

In the followings, please read “Tokyo Tech” as “Portal for Science & Engineering Field, Institute of Science Tokyo”.

TOKYO TECH PORTAL NEWS

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HOW TO USE

Here, we explain how to use the Portal for Science and Engineering field (previously, Tokyo Tech Portal).

Let’s start using the Portal after you get Access Card (the IC card beginning from A) with you!

You can use this function in the Portal for Sci & Eng field ...

- Tokyo Tech Mail -- Common e-mail environment anytime, anywhere with high-performance SPAM mail block.



←Log in to the Portal

LET’S LOG IN TO THE PORTAL FOR SCI & ENG FIELD!

Login to the Portal for Sci & Eng Field with the “Matrix Code” printed on the backside of your IC Card.

Account: Access Card number
*Printed on the card.

Password:
Initial password is printed on a separate sheet.
*Neither numeric character nor space is used in the initial password. O = “O” of Oscar, l = “l” of lima, Period “.”, and/or slash “/” may be used.
Note that upper- and lower- case characters may coexist.

Matrix code ↓

(A table printed on the backside of your IC card)

	A	B	C	D	E	F	G	H	I	J
1	F	H	C	F	A	Q	Q	B	C	D
2	K	E	F	I	H	R	J	Y	X	D
3	I	E	X	J	T	M	X	F	N	R
4	K	V	C	P	I	M	J	H		
5	D	H	N	O	P	W	X	Q	X	V
6	A	B	C	D	E	F	G	X	D	I
7	E	C	J	T	M	X	F	N	R	K

Type “DAC”

How to login with Matrix Auth.

1. Open the browser and go to the Portal for Sci & Eng Field as follows.
<https://portal.titech.ac.jp>
2. Click the “Agree (Matrix / OTP / Soft Token Auth.)” button.
3. Enter your Account and Password.

If previous page (front page) appears after clicking OK button, you might misspell your account or password. Try again.

4. Choose [Matrix] at “Move to Other Authentication”, and click [OK].
At your first login, no this step.)
5. Enter matrix codes.

[A, 5]	d
[A, 6]	a
[C, 1]	c

*Here, lower-case characters are also accepted!

Tips : Recommend to have a copy of a table printed on the backside of your IC card.

After you successfully logged in to the Portal, please try these following initial settings!

I. First, click **“Password Change”**.

For security reasons, never use the same password you are using in other service!

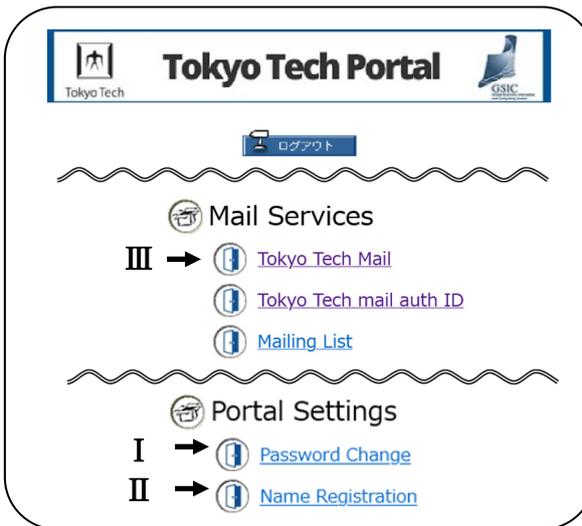
II. Next, click **“Name Registration”**.

What is Name Registration?

Registering your name by roman alphabet by yourself. It is used in the Portal system and especially important for your email account of Tokyo Tech Mail called **“m.titech address”**.

III. Then, Make sure to open **“Tokyo Tech Mail”** once to make officially your email address valid.

Resource menu of the Portal (example)



Example of Tokyo Tech e-mail address
 Last name = Ohoka, First name = Taro
 => **ohoka.t.ab@m.titech.ac.jp**

* Two characters are assigned automatically by the system.

Attention!

Using Web mail provided by the Portal for Sci & Eng field

[Tokyo Tech Mail]



Since the integration of the two colleges in October 2024, there are some systems working at the same time. As for email addresses, you can continue using **“Tokyo Tech Mail”** which used to be an official college email system in previously Tokyo Tech.

As for now, regarding Tokyo Tech Mail system, it is scheduled as the following;

Cease an issuance of new email account: March 2027

Decommission a mailbox: March 2029

*The schedule is subject to change due to various circumstances.

We will announce widely in the college in advance when the operation policy is decided.

Tea break... ☺ **To log in to the Portal...**

OTP auth. or Soft Token auth. is so convenient!



For One-Time Password auth. (OTP auth), you can log in to the Portal with a time-limited password via your email registered in advance. For Soft Token auth., you can get a password to log in to the Portal via an application on your device like a smartphone. Both authentication methods don't require to use the matrix code table and much more secure than Matrix Auth. We strongly recommend you introduce one of them this time.

Portal login page > Online guides > **One-Time authentication*** <https://portal.titech.ac.jp/new-en/ezguide/otp-login.html>

Soft Token authentication* <https://portal.titech.ac.jp/new-en/ezguide/softtoken-login.html>

*Note: **You cannot proceed the initial set-up via off-campus network.** Please come to Tokyo Tech to connect on-campus network.

USING SCIENCE TOKYO AUTH. SYSTEM

For Access Card Users
 Usage Guide on
 Science Tokyo Auth. System



Access card※ which is an IC card beginning from A is **NOT automatically** issued Science Tokyo ID. **JSPS Fellowship(PD)** is given Science Tokyo ID. *As of May 2025, you need to apply for Financial Accounting System.

You need to apply for each service/systems on Science Tokyo Auth. System. For more details, please refer to **“For Access Card Users Usage Guide on Science Tokyo Auth. System”**.

https://portal.titech.ac.jp/info/tpnews/guidance-for-access-card-users_en.pdf

※ Please contact **Science Tokyo IT Help Desk** for inquiries about **Science Tokyo Auth. System**

Science Tokyo IT Help Desk E-mail : contact@helpdesk.cii.isct.ac.jp

*** When you inquiry, please let us know your name, campus mainly belonging, student number.**