

How to manage university account for graduates/retires

The mail system started operation in 2019 allows graduates students and retired faculty members to use @tut.jp address after graduation/retirement the university.

The mail can be used from Gmail service as you used to use.

This document explains the steps and managements during attending and after to use university account after graduations/retirement.

1. Preparation during attending

1-1. Register one-time password application

From Information and Media center HP, access "User Profile Maintenance".

Register one-time password application.

How to register:

<http://imc.tut.ac.jp/sites/default/files/totp-setup-manual.pdf>

1-2. Register the mail address for password recovering

From Information and Media center HP, access "User Profile Maintenance".

"Profile information" from "Profile Maintenance" page, scroll to the bottom for the field, "Mail Address for Password Recovery".

パスワード変更
Change Password

プロフィールメンテナンス
Profile Maintenance

印刷枚数の確認
Show print accounting information

教育用システム ディスク
利用状況
Disk usage on Educational System

ワンタイムパスワードアプリを登録する
Register the one time password generator

認証用マトリクスコードの表示
Show your authentication matrix code

プロフィールメンテナンス
Profile Maintenance

プロフィール情報 - Profile Information その他

氏名 - Name

所属 - Organizational Unit

役職 - Title

分類 - Account Class

ユーザ名 - Username

学籍番号または職員番号
- Student or Employee Number

個人識別番号 - Personal Number

ホームディレクトリパス - Home Directory

ホームディレクトリ容量上限値

Enter the address for password recovery, click 「保存」 (save).

You can register multi address by entering them in new lines.



A screenshot of a web form titled "パスワード復旧用メールアドレス - Mail Address for Password Recovery". The form has a single text input field with a red border. Below the input field are two buttons: "保存" (Save) and "リセット" (Reset). The "保存" button is highlighted with a red border.

1-3. Get authentication matrix code

From Information and Media center HP, access "User Profile Maintenance".

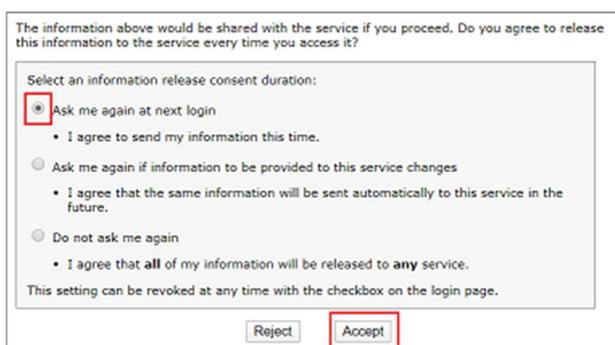
Click "Show your authentication matrix code".



A screenshot of the "プロフィールメンテナンス" (Profile Maintenance) page. The page has a left sidebar with navigation links and a main content area. The main content area is titled "プロフィールメンテナンス" and "Profile Maintenance". It has two tabs: "プロフィール情報 - Profile Information" and "その他". The "プロフィール情報" tab is active. The main content area contains several fields with labels and values: "氏名 - Name", "所属 - Organizational Unit", "役職 - Title", "分類 - Account Class", "ユーザ名 - Username", "学籍番号または職員番号 - Student or Employee Number", "個人識別番号 - Personal Number", "ホームディレクトリパス - Home Directory", and "ホームディレクトリ容量上限値 - Home Directory Limit". The "認証用マトリクスコードの表示" (Show your authentication matrix code) link in the sidebar is highlighted with a red border.

Permission window will be displayed, choose "Ask me again at next login" and click "Accept".

However, this window might not show up sometimes.



A screenshot of a permission window titled "The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?". The window contains a section "Select an information release consent duration:" with three radio button options: "Ask me again at next login", "Ask me again if information to be provided to this service changes", and "Do not ask me again". The "Ask me again at next login" option is selected and highlighted with a red border. Below the options are two buttons: "Reject" and "Accept". The "Accept" button is highlighted with a red border.

Save the image of authentication matrix code or print and keep it safe by yourself.

※CAUTION: If you lost your device installed one-time password application such as smart phone, you will not be able to access your authentication matrix code.

	1	2	3	4	5	6
A	15	81	40	73	13	83
B	48	43	06	27	44	56
C	10	24	25	85	45	99
D	05	42	04	62	02	91
E	94	58	64	97	88	09
F	90	37	55	11	12	20

2. How to manage your account after graduation/ retirement

2-1. Resetting for forgetting your password

What to prepare:

- Your username
- Environment which you can receive the password recovery email address

From Information and Media center HP, access "User Profile Maintenance".

In user authentication window, click "Forgot your password?" below.

 豊橋技術科学大学
 情報メディア基盤センター Information and Media Center

[Password authentication]

Username

Password

Do not remember account information in browser.
 Clear prior granting of permission for release of your information to this service.

Login

[Forgot your password?](#)

Choose "graduated or retiree".

The screenshot shows the top of the page with the university logo and the IMC (Information and Media Center) logo. Below the logos, the text reads "パスワード自己リセット" (Password self reset) and "Password self reset". There are two red buttons: the top one says "在学・在籍中の利用者はこちら" (Click here, if you are a current student or staff) and the bottom one says "卒業・退職済みの利用者はこちら" (Click here, if you are a graduate or retiree).

Permission window will be displayed, choose "Ask me again at next login" and click "Accept".

The screenshot shows a permission window with the text: "The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?". Below this, there is a section titled "Select an information release consent duration:" with three radio button options: "Ask me again at next login" (which is selected and has a red box around it), "Ask me again if information to be provided to this service changes", and "Do not ask me again". Each option has a corresponding bullet point explaining the consent. At the bottom, there are "Reject" and "Accept" buttons, with "Accept" having a red box around it.

Enter your username.

The screenshot shows the login page with the university logo and the IMC logo. Below the logos, the text reads "[Username authentication]" and "Username". There is a text input field for the username and a red "Login" button below it.

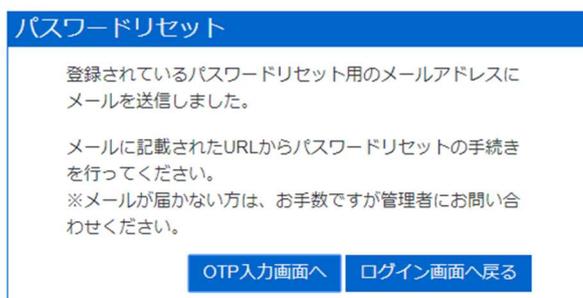
“Matrix authentication” screen will be displayed. Entry the value which corresponding to the coordinates on PC browser by referring to the authentication matrix code.

For example, if the value in row E and column 3 of "Notification of Your Matrix Code" is "64" and the value in row A and column 2 is 81, enter 6481... and so on. Repeat this for the number of coordinates shown.



The screenshot shows the login interface for the Information and Media Center. At the top left is the logo of the university (豊橋技術科学大学) and the IMC logo. Below the logos, the text "[Matrix authentication]" is displayed in blue, followed by "Enter your response." in black. A sequence of coordinates "F5 F3 D4 F1 C5 D1 E3 E5" is shown in bold black text. Below the coordinates is a white rectangular input field. At the bottom of the form is a red button with the word "Login" in white text.

Email which is containing the password for reset will be sent to your registered address for recovery of password. Select 「OTP 入力画面へ」 (To OTP input screen).



The screenshot shows a confirmation message for password reset. The title "パスワードリセット" (Password Reset) is in a blue header. The main text reads: "登録されているパスワードリセット用のメールアドレスにメールを送りました。" (An email has been sent to the registered email address for password reset.) followed by "メールに記載されたURLからパスワードリセットの手続きを行ってください。" (Please proceed with the password reset procedure from the URL provided in the email.) and a note: "※メールが届かない方は、お手数ですが管理者にお問い合わせください。" (If you do not receive the email, please contact the administrator at your convenience.) At the bottom, there are two blue buttons: "OTP入力画面へ" (To OTP input screen) and "ログイン画面へ戻る" (Return to login screen).

Enter the password in the email.



パスワード入力

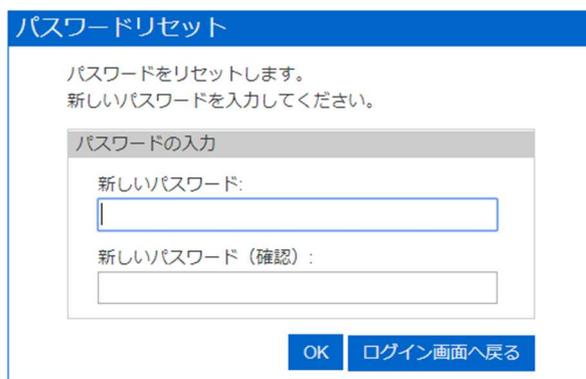
メールに記載されているリセット用のパスワードを入力してください。

リセットパスワード

.....

OK ログイン画面へ戻る

Enter the new password you want to set twice.



パスワードリセット

パスワードをリセットします。
新しいパスワードを入力してください。

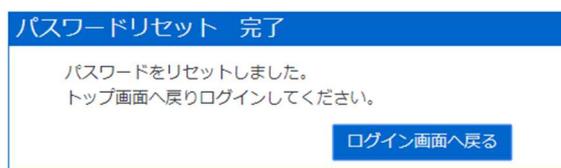
パスワードの入力

新しいパスワード:

新しいパスワード (確認):

OK ログイン画面へ戻る

If the password reset is successful, you will receive an email titled "豊橋技術科学大学情報システム用パスワードが変更されました/Your password for information systems of TUT has been changed" in both the lifetime email address and the password recovery email address issued by the university.



パスワードリセット 完了

パスワードをリセットしました。
トップ画面へ戻りログインしてください。

ログイン画面へ戻る

2-2. Change the password for the account

Same procedure as 2-1. **Resetting for forgetting your password.**

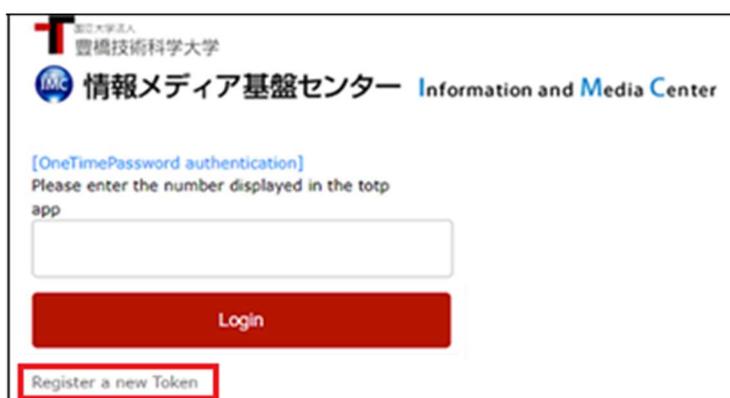
2-3. Resetting one-time password application

What to prepare:

- Your username
- Your password for the account
- Authentication matrix code

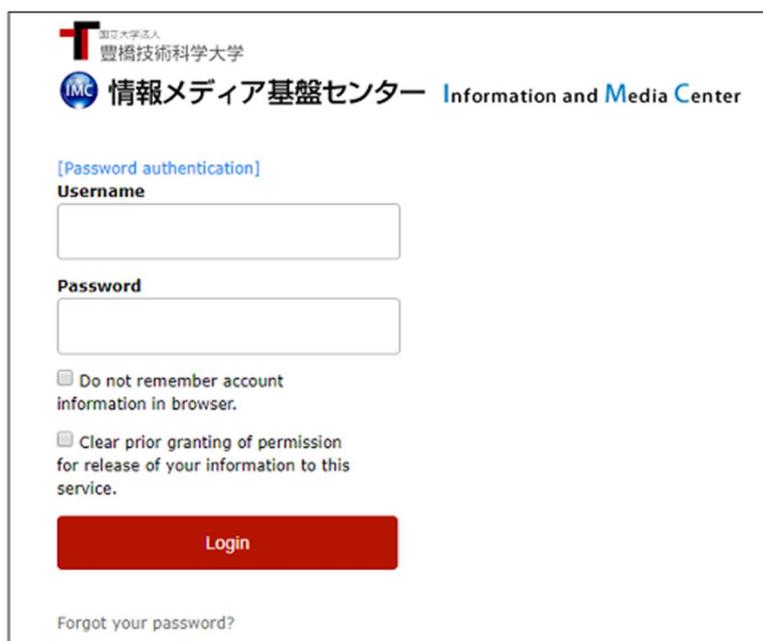
In the process to login Gmail, continue to one-time password entry window.

Click "Register a new Token" below.



The screenshot shows a login window for the Information and Media Center (IMC) at Toyouke University of Technology. The header includes the university logo and the text "豊橋技術科学大学" and "情報メディア基盤センター Information and Media Center". Below the header, there is a section titled "[OneTimePassword authentication]" with the instruction "Please enter the number displayed in the totp app". A text input field is provided for the code. Below the input field is a red "Login" button. At the bottom left, there is a red button labeled "Register a new Token" which is highlighted with a red box.

Enter your username and password.



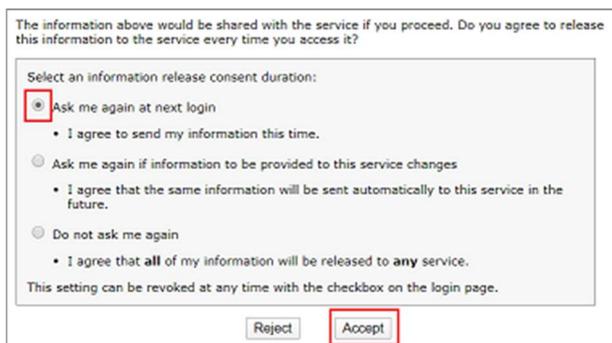
The screenshot shows a login window for the Information and Media Center (IMC) at Toyouke University of Technology. The header includes the university logo and the text "豊橋技術科学大学" and "情報メディア基盤センター Information and Media Center". Below the header, there is a section titled "[Password authentication]" with the label "Username" and a text input field. Below that is the label "Password" and another text input field. There are two checkboxes: the first is "Do not remember account information in browser." and the second is "Clear prior granting of permission for release of your information to this service." Below the checkboxes is a red "Login" button. At the bottom left, there is a link that says "Forgot your password?".

“Matrix authentication” screen will be displayed, enter the value corresponding to the displayed coordinates by referring to the authentication matrix code.



The image shows a login screen for the Information and Media Center (IMC) at Teikyo University. At the top left is the university logo and name in Japanese: 国立大学法人 豊橋技術科学大学. To the right is the IMC logo and name: 情報メディア基盤センター Information and Media Center. Below this, it says "[Matrix authentication] Enter your response." The main part of the screen displays a 3x3 grid of characters: F5 F3 D4 F1 C5 D1 E3 E5. Below the grid is a white text input field. At the bottom is a red button labeled "Login".

Permission window will be displayed, choose "Ask me again at next login" and click "Accept".



The image shows a permission window with the following text: "The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?" Below this is a section titled "Select an information release consent duration:" with three radio button options:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

At the bottom, there is a note: "This setting can be revoked at any time with the checkbox on the login page." and two buttons: "Reject" and "Accept".

Register one-time password application.

The procedures are the same as 1-1. **Register one-time password application.**