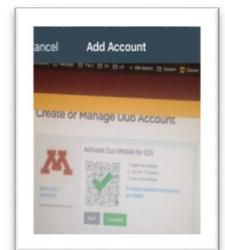
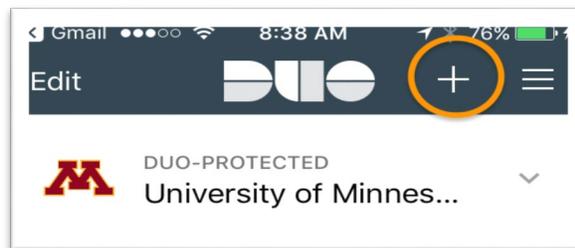
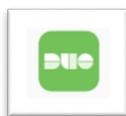
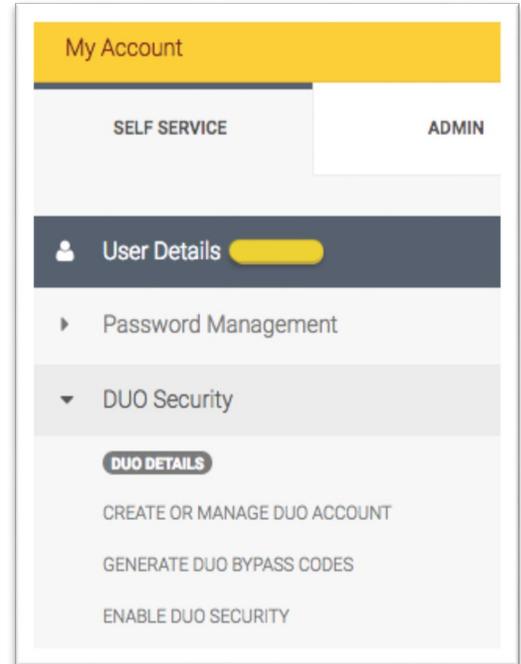


A Student Tutorial to get into the MyU account

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

First time Duo user? Create your account.

1. If you **have not enrolled a device for Duo**, you will need to **create your Duo account**.
2. Sign in to <https://my-account.umn.edu/change-password> with your **MyU internet ID** and password. (UMC is moving to a 16 character password, which will never have to be changed 😊)
3. In the Self-Service menu on the left side of the page, click Duo Security.
4. Click Create or Manage Duo Account.
5. Click the green Start Setup button. Then follow the **directions below** to enroll in Duo:
6. Choose **either** Mobile phone or Tablet. *[If you do not have a phone or tablet to use, go to #7 in part B for instructions.]*
7. Enter your phone number, confirm it is correct, and then click Continue.
8. Select your device's operating system (iOS, Android, Windows Phone, Other).
9. Setup will ask whether you have installed the Duo Mobile App. **(from an app store)**
 1. If you have completed this step already, click: 'I have Duo Mobile installed'.
 2. If not, download the Duo Mobile app on your phone or tablet before continuing with a click: 'I have Duo Mobile installed'.
10. A QR code will appear on your screen.
11. Open the **Duo Mobile app** on your phone or tablet, then click the + button at the top of the screen.



12. Hold your phone or tablet up to the computer to scan the QR code with your camera.
13. Click Continue. Your smartphone or tablet will now be listed as a device to use for Duo authentication. *Keep this device with you when you log into your MyU account, as you will need it to confirm you are You!*

Part B. If you have never accessed/used your MyU or UMC email account:

First time claiming your MyU? First time Duo user? Claim MyU & create your Duo account.

As a University student, you are issued an internet account during the terms in which you are registered. This MyU account has a free email account, as well as numerous online University resources.

It is a good idea to **activate your internet account** even if you don't wish to use e-mail. The Internet ID and 16 character password you receive in the process will give you access to many online University resources (**libraries, SRT, transcripts etc.**)

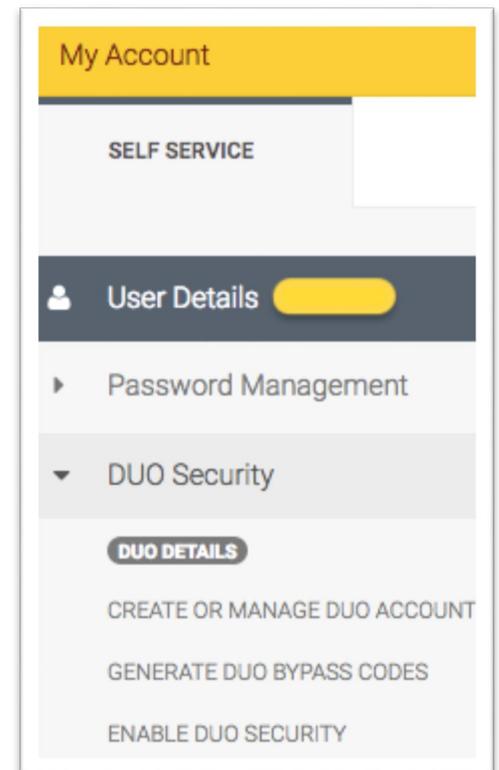
1. You need to **claim your MyU account** before using it.
2. To **activate your MyU** online account, visit the website: www.umn.edu/initiate
3. Provide your Student ID number (instructor has this) and date of birth (**YYYY-MM-DD**).
4. Scroll down and Create a 16 character **Password**. Click Submit.
5. It will give you your UMC Internet ID.

Remember your internet ID and password, as they will be required to access all things for the University; End-of-Course Survey, e-mail, request grades, transcripts, online library, etc.

6. It will ask you to create your **Duo** authentication security account. Follow directions on Part A, #5 for a phone or tablet.

Follow the steps to create an account without a phone:

7. If you do not have a phone or tablet, you need to **call the Help Desk at 612-301-4357**. State you are a **UMC student 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.
8. After you get into your MyU account with the help Desk bypass code, go to the Self-Service menu on the left side of the page, click Duo Security.
9. 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.

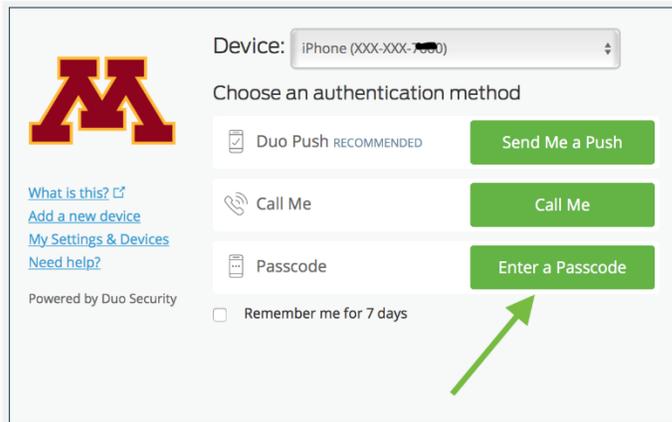


This list of bypass codes will also be sent to you in an email in your MyU account. You can **use each code one time** when logging into a Duo-protected University application. If you are running low on codes, follow the steps above to generate another set of codes.

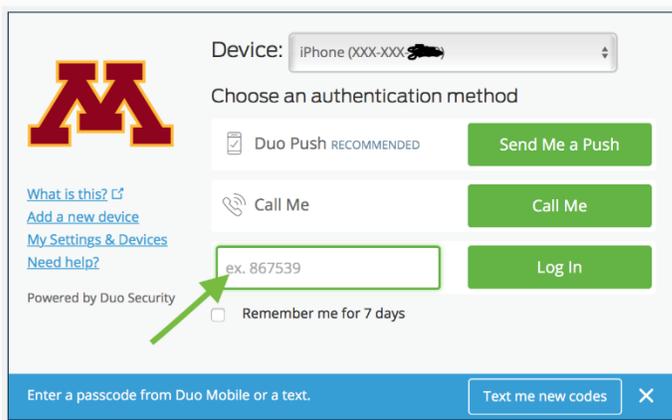
You will want to **forward the codes to your personal email**, so you can have them handy when you need to get into your MyU account, as they are each good only one time.

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**.



U of M Help Desk 612-301-4357