

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.

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[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?

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

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パスワード自己リセット
Password self reset

在学・在籍中の利用者はこちら
Click here, if you are a current student or staff

卒業・退職済みの利用者はこちら
Click here, if you are a graduate or retiree

3. 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.

4. Enter your username.


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[Username authentication]

Username

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


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[Matrix authentication]

Enter your response.

F5 F3 D4 F1 C5 D1 E3 E5

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	17	12	20

Note: In the original image, a blue box highlights the '5' in the header row, a blue arrow points down from it to the '12' in row F, a blue box highlights the '12', and a blue arrow points left from it to the '55' in row F. A red 'Sample' watermark is overlaid on the table.

- 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

- 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

進む
Next

戻る
Back

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



新しいパスワード
New password

新しいパスワードを入力してください。
Please enter the new password.

パスワードの入力
Enter password

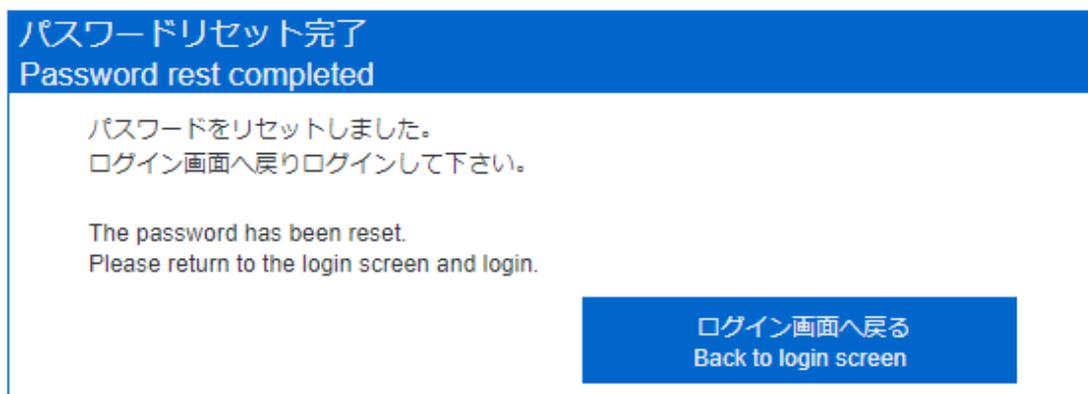
新しいパスワード
New password
.....

新しいパスワード (確認)
New password (confirm)
.....

進む
Next

戻る
Back

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.



パスワードリセット完了
Password rest completed

パスワードをリセットしました。
ログイン画面へ戻りログインして下さい。

The password has been reset.
Please return to the login screen and login.

ログイン画面へ戻る
Back to login screen

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