

HOW TO MODIFY YOUR DUO 2-STEP VERIFICATION OR SETUP BACKUP CODES (for Faculty Traveling)

Here is how to generate a list of backup codes to take on your trip. You can use these codes to login to Self Service (it serves as the second step in lieu of your phone). If you are using the same computer or laptop, I would recommend using the same browser for this need. Once you use your code, select “remember me” and then your computer/browser will remember the code for 30 days. Therefore you will have 10 months of codes to use. Then, when your list gets low, just request ten more codes before you run out.

The screenshot shows the 'Employee Self Service' portal for The University of Iowa. The navigation bar includes 'MY SELF SERVICE', 'PERSONAL', 'ADMINISTRATION', 'WORKFLOW', and 'EXTERNAL LINKS'. Under the 'PERSONAL' tab, there are three main sections: 'My UI Career', 'General', and 'Payroll'. The 'General' section is highlighted with a blue arrow pointing to the 'Manage Duo 2-Step Verification' link. Other links in 'General' include 'Change HawkID Password', 'Change HealthCareID Password', 'Demographics', and 'Emergency Contacts'. The 'Payroll' section includes links like 'Set Up/Change Direct Deposit', 'View Paycheck History', and 'Set Up/Change Tax Withholding (W-4)'. On the right, there are sections for 'Universal Workflow' (Inbox, History & Initiated) and 'Self Service Workflow' (Maintenance).

THE UNIVERSITY OF IOWA Two-Step Authentication is: **Enabled**

- [Device configuration](#)
- [Disable two-step authentication](#)
- [Employee Self-Service](#)
- [Help](#)
- [Logout \(rsissel\)](#)

Two-Step authentication was enabled for your account on Wednesday, June 11, 2014 ([full setup history](#)). Any future configuration changes will require two-step authentication and will send email to your rebecca-tritten@uiowa.edu account notifying you of the change. We suggest that you [add additional devices](#) or [generate a list of backup codes](#) that you will keep in a safe place in case any of your devices are not available.

Getting Help with Duo: See [Setup Smartphone](#), [Setup Phone call](#), [Setup Text Message](#), or [Duo Support Center](#). Or, contact the ITS Help Desk at 384-HELP or its-helpdesk@uiowa.edu.

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Here are ten single use backup codes you can use when prompted for a two-step authentication request if you are having problems with your other devices. Please save these codes to a safe place.

If you revisit this page, all the previous codes that were generated are **IMMEDIATELY INVALIDATED**.

- 120
- 150
- 243
- 001
- 394
- 526
- 045
- 485
- 054
- 363

[Back to Device Configuration](#)