

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

Let's start to use **“Tokyo Tech Portal”** right now!

Tokyo Tech Portal provides you ...

- T2SCHOLA(*1), Human Resource Payroll Web System, Purchase Request System, 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.

*1: Required to obtain Tokyo Tech e-mail address (m address) in order to use T2SCHOLA.

Glossary...

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

Tokyo Tech IC card =
 Issued by Tokyo Tech to those who belong to Tokyo Tech such as staff, student.

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



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, 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	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 **“D A C”**

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.

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)



Mail Services

III → Tokyo Tech Mail

Tokyo Tech mail_auth_ID

Mailing List

Portal Settings

I → Password Change

II → Name Registration

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>)

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.

Use of Mail Services

Institute of Science Tokyo provides its own Mail Services.

⇒ **Science Tokyo Gmail** ※

Prioritize using Science Tokyo Gmail in daily use, please.

※You can use Science Tokyo Gmail via **Science Tokyo Authentication System**. Forwarding e-mails from **Tokyo Tech Mail** is also available. For more details, please see the URL for **Webmail** above.

Attention!

Use of Slack / Box

You can access Slack/Box via **Science Tokyo Authentication System**

⇒ **Science Tokyo Authentication System URL**

<https://isct.ex-tic.com/auth/session>

⇒ URL for how to log in to the system

<https://www.dx.titech.ac.jp/st/auth/>

For those who are new in Science Tokyo, please make sure that you can use **Science Tokyo Gmail** before starting using Slack/Box.

☆For more information about Slack/Box

→ <https://www.dx.titech.ac.jp/>