

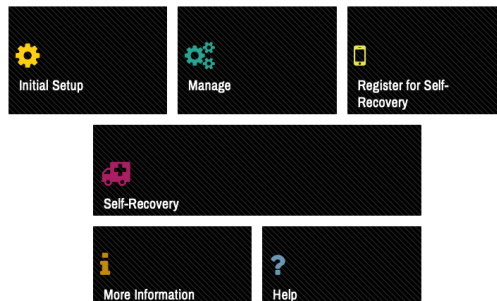
BoilerKey Backup Codes and Cell Phone Setup

Method 1: Start from the Beginning.

1. Quickest way to get to BoilerKey home page:
2. Type: purdue.edu/boilerkey in your favorite browser.



NOTE: If you have **not** registered your mobile phone number for Self-Recovery, please do so now. Self-Recovery can be used when you receive a new phone or need to troubleshoot BoilerKey.




3. Click “Manage” and a Purdue Accounts page should show as below:



4. Enter your Purdue alias and BoilerKey passphrase (PIN,code or PIN,push)

5. This will then open the BoilerKey Self-Serve manage page as seen below:















[ITaP Main](#) / [IAMO Home](#) / [User Account Information](#) / [BoilerKey Self-Serve](#)



BOILERKEY

TWO-FACTOR AUTHENTICATION

Duo Usage Regulations

	 	Replace your Duo Mobile BoilerKey Add or Remove your Duo Mobile BoilerKeys
	  	Set your BoilerKey PIN Test your BoilerKey Where you use BoilerKey
	 	Replace your BoilerKey Token Request/Resync/Deactivate your BoilerKey Token
	  	Enable BoilerKey Self-Recovery via text messaging (e.g., you have a new phone, you need a new physical token) Obtain List of BoilerKey One-Time Use Backup Codes Delete List of BoilerKey One-Time Use Backup Codes

6. Once here, click in the area of the ambulance where it says
“Obtain List of BoilerKey One-Time Use Backup Codes”

- If you already have a list but cannot find it, create a new one to print out and/or screen capture it for your desktop. It will delete the previous set of 10 codes.
- This is used in case you need to setup a new or lost cell phone, or you do not have your BoilerKey token/phone while trying to get into a BoilerKey site (ie... SuccessFactors, Brightspace, etc.)

Remember: These codes are one-time use only, scratch out once used (easily done if using preview on a screen capture). On the 9th code, re-generate a new set of codes.

7. Here is what the Backup code page looks like with the warning that you had already generated the codes:



BOILERKEY

TWO-FACTOR AUTHENTICATION

BoilerKey - One-Time Use Backup Codes Warning

You have previously generated a list of BoilerKey One-Time Use Backup Codes. Generating new codes will result in the pre-existing codes being invalidated.

[Cancel](#) [Delete Current and Generate New Backup Codes](#)

[Return to the Main Menu](#)

8. Once you have created your new set of 10 codes, go back to the main menu of the manage page.

New/Replaced Cell Phone Setup

1. From the main Manage page, select the first item on the list with the icon:
 - a. Green Duo - hit the green + sign or the words “Replace your Duo Mobile BoilerKey”
- You will see your ‘old’ phone listed, you can remove it if you like or wait till the new one is setup. There are several scenarios here.



BOILERKEY

TWO-FACTOR AUTHENTICATION

Manage Duo Mobile BoilerKeys

Your existing Duo Mobile BoilerKeys:

Device Name	BoilerKey Passphrase	Ready for Use	
Android	BoilerKey PIN,push	Yes	Remove
Add a Another			

[Return to the Main Menu](#)

- If you leave your old phone listed, and “Add a Another”, then you will have two listed, one showing ‘push’ and the other (probably the new) one showing ‘push2’.
- Once your new one is working, you can remove the old one and now the new phone will say ‘push’.
- Follow the steps in adding a new cell phone. We have step-by-steps directions for this in another how to article.
- You can use the Duo mobile app both ways, using the ‘push’ feature in your passphrase or the 6-digit code feature by touching Purdue on the app. You can use the 6 digit code in case of no cell service scenario.

Method 2: Using the other Recovery option –

How to use the Self-Recovery by text messaging

1. Setup the Self-Recovery by loggin into the BoilerKey Self-Serve manage page.
 - a. purdue.edu/boilerkey
2. Locate the Ambulance icon again and find the line that says
 - a. “Enable BoilerKey Self-Recovery via Text-messaging” (see step 5 image above)
 - b. Click on that line, you next screen should look like:

[ITaP Main](#) / [IAMO Home](#) / [User Account Information](#) / [BoilerKey Self-Serve](#)

Manage Cell Phone Information

Enter your cell phone number

Last verified on: Thu Jan 25 14:53:12 EST 2018

Text a code

Cancel

Deregister Phone

The above number will ONLY be used for the following purposes:

- Texting public safety emergency notifications.
Please, use **EmergencyContact to update your settings.**
 - Texting a temporary password to recover from a BoilerKey issue.
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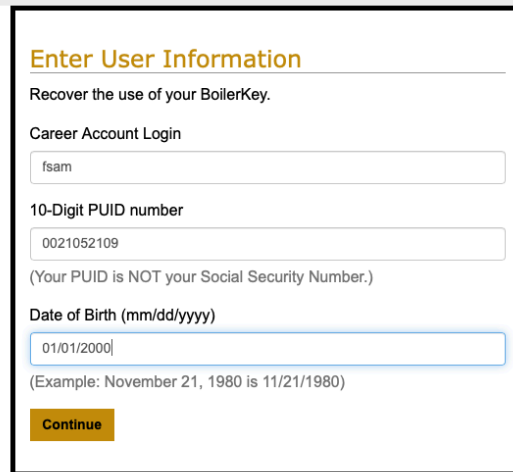
3. Click “Text a Code” after entering a valid number to test.
 - a. Once verified, you are done. Congratulations!

Next: How to use Self-Recovery with a Mobile phone

1. If you have issues with BoilerKey on your phone or want to set up a new phone or even reset your pin, etc., then go to purdue.edu/boilerkey page on any browser. (See the photo at the beginning of this document from steps 1 & 2)
2. Find the Self-Recovery icon on that BoilerKey page as shown below:



3. Click on Self-Recovery and a new page will show below:



The screenshot shows a web form titled "Enter User Information" with the subtitle "Recover the use of your BoilerKey." The form contains three input fields: "Career Account Login" with the value "fsam", "10-Digit PUID number" with the value "0021052109", and "Date of Birth (mm/dd/yyyy)" with the value "01/01/2000". A note below the PUID field states "(Your PUID is NOT your Social Security Number.)". An example for the date of birth is provided: "(Example: November 21, 1980 is 11/21/1980)". A yellow "Continue" button is located at the bottom left of the form.

4. Fill out properly the user info and after hitting "Continue", you will be sent a new temporary BoilerKey code.
5. Use the code with your pin (standard format: pin coma new code), Now you can select "Manage" on the BoilerKey page to setup a new phone or to do any management of your BoilerKey.

In Summary: There are two means to perform Self Recovery in order to access sites like SuccessFactors or Brightspace and even managing your BoilerKey.

- One through your list of backup codes.
- The other through your text messaging Self-Recovery code.

If need further help, CLA-IT email is: ithelp@purdue.edu & phone number: 765-496-6333