In the followings, please read "Tokyo Tech" as "Portal for Science & Engineering Field, Institute of Science Tokyo".

TOKYO TECH PORTAL NEWS

HOW TO USE

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

Tokyo Tech Portal provides you ...

● Web system for S&F, Human Resource Payroll Web 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.

☆ **You can get Science Tokyo ID/Initial Password on this Portal to log in to Science Tokyo Auth. Portal.**

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 Portal for Sci & Eng Field with the **"Matrix Code"** printed on the backside of your **IC Card**.

←**Please log in to the Portal from here**

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, l = "l" 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	Sample				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 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.

> Please input your account & password.
> Account [Account]
> Password [Password]
> [OK]

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]   **d**
[A, 6]   **a**
[C, 1]   **c**

*Lower-case characters are accepted here!

Tips : Recommend to have a copy of a table printed on the backside of your IC card.

After you success to log in to the Portal, please try these following initial settings!

Ⅰ. First, click "**Password Change**".

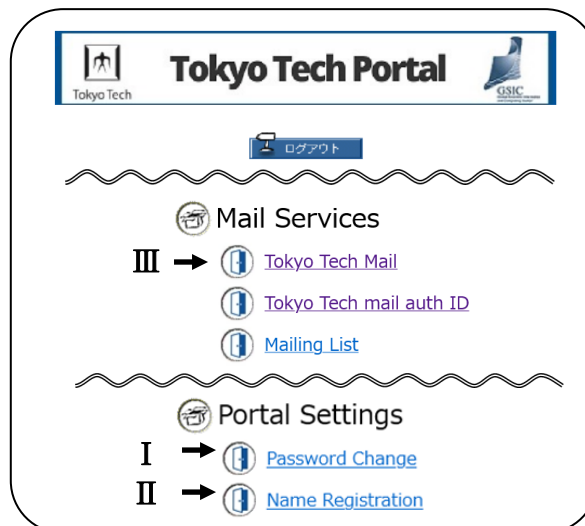**For security reasons, never use the same password you are using in other service!**

Ⅱ. Next, click "**Name Registration**".

What is Name Registration?

Registering your name by roman alphabet by yourself. It is used in the Portal system and especially important for your email account of Tokyo Tech called "m.titech address".

Ⅲ. Then, Make sure to open "**Tokyo Tech Mail**" once to make your email address valid officially.

Resource menu of the Portal (example)

Tokyo Tech Portal

ログアウト

📧 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.

【How to auto-forward ↓】

For Web mail provided on Portal for Sci & Eng field

Since the integration of the two colleges in October 2024, there are some systems working at the same time. "Tokyo Tech Mail" is also one of them and it is used by some other systems to let you know important notification. That's why, We highly recommend you set auto-forwarding settings from "m.titech address" to your "Science Tokyo Gmail" which is provided by Science Tokyo.

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 procced the initial set-up via off-campus network**. Please come to Tokyo Tech to connect on-campus network.

Tips : Online guides for the Portal··· https://portal.titech.ac.jp/new-en/ezguide/index.html