

Multi-factor authentication system Time-based OneTime Password (TOTP) (Mac/Windows PC - OTP Manager)

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General Information

1. A PC is required. The internal clock of PC should be set accurately.
2. Use the wired LAN or Wireless(sums-wireless) when accessing from on-campus. When you set up from off-campus, please access VPN first.
3. Multi-factor authentication is required when accessing to Gmail and VPN from off-campus.

Overall flow

1. Install the OTP Manager app to a Mac/Windows PC.
2. Access to the TOTP authentication page and display the secret key for registration.
3. Enter the secret into the OTP Manager. Then enter the generated key created OTP Manager app to the TOTP authentication page.
4. When accessing the Gmail / VPN, use the generated onetime password created from the OTM manager app.

1. Installation of OTP Manager

Windows

Install the OTP Manager app from Microsoft Store.

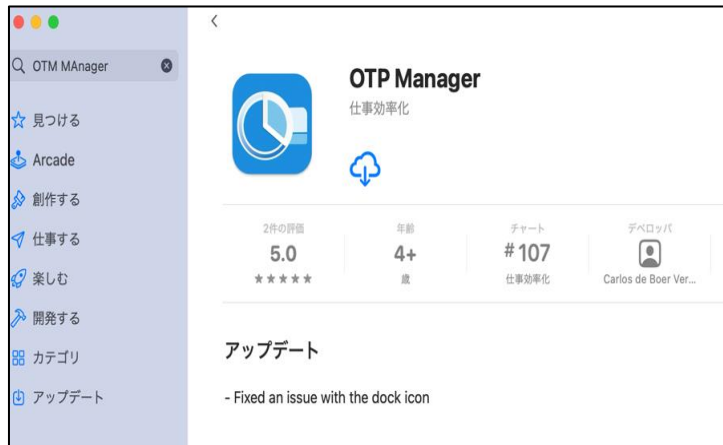
OTPManager

(<https://www.microsoft.com/ja-jp/p/otp-manager/9nblggh6hngn#activetab=pivot:overviewtab>)



Mac

Install the OTP Manager from App Store.



2. Access to the TOTP authentication page from PC

[TOTP authentication page \(https://mfa-idp.shiga-med.ac.jp/wptotp/\)](https://mfa-idp.shiga-med.ac.jp/wptotp/)

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多要素認証システム / Multi-Factor Authentication

ユーザ名

パスワード

ログインを記憶しません

ログイン

Enter ID and password of the campus mail

> パスワードをお忘れの方はこちら

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Read the displayed QR code with the authentication app.
Enter the code generated by the authentication app and press the register button to complete the registration.

Your QRcode

キー : XZ6LMEPO4ZRVXIA4

Register

3-1. (Windows) To start OTP Manager app

Open the OTP Manager app

The image shows a sequence of steps to add a new account in the OTP Manager app. The main window displays 'No accounts' and two options: 'Add via QR' and 'Add manually'. A yellow arrow points from 'Add manually' to a secondary form. This form has fields for 'Label' (containing 'User1'), 'Secret' (containing 'F4HT5WJWUABKVS5E'), and 'Issuer' (containing 'SUMS'). A 'Save' button is highlighted with a red box. A yellow arrow points from the 'Save' button to a third window showing the generated OTP code '010468' under the label 'SUMS -'.

1. Click "Add manually"

2 「Label」 Enter any string (ex: userID)

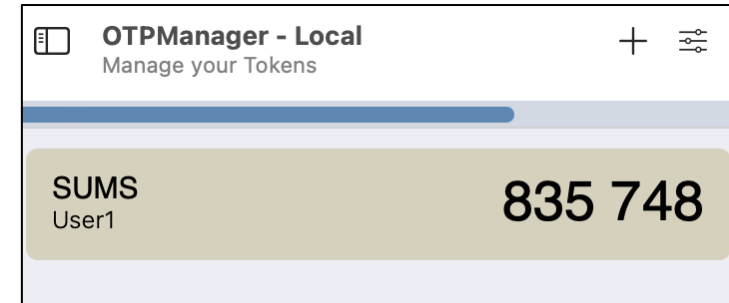
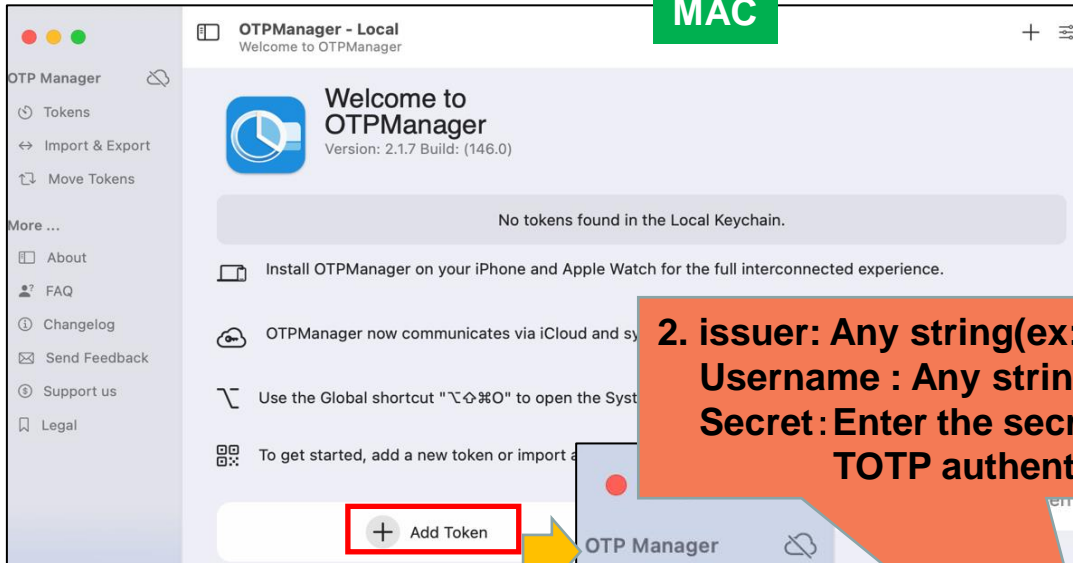
3. Enter the secret key generated from the TOTP authentication page.

4 「Issuer」 Enter any string (ex: SUMS)

5. Click "Save" button

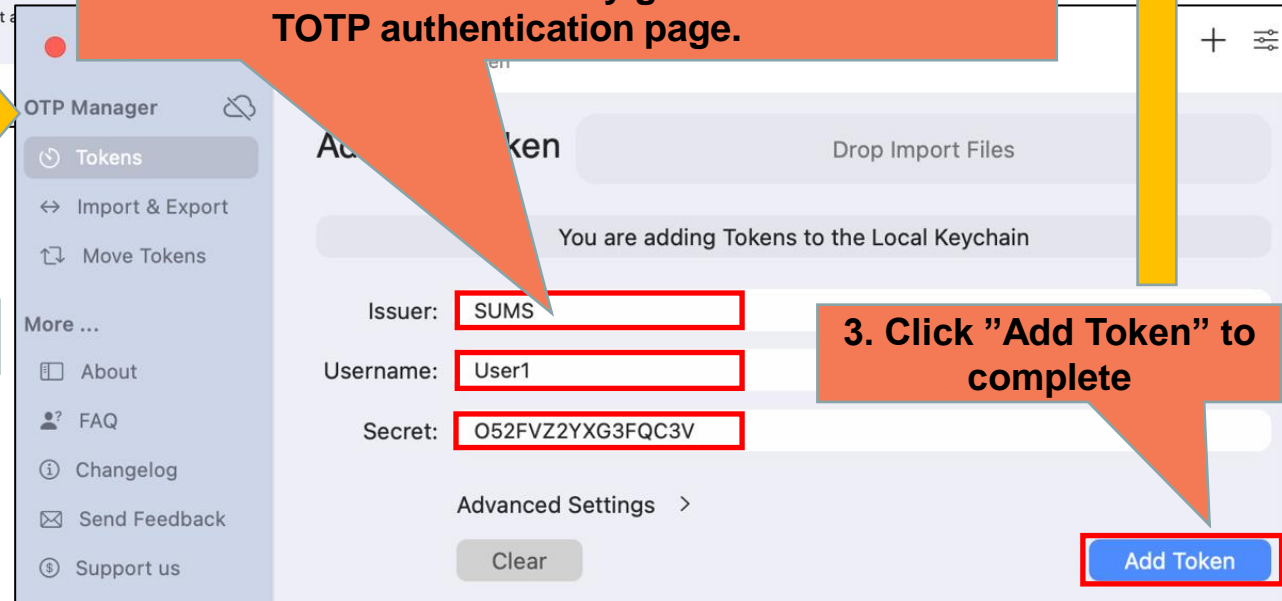
3-1. (Mac) To start up OTP Manager app

Open the OTP Manager



**2. issuer: Any string(ex:SUMS)
Username : Any string(ex: user ID)
Secret : Enter the secret key generated from the
TOTP authentication page.**

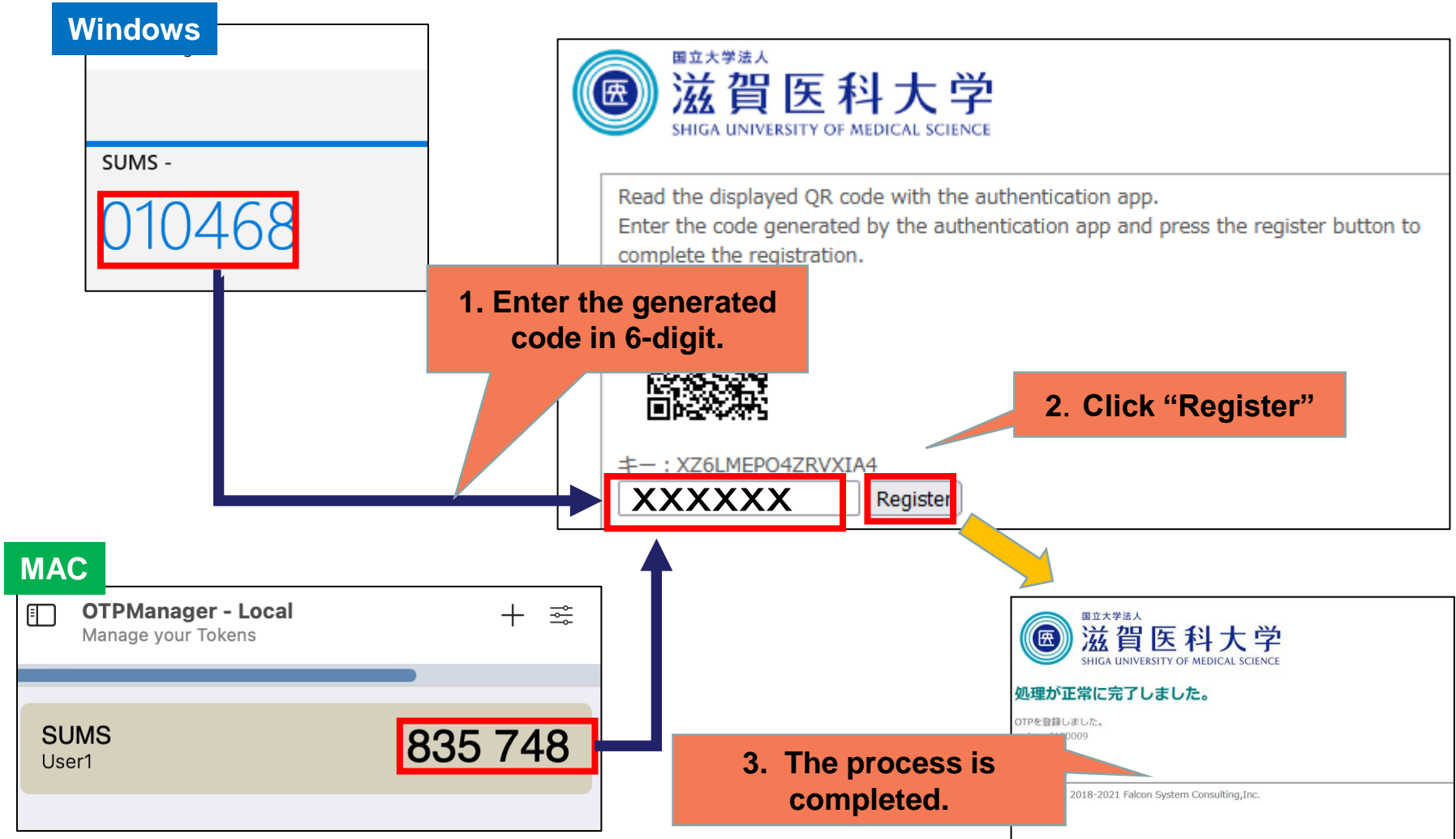
1. Click "Add Token"



**3. Click "Add Token" to
complete**

3-2. To set the TOTP Authentication page

Enter the generated 6-digit number to the TOTP authentication page.



4-1. When you access Gmail / VPN

When multi-factor authentication screen is displayed, please follow the following steps.



The screenshot shows a web browser window with the URL `mfa-idp.shiga-med.ac.jp/idp/profile/SAML2/Redirect/SSO?execution=e2s1`. The page header includes the Shiga University of Medical Science logo and name. Below the header, the text "多要素認証システム / Multi-Factor Authentication System" is displayed. There are two input fields: "ユーザ名" (Username) and "パスワード" (Password). To the right of the password field, there are two links: "パスワードをお忘れの方はこちら" (Click here if you forgot your password) and "お困りの方はこちら" (Click here if you are having trouble). Below the input fields, there are two checkboxes: "ログインを記憶しません。" (Do not remember login) and "送信する情報を再度表示して送信の可否を選択します。" (Select whether to resend information by displaying it again). A red "ログイン" (Login) button is at the bottom. A yellow arrow points from this screen to the next one.



The screenshot shows a web browser window with the URL `https://mfa-idp.shiga-med.ac.jp/idp/profile/SAML2/Redirect/SSO?execution=e2s1`. The page header includes the Shiga University of Medical Science logo and name. Below the header, the text "多要素認証システム / Multi-Factor Authentication System" is displayed. The text "認証方式を選択してください" (Please select an authentication method) is shown. There are two red buttons: "FIDO or イメージングマトリクス" (FIDO or Imaging Matrix) and "ワンタイムパスワード(TOTP)" (One-time Password (TOTP)). The "ワンタイムパスワード(TOTP)" button is highlighted with a red border. An orange callout box with a white border points to this button, containing the text "Click 'Time-based One-Time Password(TOTP)'" data-bbox="695 320 937 450"/>

4-2 Enter the code generated in the OTM Manager app to the token field.

