## A. If you have already accessed/used your MyU or UMC email account:

- If you do not have a phone or tablet to use for Duo security, you need to call the Help Desk at 612-301-4357, (if you have a phone or tablet to use, log in to MyU and continue with Duo Push). State you are a UMC faculty and need a Duo bypass code, as you don't have a phone or tablet to use for Duo. They will give you a one-time code to get into your MyU account.
- 2. After you get the **one-time Duo code**, go to this link:

https://my-account.umn.edu/self-service

Put in your user name, password, then use your one-time code [See page 2 for how to use your one-time code], remember if using a phone or tablet, follow the DUO Send Me A Push green button.

Go to the Self-Service menu on the left side of the page, click Duo Security.

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|---|-----------------------|-----------------------|--|--|--|------------|
|   |                       |                       |  |  |  | My Account |
| •   | User Details GREGO162 | Elizabeth Ann Grego   |  |  |  |            |
| +   | Password Management   | GREG0162              |  |  |  |            |
| +   | Duo Security          | Full Name<br>PRI Name | Elizabeth Ann Gregory<br>Elizabeth Ann Gregory |  |  |            |
| ×   | Google                | Aliases               | GREG0162                                       |  |  |            |

- 3. Click Generate Duo Bypass Code
- 4. In the center window under the statement "Generate Duo Bypass Codes," click **Submit**. The bypass codes will appear immediately in the center window of the screen.

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| User Details (mecone)<br>Password Management<br>Duo Security<br>Celectric de Manuse Duo<br>Account<br>Generate duo Privilos codes<br>Emarce duo Privilos codes<br>Emarce duo Decuerty | Generate Duo Bypass Codes  | Generate Duo Bypass Codes Generate Duo Bypass Codes Generate Duo Bypass Codes was successful breaker and the state of the |

This list of bypass codes will also be sent to you in an email in your MyU account. You can **use each code one time** when logging into a Duo-protected University application. If you are running low on codes, follow the steps above to generate another set of codes.

You will want to **forward the codes to your personal email**, so you can have them handy when you need to get into your MyU account, as they are each good only one time.

## Using a Bypass Code to Authenticate

- 1. Go to the application that you need to log into (MyU, email).
- 2. Enter your internet ID and password, and Sign In.
- 3. On the Duo authentication page that comes up, click Enter a Passcode.



4. Enter one of the bypass codes you received in the passcode box and select Log In.

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|--|-----------------------------------|-------------------|
|  | Duo Push Recommended              | Send Me a Push    |
| What is this? 다<br>Add a new device                            | ගී Call Me                        | Call Me           |
| Ny Settings & Devices<br>Need help?<br>Powered by Duo Security | ex. 867539 Remember me for 7 days | Log In            |
| Enter a passcode from Duo Mobile or a text.                    |                                   | Text me new codes |

U of M Help Desk 612-301-4357