How to reset your Password

TUT Information media center

This document describes the procedure to reset the password of the account for information systems and networks of the University from outside the campus.

Ready to reset own password

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

If you have not registered a password recovery email address, follow the procedure below.

1. Take a picture of your ID or scan it.
2. Send email to the address table below indicates.
    - ●Title: Request for setting password recovery email address
    - ●Attachment: Your ID image/photograph
3. Staff will conform your identification by telephone contract or video conference.
4. After conformation, your password recovery email will be set.

Status	Attachment	Responsible	Email address for submission	MEMO
Student	Student ID's picture	Educational affair division	kyoumu@office.tut.ac.jp	Write contact phone number
International student	Student ID or Passport	International student section	ryugaku@office.tut.ac.jp	
Faculty and staff	ID card	Educational affair division (information system)	jyoho@office.tut.ac.jp	

The verification matrix code will be mailed to all students from April 27th. For international

students, please follow the instructions from the staff. If the faculty member asks the staff to set the password recovery email address, the matrix code will be also distributed when the setting is completed.

How to reset your Password

1. From the Information Media Center web page, click the quick menu "Profile Maintenance". Click "Forgot your password?" button on the "Password Authentication" screen.

2. On the "Password self-reset" screen, click "Click here if you are a student / at work".

3. Select 「Agree」

4. Enter your username.

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

For example, if the value in row F and column 5 of the authentication 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

6. Email which is containing the password for reset will be sent to your registered address for recovery of password. Select 「進む Next」(To Next).

パスワードリセット
Password reset

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信しました。
メールに記載のURLから、パスワードリセット手続きを進めて下さい。

An email has been sent to the registered mail address for password recovery.
Please proceed with the password reset procedure from the URL in the email.
※メールが届かない場合は、管理者にお問い合わせください。
If you do not receive the email, please contact the system administrator.

進む Next	戻る Back

7. Enter the password in the email.

臨時パスワード
Temporary password

メールに記載されている臨時パスワードを入力して下さい。
Please enter the temporary password provided in the email.

臨時パスワード
Temporary password

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8. Enter the new password you want to set twice.

9. If the password reset is succeed, you will receive 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.
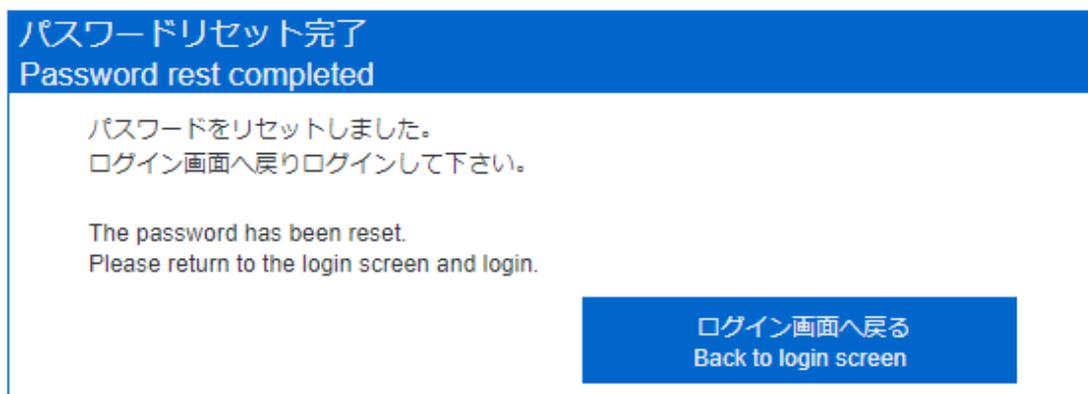
If you receive a notification email even though you did not reset it yourself, there is a possibility that an account takeover attack has been performed. In that case, please contact the support center of the Information Media Center immediately.

The support center of the Information Media Center
Email address: supports@imc.tut.ac.jp