

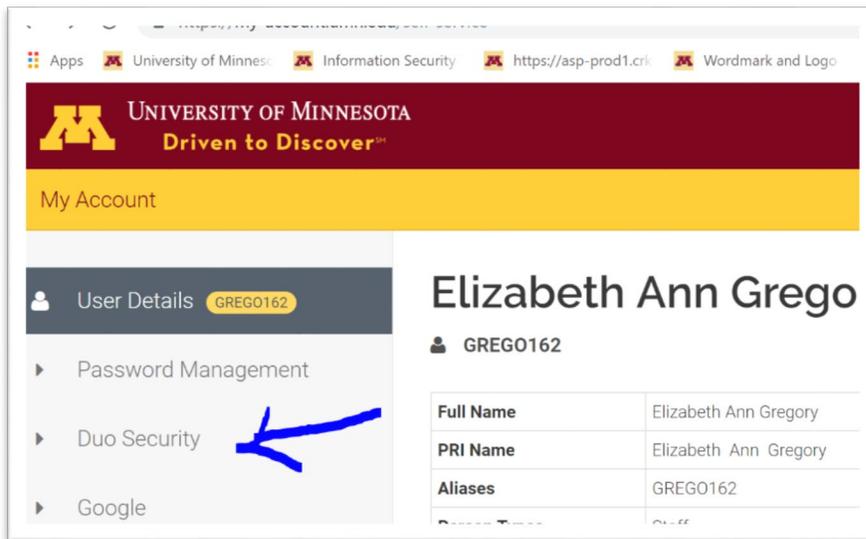
Instructor Tutorial for setting up DUO with your MyU account

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

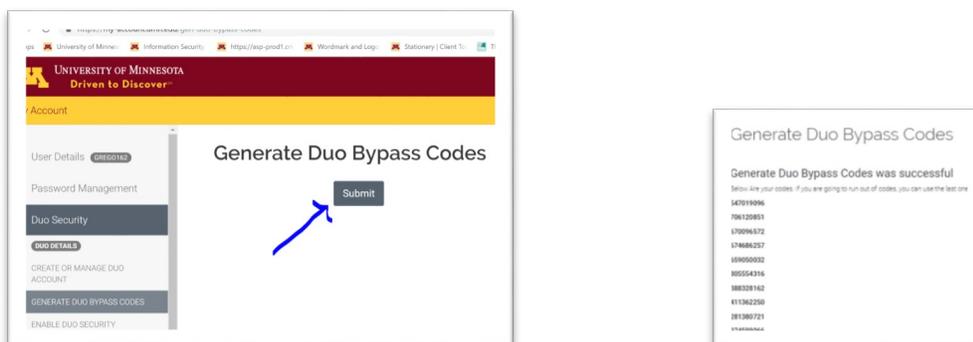
1. If you do not have a phone or tablet to use for Duo security, you need to **call the Help Desk at 612-301-4357**, (if you have a phone or tablet to use, log in to MyU and continue with Duo Push). State you are a **UMC faculty and need a Duo bypass code**, as you don't have a phone or tablet to use 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**.



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.

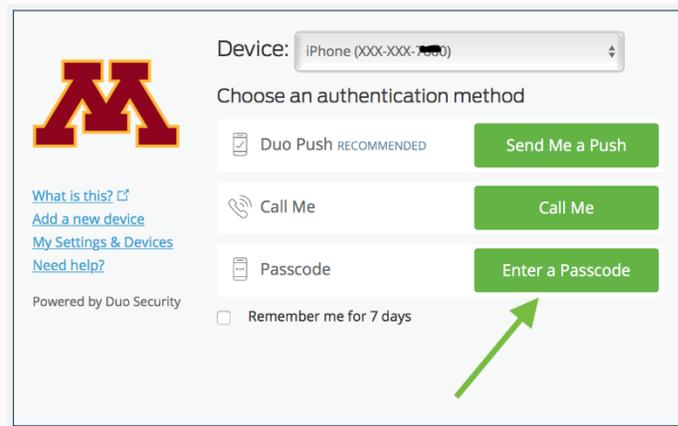


This list of bypass codes will also be sent to you in an email in your MyU account. You can **use each code one time** when logging into a Duo-protected University application. If you are running low on codes, follow the steps above to generate another set of codes.

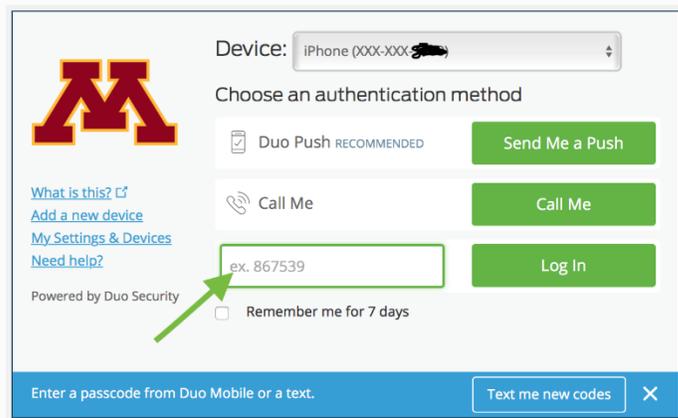
You will want to **forward the codes to your personal email**, so you can have them handy when you need to get into your MyU account, as they are each good only one time.

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