



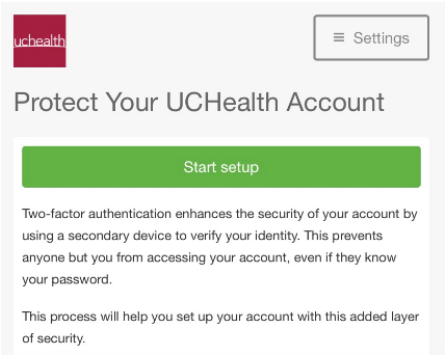
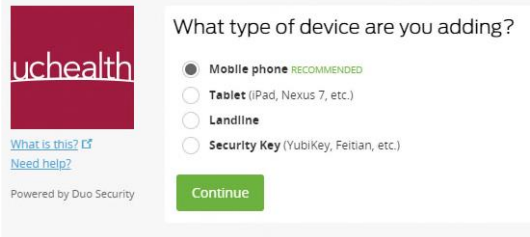
DUO & oneSOURCE set up



oneSOURCE is a mobile app for employees and providers. Helpful features include:

- Access Kronos
- COVID-19 entry
- View pay and PTO
- Employee directory
- View café menus
- Receive notifications and alerts
- And lots more

You must be enrolled in DUO to sign into oneSOURCE. DUO is UCHealth's two-factor authentication—an extra layer of security to verify that you have authorized access.

Complete these steps from a mobile device:	
<p>1. Download the DUO Mobile app from the App Store or Google Play.</p> <p>Make sure to allow notifications.</p> <p>Close DUO and go back to the App Store or Google Play.</p>	
<p>2. Search “oneSOURCE by UCHealth” in app stores.</p>	
<p>3. When signing into oneSOURCE, you will be prompted to set up DUO two-factor authentication.</p> <p>Click Start setup.</p>	
<p>4. Select the type of device you are adding. Most users will select mobile phone, then select continue.</p>	

5. Fill in your mobile number on the next prompt, then click on the box that you entered the correct number and click continue.

uchealth

What is this? [Need help?](#)

Powered by Duo Security

Enter your phone number

United States

+1 ✗

ex: (201) 234-5678

Back Continue

6. Select Call me or Text me to verify ownership, enter in the code provided, then click verify, then Continue.

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Verify Ownership of XXX-XXX-XXXX

1. We can call or text you with a verification code.

or Text sent

2. Enter your 6-digit code:

Back Continue

7. On the next screen, enter in your type of mobile device, then select Continue.

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What is this? [Need help?](#)

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What type of phone is xxx-xxx-xxxx ?

iPhone

Android

Windows Phone

Other (and cell phones)


Back Continue

8. When prompted to install duo mobile, click "I have Duo Mobile".

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Settings

Install Duo Mobile for iOS

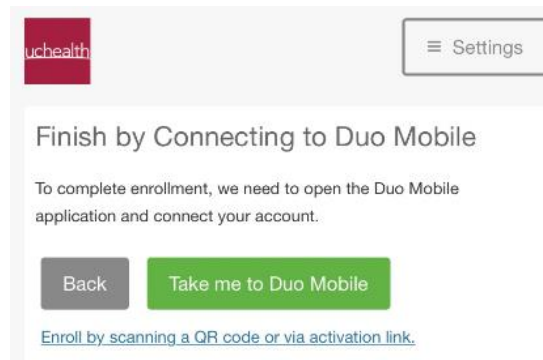


Tap "Allow" when asked if Duo Mobile should be able to send push notifications.

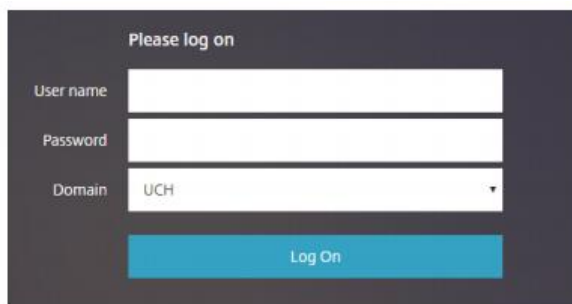
Back

9. When prompted to finish by connecting to Duo mobile, click "Take me to Duo Mobile." If the button does not work to launch Duo, please use the link below that says "enroll by scanning a QR code or via activation link", and choose to get an activation link via your email address to continue enrollment.

After you click the green button, click Done in the upper right corner and close the app.



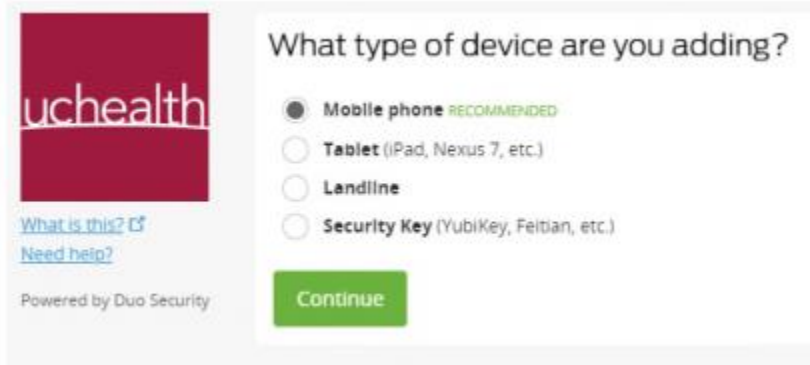
10. Open the web browser on your phone and go to <https://myapps.uchealth.org>. Enter your credentials.



11. Click Start setup.



12. Select Mobile phone.



13. Select Continue.

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What is this? [Need help?](#)

Powered by Duo Security

Enter your phone number

United States

+1 ✗

ex: (201) 234-5678

Back Continue

14. Select Call Me or Text me to verify ownership, enter in the code provided.

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What is this? [Need help?](#)

Powered by Duo Security

Verify Ownership of XXX-XXX-XXXX

1. We can call or text you with a verification code.

Call me or Text me Text sent

2. Enter your 6-digit code:

Verify

Back Continue

15. Enter your type of mobile device.

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What is this? [Need help?](#)

Powered by Duo Security

What type of phone is xxx-xxx-xxxx ?

iPhone

Android

Windows Phone

Other (and cell phones)

Back Continue


16. Click I have Duo Mobile installed.

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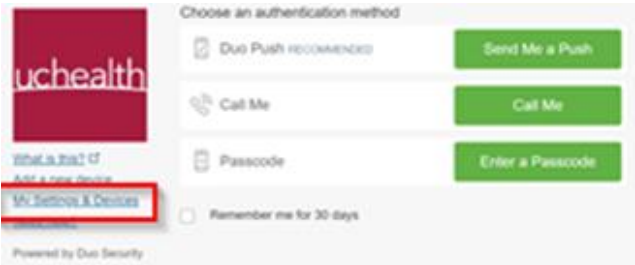
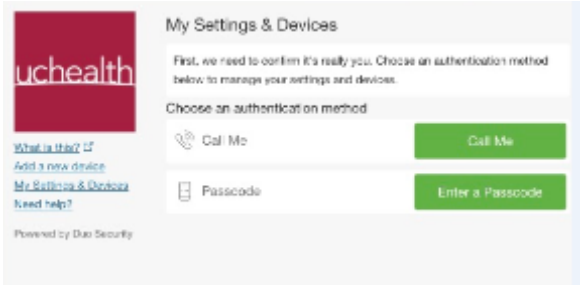
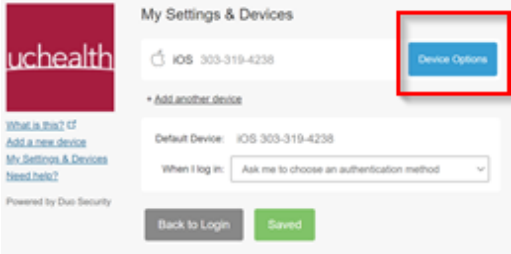
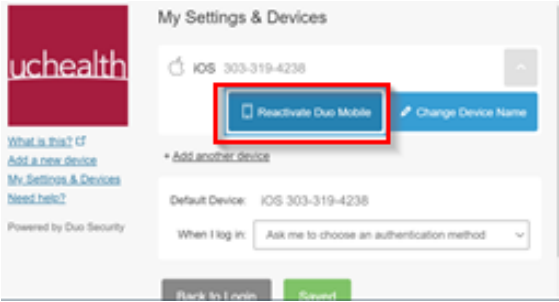
Install Duo Mobile for Android

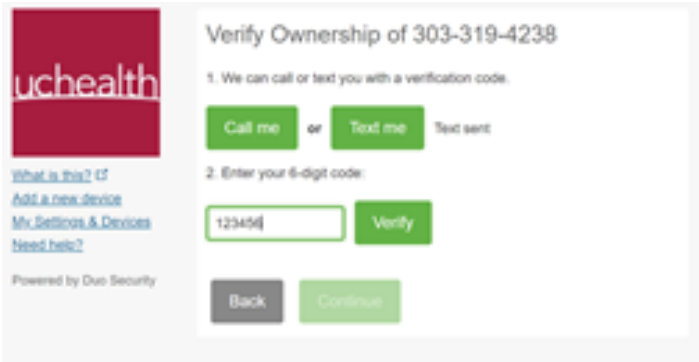

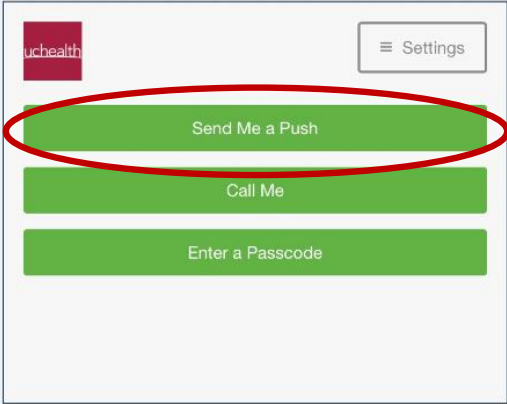


1. Launch the Google Play Store app and search for "Duo Mobile".

2. Tap "Install" to install the app.

Back I have Duo Mobile installed

<p>17. Open the Duo mobile app on your phone.</p>	
<p>18. Click on "My Settings & Devices".</p>	
<p>19. Choose an authentication method and complete two-factor authentication.</p>	
<p>20. Click the Device Options button.</p>	
<p>21. Click the Reactivate Duo Mobile button.</p>	

<p>22. Select the preferred verification method, enter the provided code, click Verify, then Continue.</p> <p>Verify the type of device and click Continue.</p>	
<p>23. Select: I have Duo Mobile installed.</p>	
<p>24. Select “Take me to Duo Mobile instead.” This will finalize adding the account.</p>	
<p>Going forward when you sign into oneSOURCE, it's recommended that you use “Send Me a Push” to complete your two-factor authentication.</p>	

If you experience any issues or are unable to complete this process, please contact the help desk for assistance.

- Northern Colorado - x57540 (192-57540 or 970-495-7540)
- Metro Denver - x84000 (191-84000 or 720-848-4000)
- Colorado Springs - x56789 (190-56789 or 719-365-6789)
- Yampa Valley Medical Center - x505 (970-871-2505)