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| | i-Service 操作手册 | Issue/Amendment | Page 1/8 |
| Responsible i-Service Enabling | | Author Kenny LU | Date Apr. 22, 2025 |

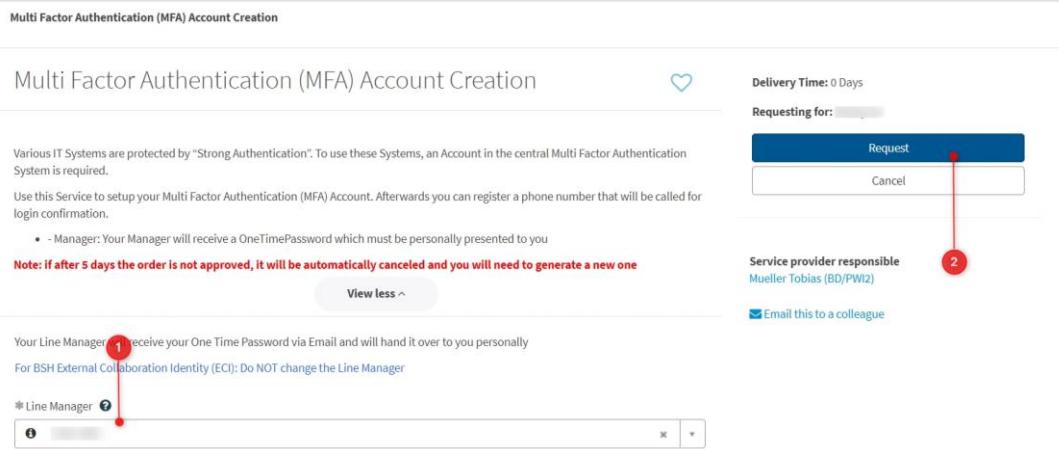
目录:

| | | |
|---|-------------------------|---|
| 1 | 打开 ITSP 申请表单并提交申请 | 2 |
| 2 | 用 OTP 激活 MFA 功能 | 2 |
| 3 | 绑定手机号码 | 5 |
| 4 | 遇到问题如何获得支持 | 7 |
| | 修订历史 | 8 |

| | | | |
|--------------------------------------|----------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 2/8 |
| Responsible i-Service Enabling | | Author Kenny LU | Date Apr. 22, 2025 |

1 打开 ITSP 申请表单并提交申请

- 1) 点击[此处并用浏览器打开 ITSP 申请表单](#)
- 2) 确认表单中的 Line Manager 是正确的，点击 Request 按钮提交申请



Multi Factor Authentication (MFA) Account Creation

Various IT Systems are protected by "Strong Authentication". To use these Systems, an Account in the central Multi Factor Authentication System is required.

Use this Service to setup your Multi Factor Authentication (MFA) Account. Afterwards you can register a phone number that will be called for login confirmation.

- Manager: Your Manager will receive a OneTimePassword which must be personally presented to you

Note: If after 5 days the order is not approved, it will be automatically canceled and you will need to generate a new one

[View less ^](#)

Your Line Manager **1** receive your One Time Password via Email and will hand it over to you personally

For BSH External Collaboration Identity (ECI): Do NOT change the Line Manager

* Line Manager **2**

Delivery Time: 0 Days

Requesting for:

Request Cancel

Service provider responsible Mueller Tobias (BD/PW12)

Email this to a colleague

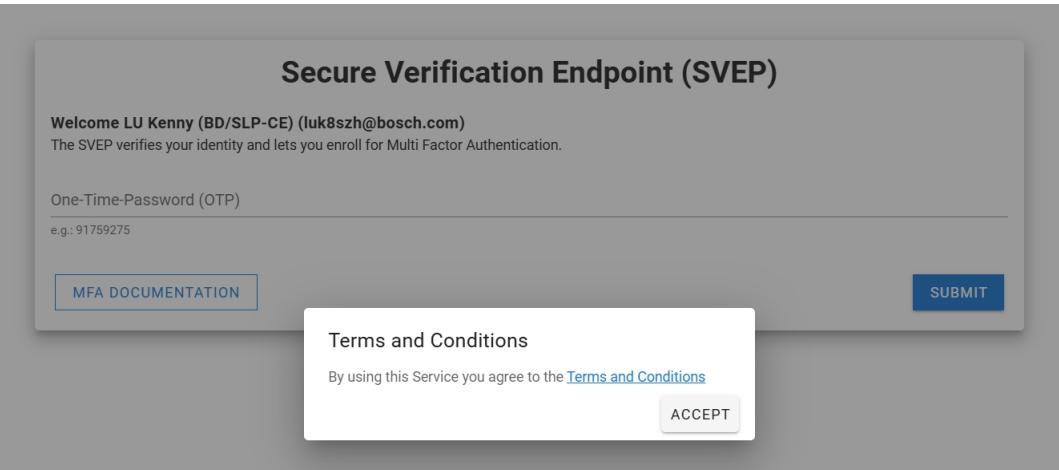
请注意：如果你的申请表单未能在 5 天内被审批，则此申请表单会自动取消

- 3) 审批人收到用于激活 MFA 的一次性密码(OTP)

申请单审批完成过后，审批人会收到一个包含了 8 位数字(OTP)的邮件，请及时联系你的审批人并取得此密码

2 用 OTP 激活 MFA 功能

- 1) 点击[这里打开 MFA 安全验证终端页面](#)，第一次打开可能会出现以下窗口，点击 ACCEPT 即可



Welcome LU Kenny (BD/SLP-CE) (luk8szh@bosch.com)

The SVEP verifies your identity and lets you enroll for Multi Factor Authentication.

One-Time-Password (OTP)

e.g.: 91759275

MFA DOCUMENTATION SUBMIT

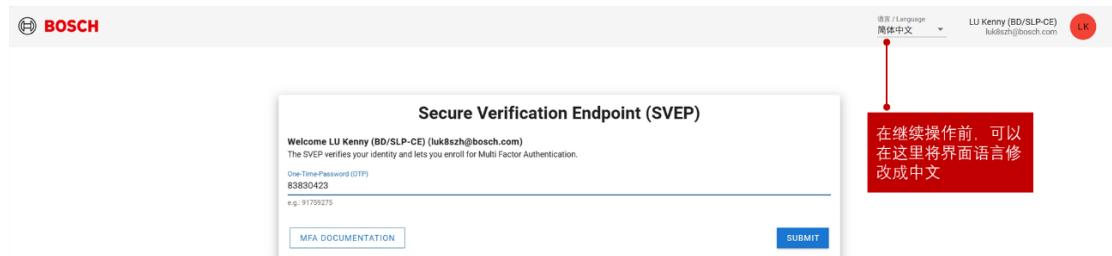
Terms and Conditions

By using this Service you agree to the [Terms and Conditions](#)

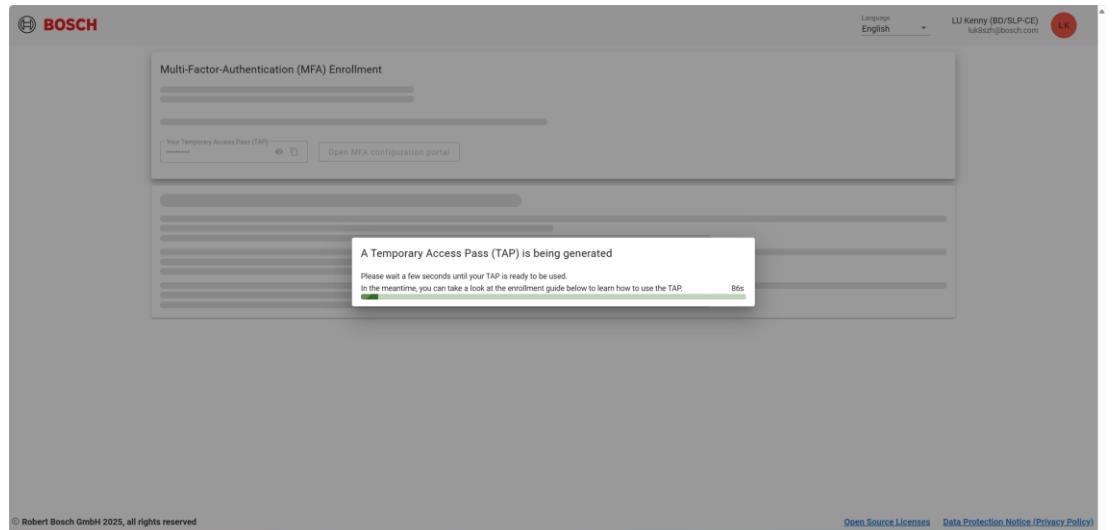
备注：你可以在接下来的页面右上方修改界面语言为中文，本手册将以默认的英文操作界面进行演示。

| | | | |
|--------------------------------------|-----------------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 3/8 |
| Responsible i-Service Enabling | | Author Kenny LU | Date Apr. 22, 2025 |

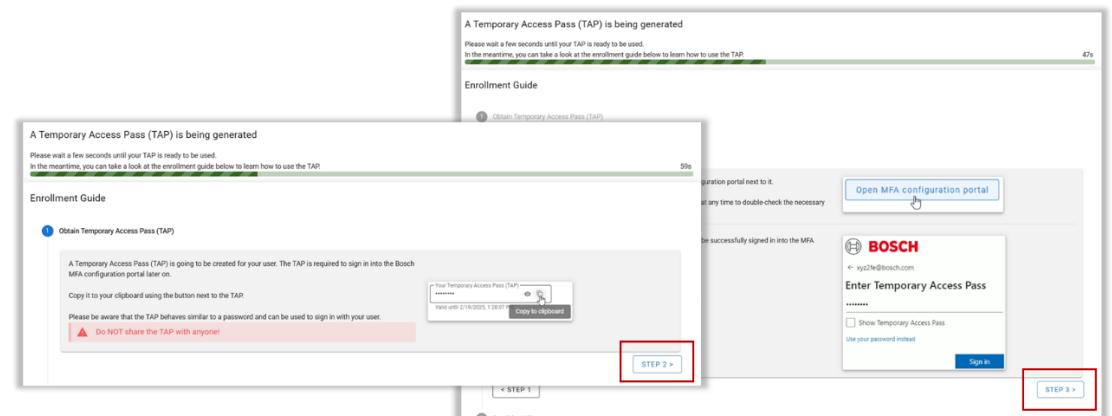
接着在以下网页中的 One-Time-Password(OTP)处输入刚才拿到的 8 位数字密码，确认密码输入正确后点击 SUBMIT 按钮。



- 2) 此时，界面会提示”A Temporary Access Pass (TAP) is being generated”。系统会花几十秒时间生成一个临时密码，请耐心等待。

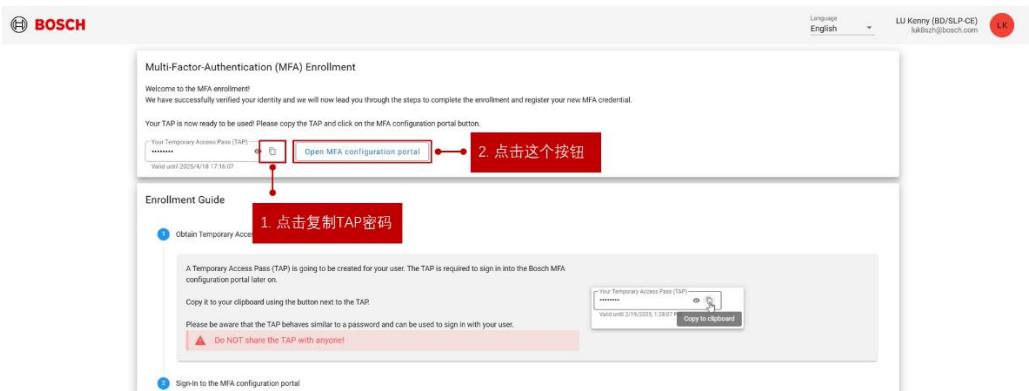


- 3) 此步骤中系统会显示 MFA 的操作指南，请点击右下角的 STEP2, STEP3 按钮继续操作。

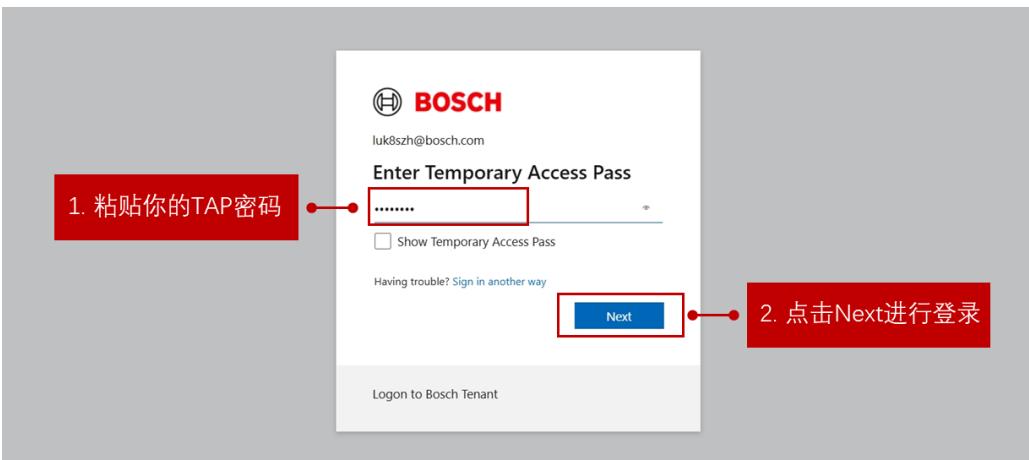


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|--------------------------------------|-----------------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 4/8 |
| Responsible i-Service Enabling | | Author Kenny LU | Date Apr. 22, 2025 |

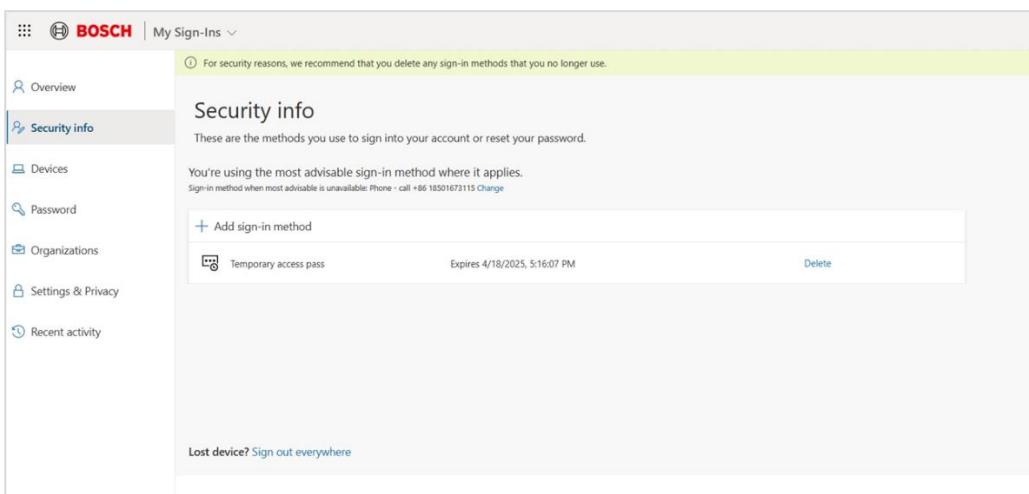
- 4) 你的临时密码 (TAP) 生成成功，点击密码框右边的复制按钮复制密码，再点击”Open MFA configuration portal”按钮继续操作



- 5) 系统会自动打开 MFA 登录窗口，在 Enter Temporary Access Pass 下方的输入框中按 Ctrl+V 粘贴刚才复制的 TAP 密码，点击 Next 按钮就可以登录 MFA 系统



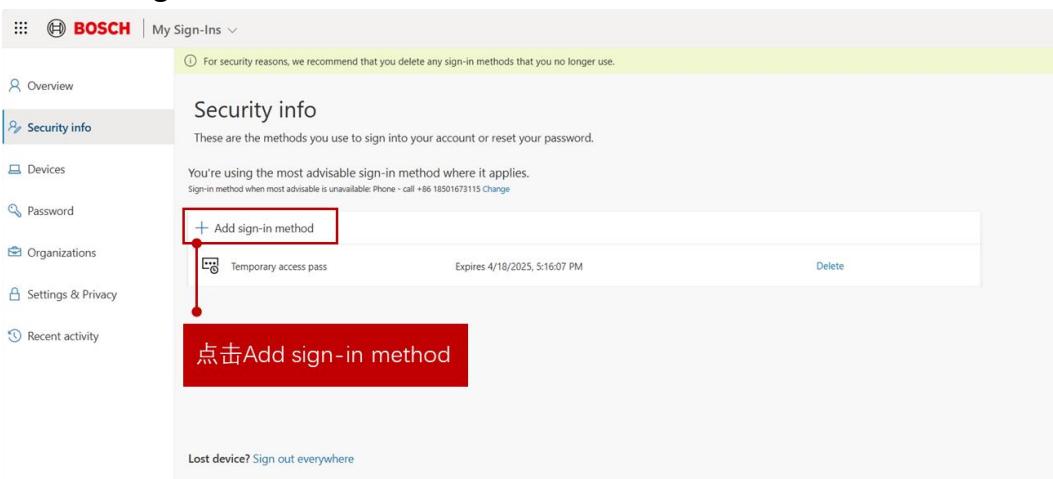
登录成功的界面参考：



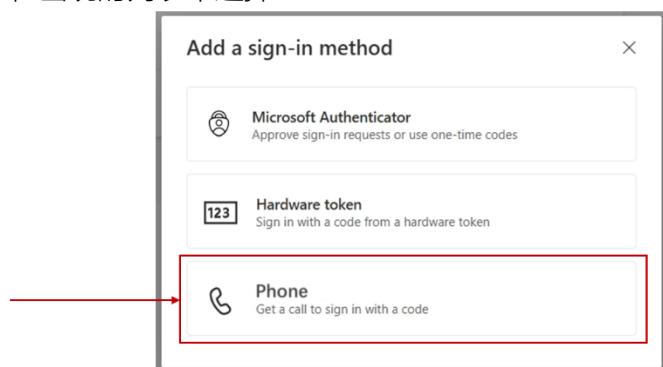
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|--------------------------------------|-----------------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 5/8 |
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3 绑定手机号码

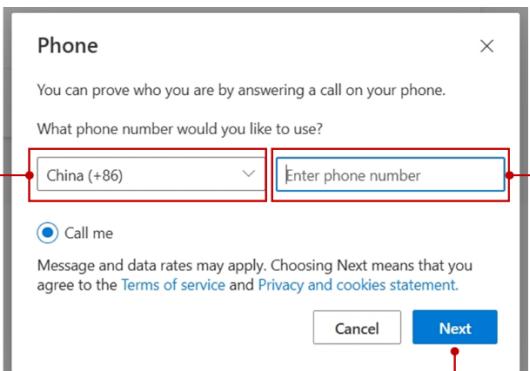
1) 点击”Add sign-in method“



2) 在出现的列表中选择”Phone“



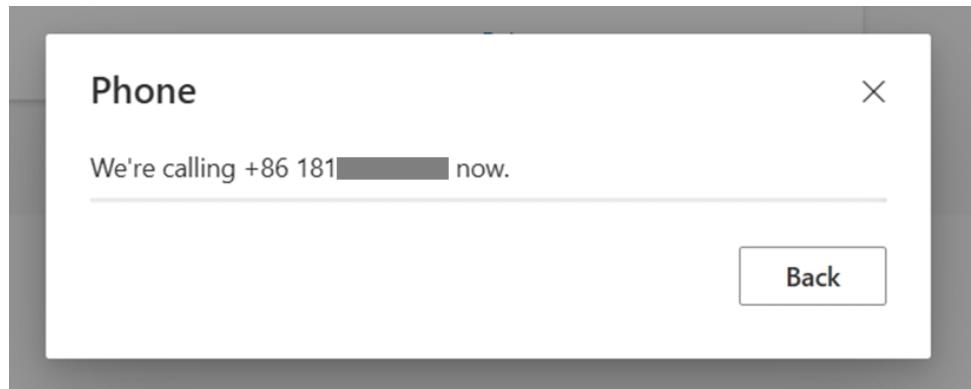
3) 填写你的手机号码



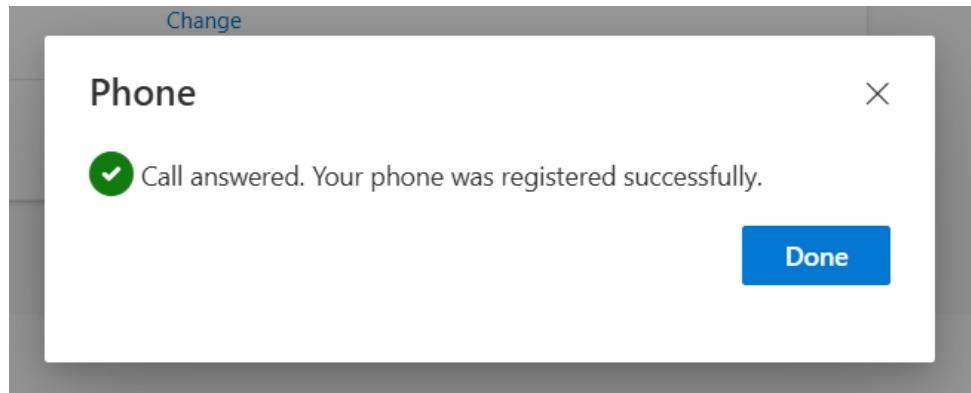
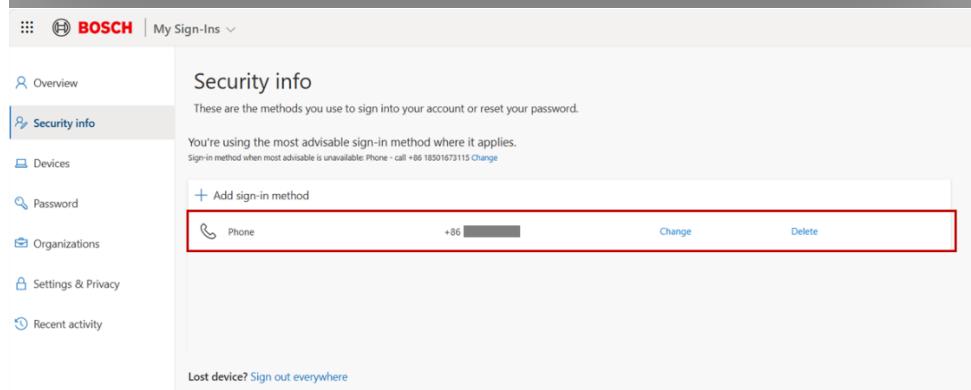
The screenshot shows the 'Phone' configuration dialog box. A red box highlights the '选择China (+86)' dropdown. Another red box highlights the 'Enter phone number' input field. A third red box highlights the 'Next' button at the bottom right. Instructions overlaid on the image include: '这里输入你的手机号码' (Input your phone number here), '填写完成后点击Next' (Click Next after filling out), and '其他国家号码请根据实际情况选择' (For other countries, please choose according to actual circumstances).

| | | | |
|---|-----------------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 6/8 |
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- 4) 系统提示正在呼叫，此时你的手机会接到一个来电呼叫，请按接听键接通，并根据提示音打开小键盘按 # 号键进行号码绑定



- 5) 绑定成功后，系统会有如下提示，按 Done 按钮后会返回到 MFA 主窗口，在主窗口可以看到你已经绑定的手机号码

The screenshot shows the Microsoft Sign-In interface under the 'Security info' tab. It displays a list of sign-in methods. The 'Phone' method is currently selected and highlighted with a red border. Other methods listed include 'Microsoft Authenticator' and 'Email'. The interface includes standard navigation elements like 'Overview', 'Devices', 'Password', 'Organizations', 'Settings & Privacy', and 'Recent activity'.

补充：MFA 同时支持手机号码绑定和 APP 绑定，绑定手机号码操作较容易，但稳定性没有 APP 好，如果需要启用 APP 验证，请点击 Add sign-in method，然后选择 Microsoft Authenticator，根据提示进行 APP 激活和绑定。

| | | | |
|---|-----------------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 7/8 |
| Responsible i-Service Enabling | | Author Kenny LU | Date Apr. 22, 2025 |

4 遇到问题如何获得支持

IT 支持热线: 4009213311

HR 服务热线: 0512 67676666

i-Service Enabling

| | | | |
|--------------------------------------|-----------------------|--------------------|-----------------------|
| | i-Service 操作手册 | Issue/Amendment | Page 8/8 |
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修订历史

| Issue | Date | Editor | Description of amendment |
|-------|---------------|----------|-------------------------------|
| 1.0 | Oct. 12. 2023 | Lu Kenny | |
| 2.0 | Apr. 22. 2025 | Lu Kenny | 根据新的激活方式调整内容，加入手机 号码绑定操作步骤 |
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