

First-time 2FA Setup via a Personal Computer

Preliminary Actions

You need to install a *program* on your personal computer which will

- store the **secret key** that the IL authentication system will share with you
- calculate TOTP passcodes using the **secret key** as a seed

We advise Free Softwares such as [KeePassXC](#) (multiplatform with GUI) or the [OATH Toolkit](#) (GNU/Linux terminal), but you are free to choose any programs that implement the open OTP standards.

Setup

Step 1

Navigate to any of the Lorentz Institute SSO web applications, such [Account Services](#), [Remote Workspace](#), etc.

You will be redirected automatically to the Lorentz Institute Identity Provider login page as in **Figure 1**.



Figure 1: Identity Provider login page

Step 2

Enter your IL credentials to sign in. Upon successful login, you will be redirected to a page containing a QR code. Click on "Unable to Scan?" to display your shared **secret key** and the other parameters to input in your OTP program to set it up (Figure 2).

Note the secret key, the algorithm, the number of digits, and the time interval. You will need them in Step 3.

The figure consists of two screenshots of the Lorentz Institute Intranet TOTP Setup Page. Both screenshots show a light blue background with the Lorentz Institute logo at the top. The text on the page is as follows:

Lorentz Institute Intranet

You need to set up Mobile Authenticator to activate your account.

Install one of the following applications on your mobile:

- FreeOTP
- Google Authenticator

Open the application and scan the barcode:

[QR code is blurred]

[Unable to scan?](#)

Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

Submit

The bottom screenshot shows the same page but with additional configuration options visible in step 3:

Use the following configuration values if the application allows setting them:

- Type: Time-based
- Algorithm: SHA1
- Digits: 6
- Interval: 30

Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

Submit

Figure 2: TOTP Setup Page (QR code and other sensitive information deliberately blurred)

Step 3

Open KeePassXC (installed on all IL workstations), create a new passwords database if you do not want to use an existing one and click on *Entries* → *TOTP* → *Set Up TOTP*. Insert your private key, algorithm, time interval and number of digits from Step 2 and confirm by clicking on `OK`.

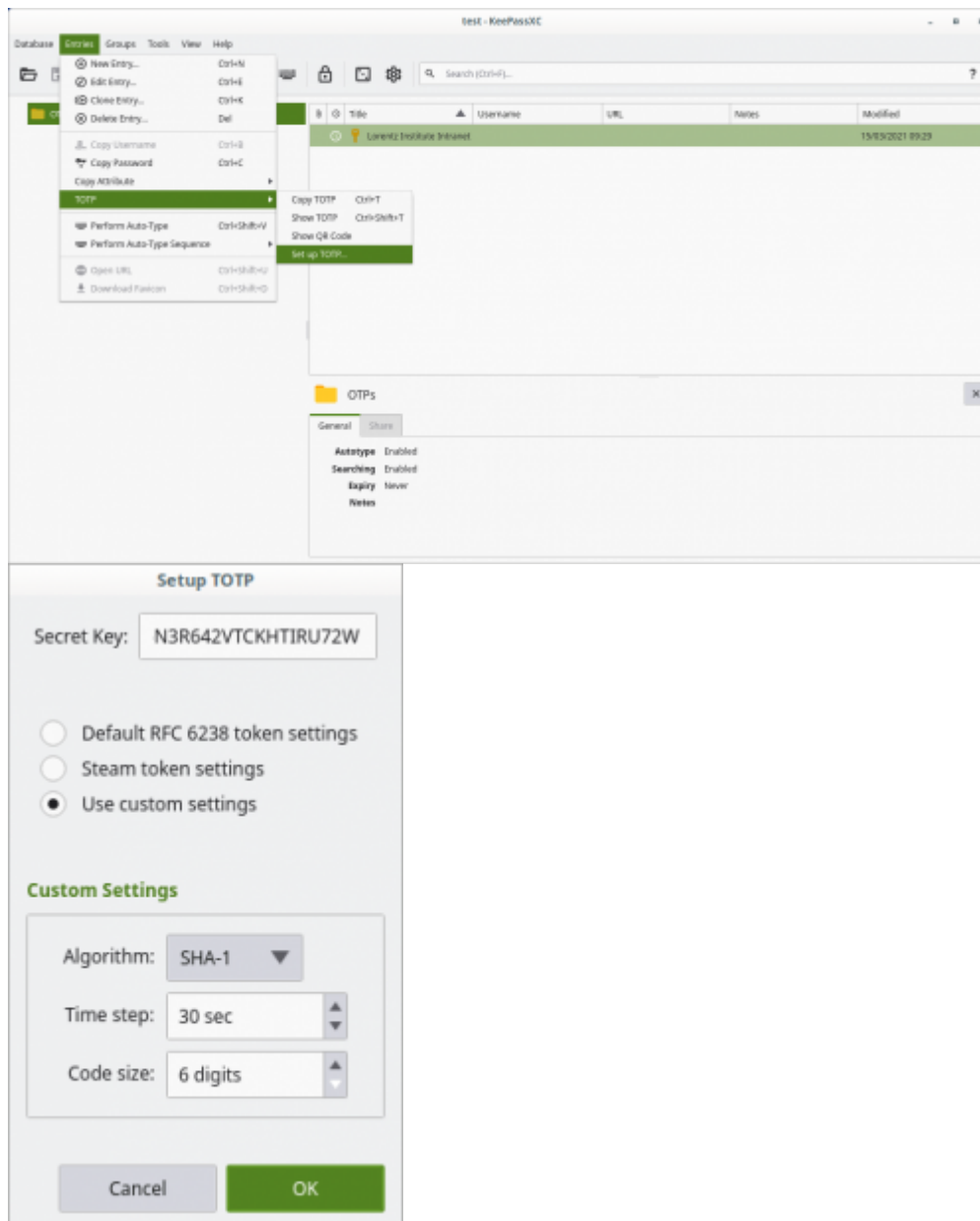
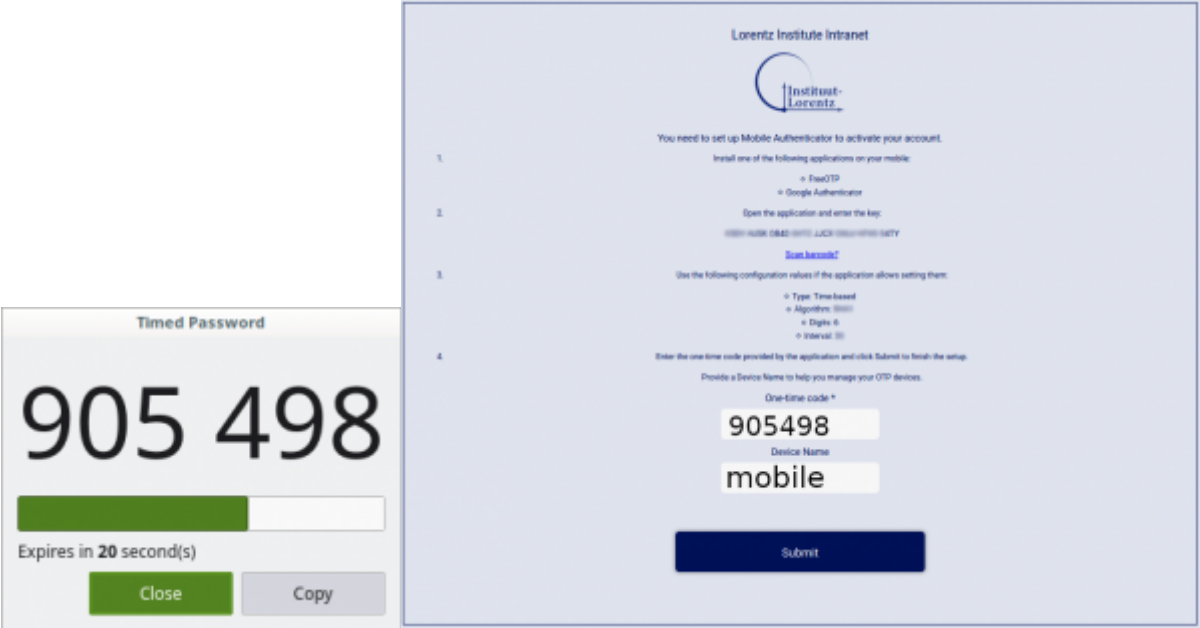


Figure 3: TOTP Setup with KeePassXC. Use the TOTP settings described in Step 2.

Generate a OTP by clicking on *Entries* → *TOTP* → *Show TOTP*. Insert this TOTP in the *One-time code* form input and, if you wish, a label in the form input called *Device Name*. This label is meant to help you keep track with which device the **secret key** has been shared. Click on *Submit*.



Step 4

Lorentz Institute Intranet



You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Havent received a verification code in your email?
[Click here](#) to re-send the email.

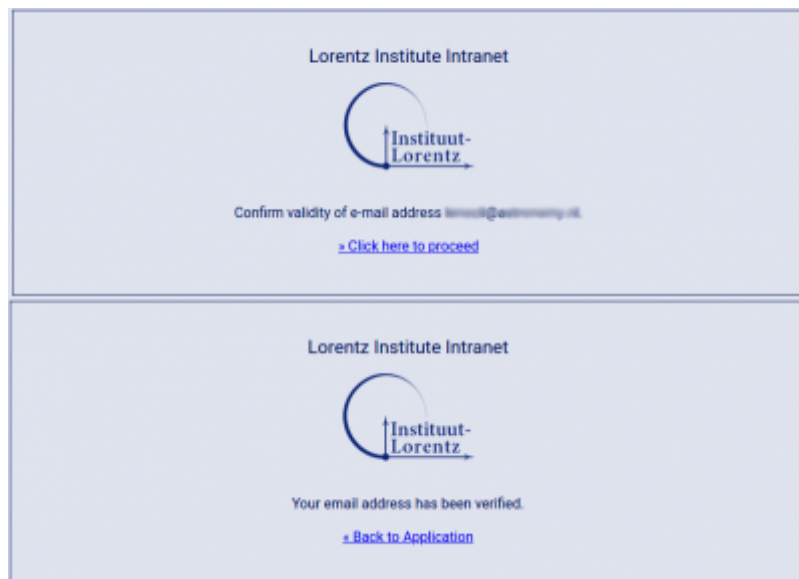


Figure 5: Screenshot of e-mail verification process.

Step 5

Click on *Back to application* to redirect your browser to the Lorentz Institute SSO web application from which you started the whole process or close the browser. Your setup is complete.

Problems and Solutions

I lost my smartphone/PC with my OTP secret	Notify support@lorentz.leidenuniv.nl Change your IL credentials
How do I disable 2FA?	2FA is mandatory on all SSO web services and to access our SSH server
My TOTP is incorrect	Make sure your phone's (PC's) clock is synchronised to the SSH server time and you scanned/copied all TOTP settings correctly
My OTP secret is compromised	Notify support@lorentz.leidenuniv.nl Change your IL credentials

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