

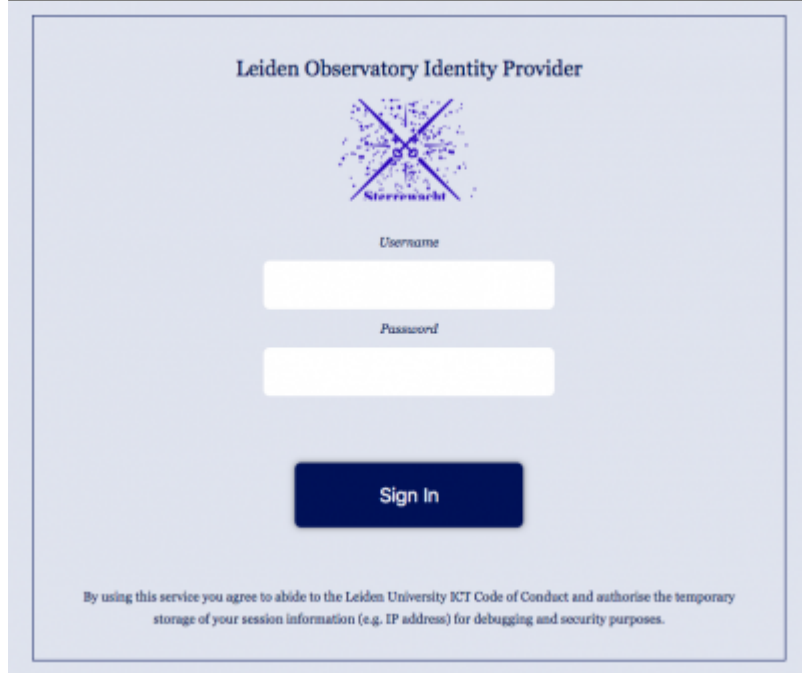
First Time Access

With a Smart Phone

First of all, you need to install an APP on your Smart Phone which will record a secret key that we provide to you, and which will also produce the passcodes for 2FA. You can download the FreeOTP or Google Authenticator from either:



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

The login screen for the Leiden Observatory Identity Provider. It features a light blue background with a central logo consisting of a network of nodes and lines, with the word 'Storeworld' below it. Below the logo are two white input fields labeled 'Username' and 'Password'. A dark blue 'Sign In' button is positioned below the password field. At the bottom, a small line of text states: 'By using this service you agree to abide to the Leiden University ICT Code of Conduct and authorise the temporary storage of your session information (e.g. IP address) for debugging and security purposes.'

After you have installed one of the two APPs you are ready to proceed. You now have 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 page titled "Leiden Observatory Identity Provider". At the top, there is a logo consisting of a blue square with a white 'X' and the text "Leiden Observatory" below it. The main heading is "You need to set up Mobile Authenticator to activate your account." Below this, there are three numbered steps:

1. Install one of the following applications on your mobile:
 - a. FreeOTP
 - b. Google Authenticator
2. Open the application and scan the barcode.
A QR code is displayed in the center of the page.
3. Enter the one-time code provided by the application and click Submit to finish the setup.
Below this, there is a link "[Trouble to scan?](#)".

Below step 3, there is a text prompt: "Provide a Device Name to help you manage your OTP devices." followed by a label "(Six digit) One-time passcode *". There are two input fields: one for the passcode and one for the "Device Name". At the bottom, there is a blue "Submit" button.

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

After entering your account credentials you are presented a QR code on the next page. Now use your smart phone APP to scan this QR code. This QR code is in fact your personal secret key, which you are now saving to your smart phone.



<figure><caption>FreeOTP ID block after scanning QR code (Click image to enlarge).</caption></figure>

Once you scanned the QR code you get an identity block on your smart phone screen indicating the Observatory Identity server and your username, in this case we show the FreeOTP APP:



To generate a passcode to fill into the WEB page just click the identity block on your smart phone. You are now presented a six digit number. Copy this number to the WEB page. Note that there is a little timer to the left of the passcode. This passcode is valid for the period the timer is shown. This period is 30 seconds. Within this period you must transfer the code to the WEB page and hit the Submit button. If you are too late, the next 30 seconds period start and another passcode is shown.

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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