How do I activate my NinerNET account with Duo?

Tell Me

Duo is required for all employees (full-time, part-time, adjunct faculty and student)

Follow these steps to activate your account and configure Duo

1. Go to ninernet.uncc.edu
2. Click on Activate Account
3. Enter your NinerNET username and birth date
4. Click Request Verification Code
5. Select where you want to receive the verification code (text message, alternate email, both)
   a. If a cell phone number or alternate email address is not available, contact the IT Service Desk, 704-687-5500
6. Click Send Verification Code
7. Enter the verification code received, click Verify Code
8. Enter your new password and confirm password, click **Reset Password**

9. After a successful password reset, the NinerNET website will return to the login page and display the success notification at the top.

10. Click **Manage Account**

11. The university Single Sign On Web Authentication login will open - enter your NinerNET username and password created above.

- The requirement for employees to use Duo may take 24 hours to be applied to new accounts. If you have logged into ninernet.uncc.edu and have not been prompted to setup Duo, you will be prompted when logging in on the following day.
12. You will be prompted to Protect Your Account with Duo

You will be prompted to Protect Your Account with Duo

13. Follow the below instructions for setting up your mobile device - no mobile device?
   a. See this FAQ for landline phone setup
   b. See this FAQ for fob setup

<table>
<thead>
<tr>
<th>iPhone</th>
<th>Android</th>
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<tbody>
<tr>
<td>i. Before continuing with the setup, download and install the Duo Mobile app from the App Store</td>
<td>1. Before continuing with the setup, download and install the Duo Mobile app from the Google Play Store</td>
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<tr>
<td><img src="image1" alt="iPhone Duo Mobile App" /></td>
<td><img src="image2" alt="Android Duo Mobile App" /></td>
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<tr>
<td>ii. Tap OK when asked about Push Notifications</td>
<td>2. Click Accept to give Duo Mobile access to your Camera</td>
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<tr>
<td>iii. Click Start setup (as shown in step #12)</td>
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<tr>
<td>iv. Select the Mobile phone option and click Continue</td>
<td>3. Click Start setup (as shown in step #12)</td>
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v. Provide your cell phone number and click the box to verify it is the correct number and click Continue

vi. Choose iPhone and click Continue

vii. Click the I have Duo Mobile installed button

viii. Open the app on your phone and if prompted, review and Accept the license agreement

ix. Tap the + button in the top right of your phone/tablet app

x. Click OK to allow using the camera

4. Select the Mobile phone option and

5. Provide your cell phone number and click Continue

6. Choose Android and click Continue

7. Click the I have Duo Mobile installed button

8. Open the app on your phone and if prompted, review and Accept the license agreement
9. Tap the + button on your phone/tablet

10. Scan the QR code with your phone/tablet; you should have a green check show if the scan is successful

11. Click Continue

12. Click Log Out in the upper right hand corner

13. Scan the QR code with your phone/tablet; you should have a green check show if the scan is successful

14. If you have problems, please contact the IT Service Desk, 704-687-5500 or visit help.uncc.edu

⚠️ Please make sure your alternate email address and/or cell phone is correct. This information is required for emergency notifications, NinerAlerts, and account verification.

Related FAQs

- How do I change my NinerNET username?
- Can students have an email alias?
- Who can submit a sponsored guest account request?
- What is a sponsored NinerNET guest account?
- What information is needed to request a sponsored guest account for a Non-US Citizen or Permanent Resident?