

# NetID Management

Duo - Generate Random Bypass Codes - Faculty/Staff

## Introduction

Duo bypass codes are useful in a situation where your Duo enrolled mobile device is unavailable and you're unable to use one of your other enrolled devices (such as a tablet or landline). You might consider generating random bypass codes ahead of time, print them for storage in a secure location, or email them to a personal email account.

**Note:** Even when there is no cell or Wi-Fi reception, the Duo mobile app on iOS and Android mobile phones and tablets can still be used to generate a passcode manually. In addition, if you have previously instructed Duo to send passcodes via text message, you may be able to use one of the remaining passcodes in that text message without relying on emergency bypass codes. This self-help document will guide you through the steps of generating random bypass codes.

## Generate Random Duo Bypass Codes

1. From your favorite browser type [towson.edu/netid](http://towson.edu/netid).
2. Under the **Manage NetID** section, click the **Manage** link.

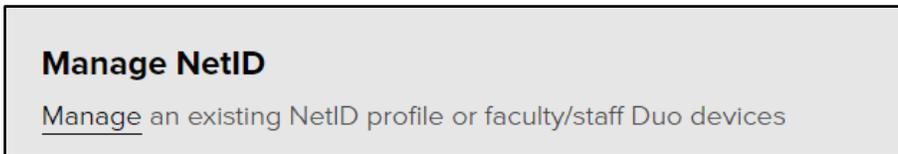


Figure 1

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

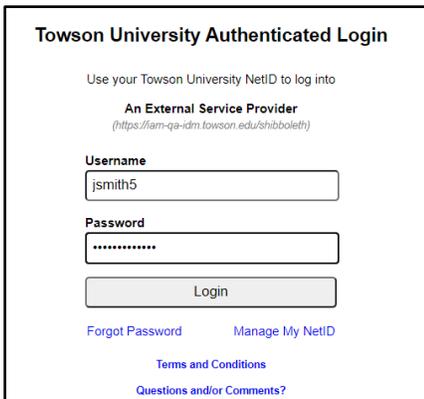


Figure 2

4. Make sure the **MY PROFILE** tab is chosen at the top of the screen and then click the **MANAGE DUO** tab at the top. You will be able to see **DUO authenticated devices** and **security tokens** linked to your NetID account.

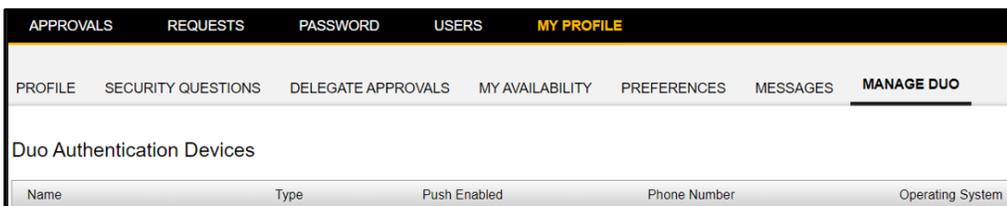


Figure 3

5. Scroll down and click on the **GENERATE RANDOM CODES** button under the **Bypass Codes** section.



**Figure 4**

6. Your **random bypass codes** will appear under the **Bypass Codes** section and are valid for 180 days.



**Figure 5**

7. Note the buttons at the bottom of the **Bypass Codes** section. You can **CLEAR**, **GENERATE RANDOM CODES**, or **PRINT BYPASS CODES**.



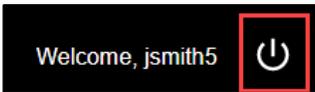
**Figure 6**

**Note:** New random bypass codes can be generated at any time by clicking the **GENERATE RANDOM CODES** button. By generating a new set of bypass codes, it will invalidate any previous set.

## Logout

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Click the **Logout** button in the upper right-hand corner of the screen when finished.



**Figure 7**