

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.

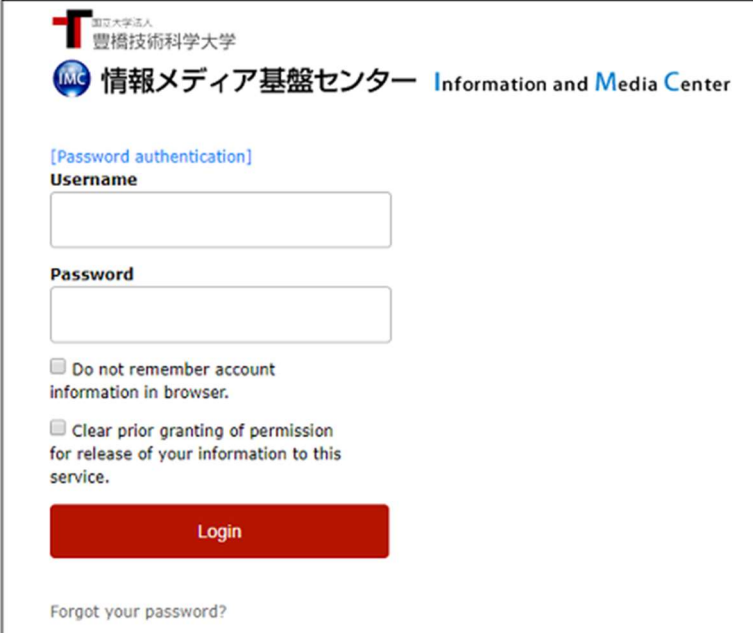
Procedure to register the one-time password App

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".



The screenshot shows the login page of the Information Media Center (IMC) at Tohoku University. At the top, there is a logo for Tohoku University (豊橋技術科学大学) and the IMC logo (情報メディア基盤センター). Below the logos, the text "[Password authentication]" is displayed. The form contains two input fields: "Username" and "Password". Below these fields, there are two checkboxes: "Do not remember account information in browser." and "Clear prior granting of permission for release of your information to this service." A red "Login" button is positioned below the checkboxes. At the bottom of the form, there is a link that says "Forgot your password?".

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.

	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

8. Select 'Agree'

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?

Select an information release consent duration:

☒ 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.

This setting can be revoked at any time with the checkbox on the login page.

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.

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

To register your one-time password (OTP) generator to the university authentication system, follow the steps below.


1. Install a OTP generator such as Google Authenticator or Microsoft Authenticator to your smartphone.

iPhone/iPad

Android

[Google Authenticator](#)
[Google Authenticator](#)

[Microsoft Authenticator](#)
[Microsoft Authenticator](#)
2. Scan the QR code below with your OTP generator. If your OTP generator does not read the QR code correctly, manually enter the registration key KAKVDZBBJWZT6GPL into your OTP generator.



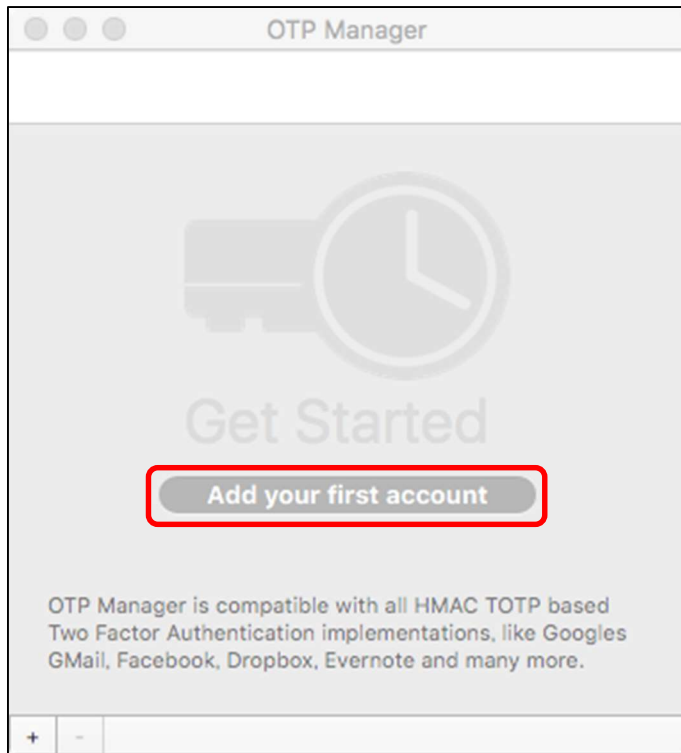
キー : KAKVDZBBJWZT6GPL
3. Enter the 6-digit one-time password generated by your OTP generator and press the "Register" button.

※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.

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

Your one-time password (OTP) generator has already been registered to the university authentication system. Do you need to overwrite its registration?
If you need to overwrite its registration, click the "Re-register" button.
If you do not need to do so, click the "Logout" button.

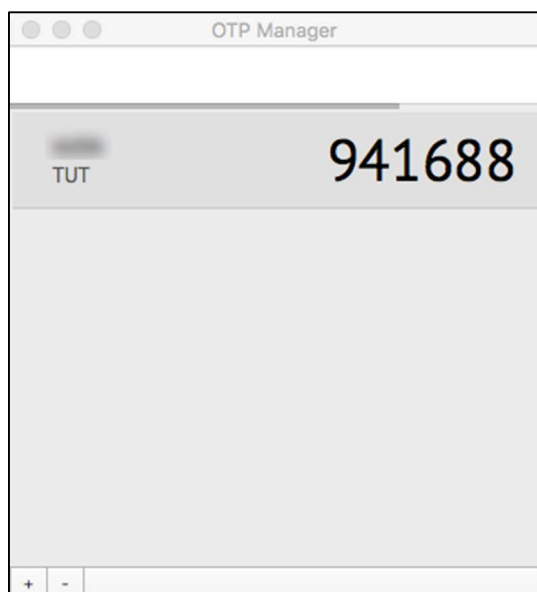
10. Start "OTP Manager". Following message will be displayed. Click the "Add your first account" button.



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.



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

To register your one-time password (OTP) generator to the university authentication system, follow the steps below.

1. Install a OTP generator such as Google Authenticator or Microsoft Authenticator to your smartphone.
iPhone/iPad **Android**
Google Authenticator Google Authenticator
Microsoft Authenticator Microsoft Authenticator
2. Scan the QR code below with your OTP generator. If your OTP generator does not read the QR code correctly, manually enter the registration key KAKVDZBBJWZT6GPL into your OTP generator.

キー : KAKVDZBBJWZT6GPL
3. Enter the 6-digit one-time password generated by your OTP generator and press 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.

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

多要素認証のテストページ

このページを閲覧するためには、ワンタイムパスワードまたは職員証によって認証する必要があります。現在このメッセージを表示できているあなたは、正常に多要素認証の設定ができています。

Multi-Factor Authentication Test

This page requires the multi-factor authentication (MFA) using your one-time password app or your ID card. You have successfully configured the MFA since you can view this message.

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