Contents

Download	2
OTP Token	3
Usage	6
Websites	6
Remote desktop	6
SSH	8
Reset your token	9

Manual Two Factor Authentication

In this manual we use the *privacyIdea Authenticator App*, you need to download and install this app on your mobile via the following link/QR code.

Google Play store or scan the QR with your mobile. Image: Comparison of the QR with your mobile. Apple App store or scan the QR with your mobile. Image: Comparison of the QR with your mobile.

Once the Authenticator app is installed on your mobile, the two-factor authentication can be enabled. You do this on your computer. Your mobile is needed to scan a QR code.

Download

OTP Token

Go to https://id.academiccloud.de/security and login with your MPI credentials (your email address and your password). Follow the next steps.	Login with AcademicID Email / Username KEEP ME SIGNED IN
Go to SECURITY (at the left)	ACCOUNT INFORMATION SECURITY EXTERNAL SERVICES OTHER
 Click Advanced Options (right bottom) Choose Authenticator App by selecting the '+' 	Image: Construction of the section
Provide a description for your (specific) mobile device (e.g. device name or smartphone model): • Click NEXT	AUTHENTICATOR APP If you want to confirm your identity with an authentication application, you can use the FreeOTP Authenticator App, for example. They are available for download from the <u>Google Play Store</u> or <u>IOS Apple Store</u> . Name for a new entry MPI ABORT NEXT

Once the OTP token has been generated, it is displayed as a QR code. Scan this QR with the Authenticator app on your mobile . When done: • Click QR CODE SCANNED	<image/>
To activate this token, a code generated by the app must be entered: this is a 6- digit number (no space!). Enter this and SUBMIT. (the 6-digit will refresh every 30 seconds with a new 6-digit number,)	670 081 TOTP0000C3C1 privacyIDEA <i>the 6-digit number on your mobile</i> AUTHENTICATOR APP In your FreeOTP App you will see a new item with a clock symbol. This is your new "Second Step". Please click on the item. You will now see a 6-digit code. Enter this code below to complete the setup. Enter Code * 72090 ABORT CUMIT
To confirm your identity another 6-digit number is asked. <u>Wait 30 seconds</u> for the new 6-digit number. Enter this and SUBMIT.	081 670 TOTP0000C3C1 privacyIDEA 7

	Confirm identity For the next step, you will need to verify your identity. Open your Authenticator app and tap the entry for academiccloud.de. Then enter the code in the box below. Enter Code * ABORT SUBMIT	
Finally a recovery token is automatically downloaded: • click CONTINUE	Backup code This is your Backup code, keep it safe. Click "Continue", once it is safely stored.	
The recovery token filename is: <i>recovery-token.pdf</i> and can be found in your Download folder. Print this and store it in a save place.		
You now have successfully added a Authentication token (TOTP).	Secure your access with an authenticator app on your smartphone.	

Usage

<u>Websites</u>	
After successfully setting up the 2FA, a second factor is now required. There is no option to circumvent this! You can test this on https://max.mpg.de Select our Institute, login with your credentials. A screen appears and the second factor is asked. Open the Authenticator app on your phone.	MPG SSO Login Please select your second factor TOTP72574162 MPI totp
 Type the 6-digit code (no space!) generated by the corresponding app and click on "Submit" (TOTP). 	Type: totp Serial: TOTP102568E7 Code Submit

Remote desktop

Important! After the successful creation of your 2FA, it takes some hours before you can use this for your remote desktop session.

Start your remote connection (to your MPI pc or one of the terminal servers).

Use your username (see page 7 how to change this).

Once you are connected, the second factor for 2FA is asked.

maurice.vandeutekom@n	npi.nl
maurice.vandeutekom@n Please enter your second f	npi.nl factor!

Open the (privacyIDEA) Authenticator app on your mobile.

Type the 6-digit code (no space!) generated by the app and press Enter (TOTP token)

When successful: you are ready to work remotely!

How to edit your Remote Desktop file

 Right click your remote desktop icon. Select Edit. 	Connect Edit Edit With Notepad++ Add to Favorites 7-Zip >
 Under User name change your username. The syntax is: mpi.nl\username (= your short username) When done Save to save the RDP file. Now you can use RDP file with your correct username to connect to your computer or to Remotedesktop 1 / 2. 	Remote Desktop Connection Remote Desktop Remote Desktop Remote Desktop Connection Series Advanced Logon settings Enter the name of the remote computer. Computer: remotedesktop 1.mpi.nl User name: mpi.nl/username You will be asked for credentials when you connect. Allow me to save credentials Connection settings Save Save Save Save Save As Open Mide Options

<u>SSH</u>

Start a ssh session. After you type your password, the 2FA prompt (PrivacyIDEA) will appear:

Password: PrivacyIDEA:

Open the (privacyIDEA) Authenticator app on your mobile.

Type the 6-digit code (no space!) generated by the app and press Enter (TOTP token)

Reset your token

When your Authenticator app is not available anymore (f.e. your phone is stolen). You can reset all your tokens, for this you need the *recovery-token.pdf* you downloaded (and printed).

Go to <u>https://id.academiccloud.de/security</u> and login with your MPI credentials (your email address and your password).	
Click the Reset MFA	MFA Management 🕜 Reset MFA 🕜
A new page appears (RESET ALL SECOND FACTORS). Take your recovery-token.pdf document.	RESET ALL SECOND FACTORS
Fill in the data of this document.	Beware: you need to provide the username as stated in the PDF file with the recovery code. Your email address will not be accepted as username.
 UserId/Username (<u>not your email!</u>) Password 	Password *
RecoveryCode/ Recovery token	Recovery token ~ You downloaded this token as a PDF file when you created your first MFA token.
After this your tokens are gone and you can create new tokens.	SUBMIT