

TOKYO TECH PORTAL NEWS

PUBLISHED BY: INFRASTRUCTURE SYSTEM GROUP
INFORMATION INFRASTRUCTURE DIVISION
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THE AUTHENTICATION INFRASTRUCTURE TEAM

HOW TO USE

Now you have "Tokyo Tech IC card" and let's start to use "Tokyo Tech Portal" right now!

Tokyo Tech Portal provides you ...

- Slack, Box, T2SCHOLA, Human Resource Payroll Web System, Purchase Request System, etc.
- Tokyo Tech Mail -- Common e-mail environment anytime, anywhere with high-performance SPAM mail block.
- Available for download Office, etc. under comprehensive agreement.
- Access online journals from off-campus via SSL-VPN.

Glossary...

Portal = Gateway
Tokyo Tech Portal is an integrated gateway to information services provided by Tokyo Tech

Tokyo Tech IC card = Student card, Staff card, Access card, etc. issued by Tokyo Tech.

SSL-VPN = Secure Sockets Layer - Virtual Private Network
Accessible campus network from off-campus via SSL-VPN

LET'S LOGIN TO TOKYO TECH PORTAL

Login to the Tokyo Tech Portal with the "Matrix Code" printed on the backside of Tokyo Tech IC Card.

Account: Staff ID 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	V	J	T	M	X	F	N	R
4	K	V	A	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

1. Open the browser and go to Tokyo Tech Portal 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 it again.

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

[A, 5]

[A, 6]

[C, 1]

*Lower-case characters are accepted here.

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

To Next Page

If you succeeded to login, now you can see portal resource menu.

I. Click here first to “Password Change”.

For security reasons, never use the same password as the one you are using with another service!

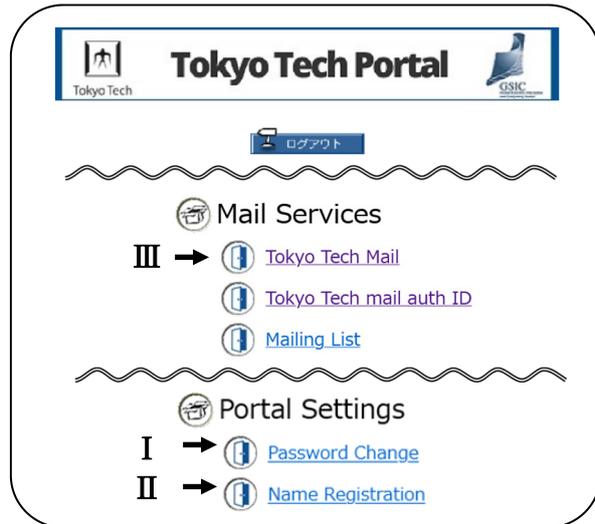
II. Next, click “Name Registration”.

What is Name Registration?

Register your own way of expressing your name by roman alphabet. It is used in Portal system and especially important for your email account of Tokyo Tech (it is called “m-address”).

III. Visit “Tokyo Tech Mail”.

Resource menu of Tokyo Tech 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 by the system to assure the uniqueness of the e-mail address.

Let's try to use Web mail

Log in to Tokyo Tech Portal, and click “Tokyo Tech Mail” in Mail Services ⇒ Now, you can use it!
If you want to know how to use auto-forwarding, etc., please check this following explanation.

Portal login page > Online guides > Webmail (<https://portal.titech.ac.jp/new-en/ezguide/webmail.html>)

Tea break... ☕

To log in to the Portal...Soft Token auth. is so convenient!

You can log in to the Portal with an application on a smartphone, etc., which means you don't need to use matrix code. **This auth. is much more secure than matrix auth.**, so we strongly recommend you introduce it.

Portal login page > Online guides > Soft Token authentication

(<https://portal.titech.ac.jp/new-en/ezguide/softtoken-login.html>)

*Note: You cannot set up via matrix auth. from off-campus. Please set up from on-campus or other authentications.

Use of e-mail applications

Please refer to the following URL to set up an e-mail application.

Portal login page > Online guides >
Setting up e-mail applications (<https://portal.titech.ac.jp/new-en/ezguide/mailsetup.html#mail-setup>)

When you are in trouble...

Please refer to the following URL.

Portal login page > FAQ
(<https://portal.titech.ac.jp/new-en/faq/index.html>)

Attention!

Use of Slack / Box

Sure, you must want to use Slack and Box, but sorry, you have to stop here today.

Slack/Box accounts become ready within a few business days after you create m-address.

If you are a new hire, make sure you can log in to the Portal and use Web mail.

When you use Slack/Box, please read Policy/Rules and Guideline beforehand which are given in

<https://www.dx.titech.ac.jp/en/>

Finally...

Various notification from the Institute is given at the slack announce channels, whose name starts from “an-”. Please check them everyday!