

First Time Access

With a Personal Computer

If you do not have a Smart Phone, or if you do not want to use a Smart Phone, you can use alternative programs to provide the passcode needed for 2FA. A few of these programs are:

- KeepassXC (<https://keepassxc.org> GUI) or,
- oathtool (<https://www.nongnu.org/oath-toolkit/> GNU/Linux cmd line) or,
- OTP Manager (<https://apps.apple.com/us/app/otp-manager/id928941247> MacOS)
- WinOTP or OTP manager for Windows
- Chrome extension [authenticator](#)

or any softwares that implements OTP standards.

Figure 1: 2FA Login screen (Click image to enlarge).

So after installing one or more of the above programs you can proceed to go to a web page that helps you setup 2FA. This page is located in our [Self Service area](#). When you access that page you are redirected to the new Observatory Identity Provider and presented with a login window.



The screenshot shows a web form titled "Leiden Observatory Identity Provider". It includes a logo with a blue 'X' and the text "Nieuwswaarde". The instructions are as follows:

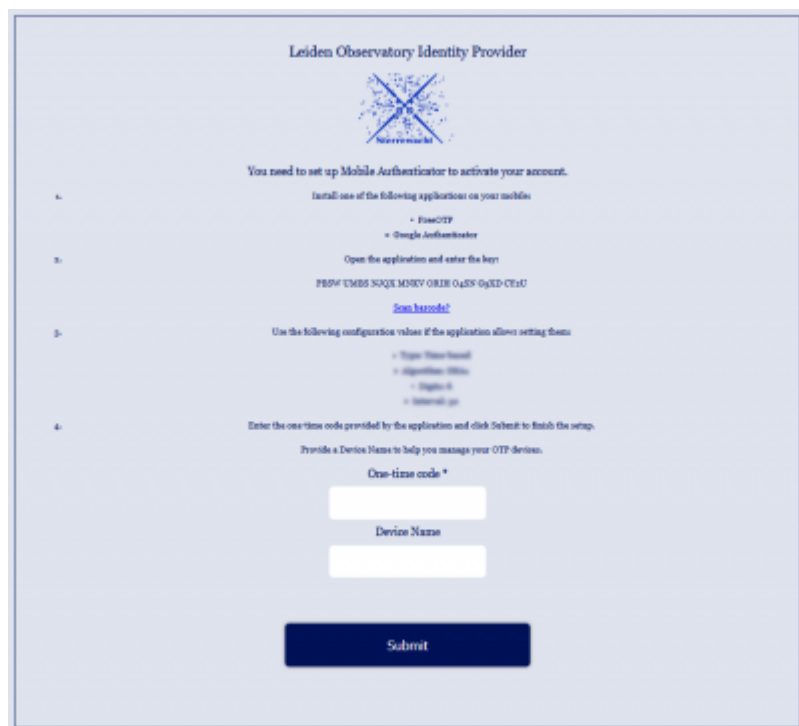
1. You need to set up Mobile Authenticator to activate your account.
Install one of the following applications on your mobile:
 - FreeOTP
 - Google Authenticator
2. Open the application and scan the barcode:

3. [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.
(Six digit) One-time passcode *

Device Name

Figure 2: 2FA setup secret key form QR code version (Click image to enlarge).

After entering your account credentials you are presented a QR code on the next page. Your computer programs are not equipped to scan QR codes, so you need to 'see' the secret key. For this you click the link [Unable to scan?](#)



The screenshot shows the same web form as Figure 2, but with the QR code replaced by a clear text secret key. The instructions are as follows:

1. You need to set up Mobile Authenticator to activate your account.
Install one of the following applications on your mobile:
 - FreeOTP
 - Google Authenticator
2. Open the application and enter the key:
PROM UM8S 5XQX MSHV ORIE O4ES Q9XD CT3U
3. [Scan barcode?](#)
Use the following configuration values if the application allows setting them:
 - Type: (Time-based)
 - algorithm: (SHA1)
 - digits: (6)
 - interval: (30)
4. 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

Figure 3: 2FA setup secret key form clear text version (Click image to enlarge).

After clicking the link you will be presented a window that shows you the secret key in clear text. Copy this key and save it in a place where your program can use it. Then run this program to obtain a passcode (a six digit number). Transfer this passcode to the form. Note that the passcodes have a lifespan of 30 seconds, so you might need to regenerate a new passcode if the 30 sec. timeslot has passed.

Since you are now setting up 2FA for the first time, you may also type in a name for the device from which you are getting the passcodes. It is merely a tag for later use. Having filled in all required fields, you continue to **Submit** the next form.

Now follow the steps from section [Remaining Setup](#)

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