Managing Duo Settings

Duo Settings in My Account

Duo Settings can be maintained through your “My Account”. There are two ways to get to this page:

➢ Open a browser and navigate to my-account.umn.edu and sign in with your UMN Internet ID and password.

➢ Open a browser and go to your MyU page and sign in with your Internet ID and password. In the upper right hand corner of the header click on the icon next to your name and then select My Account.

DUO Security Menu

The Duo Security option is located in the menu on the left side of the screen. Click on DUO Security to display the DUO menu options.
Duo Details

This option displays your current Duo Information

Create or Manage Duo Account

This option displays a panel that will allow you to add, delete, or change information for your Duo settings. You must first authenticate through Duo by one of the methods you have set up before you can make changes.

The actions you can take include:

- Reactivate Duo Mobile on your device
- Change a device name
- Delete a device
- Add another device
- Change your default device
- Set an ‘automatic’ authentication method at login

Reactivate Duo Mobile on your device

Use must use this option when you are replacing a device with the same number or if the Duo App was uninstalled.
Deleting a Device
As soon as you notice your device is broken or missing, it’s important that you remove it from your list of Duo devices. This will prevent other people from logging in as you. Be aware that you must DELETE a broken, lost or stolen device before you can set up the replacement device even if it will be for the same phone number.

1. In the Duo screen, select Device Options for the device you need to delete.

2. Click on the red icon trashcan

3. Click on Remove to confirm that you want to delete the device

4. Click Done. You will see a confirmation message at the bottom of the screen
**Adding a New Device**

See separate instructions for adding a Smartphone, tablet, landline or U2F token.

**Change Your Default Device**

Your default device is the primary device you will use to authenticate. Any device you have enrolled will be listed so if you need to change the default device for any reason you can do that by changing this setting.

![Create or Manage Duo Account](image)

**Automatic Authentication Setting**

You can set Duo to automatically use one of the two Duo mobile methods – push or callback – without you having to click on the method icon. Please note that if you do this you will not be able to click on the “Remember me for 7 days” button.

![Authentication Setting](image)
Generate Duo Bypass Codes

You can generate emergency Duo Bypass codes that can be used if your device becomes unavailable or if you are traveling and don’t have an internet connection. 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. Click on Generate Duo Bypass Codes in the left menu under Duo

2. Click on the Submit button

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

Enable Duo Security

This setting allows you to choose to turn on Duo before you are required to at your next password login after 11/1/18. You must have a device enrolled before you click on Yes.