How to set up one-time password (TOTP) (From off-campus・OTP Manager)

TUT Information media center

Our university has introduced two-factor authentication (TOTP Manager) using one-time passwords which based on time to ensure identity and prevent unauthorized using of important systems. This authentication requires one-time passwords in addition to the username and password which user remembered to achieve strong authentication. A one-time password can be generated only on the smartphone which user owns.

Therefore, it is necessary to install an application for using TOTP Manager on your smartphone in advance and register it with University's user authentication system. This section describes the procedure for registering the application for Mac PC 'OTP Manager' in the authentication infrastructure system.

This document describes the procedure for setting from off-campus network. Please see https://imc.tut.ac.jp/totp for the procedure of setting from on-campus network.

The authentication method is switched depending on the type of access source network (on-campus or off-campus). For example, on-campus networks can be authenticated only with a username and password, but off-campus networks require TOTP authentication in addition to that. In this classification, the following networks are classified as "off-campus".

- Connection from off campus by VPN
- Wired guest network (e.g. The Village Tempaku network)
- Wireless network SSID: eduroam
- Wireless network SSID: tutguest

What to prepare

- Account Information Notification (This procedure requires your own username and password)
- Matrix code (From the document "Notification of Your Matrix Code")
- Environment which you can receive the password recovery email address

Please refer to https://imc.tut.ac.jp/passwordreset if you have not acquired the authentication matrix code or have not registered the password recovery email address.
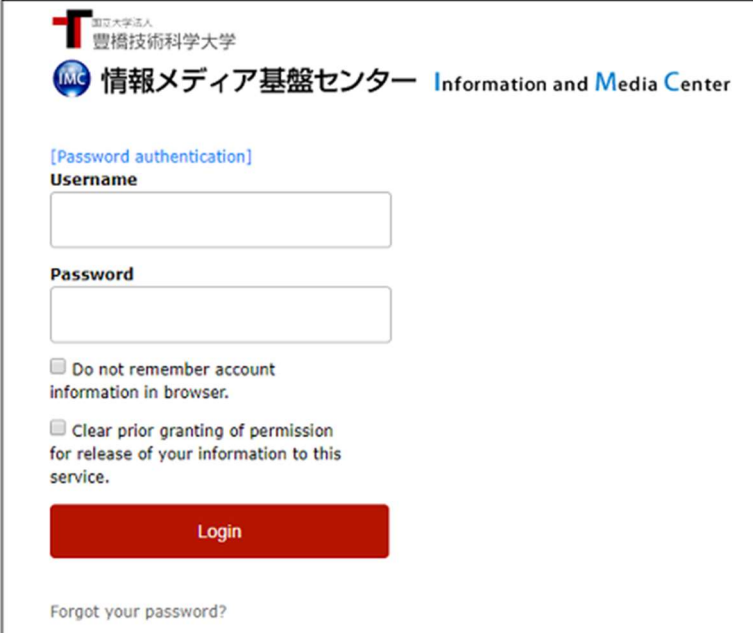
Procedure to register the one-time password App

1. Connect the PC and smartphone used for the setting to network.

2. Check the date and time on your PC and smartphone are correct.

3. Install OTP Manager from App Store,

   OTP Manager
     https://apps.apple.com/jp/app/otp-manager/id928941247

4. Display the "User Profile Maintenance" page in the browser of the PC.
To display the "User Profile Maintenance" page, click "Change password" in the quick menu
on the homepage of the Information Media Center (https://imc.tut.ac.jp/).

5. On the "Password Authentication" screen, entry username and password listed on
"Account Information Notification".

6. Click "Register the one-time password generator" on the User Profile Maintenance page.

7. "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 F and column 5 of "Notification of Your Matrix Code" is "12" and the value in row F and column 3 is 55, enter 1255··· and so on. Repeat this for the number of coordinates shown.

8. Select 'Agree'

9. The QR code and key will be displayed in the PC browser. Then, in step 11, enter the 「キー」(Key) in the entry field of OTP Manager.

※There is some possibility of being displayed "Registered" sign, even if you have not registered the one-time password application. In that case, click the "Reissue" button.
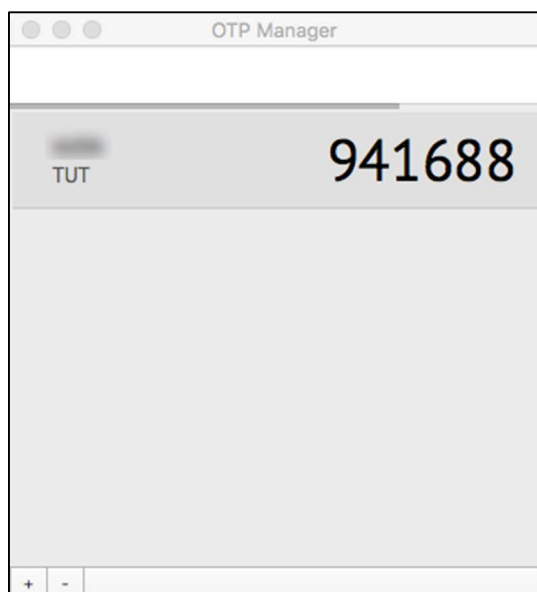
10. Start "OTP Manager". Following message will be displayed. Click the "Add your first account" button.
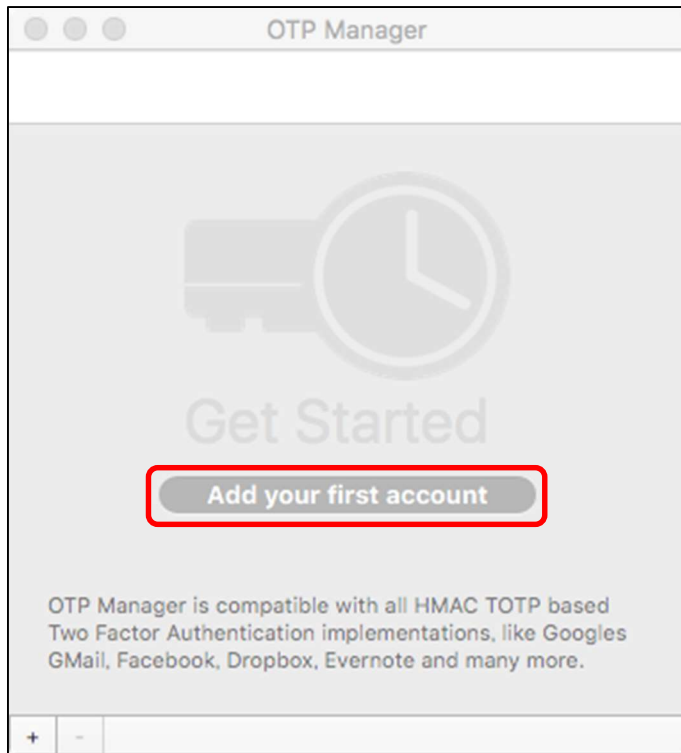
11. Click the "Add your first account" button, the following will be displayed. Enter each information and click the "Save" button.

   ✧ Issuer: Arbitrary string (e. g. TUT)
   ✧ Username: Arbitrary string (e. g. user ID etc.).)
   ✧ OTP Secret: "Key" value displayed in step 6

12. If the setting is successful, a 6-digit number will be displayed. Enter the number in the entry field of PC browser and click the "Register" button.

6-digit number displayed by the one-time password app

Click the "Register" button. Return key is invalid

13. Registration is completed when the PC browser displays "Processing completed successfully". Click the "OK" button.

14. After the registration, access the multi-factor authentication test page (https://example.imc.tut.ac.jp/mfa-test/) with PC browser and check the registered one-time password application works properly. If authentication is successful, the screen shown on the right is displayed.