**Duo Bypass Codes**

**Generate Emergency Bypass Codes**

It is recommended that you generate a set of bypass codes so that you’re prepared in the event that your Duo-enrolled device is not available. This self-service option is easy to use and can keep you working even if your phone is not available for use. There are some situations where the use of a device for authentication is not possible. For instance:

- You forgot your mobile device at home
- Your phone breaks or is lost
- You need to work in an area with no cellular signal or WiFi signal (basement laboratory, etc.)
- You are not working at the desk your landline is located at

For these situations, you can generate a number of bypass codes to use, one at a time, for 120 days.

**PLEASE NOTE: You must generate these codes IN ADVANCE of needing to authenticate to a University application.**

**Generating Bypass Codes**

These codes will display on the computer screen as well as be sent to your University email account. You can use each code one time when logging into a Duo-protected University application. They are valid for 120 days.

1. From your computer browser, navigate to [my-account.umn.edu](http://my-account.umn.edu). (You can also get there through MyU by clicking on your name and then “My Account”).

1. Click on **DUO Security** in menu on the left

2. click on **Generate Duo Bypass Codes**
3. Click on the **Submit** button

4. The bypass codes will appear immediately in the center window of the screen

5. An email will also be sent to your Google email account with these codes. These should be saved or printed to ensure that you can get to them if you have no other way to authenticate.

**Using a Bypass Code to Authenticate**

1. Go to the application that you need to login into

2. When prompted, enter your Internet ID and password and click **Sign in**

3. On the Duo authentication page, click **Enter a Passcode**

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