

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

Now you have “IC card for Sci & Eng field” and let’s start to use “Portal for Sci & Eng field” right now!

Portal for Sci & Eng field provides you ...

- Web system for S&F, Library Service, etc.
- Tokyo Tech Mail -- Common e-mail environment anytime, anywhere with high-performance SPAM mail block.
- Access online journals from off-campus (such as home) via SSL-VPN.
- You can get “Science Tokyo ID/Initial Password” in order to log in to Science Tokyo Auth. System

Glossary...

Portal = Gateway Portal for Sci & Eng field is an integrated gateway to information services provided by Science and Engineering field, Science Tokyo

IC card for Sci & Eng field=Issued by Science Tokyo to those who belong to Science and Engineering field such as staff, student.

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

Login to the Portal with the “Matrix Code” printed on the backside of the IC Card.



←Please log in to the Portal from here

Account: Student 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, I = “I” 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	S	R	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

1. Open the browser and go to 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 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!

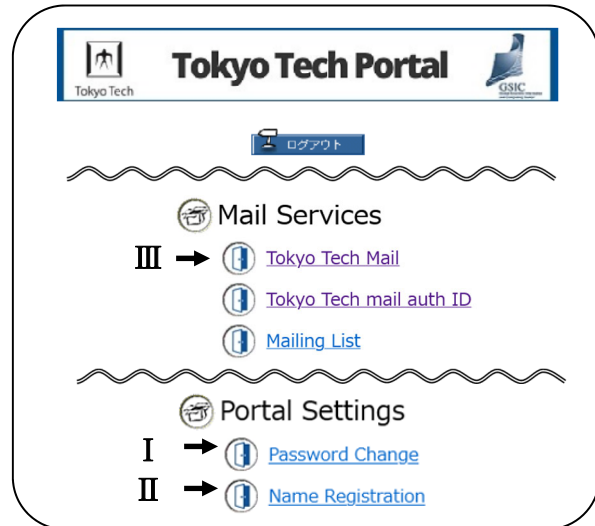
II. Next, click “Name Registration”.

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 automatically by the system.

Let's try to use Web mail

After logging in to the Portal, 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 URL.

Portal login page > Online guides > Webmail

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

※ How to Use Webmail→



Attention!

For Using Science Tokyo LMS

You can use Science Tokyo LMS on Science Tokyo Auth. System.

In order to use Science Tokyo Auth. System, you need to get your **Science Tokyo ID /Initial Password** from Portal for Sci and Eng field first. After you check your own Science Tokyo ID /Initial Password, please go ahead to log in to Science Tokyo Auth. System.

HOW TO SET INITIAL SETTINGS FOR SCIENCE TOKYO AUTH. SYSTEM

https://www.helpdesk.cii.isct.ac.jp/st/helpdesk/science-tokyo/login_guide.html

Please contact here 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.



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 such as smartphone. Both authentication methods don't require to use your matric 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.