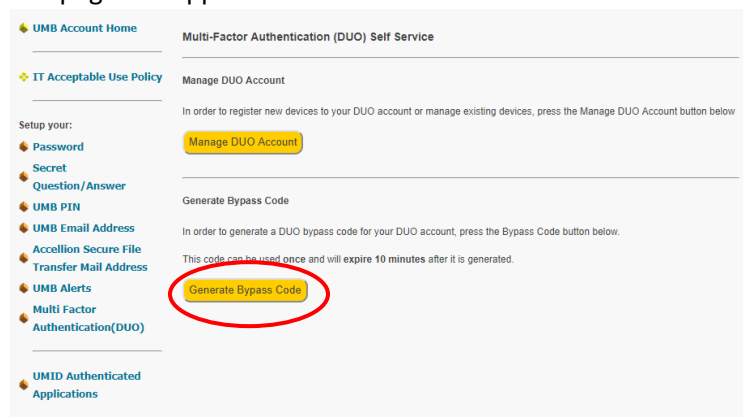


Accessing Duo Using a Bypass Code

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:



- 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.