

Multi-Factor Authentication Setup Manual W

~For those who are going to display the second factor on the web browser for PC~

Feb. 21, 2023

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

Step1: Initial Settings

1. Preparation (Install the TOTP^{※1} display application)
2. Formatting TOTP and the authentication setting

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

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

Step3: OTP mail reception settings

1. Register an email address to receive an OTP^{※2} 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.
- If you share one PC with multiple persons without separating accounts for each user, it is necessary to use each one's smartphone for multi-factor authentication because it is impossible to set up in the PC by each user. Read the "Multi-factor Authentication Setup Manual S" for your settings.
- To set TOTP on multiple browsers such as in following cases, you need to change the setting procedure from the second browser. Use this manual for the first browser and for the second and later, use the Multi-factor Authentication Setup Manual Supplement 1.
 - Display TOTP on multiple browsers, such as a PC at home or a laptop.
 - Change your PC by staff reshuffle or buying a new one.
 - Use multiple browsers on one PC.

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>

Step1: Initial Settings

1. Preparation (Install the TOTP display function on the browser)

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

Calculation of TOTP uses the clock on a PC. 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 extension "Authenticator" in your browser

Install the extension "Authenticator" in your PC's web browser.


- **Select between two required browsers, Chrome or Firefox.**

It is impossible to install the Authenticator into Safari or Edge. You absolutely need to use Chrome or Firefox for setting up. However, with a TOTP obtained via required browsers, you can also login with Safari and Edge. About usage apps for smartphones, refer to the Multi-Factor Authentication Manual Supplement1.

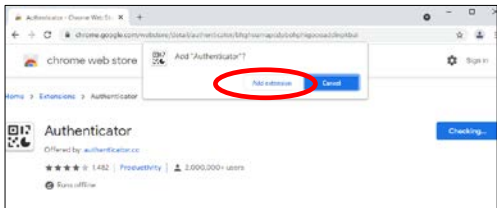



 **Chrome** ※The screen appearance may be different depending on PC environment

(1) Access to this URL and click "Add to Chrome".
<https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai>

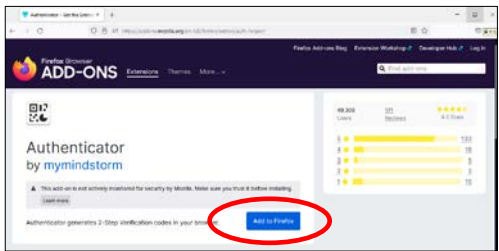


(2) Click "Add extension".

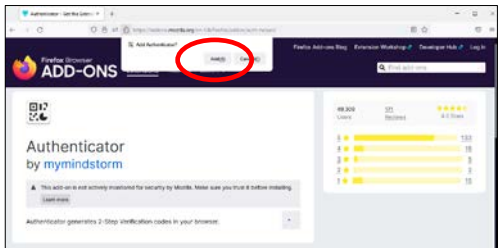


 **Firefox** ※The screen appearance may be different depending on PC environment

(1) Access to this URL and click "Add to Firefox".
<https://addons.mozilla.org/firefox/addon/auth-helper/>



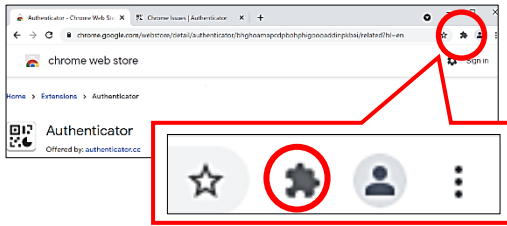
(2) Click "Add".



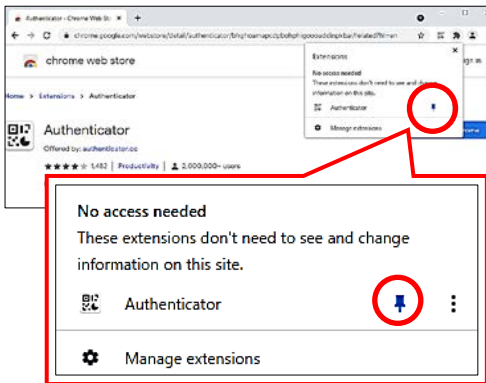


Chrome

(3) Click extension icon on the toolbar.



(4) Click the pushpin icon and it will be blue.



(5) The authenticator icon appears on the toolbar.

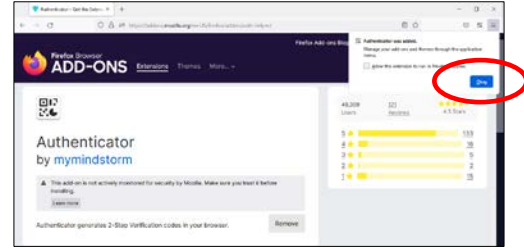


- Now you can obtain a TOTP (Time-based One Time Password) that appears by clicking this icon.

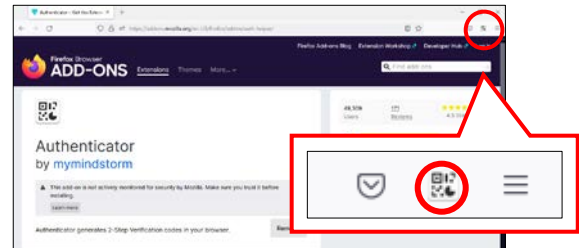


Firefox

(3) Click "OK".



(4) The authenticator icon appears on the toolbar.



- Now you can obtain a TOTP (Time-based One Time Password) that appears by clicking this icon.

- If you can't find the Authenticator icon on the toolbar, check the extensions list on your browser. Depending on the browser, its name is different like as "tools" or "settings".


2. Formatting TOTP and authentication setting

① Set the multi-factor authentication system


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



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



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



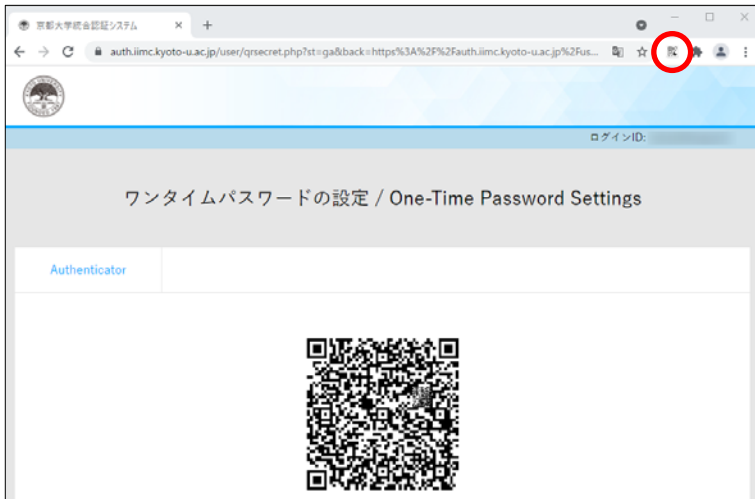
(4) Put your SPS-ID and password again, and click “Login”.

② TOTP initial settings

(1) After the QR code appears, click the Authenticator icon on the toolbar.

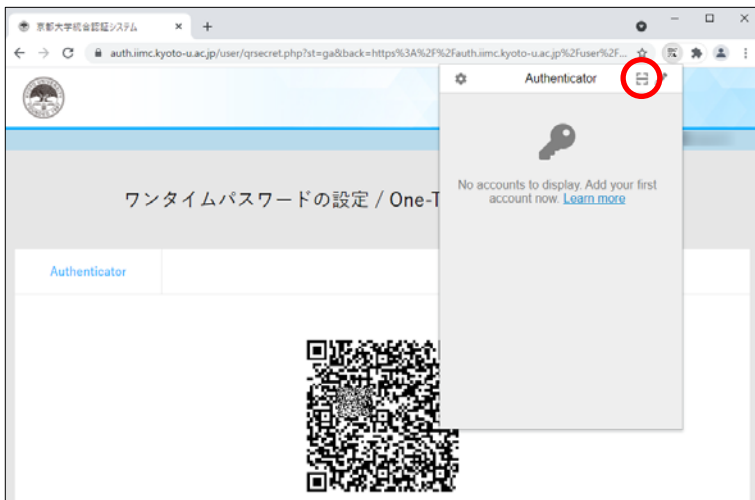
➤ **If you can't find the Authenticator icon on the toolbar, check the extensions* list on your browser.**

***Depending on the browser, its name is different like as “tools” or “settings”.**



If you carry out this QR code scanning and registration despite that you had already done the initial settings, your previous TOTP registration will be cancelled. It will calculate the six-digit number anew.

(2) Click the QR code scan mark in the Authenticator.



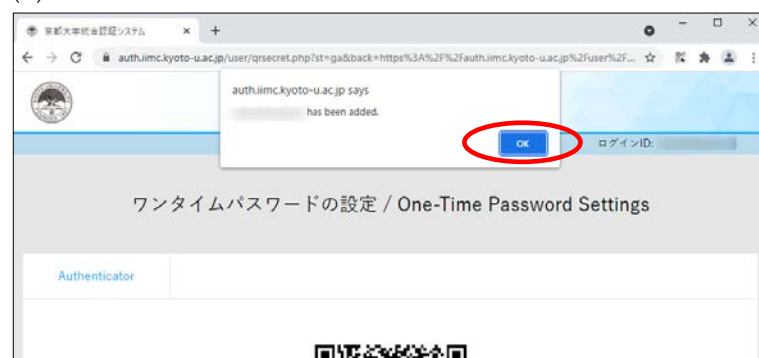
Although the message “No accounts to display. Add your first account now. Learn more” appears, do not care about it and click the mark of settings.

(3) When it changes into a scan mode, drag around the QR code.

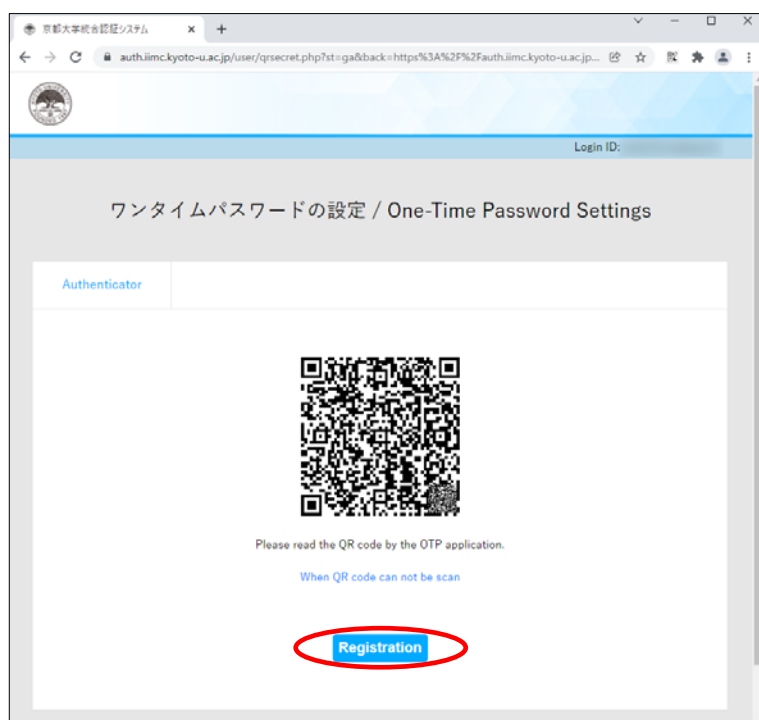


In case that QR code doesn't appear, it is necessary to put a code by hand. See "[QR code isn't scanned ?](#)".

(4) Click "OK".

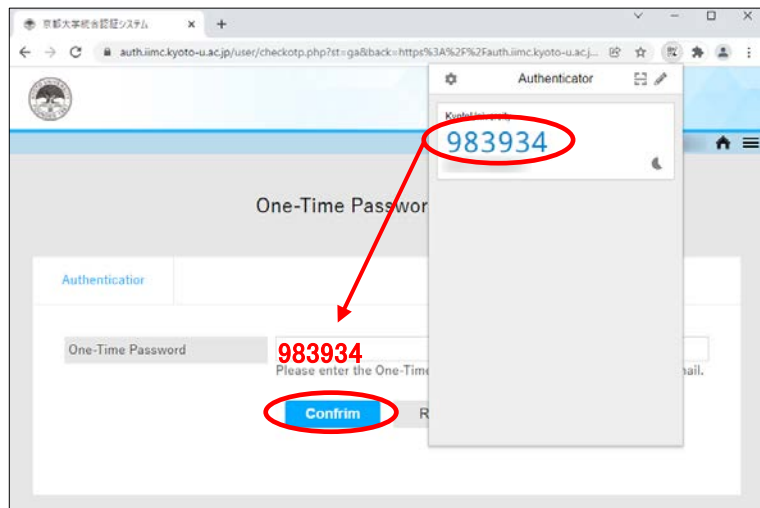


(5) Click "Registration" to link the Authenticator in the browser with the multi-factor authentication system in campus.



③ TOTP confirmation

Put the six-digit number appearing on the Authenticator and click "confirm".



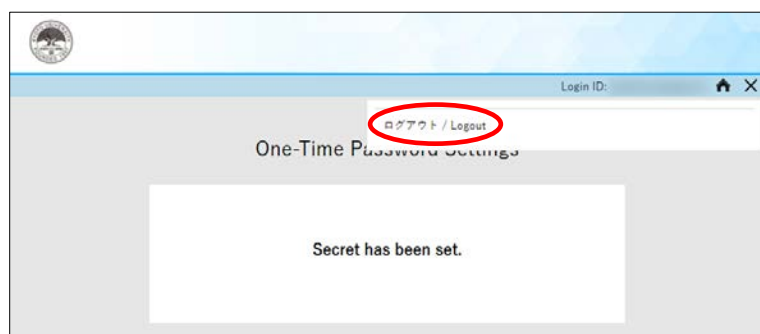
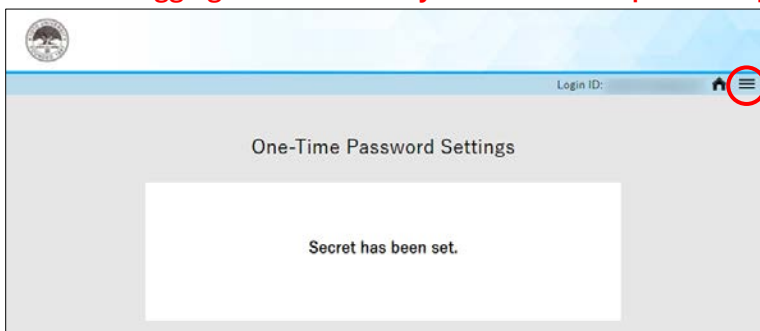
Make sure to carry out this “Confirm TOTP” step, for completing preparation to link the app and the authentication system, or you will not be able to login with the TOTP that appears on the Authenticator if you stop the settings at this step.

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

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.



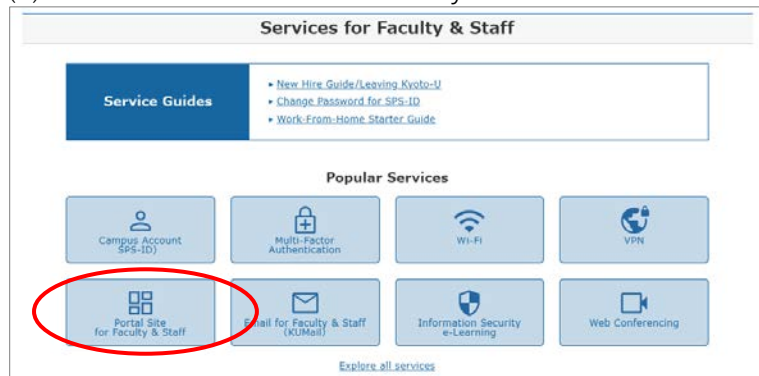
Step2: Confirmation for the multi-factor authentication usage (Display TOTP on a web browser)

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

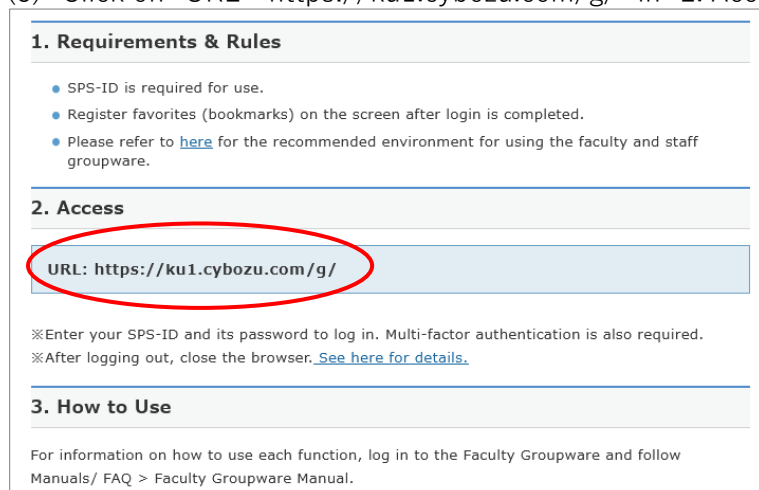
① Access to the staff portal and confirm availability of the multi-factor authentication

(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".



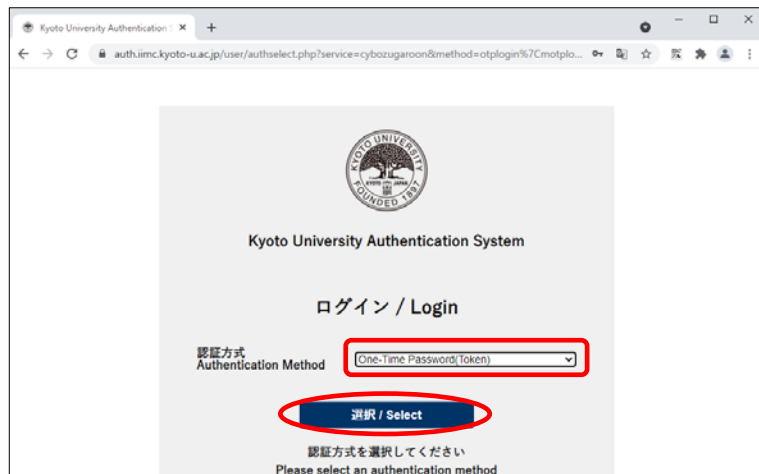
(4) Put SPS-ID and password, and click "Login".



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.

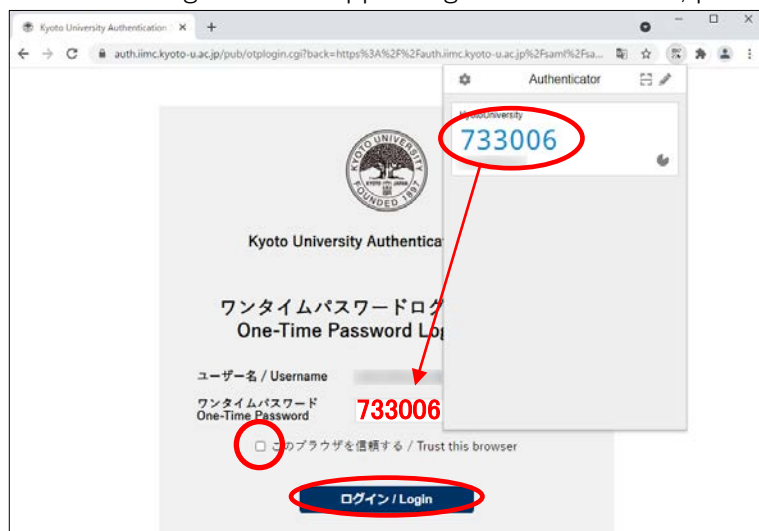
② Selecting the Authentication Method

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, put a check in “Trust this browser” and click “Login”.

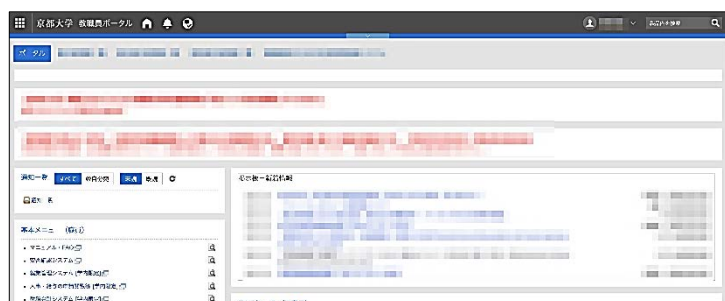


By putting a check in “Trust this browser”, you will be able to login only with SPS-ID and password for a certain period.

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.



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- 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

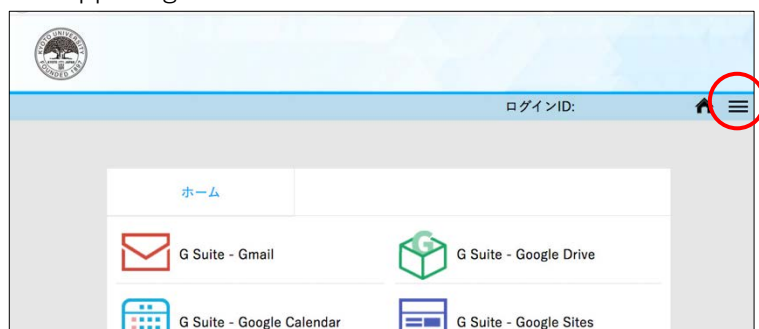
Settings for receiving OTP via email.

- **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.

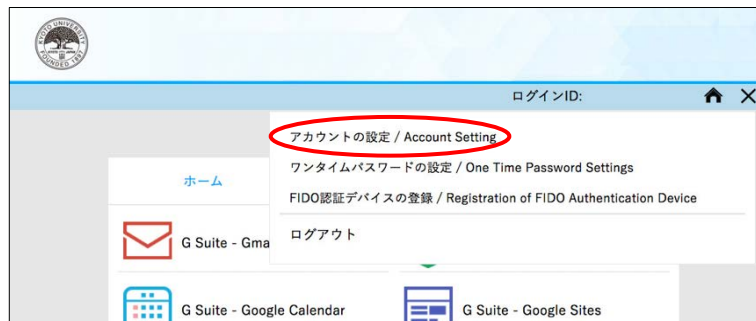
1. Register an email address to receive an OTP by email

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.

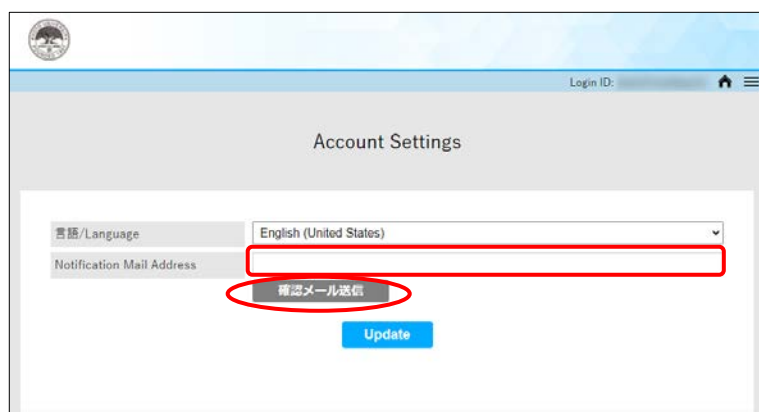


- (2) Select "Account Setting".



- (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.**

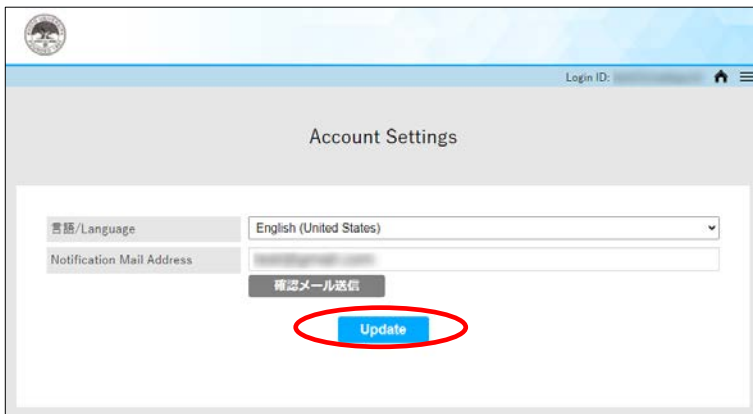


Do not register a KUMail address !
~~**kyodai.taro.1a@kyoto-u.ac.jp**~~

References :

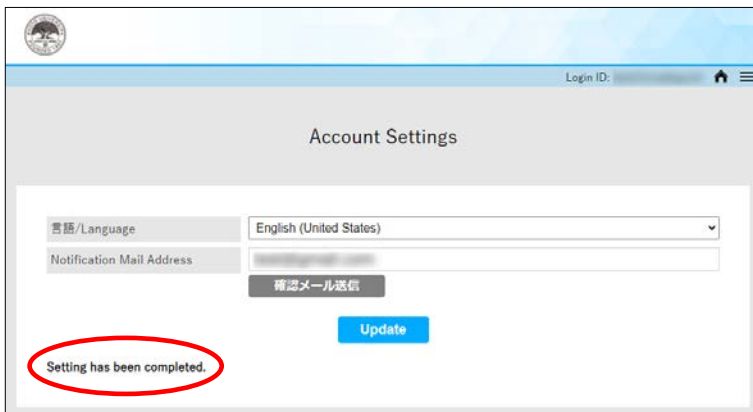
KUMail: Kyoto University Mail for faculty and staff
<http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumail/>

(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 'Account Settings' is centered. The main content area contains two input fields: '言語/Language' (Language) with a dropdown menu set to 'English (United States)', and 'Notification Mail Address' with a text input field. Below these fields are two buttons: a grey button labeled '確認メール送信' (Send Confirmation Email) and a blue button labeled 'Update'. The 'Update' button is circled in red.

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



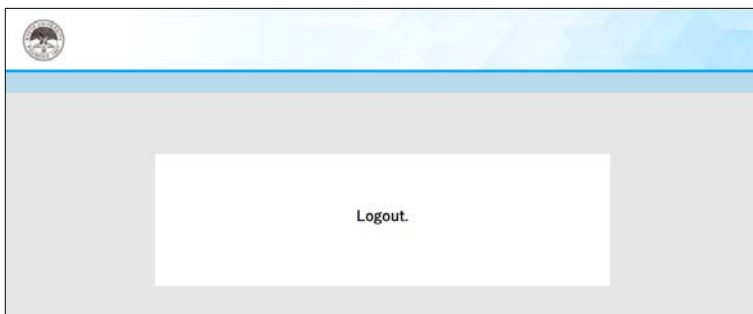
The screenshot shows the 'Account Settings' page after the update. The layout is identical to the previous screenshot, but now a message 'Setting has been completed.' is displayed at the bottom left of the main content area, circled in red. The 'Update' button is still visible and not circled.

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

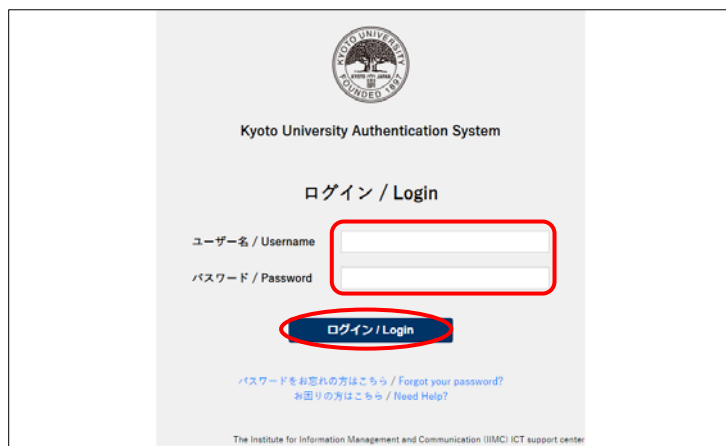
(1) Access to the link for logout (<https://auth.iimc.kyoto-u.ac.jp/pub/logout.php>) and logout from all authentication including the multi-factor authentication.



The screenshot shows a simple page with a header and a large white box in the center containing the text 'Logout.'.

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.

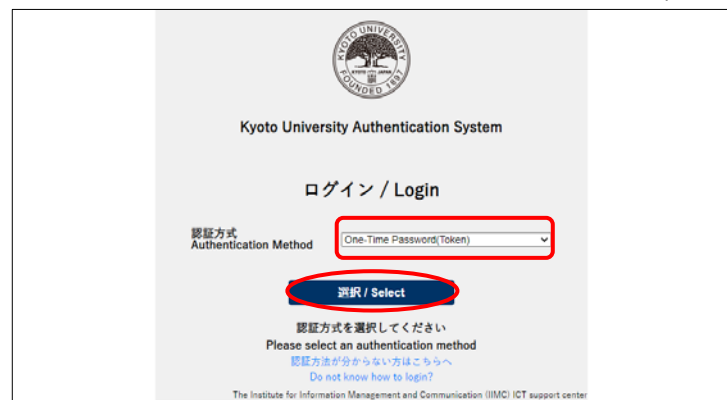
- (2) Access the multi-factor authentication system setting page (<https://auth.iimc.kyoto-u.ac.jp/user/>), put your SPS-ID and password and click “Login”.



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.



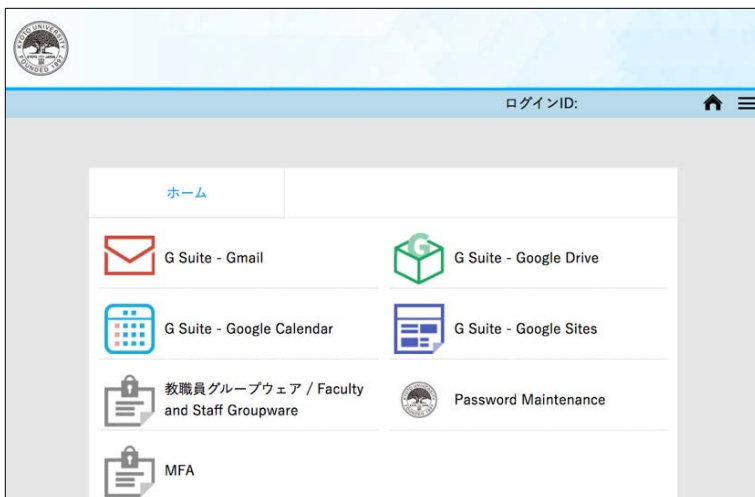
③ One-Time Password Login

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.

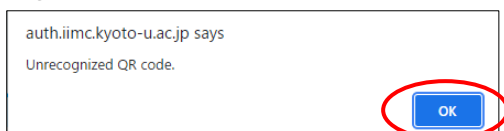
④ When this screen appears, the settings have been completed.



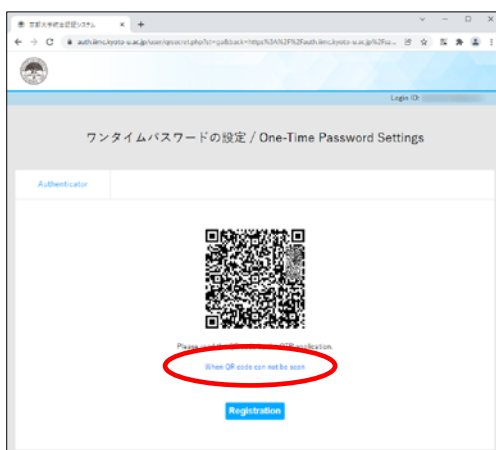
For those who use other PCs due to remote work, login by the way of “Step 4: Confirmation for the multi factor authentication usage (Receive an OTP by email)”. For those who want to obtain TOTP from other PCs also, see “Multi-Factor Authentication Setup Manual Supplemental 1” and export /import your personal setting information.

QR code isn't scanned ?

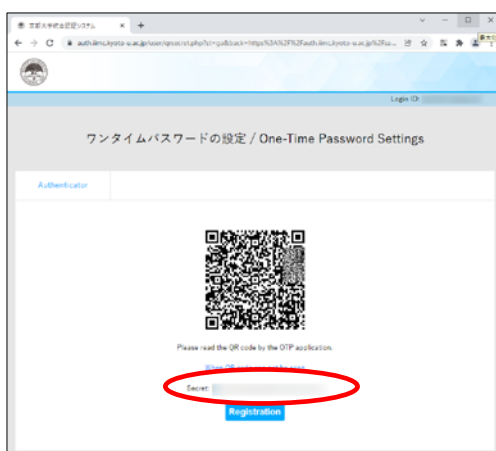
- (1) Click "OK" on the error message "Unrecognized QR code" window.



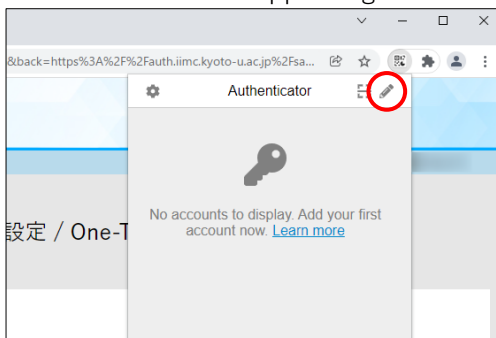
- (2) Click "When QR code can not be scan".



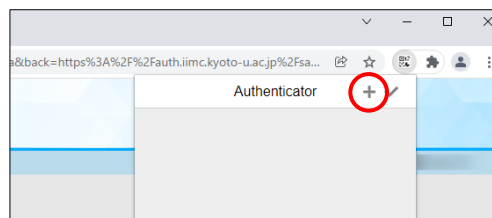
- (3) Copy the character string on "Secret".



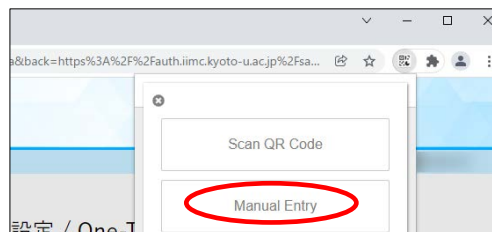
- (4) Click the edit icon appearing on the Authenticator.



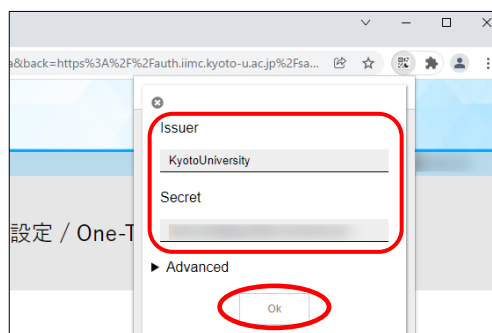
- (5) Click "+".



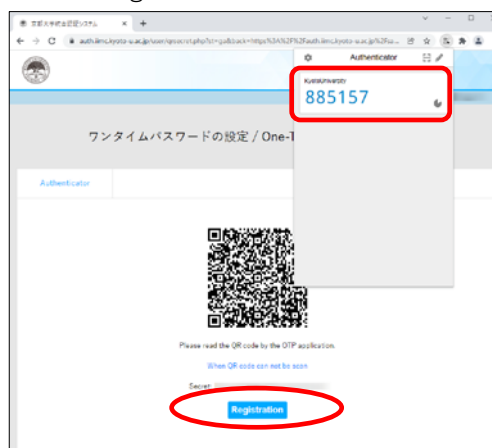
- (6) Click "Manual Entry".



- (7) Put "KyotoUniversity" into "Issuer", paste the copied character string into "Secret" and click "OK".



- (8) After confirmation that the six-digit TOTP displays, click "Registration".



- (9) To [③ TOTP confirmation](#)