Use the Duo Security App to Generate 2FA Passcodes

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With the device security app, Duo Mobile, you can generate passcodes that allow you to use the University's two-factor authentication (2FA) service on websites that use Shibboleth, commonly known as single sign-on. These codes can be used in cases where you do not have your phone or other registered device to help you gain login approval to websites that use Shibboleth. For example, you may find passcodes most useful when traveling abroad in remote areas with intermittent cell reception or while on an airplane.

There are three ways to generate passcodes:

1. Use your smartphone to generate passcodes from the Duo Mobile app. To use, simply open the app and press the gray icon in the upper right-hand side of the app for iOS and Android (pointed by the red arrow in the image below) or the Generate Passcode button on Microsoft OS devices. A six-digit numeric code will be generated that you enter when a UChicago website requests 2FA. This feature does not use any data services and can be used with or without internet access. It can be used as many times as required.

2. Use the Text Passcodes service. To use this service, log on to the 2FA website. Navigate to the Manage Devices section, and find your device. Click on Text Passcodes.
A list of 10 one-time-use passcodes will be sent to your device via text. Next, write down or print the codes if you do not think you will have access to your device. Because these codes are single use, it is important to keep track of which codes you have already used. Be sure to keep this list in a secure location. Even if the passcodes are lost, your account is still protected by your password.

**Note:** This service does require data usage when initially retrieving the passcode list, but once you have the list, a mobile device is not required.

3. **Use the Print One-Time Passcodes.** Log on to the [2FA website](https://2fa.example.com), navigate to the Manage Devices section, and click on the Print One-Time Passcodes button that appears above Your Registered Devices. Once printed, you may keep this list with you to use as one-time passcodes in situations where you do not have reliable access to other forms of authentication.