



# HHH Floater Tablet with Teams initial setup

## Setting Up Duo and Initial Password Change

Below you will find the setup instructions for DUO and initial password change from a temporary password to a unique AD password. These instructions are not designed for password resets as this is only for the initial setup and password change.

**NOTE – The steps to setup DUO are designed to be done on the user’s personal device. They will NOT work on the Aveanna provided tablet.**

1. Open the Browser on your phone and navigate to <https://aveanna.login.duosecurity.com/>

The screenshot shows the 'Single Sign-On' page for Aveanna Healthcare. At the top left is the Aveanna Healthcare logo. Below it, the text 'Single Sign-On' is displayed. Underneath, there is a label 'Email Address' followed by an empty text input field. At the bottom of the form is a light gray button labeled 'Next'.

2. Authenticate with provided company E-mail Address and select next.

This screenshot is identical to the previous one, but with the email address field filled with 'firstname.lastname@aveanna.com'. Two green arrows point from the right side of the image towards the email input field and the 'Next' button, indicating where the user should enter their information and click to proceed.



3. Verify Aveanna Email is input correctly and then enter the temporary password provided by support.

aveanna  
healthcare

### Single Sign-On

firstname.lastname@aveanna.com [edit](#)

Password

.....|

Log in

4. You will be notified of an expired password and be asked to Verify Identity. Select Verify my identity.

aveanna  
healthcare

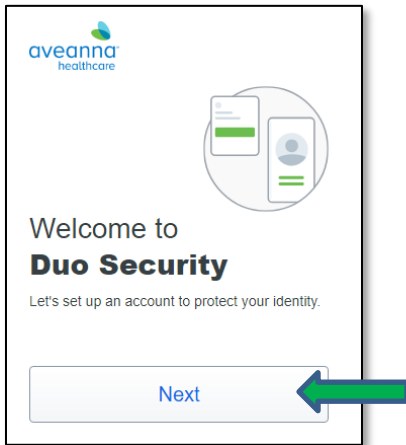
**⚠ Your password has expired**

You'll need to reset your password to access this application. First we'll ask you to verify your identity.

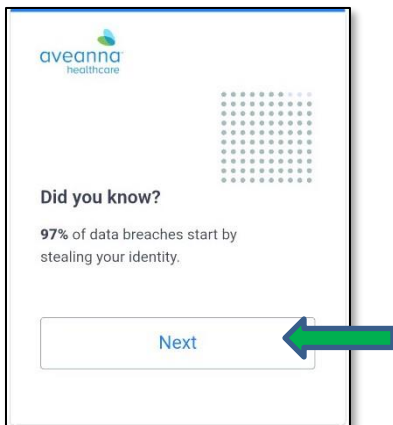
Verify my identity



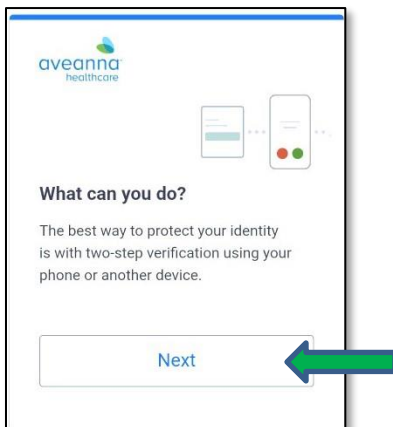
5. Select next.



6. Select next.

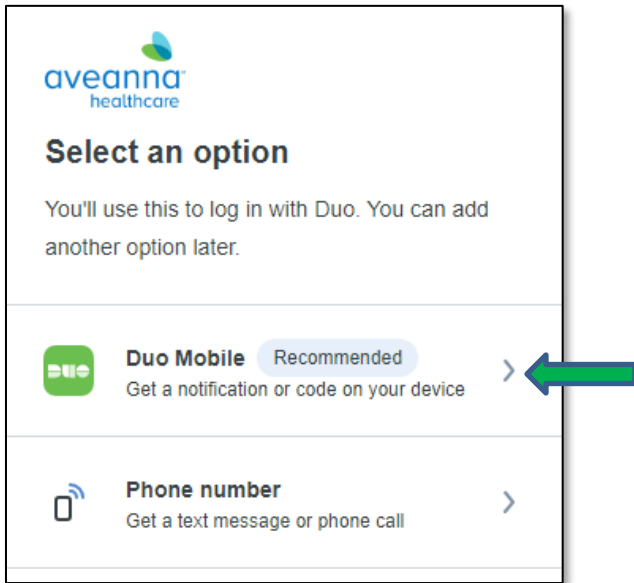


7. Select next.

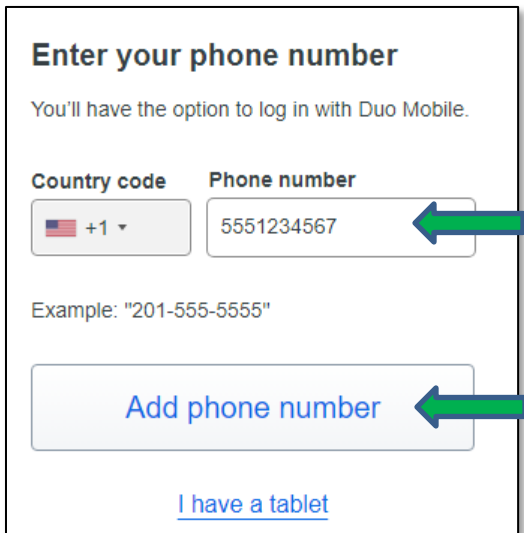




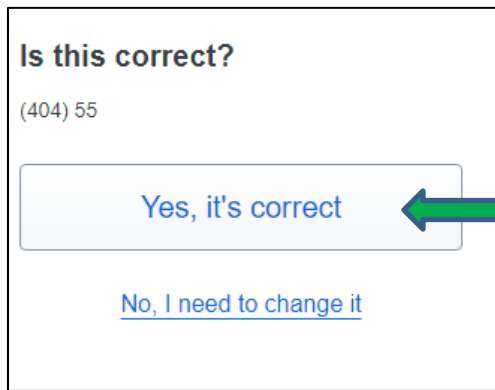
8. Select enrollment option Duo Mobile (Recommended)



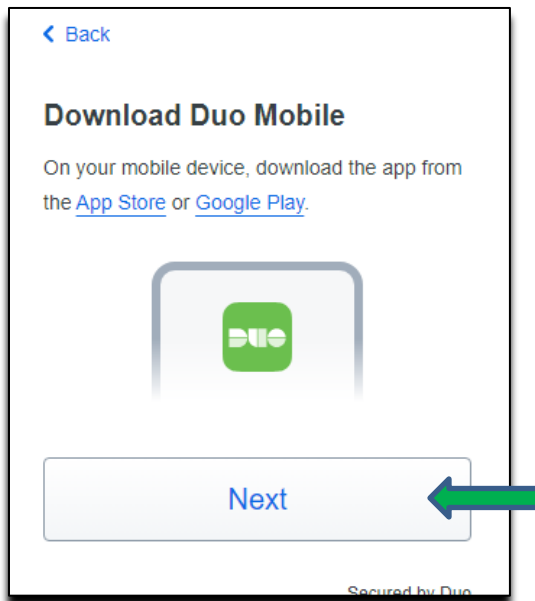
9. Enter the Cell phone number



10. Verify number is correct and select Yes, it's correct

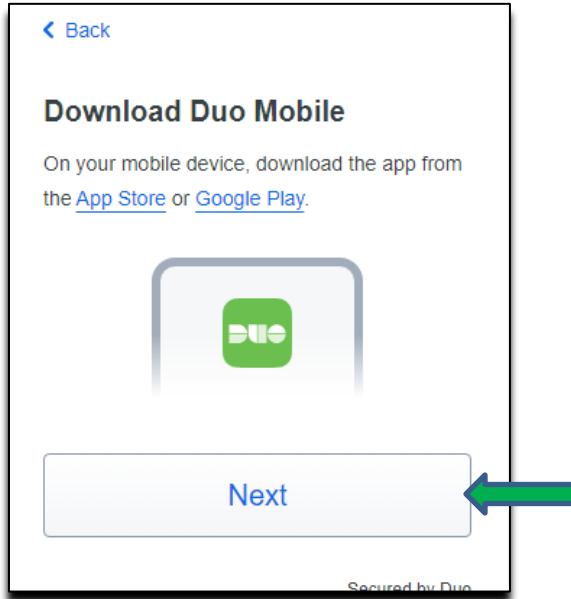


11. Install Duo Mobile Application on mobile device or tablet.

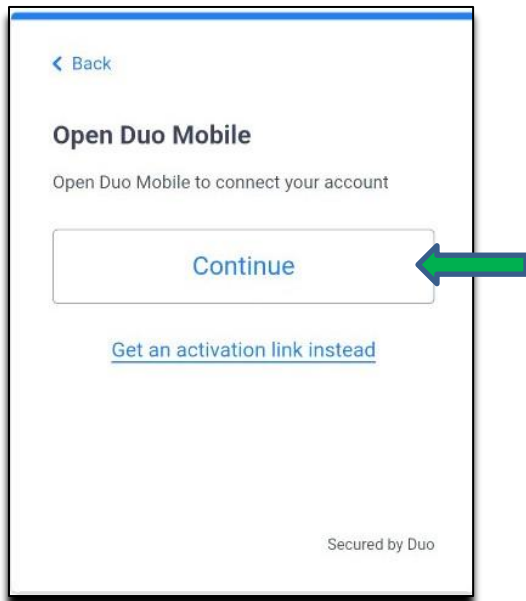


12. At this point you will need to open the Google Play Store or App Store (iOS) and download the application, DUO Mobile. This is a requirement for the process to continue correctly.

13. Once downloaded navigate back to the browser and select next.



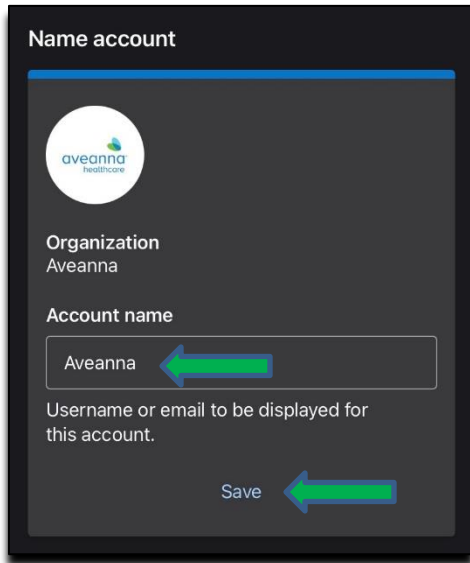
14. Select continue.



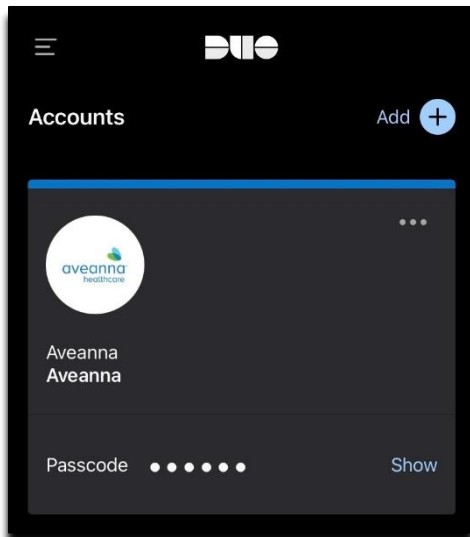
15. The device will ask to Open in "Duo Mobile" or navigate away to the application. Select open.



16. Once you open the application and Ensure Aveanna is the Organization and select save.

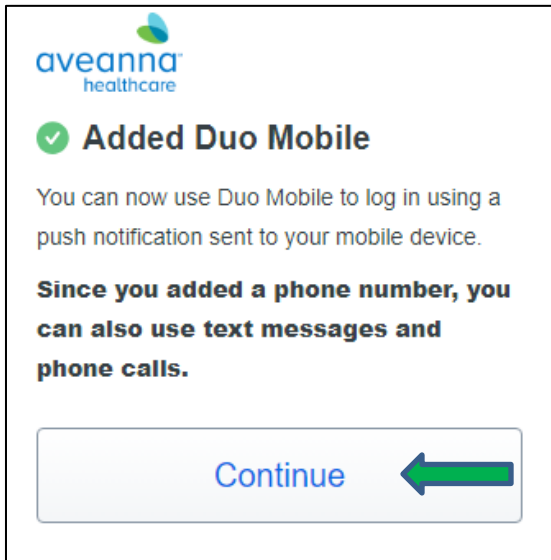


17. DUO will look similar to the below picture.

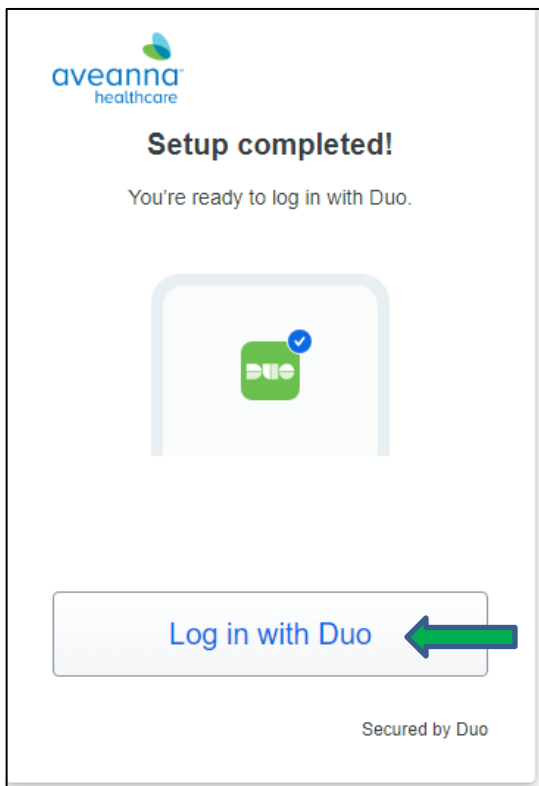




18. Navigate back to your browser and it should show Added Duo Mobile. Select Continue.



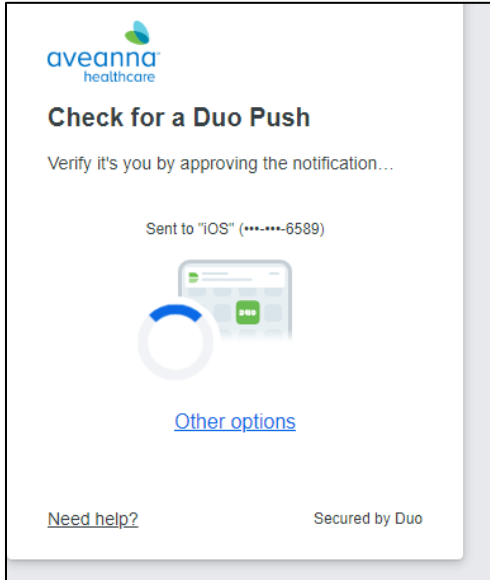
19. If done correctly, Setup Complete will be displayed. Select Log in with Duo





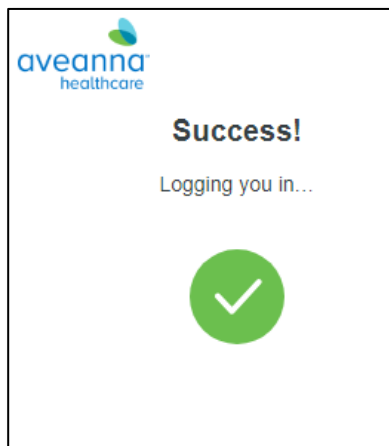
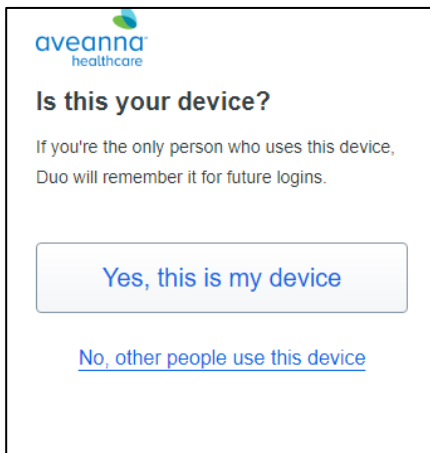


20. This will automate a push to the personal phone where duo was setup.



21. Approve the popup that occurs with DUO.

22. Select the appropriate answer below depending on your device and it will log you in.





23. Select "Reset my password" once identity has been verified.

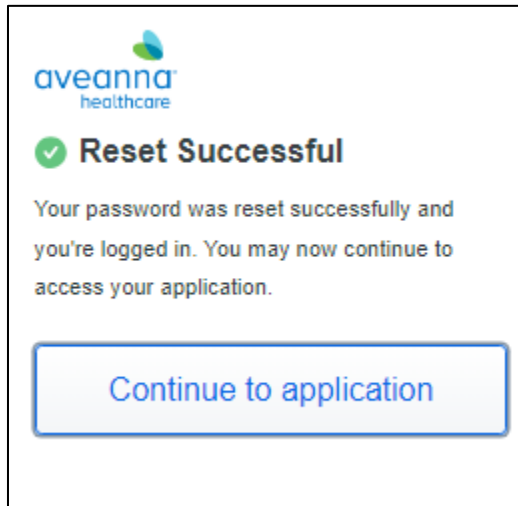
The screenshot shows the 'aveanna healthcare' logo at the top left. Below it is a green checkmark icon followed by the text 'Identity Verified'. Underneath, a message reads: 'Your identity has been verified and we're ready for you to reset your password.' At the bottom of the screen is a light blue button with the text 'Reset my password'. A green arrow points to the right side of this button.

24. Enter the Temporary Password provided by IT and then create a new unique password based on the requirements provided.

The screenshot shows the 'aveanna healthcare' logo at the top left. Below it is the heading 'Reset your password'. A message reads: 'After entering your old password, create a new one that meets the following criteria:'. Below this is a bulleted list of password requirements: 'Password must be minimum of eight (8) characters in length.', 'Uppercases Letters: (A-Z)', 'Lowercase Letters: (a-z)', 'Digits: (0-9)', and 'Non-Alphanumeric Characters: (~!@#S%^&\*)'. Below the list is the label 'Old password' followed by a blue link 'Show all passwords'. There are three input fields: 'Old password', 'New password', and 'Confirm new password'. Each of these three input fields has a green arrow pointing to its right side. At the bottom of the form is a light blue button with the text 'Submit'. A green arrow points to the left side of this button. At the very bottom right of the form, it says 'Secured by Duo'.



25. If completed correctly, you will see the Successful response below.

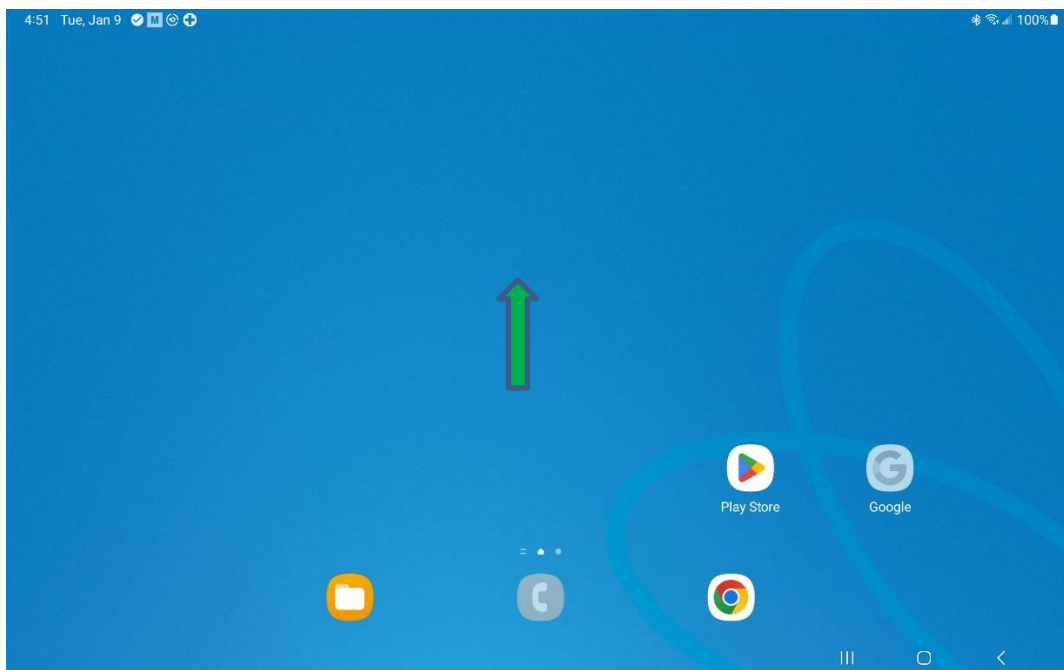


26. At this point DUO is fully setup and your AD password reset.

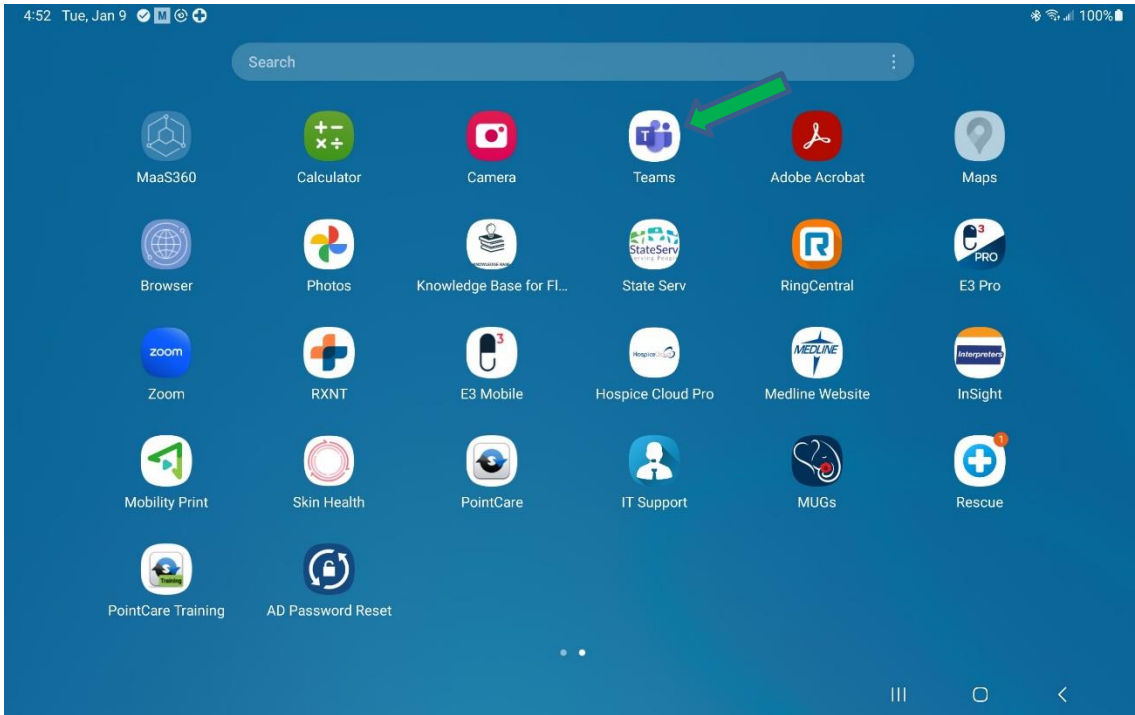
## Signing into Teams on the tablet for the first time

27. Power on your Aveanna provided device and sign in with the tablet password.

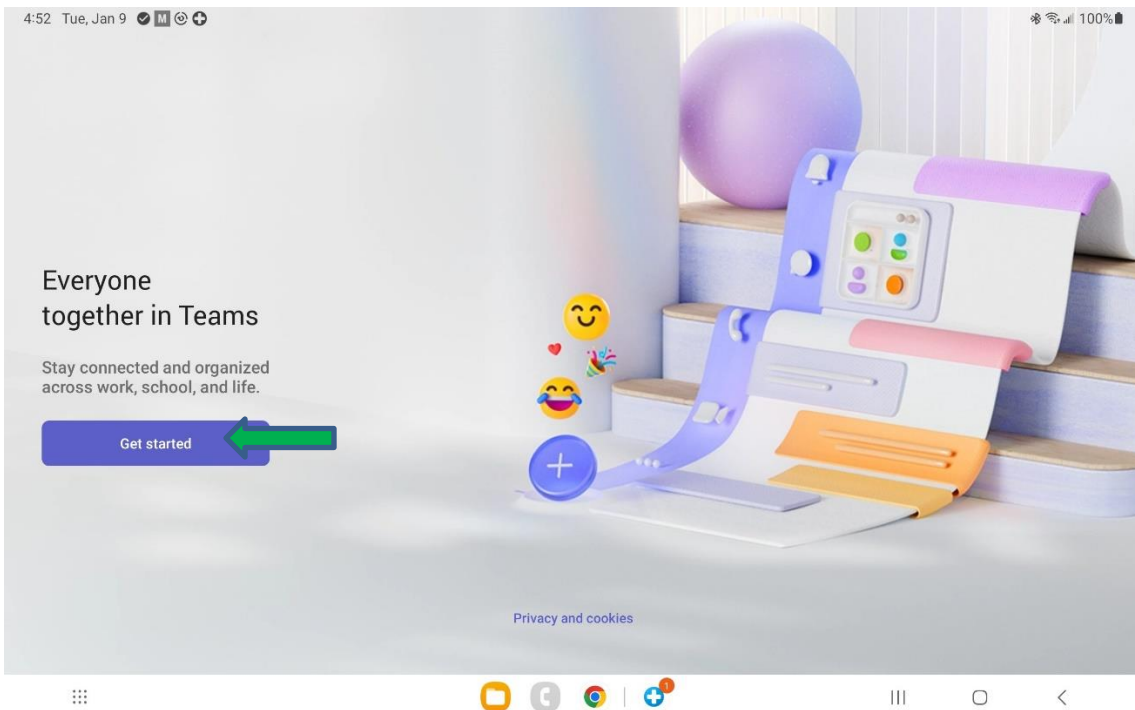
28. Once on the main screen, swipe up to reveal all apps.



29. Locate and open Teams.

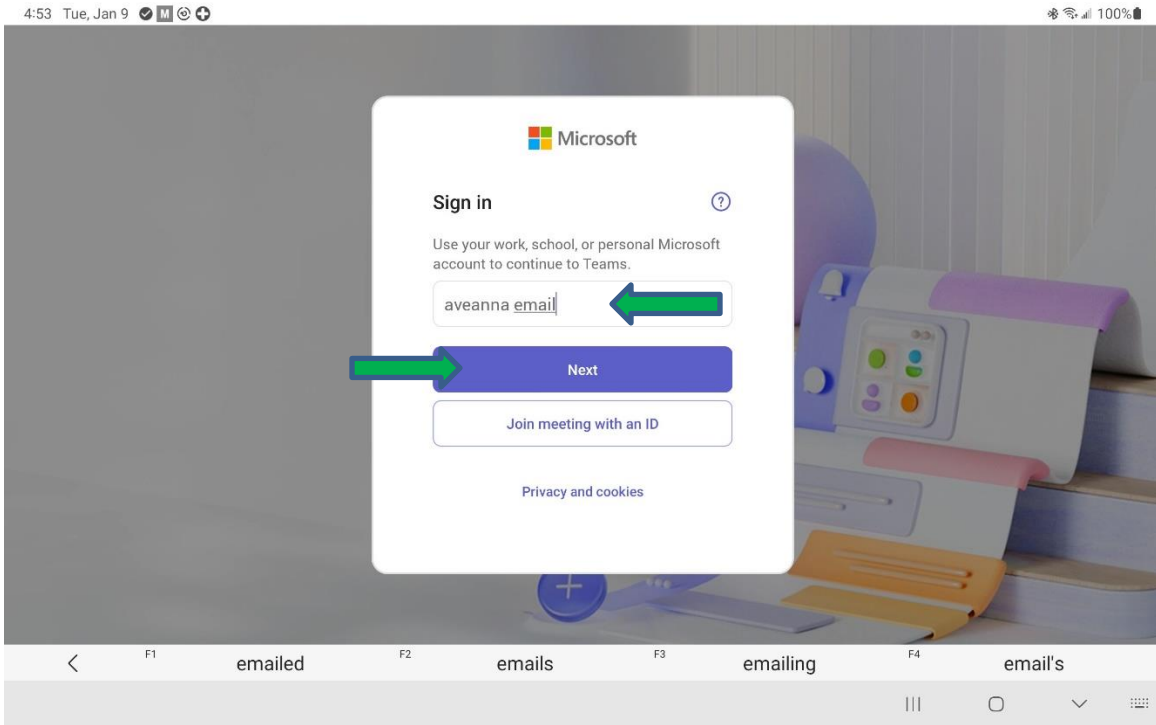


30. Select Get Started

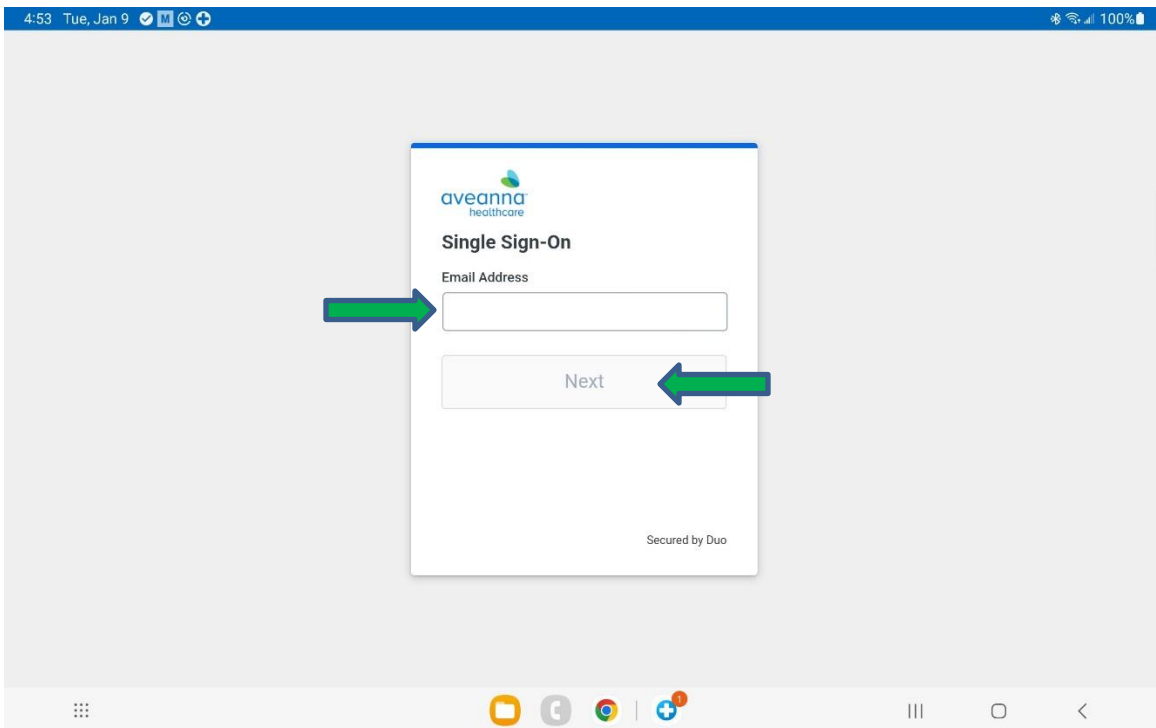




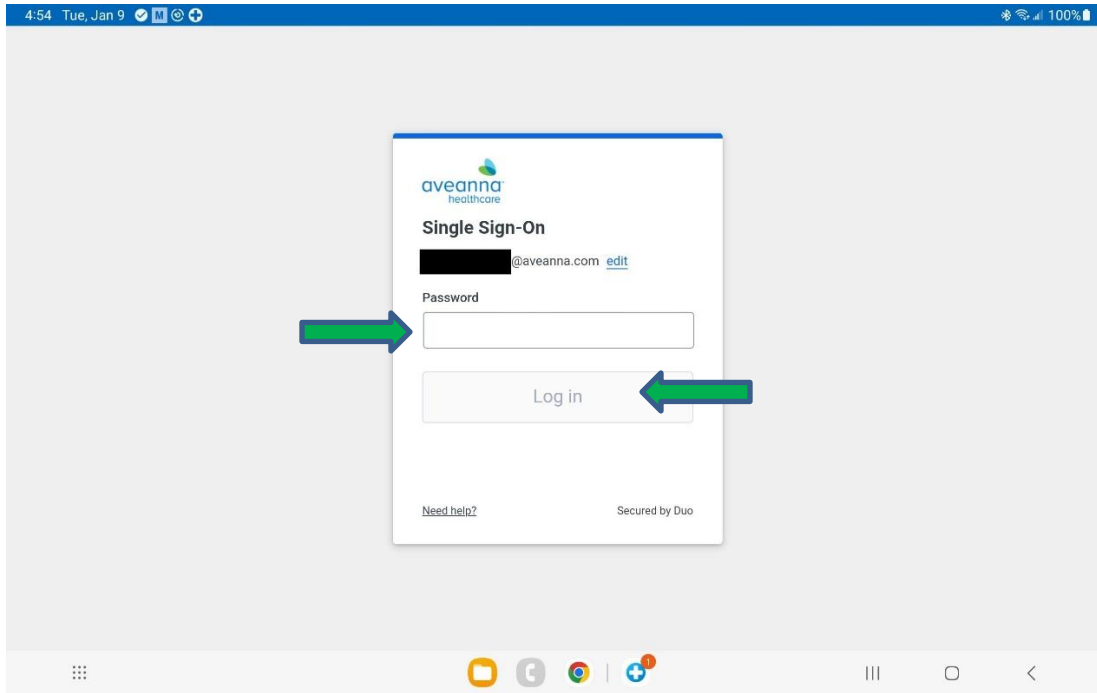
31. Enter your Aveanna email address and select next.



32. This will take you to DUO. Verify your email address/enter again if not present and select next.

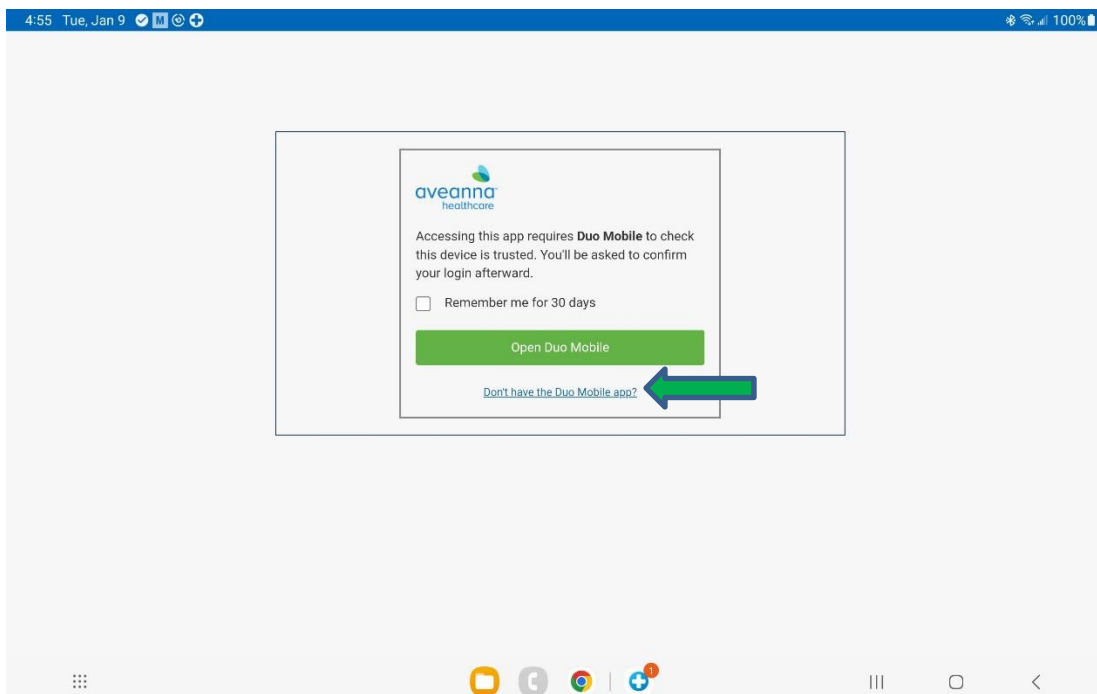


33. Enter the newly created password and select Log In.

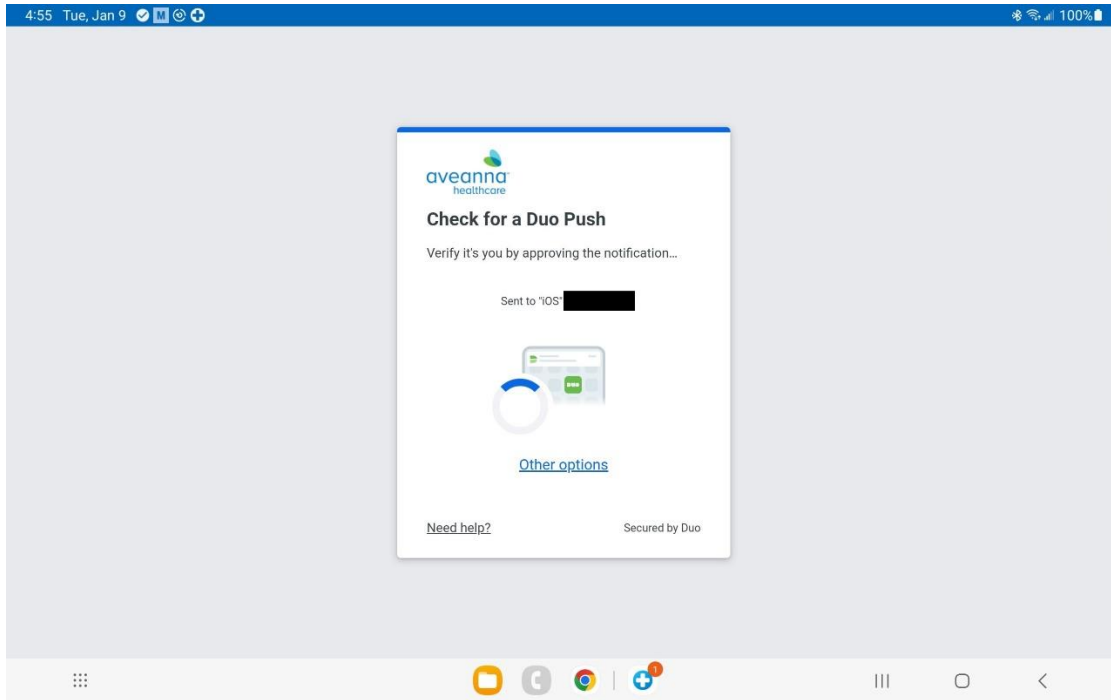


34. Select “Don’t have the Duo Mobile App?”

- a. Note – you can select Open Duo Mobile, but it will delay the process as the website looks for Duo on the Aveanna provided tablet.

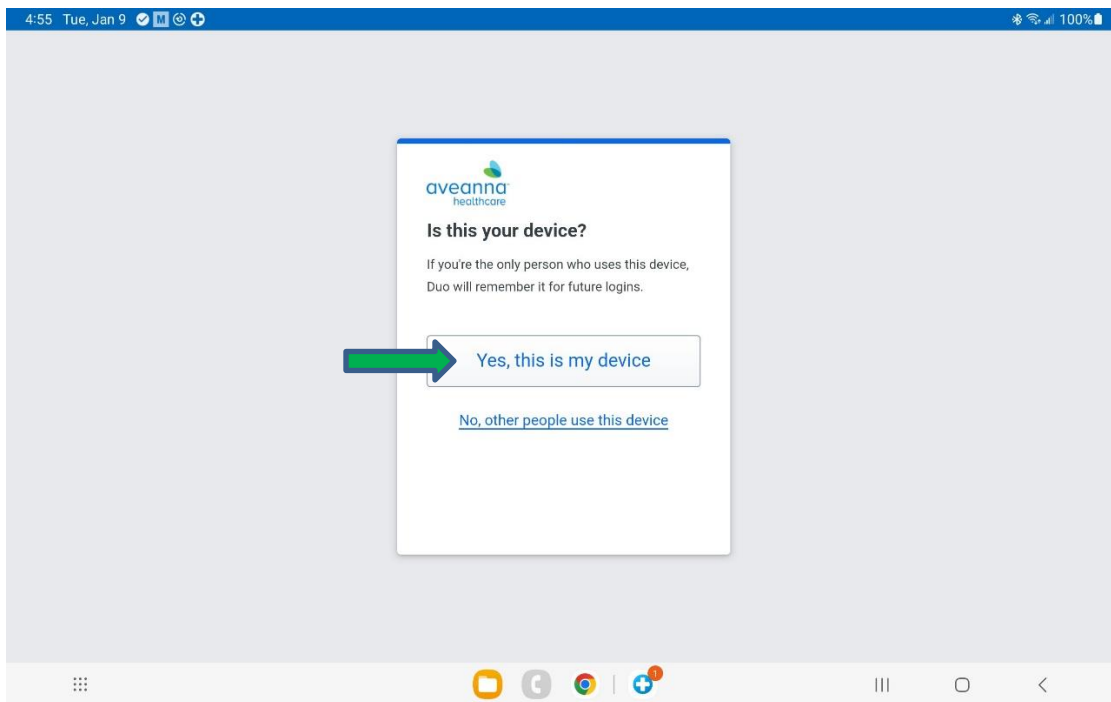


35. You will see a new screen showing the Duo Push



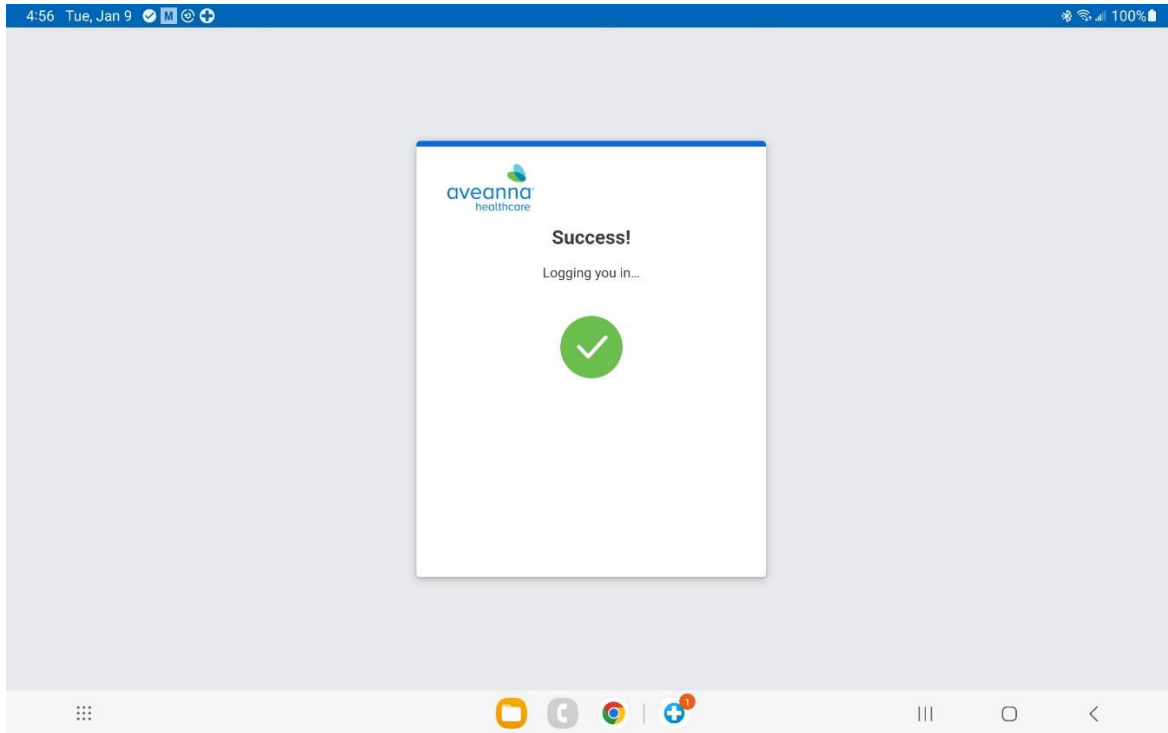
36. Check your personal device where DUO was setup to authenticate.

37. Select Yes, this is my device.





38. If steps performed correctly, Success! Will show on the screen.

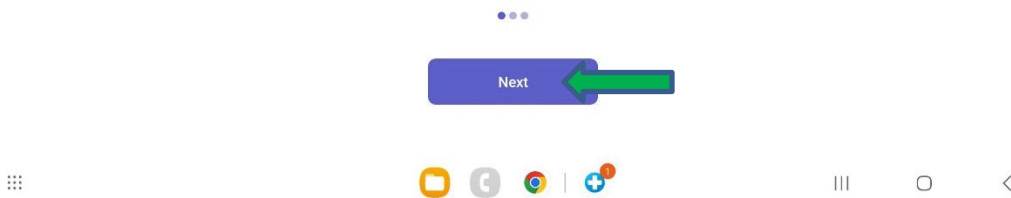


39. Select Next

4:56 Tue, Jan 9 [notification icons] [signal strength] [Wi-Fi] [100% battery]



Collaborate with others and share files in channels.





## 40. Select Next

4:56 Tue, Jan 9

100%



Chat with your colleagues one-on-one or in group chats.



## 41. Select Got It

4:57 Tue, Jan 9

100%



Have meetings and calls with audio, video, and screen sharing.



## 42. Select Got it

4:57 Tue, Jan 9

100%



### Your privacy option

We've made some updates to the privacy settings to give you more control. Your organization's admin has given you access to several optional cloud-backed services.

These services are enabled and provided to you under the Microsoft Services Agreement.

To adjust these privacy settings, open  
Teams > Settings > About > Connected experiences

[Learn more](#)



43. If popup appears regarding Bluetooth, select ok.

## Allow Nearby Devices Access

Android requires Nearby Devices Access to connect to your Bluetooth headset.

CANCEL OK 

44. You are now signed into Teams on the tablet.