

# How to set up one-time password (TOTP) (Microsoft Authenticator)

TUT Information media center

At our university, we have introduced two-factor authentication (hereinafter referred to as TOTP authentication) using a one-time password based on the time of day in order to ensure identity verification and prevent unauthorized use when using important systems. In this authentication, in addition to the user name and password that the user remembers, a one-time password that can be generated only on the smartphone owned by the user is used to achieve strong authentication. Therefore, it is necessary to install an application for using TOTP authentication on your smartphone in advance and register it with the University's user authentication system. This section describes the procedure for registering the one-time password application Microsoft Authenticator in the authentication infrastructure system.

In some systems, 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 user name and password, but off-campus networks require TOTP authentication in addition to that. In this judgment, the following networks are classified as "off-campus".

- Connection from off-campus by VPN
- Wired guest network (Village Tenpaku etc.)
- Wireless network SSID: eduroam
- Wireless network SSID: tutguest

## One-time password application installation and registration procedure

1. Connect the PC and smartphone used for setting work to the campus network
2. Make sure the date and time on your PC and smartphone are correct.
3. Install Microsoft Authenticator on your smartphone.

- Microsoft Authenticator

iOS: <https://apps.apple.com/jp/app/microsoft-authenticator/id983156458>

Android: <https://play.google.com/store/apps/details?id=com.azure.authenticator>

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. Click Register One-Time Password App on the User Profile Maintenance page.

The screenshot shows the 'User Profile Maintenance' page. The left sidebar menu includes: 'パスワード変更' (Change Password), 'プロフィールメンテナンス' (Profile Maintenance), '印刷機能の確認' (Check printing function), '教育用システムディスク利用状況' (Educational System Disk Usage Status), 'ワンタイムパスワードアプリを登録する' (Register the one time password generator) - which is highlighted with a red box, and '認証用マトリクスコードの表示' (Show your authentication matrix code). The main content area is titled 'パスワード変更' and contains the following fields: '氏名 - Name', '現在のパスワード - Old Password', '新しいパスワード - New Password', and '新しいパスワード (確認) - Confirm New Password'. Below the fields are the password requirements: '◆パスワードは即座に反映されます◆' (Your password change is reflected immediately), '◆パスワードは次の基準を満たして下さい◆' (Your password must meet the following requirements), and a list of requirements: '・12文字以上であること。' (It must be longer than twelve letters.), '・英数字もしくは以下の記号からなること (全角文字・空白は使用不可) 。' (It must be composed of alphabet letters, numbers, and the following symbols. '!'#\$%&'()\*+,-./:;<=>?@A-Z[a-z]0-9'), '・大文字小文字数字記号のうち3種類を含むこと。' (It must include at least three types of characters among uppercase, lowercase, numbers and symbols.), '・新しいパスワードは旧パスワードと異なること。' (It must be different from the old password.), '・他人に推測されやすいパスワードではないこと。' (It must not be easily guessed by others. (User ID or alphanumeric string is not allowed)), and '・(ユーザIDや英字氏名と同じ文字列は設定不可)' (it cannot contain your username, surname, and given name). A '保存' (Save) button is at the bottom.

※ The "Register One Time Password App" page cannot be accessed from outside the university.

6. The QR code will be displayed on the browser. Start the one-time password application installed on the smartphone and scan the displayed QR code.



※Even if you have not registered the one-time password application, "Registered" may be displayed. In that case, click the "Reissue" button.

Follow the steps below on the Microsoft Authenticator app side.

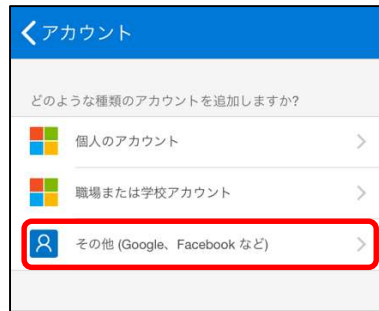
- ① Tap 「アカウントを追加」 (Add your account)



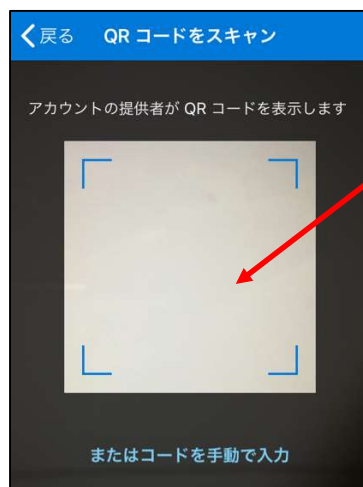
- ② "Do you have a backup?" Is displayed, so tap "Continue".



- ③ When asked "What kind of account do you want to add?", Select "Other (Google, Facebook, etc.)".



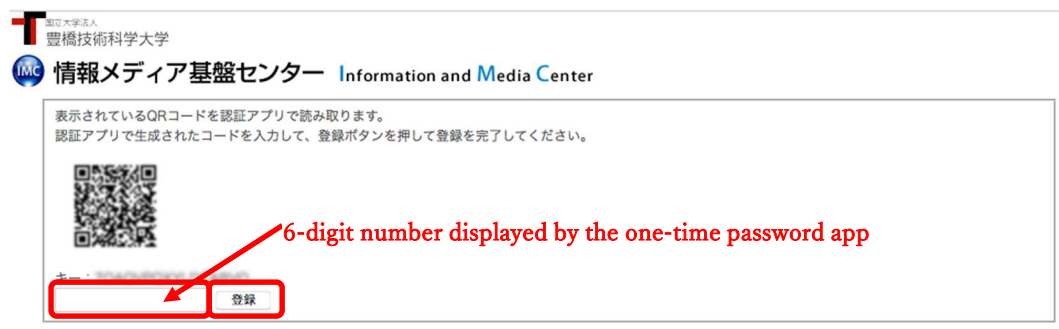
- ④ The "Scan QR code" screen will appear. Scan the QR code displayed on the browser.



When the QR code is displayed in the blue frame, it will be automatically scanned and a 6-



7. If the scan is successful, a 6-digit number will be displayed. Enter the number in the input field of the browser and click the "Register" button.



8. Registration is completed when the message "Processing completed successfully" is displayed on the browser. Click the "OK" button.