## Accessing Duo Using a Bypass Code

In the event your smartphone is temporarily unavailable, or you are traveling internationally, the ability to generate a bypass code is available. This will allow you to gain access to UMB applications that require a Multi-Factor Authentication (MFA). While the bypass code is one alternative to using the Duo mobile app, you also have other alternatives such as setting up secondary mobile devices such as a tablet/iPad as well as a landline telephone.

- From any browser, enter https://directory.umaryland.edu into the address field.
- In the UMID field, enter your UMID.
- On the next screen, enter your password.
- Click Submit.
- The UMB Account Management page will appear. In the Setup your: menu to the left, select Multi Factor Authentication (DUO).
- The **Duo Self Service** page will appear:

Summer Account Home	Multi-Factor Authentication (DUO) Self Service
TT Acceptable Use Policy	Generate Bypass Code
Setup your:	In order to generate a DUO bypass code for your DUO account, press the Bypass Code button below.
Password	This code can be used once and will expire 10 minutes after it is generated.
Secret Question/Answer	Generate Bunass Code
UMB PIN	Cenerate Bypass Code
UMB Email Address	
UMB Alerts	
Multi Factor	
Authentication(DUO)	
UMID Authenticated	
Applications	

- Click Generate Bypass Code.
- You will be asked to identify yourself by entering your date of birth and either the last 4 digits of your SSN or a UMB PIN.
- Click Submit.
- The Duo bypass code will appear. It will be valid for 10 minutes. Either write the code down or highlight the code and select **Ctrl + C** to copy it.

To use the code:

- When signing into an application requiring MFA, on the **Choose an authentication method** screen, click **Enter a Passcode**.
- Enter the provided passcode and then click Log In.
  Note: Generating a bypass code is meant to be typically a temporary solution. If you need a permanent solution because you do not have a smartphone or it is not available, please contact the Help Desk at 6-4357 for additional assistance and information on other alternatives.