

# Multi-Factor Authentication Setup Manual S

~ For those who are going to display the second factor on the smartphone ~

Feb. 21, 2023

Complete the all steps from Step 1 to Step 4 in this order.

## Step1: Initial Settings

1. Preparation (Install the TOTP<sup>\*1</sup> display application)
2. Formatting TOTP and the authentication setting

## Step2: Confirmation for the multi-factor authentication usage(Display TOTP on a smartphone application)

1. Display TOTP on a smartphone application to confirm availability of the multi-factor authentication

## Step3: OTP mail reception settings

1. Register an email address to receive an OTP<sup>\*2</sup> by email

## Step4: Confirmation for the multi factor authentication usage(Receive an OTP by email)

1. Receive an OTP by email to confirm availability of the multi-factor authentication

\*1 TOTP ... Time-based One Time Password

\*2 O T P ... One Time Password

## Cautions

- ◆ Be careful not to be visible to others your procedure of initial settings such as QR code and setting files. There is a risk of unauthorized access.
- ◆ When you change your smartphone, make sure to transfer the data.
- ◆ For those who also use the TOTP display app for web browsers, see "Multi-Factor Authentication Setup Manual Supplement 2" for knowing how to transfer the data.
- ◆ For those who cannot transfer the data because of smartphone's broken/lost and furthermore don't install the TOTP app in the browser, try at first to login with OTP. Secondly, try to initialize the settings.

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For the latest information and its details, see the Multi-Factor Authentication User's Guide website:

<https://u.kyoto-u.jp/mfa>

Contact us:

<https://www.iimc.kyoto-u.ac.jp/en/inquiry/?q=ninsho>

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## Step1: Initial settings

### 1. Preparation (Install the TOTP display application)

#### ① Confirm the clock of smartphone in which you are going to set up TOTP

Calculation of TOTP uses the clock on a smartphone. Not being right of the clock leads to a wrong TOTP calculation, so that you cannot log in. Adjust the clock by automatic setting or manual setting.

- **Make sure to adjust the clock. Even by a few minutes' difference it hinders the step 1-2 "Formatting TOTP and the authentication setting".**

#### ② Install the application "Authenticator" in your smartphone

##### Those who install the app in the first time :

(1) Install the app.

For iPhone : Google Authenticator.

<https://apps.apple.com/jp/app/google-authenticator/id388497605>

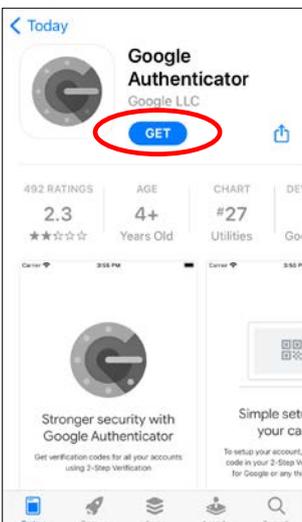


For Android : Google Authenticator.

<https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2>



(2) Tap "GET". (this screen is an iPhone's)



##### Those who already installed the app :

(1) Click the app's icon.  
(this screen is an iPhone's)



(2) Tap "+".

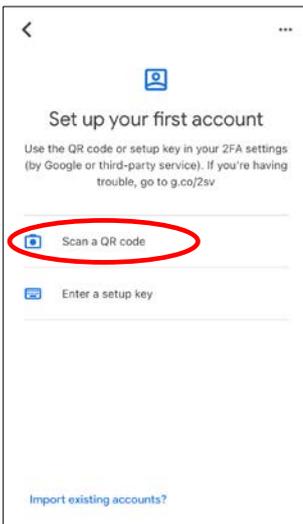


### Those who install the app in the first time :

(3) Tap "Get Started".



(4) Tap "Scan a QR code" to switch into scan mode.



➤ At "2. Formatting TOTP and the authentication setting" you will use scan mode.

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## 2. Formatting TOTP and the authentication setting

### ① Set the multi-factor authentication system

- (1) From a web browser that is **NOT INSTALLED IN SMARTPHONE**, access the multi-factor authentication system setting site (<https://auth.iimc.kyoto-u.ac.jp/user/>), put your SPS-ID and password, and click the "Login" button.



Kyoto University Authentication System

ログイン / Login

ユーザー名 / Username

パスワード / Password

ログイン / Login

- (2) Select "One Time Password (token)" from the pulldown menu and click "選択/Select".



Kyoto University Authentication System

ログイン / Login

認証方式 / Authentication Method

One-Time Password(Token)

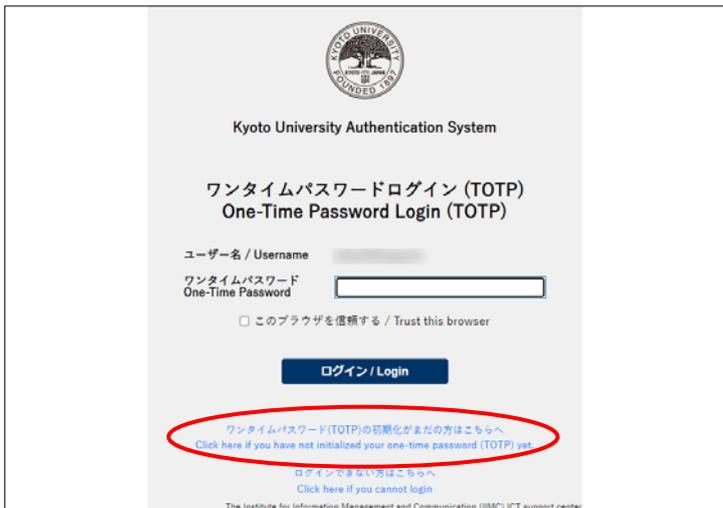
選択 / Select

認証方式を選択してください  
Please select an authentication method

[認証方法が分からない方はこちらへ](#)  
Do not know how to login?

The Institute for Information Management and Communication (IIMC) ICT support center

- (3) Click "Click here if you have not initialized your one-time password (TOTP) yet."



Kyoto University Authentication System

ワンタイムパスワードログイン (TOTP)  
One-Time Password Login (TOTP)

ユーザー名 / Username

ワンタイムパスワード / One-Time Password

このブラウザを信頼する / Trust this browser

ログイン / Login

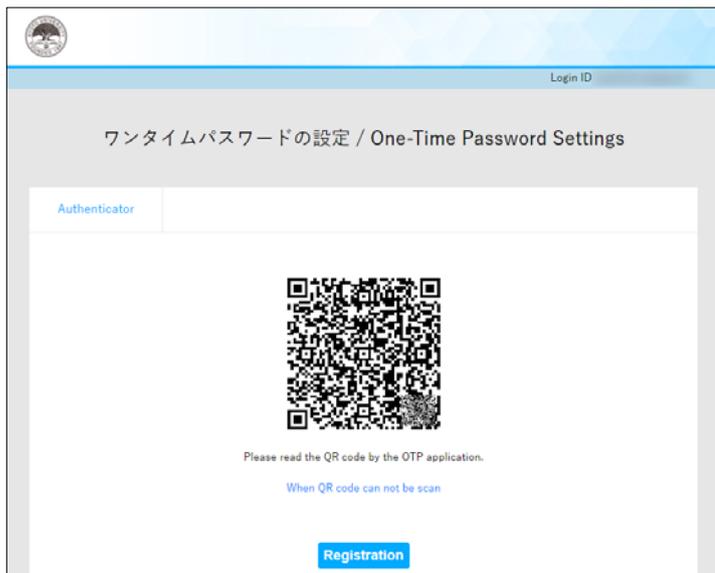
ワンタイムパスワード (TOTP) の初期化がまだの方はこちらへ  
Click here if you have not initialized your one-time password (TOTP) yet

[ログインできない方はこちらへ](#)  
Click here if you cannot login

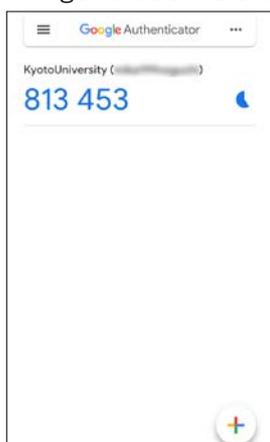
The Institute for Information Management and Communication (IIMC) ICT support center

## ② Formatting TOTP

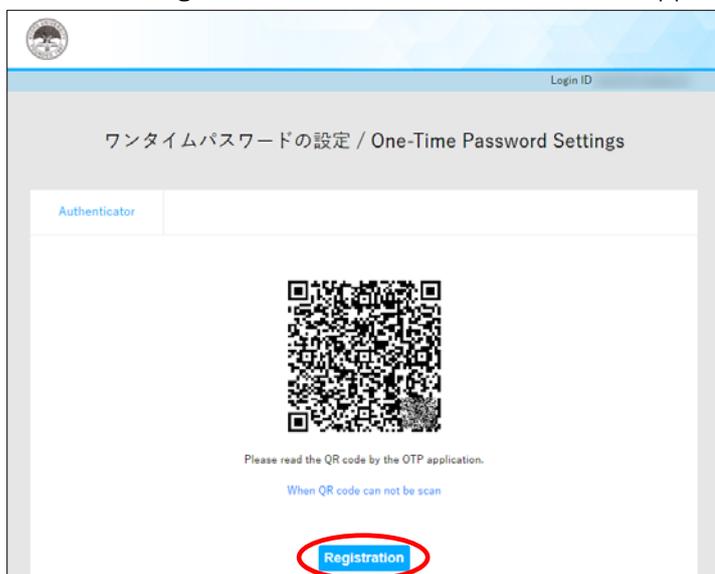
(1) Scan a QR code that appears on the screen, with your smartphone's Authenticator app in scan mode.



(2) After scanning, the six-digit number appears on your smartphone's Authenticator. From this moment TOTP generation is available on your smartphone.

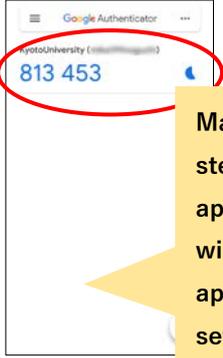
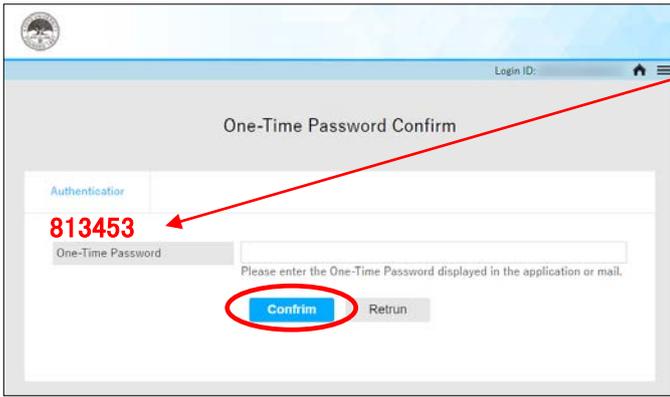


(3) Click "Registration" to link the Authenticator app with the multi-factor authentication system in campus.



### ③ TOTP confirmation

(1) Put the six-digit number appearing on the Authenticator app and click "Confirm".



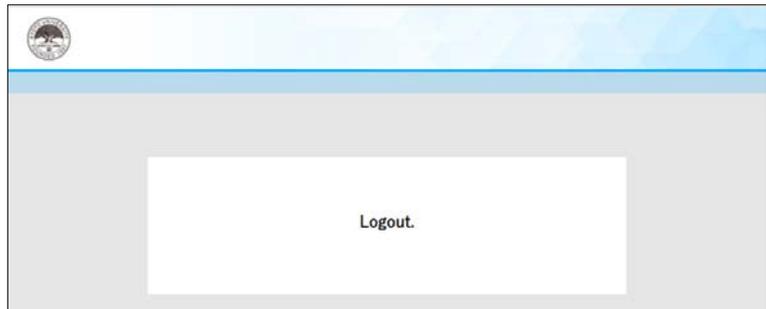
Make sure to carry out this "Confirm TOTP" step, for completing preparation to link the app and the authentication system, or you will not be able to login with the TOTP that appears on the Authenticator if you stop the settings at this step.

If the clocks on the PC and smartphone aren't correct, you can't be authenticated/login through you put TOTP/ the six-digit number. To display a correct TOTP, definitely verify the clocks.

### ④ Logout from the setting page

After the window changes to the setting completion screen, click the menu icon that appears on the upper right corner and select "Logout".

➤ This Logging out is necessary for the next step that is operation confirmation of the multi-factor authentication.



## Step2: Confirmation for the multi-factor authentication usage(Display TOTP on a web browser)

### 1. Display TOTP on the smartphone to confirm availability of the multi-factor authentication

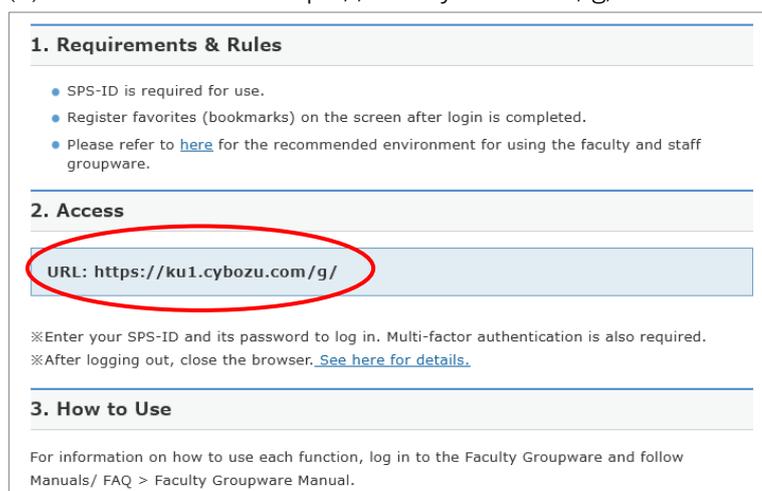
#### ① Access to the staff portal and confirm availability of the multi-factor authentication

(1) Access to the Institute for Information Management and Communication's site( <https://www.iimc.kyoto-u.ac.jp/en/> ).

(2) Click on "Portal Site for Faculty & Staff" in "Services for Faculty & Staff" on the home page.



(3) Click on "URL : <https://ku1.cybozu.com/g/>" in "2. Access".



(4) Put SPS-ID and password, and click "Login".



It may occur that the following "Select Authentication Method" screen appears despite that this screen doesn't appear. In this case, it is not a problem to skip this process.

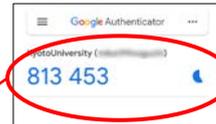
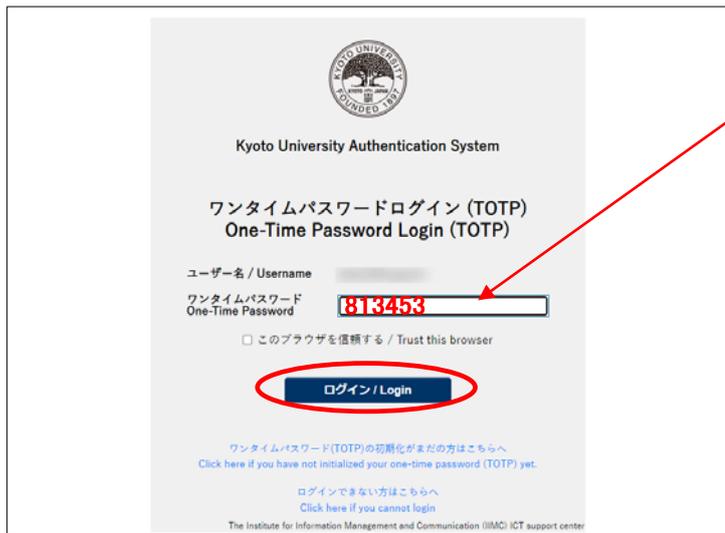
## ② Selecting the Authentication Method

Select “One Time Password (token)” in the pulldown menu and click “Select”.



## ③ Login with One Time Password

Put the six digit number appearing on Authenticator app in the smartphone, put a check in “Trust this browser” and click “Login”.

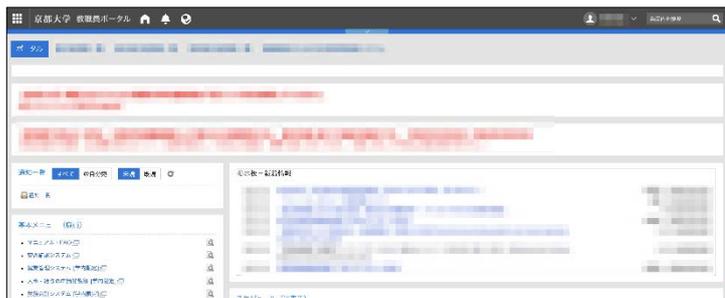


By putting a check in “Trust this browser”, you will be able to login only with SPS-ID and password for a certain period.

Do not put a check in “Trust this browser” if you share the PC with others, or it may reduce security.

## ④ Authentication setting completed

When the screen changes into this, the initial settings have been completed.



➤ Do not close this window and proceed to the step 3. Ensure to carry out the step 3 to deal troubles such as not appearing One Time Password and broken down of PC.

## Step3: OTP mail reception settings

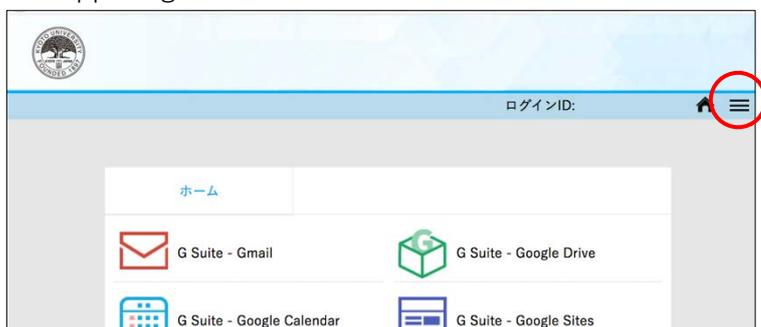
Settings for receiving OTP via email.

- **This OTP receive settings via email is for dealing with the case of forgetting or breaking out of a smartphone. It is supposed to be used when you can't use or confirm TOTP.**  
**Register your email address that is NOT your KUMail address and that you can check in your office by your smartphone or web browser, because with your KUMail address, confirmation to receive is too difficult.**

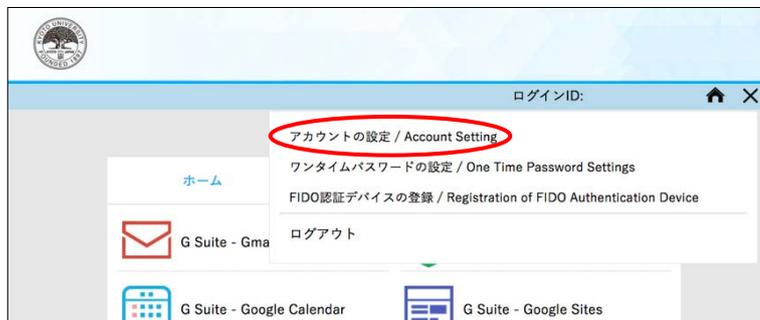
### 1. Register an email address to receive an OTP by email

#### ① Set up an email address to inform in "Account Settings"

- (1) Access the Setting Page (<https://auth.iimc.kyoto-u.ac.jp/user/>) and click the Menu icon appearing in the upper right.

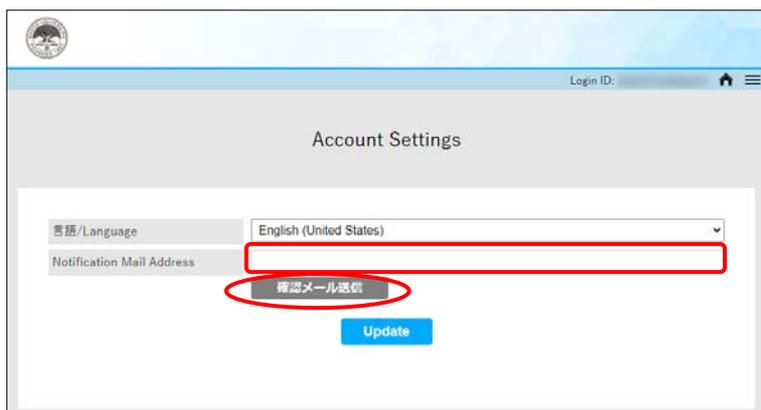


- (2) Select "Account Setting".



- (3) Put your email address for receiving the one-time password and click “確認メール送信”.

- **Do not register a KUMail address ! Inscribe an email address that you can receive with a web browser or smartphone in your office. Also do not use an email address, even if it is not KUMail, that is settled to forward emails into KUMail address.**

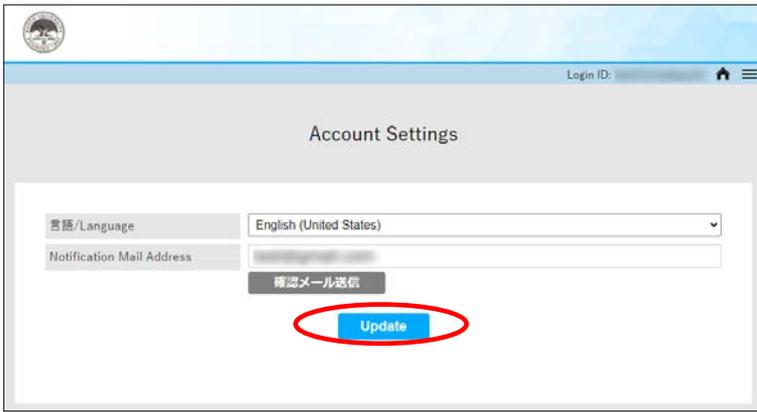


**Do not register a KUMail address !**  
~~kyodai.taro.1a@kyoto-u.ac.jp~~

References :

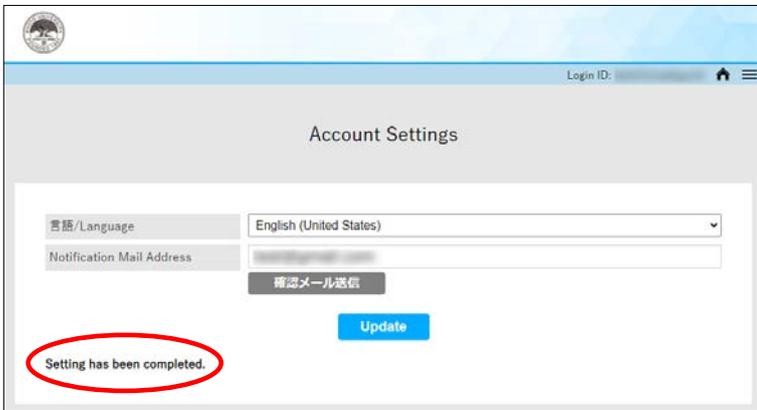
KUMail: Kyoto University Mail for faculty and staff  
<http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumail/>

(4) Confirming to receive with the registered email address, click “Update”.



The screenshot shows the 'Account Settings' page. At the top, there is a header with a logo and 'Login ID:'. Below the header, the page title is 'Account Settings'. There are two input fields: '言語/Language' with a dropdown menu set to 'English (United States)', and 'Notification Mail Address' with a text input field. Below the 'Notification Mail Address' field is a button labeled '確認メール送信'. At the bottom of the form area, there is a blue 'Update' button, which is circled in red.

(5) Setting has completed when it appears “Setting has been completed.”.



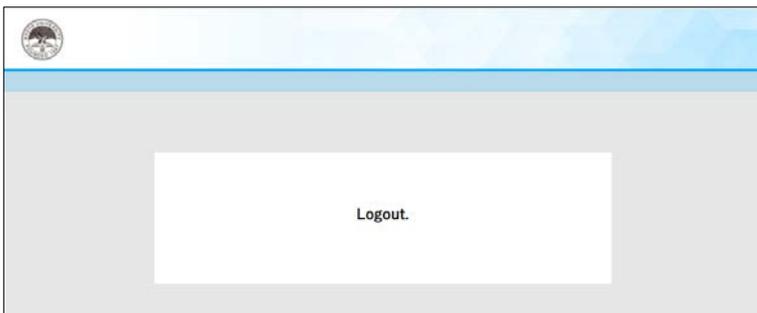
The screenshot shows the 'Account Settings' page after the update. The 'Update' button is now disabled. A message 'Setting has been completed.' is displayed at the bottom left of the form area, circled in red. The '言語/Language' dropdown is still set to 'English (United States)', and the 'Notification Mail Address' field is visible with the '確認メール送信' button below it.

## Step4: Confirmation for the multi factor authentication usage (Receive an OTP by email)

### 1. Receive an OTP by email to confirm availability of the multi-factor authentication

#### ① Confirm completion of Step 3

(1) Access to the link for logout (<https://auth.iimc.kyoto-u.ac.jp/pub/logout.php>) and logout from all authentication including the multi-factor authentication.



The screenshot shows a simple page with the text 'Logout.' centered in a white box on a light gray background.

Ensure to access the URL and absolutely to logout. Otherwise, the next step “Select the authentication method” is skipped and you login directly, that means you cannot confirm about OTP receiving settings.

- (2) Access the Multi- factor authentication system setting page (<https://auth.iimc.kyoto-u.ac.jp/user/>), put your SPS-ID and password and click “Login”.



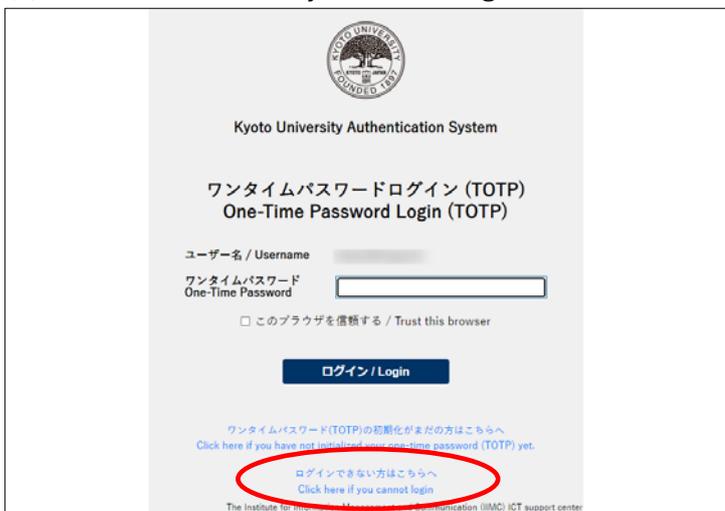
It may happen that the following “Authentication Method” screen comes out without this screen appearing. In this case, you can proceed to the step.

## ② Select the authentication method

- (1) Select “One Time Password (token)” from the pulldown menu and click “選択/Select”.



- (2) Click “Click here if you cannot login”.

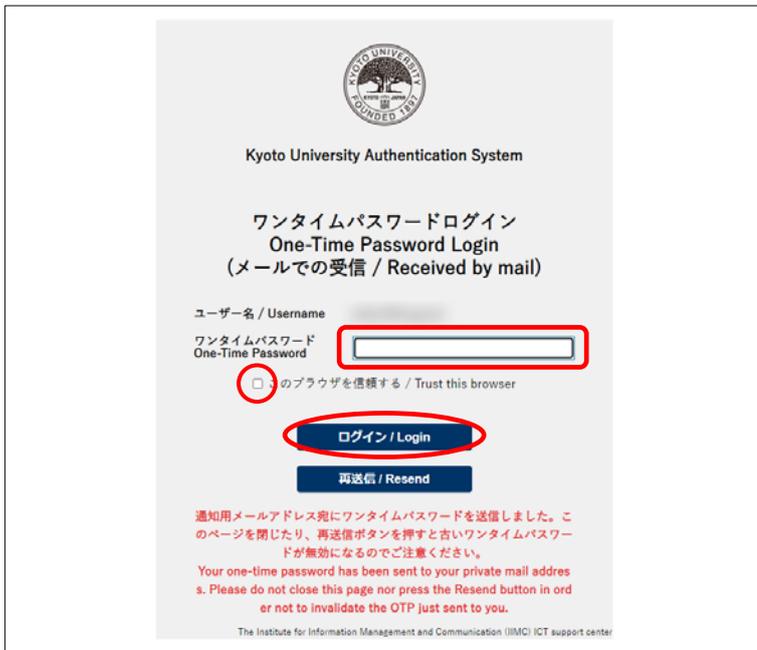


- (3) “Confirm” window for sending the One Time Password appears. Click “Yes”.
- By clicking it, a one-time password will be sent to the email address that you registered.



### ③ One Time Password Login

Put the OTP that has arrived at the registered email address, mark a check in “Trust this browser” and click “Login” .



By putting a check in “Trust this browser”, you will be able to login for a while with only SPS-ID and password.

Do not put a checkmark in “Trust this browser” if you share a PC with others, otherwise it leads to decreased security.

### ④ When this screen appears, the settings have been completed.

