How to setting TOTP(One-time password) (Off campus・OTP Manager)

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 by 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 a smartphone etc. in advance and register it with the University's user authentication system. This section describes the procedure for registering the one-time password application OTP Manager running on MacOS in the authentication infrastructure system.

This document describes the procedure for setting up from off-campus. Please see https://imc.tut.ac.jp/totp for the procedure when setting from the campus.

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　(e.g. The Village TEmpaku network)
- Wireless network SSID: eduroam
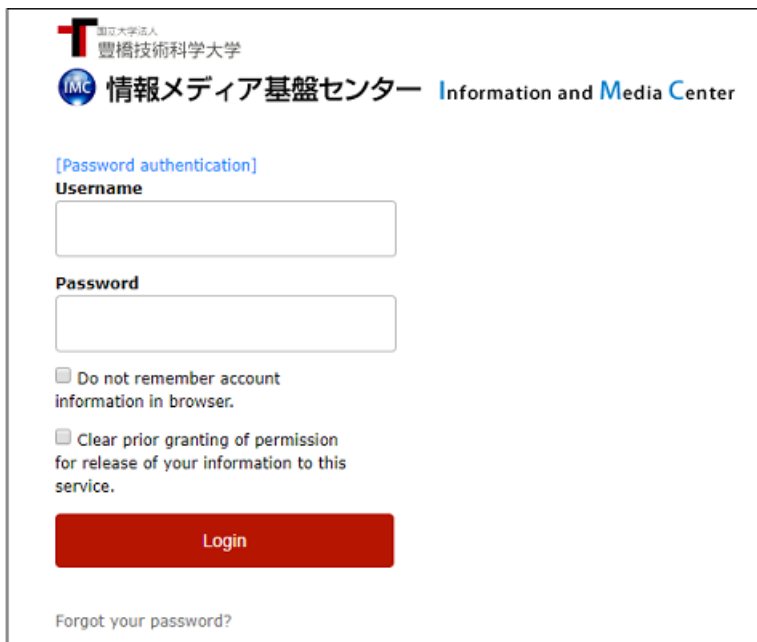- Wireless network SSID: tutguest

What to prepare

- The account notice(Need own account and password)
- Matrix code
- Environment where 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.

How to register the one-time password App

1. Connect the PC and smartphone used for the setting work to network.

2. Make sure 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, enter the user name and password listed on the
   account notice.

6. On the User Profile Maintenance page, click Register One Time Password App.

7. On the "Matrix authentication" screen, enter the value corresponding to the displayed coordinates by referring to the authentication matrix code.

For example, if the value in row Fand 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.

8. Select Agree

9. The QR code and key will be displayed in the browser. Then, in step 11, enter the value of the "key" in the input field of OTP Manager.

※Even if you have not registered the one-time password application, "Registered" may be displayed. In that case, click the "Re register" button.
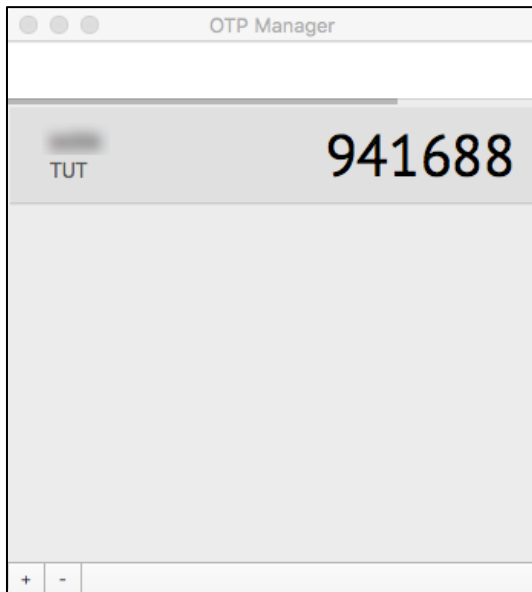
10. Start "OTP Manager". When it starts up, the following message will be displayed. Click the "Add your first account" button.
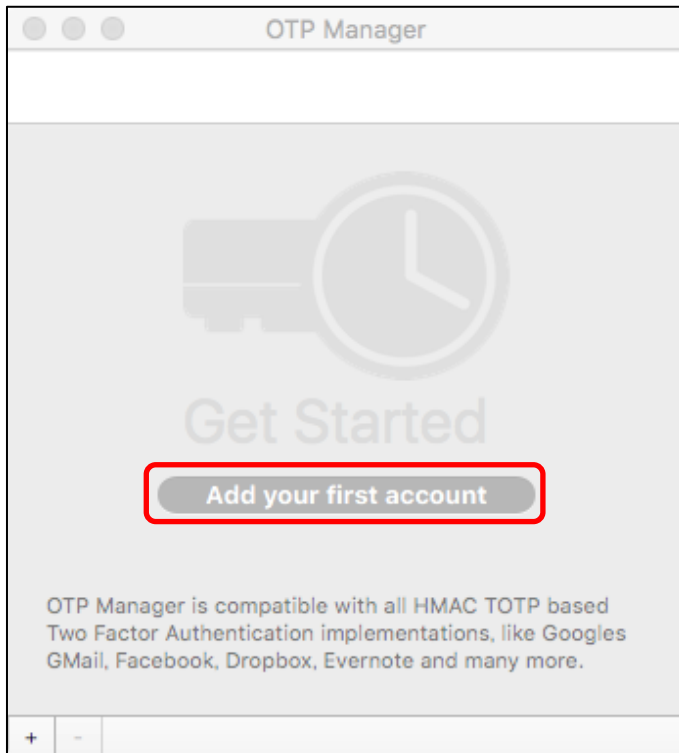
11. Click the "Add your first account" button, and the following will be displayed. Enter the values and click the "Save" button.

✧ Issuer: Any character string (eg TUT)
✧ Username: Arbitrary character string (Example: 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 input field of the browser and click the "Register" button.

13. The registration is complete when the browser displays "Process completed successfully." Click the "OK" button.