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Subject: Generating 2-Factor Authentication One Time Passcodes (OTP)
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Hello CNRE,

Over the past few days I've had multiple requests on how to generate the 10 One Time Passcodes (OTP) that never expire. These are the OTPs that should be written down or printed out, kept in a place that you're already good at keeping safe and secure like your wallet or purse, and can be used in case all your other 2FA methods are not an option. At this time there are two methods with which you can generate 10 OPTs, SMS Text Message and from within the MyVT web portal.

SMS Text Message Passcodes: ([click here for VT's knowledge base article](#))

1. Initiate a logon process to a VT website that requires 2FA and that you haven't checked the "Remember me for 7 days" option.
2. When prompted to select your second factor, from the drop-down list, select a device that can receive SMS text messages. (Your office phone will not work.)
3. Click on the "Enter a Passcode" button.
4. Near the bottom of the screen, in the blue bar, click on the "Send codes" button or the "Text me new codes" button.
5. A text message should arrive on your selected device with the title of "SMS passcodes".
6. Write these down and keep them in a secure yet accessible place.
7. Note that you can generate 10 new SMS OTPs at any time but any unused SMS OTPs will become null and void. If you use all 10 of your SMS OTPs, the system should automatically send you fresh set of 10 via a text message.

MyVT Web Portal Passcodes: ([click here for VT's knowledge base article](#))

1. Go to www.my.vt.edu and login with your PID and PIDPassword along with your second factor.
2. Click on the "Personal Info" tab near the top of the window.
3. Click on the "Manage your Accounts" option within the "Personal Info" section of the window.
4. Scroll to the bottom of the page and click on the "Print passcodes" option.
5. After being prompted that generating new passcodes will invalidate any previously generated passcodes via this web portal click on the "Yes, generate" button.
6. When the screen displays your 10 OTPs click on the "Print" button down in the lower right-hand corner.
7. Once you've printed them out keep them in a safe yet accessible place.

Note that these two methods of generating 10 OTPs are completely independent of one another so you could theoretically bank up to 20 OTPs at a time.

I've said it before and I'll say it again, I highly recommend getting your 10 / 20 OTPs via one or both of these two methods! You can write them down or print them out and keep them someplace that you're already good at keeping safe and secure yet accessible like your wallet or purse. You may never need to use them but you'll always have a failsafe if all other 2FA methods are not available to you for whatever reason.

One final note for those of you who teach, tell your students to do the same thing so they won't be SOL when they've forgotten their cell phone and they need to take an online quiz or exam in Scholar or Canvas!

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