How to setting one-time password(TOTP) (From off-campus・Microsoft Authenticator)

TUT　Information media center

Our university has introduced two-factor authentication (TOTP authentication) 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 user name 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 authentication on your smartphone in advance and register it with University's user authentication system. This section describes the procedure for registering the one-time password application 'Microsoft Authenticator' 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.

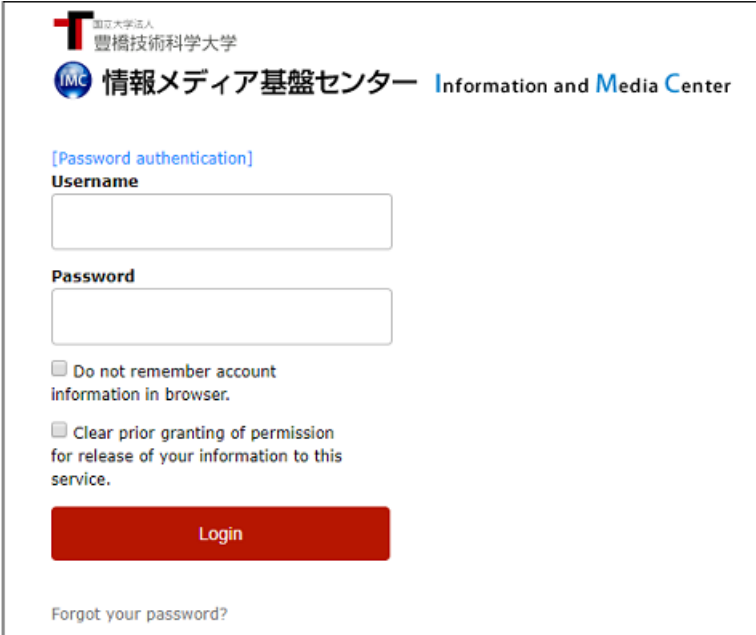## Procedure of registering the one-time password App

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

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

3. Install Google 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 "User Profile Maintenance" page in the PC browser.
   To display the "User Profile Maintenance" page, click "Change password" in quick menu on
   the home page 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 will be displayed on PC browser. Start Google Authenticator on the smartphone and scan the QR code.

※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.
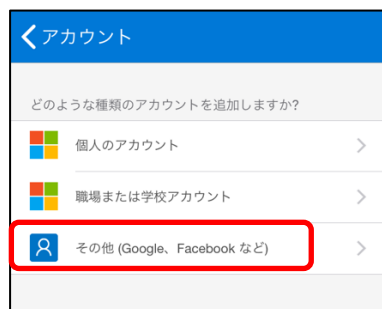
Follow the steps below on the Google Authenticator app.

① Tap 「アカウントを追加」(Add account)

②「バックアップがありますか？」(Do you have a backup?) is displayed, tap "Continue".

③「どのような種類のアカウントを追加しますか?」(What kind of account do you want to add?)
is displayed. Select 「その他(Google,Facebook など)」(Other (Google, Facebook, etc)).

④「QR コードをスキャン」(Scan the QR code) screen will appear. Scan the QR code displayed
on the PC browser.
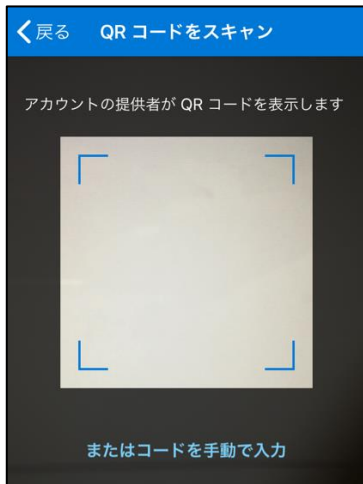
When the QR code is displayed in blue frame, it will be scanned automatically and a 6-digit number will be displayed as shown below.

10. If you're successful with the scan, a 6-digit number will be displayed. Enter the number in the entry field of the PC browser and click the「登録」 "Register" button.

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

Click the "Register" button. Return key is invalid

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