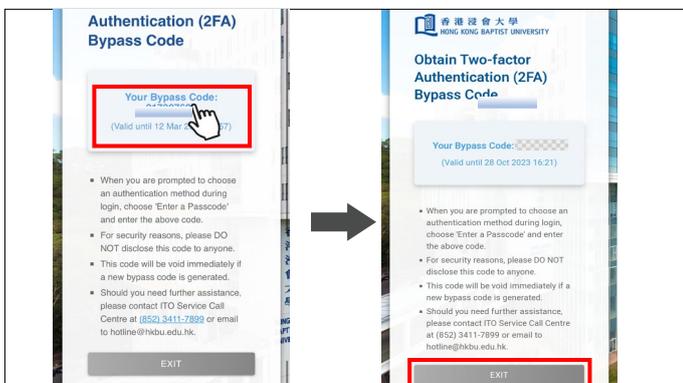
2 Log on the 'Bypass Code Portal'. (https://iss.hkbu.edu.hk/buam/buam2/duo_bypass_code/index.seam)



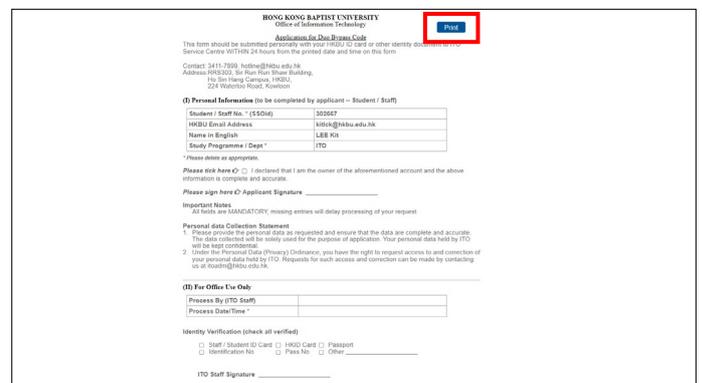
3 Follow on-screen instructions to enter your information for verification.



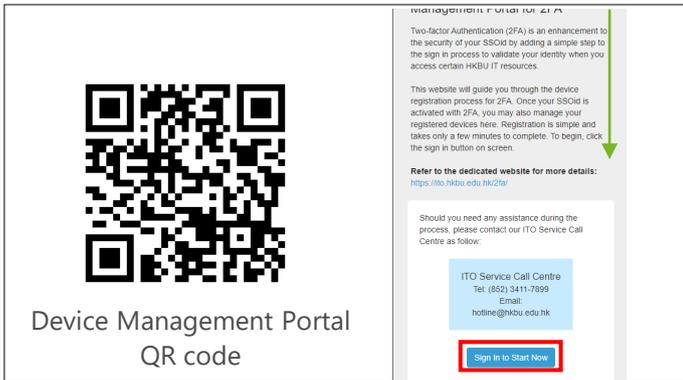
4 Upon successful verification, click 'View My Bypass Code Onscreen' button to see the code on screen.



5 Copy your 'Bypass Code' from the screen, click 'Exit' button to quit.



If you were unable to retrieve it and have forgotten the answer to your Security Question, please complete and submit the 'Application Form' with Staff / Student card in person to ITO Service Centre for further processing.

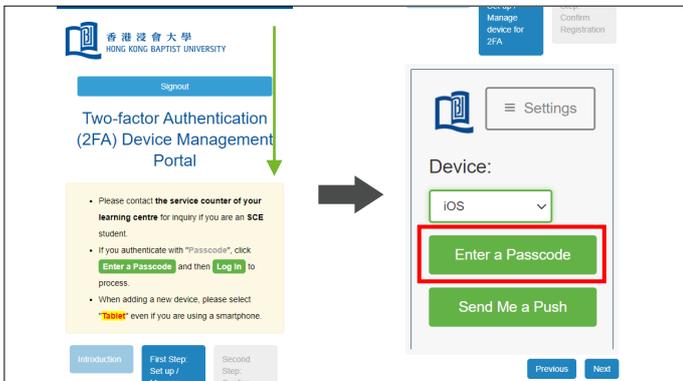


6 Go to Device Management Portal (<https://iss.hkbu.edu.hk/buam/DuoReg>) and scroll down to the lower part and click the 'Sign In to Start Now' button to sign in.

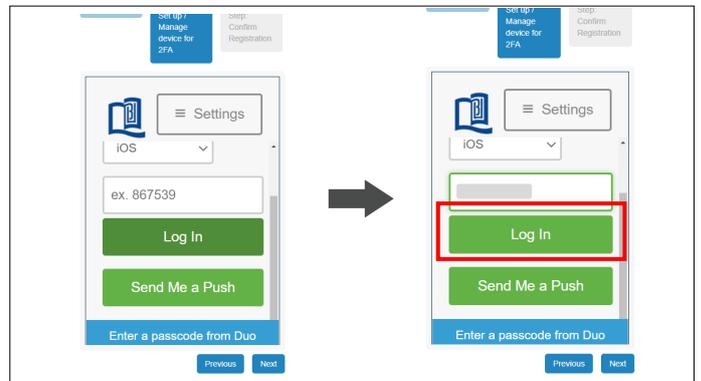


7 Enter your 'HKBU Email Address' and password (on NEXT page). If you're using non-HKBU networks, you need to answer Security Question after that.

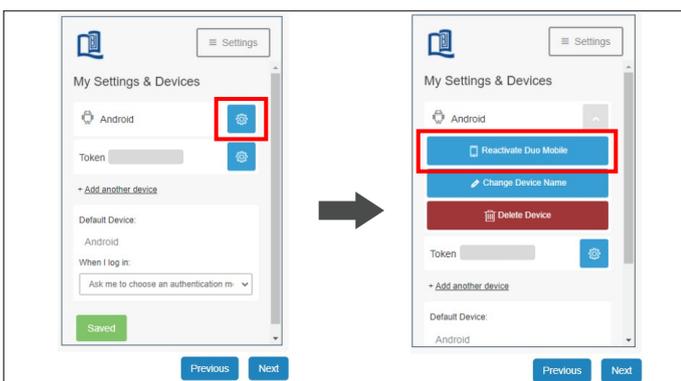
Tips: 'Email Address' is the full HKBU email address instead of SSOid.



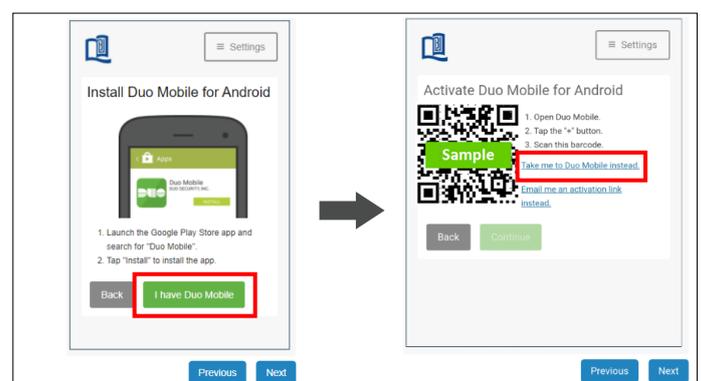
8 Follow on-screen instructions, scroll down to the lower part and click the 'Enter a Passcode' button.



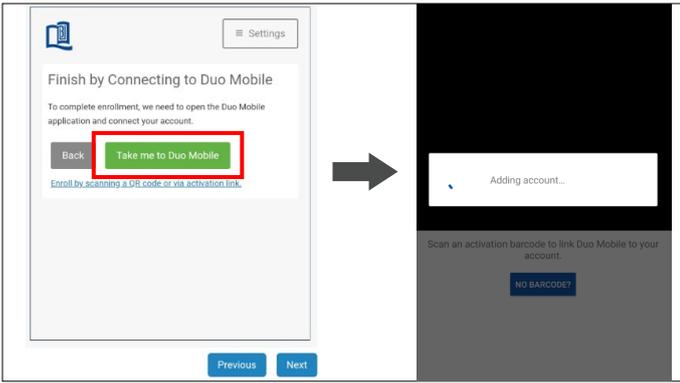
9 Enter your Bypass Code on the field and click the 'Log In' button.



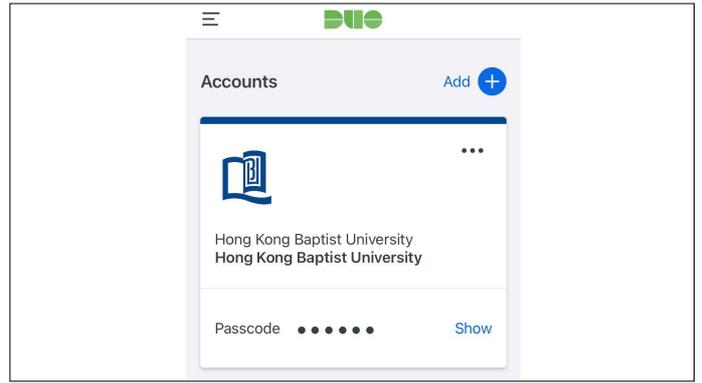
10 Completed login, you can click the 'Device Options' / blue button which device need to reactivation. Then, click 'Reactivate DUO Mobile' button.



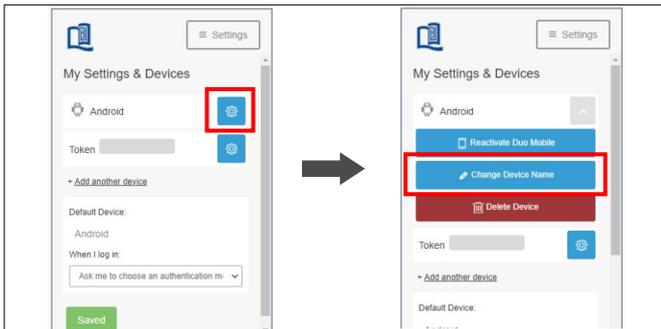
11 Click 'I have Duo Mobile' button. The new QR code is displayed, click 'Take me to Duo Mobile instead' button.



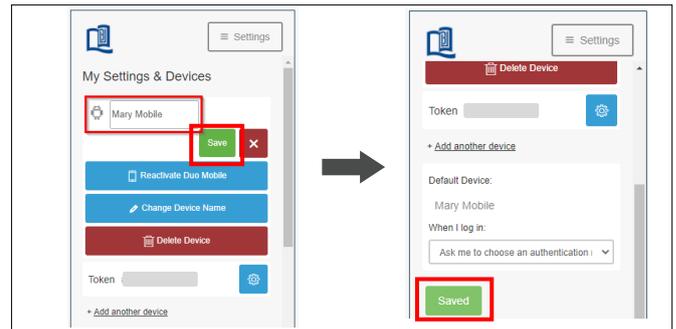
12 Click the 'Take me to Duo Mobile' button.



13 After successfully activated your device, you will see a MFA entry shown in the DUO Mobile app.



14 Upon successful re-activation, you will see a list of registered devices under 'My Settings & Devices'. Click 'Device Options' and then 'Change Device Name' button for device rename if necessary.



15 Provide a new name (e.g. Mary Mobile or SSOid) for the registered device and click 'Save' button to confirm the changes and complete the process.

Refer to ITO MFA webpage for more details.