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](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:

  - 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.
  - You can instead select My Settings and Devices to either add a landline or another smartphone if desired.
- 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.