



Part I: Basics of the ICT Systems in UTokyo


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Executive Director and Vice President

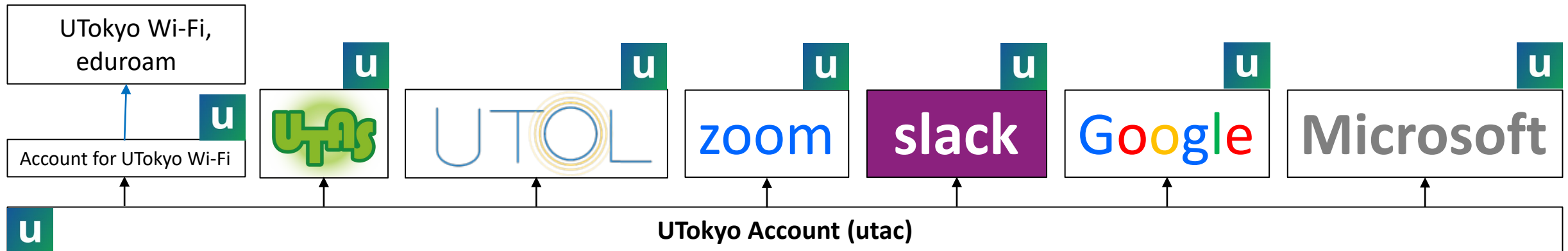
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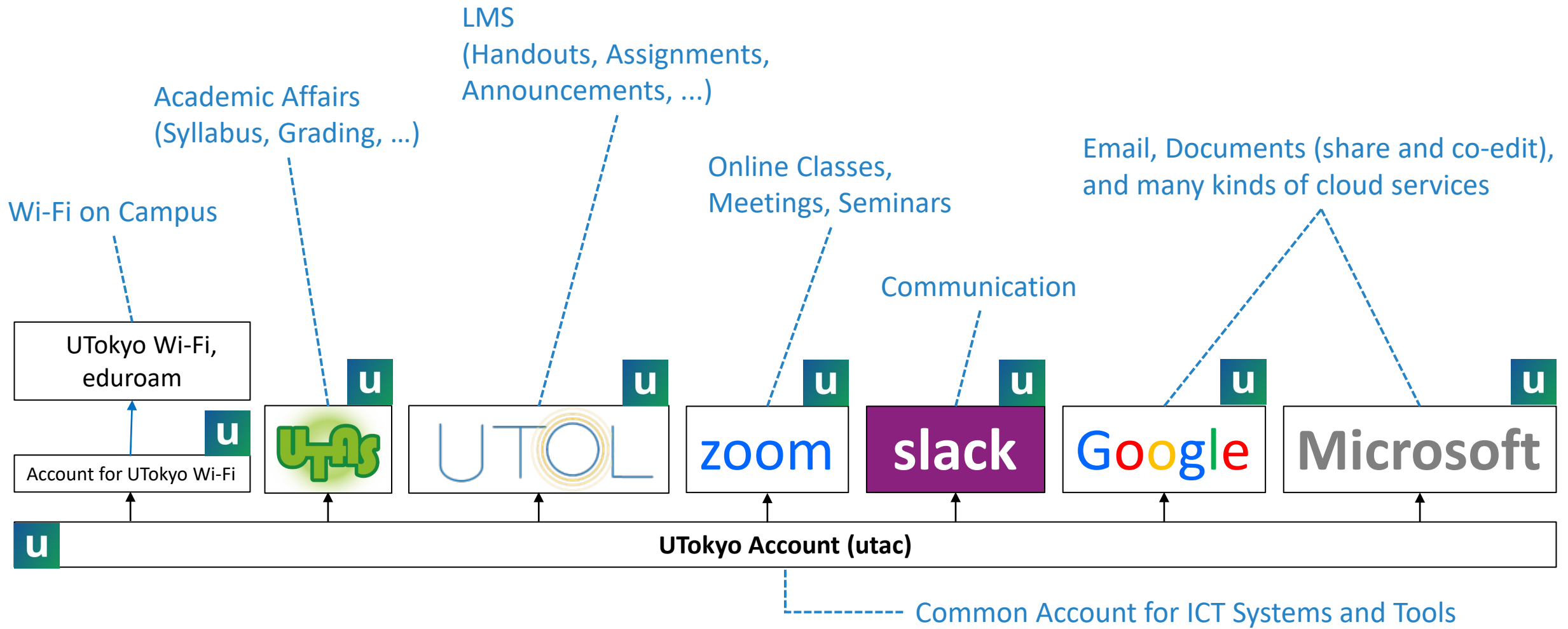
utelecon20240913

Please ask questions at any time
before or during the explanation.

- You can jump to the sign-in page from the logo.
- You can jump to the utelecon description page from  icon.



Main uses of each system and tool



Outline

Part I: Basics of the ICT Systems in UTokyo

1. About utelecon
2. UTokyo Account
3. Initial Setup and MFA
4. Information Security Education
5. UTokyo Wi-Fi

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About utelecon

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- The portal site aims to be a one-stop source of information for ICT systems and tools.

<https://utelecon.adm.u-tokyo.ac.jp/en/>

- Support desk via chat, email and online calls.
- Faculty, staff and students are involved in operational activities.
- See also [utelecon introduction](#) and [Principles and Objectives](#).

When you have questions, you can use **utelecon**

- Search by Google

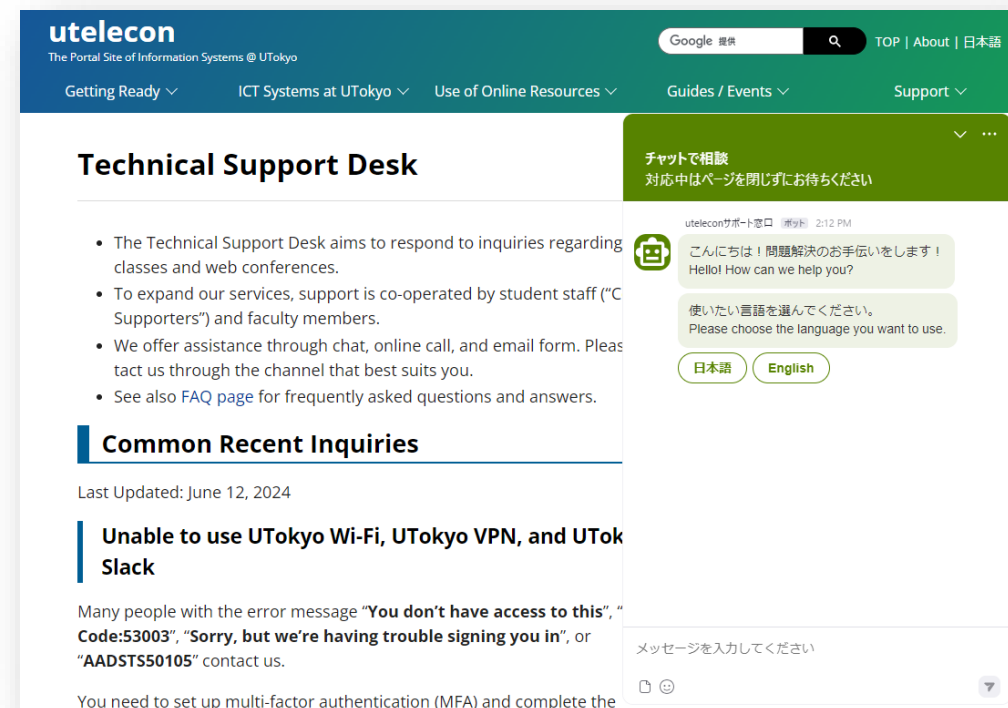
utelecon zoom



- In most cases, you can get the information you need by searching with “utelecon.”

- Support desk

- via Chat
 - via Online Call
 - via Email Form



UTokyo Account

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2. UTokyo Account
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What is UTokyo Account (utac)?

- A common account for using the ICT systems and Tools in Utokyo.
In the beginning was the utac.
- The same username and password can be used for many systems.
As known as single sign-on (SSO).

Your UTokyo Account

xxxxxxxxxx@utac.u-tokyo.ac.jp

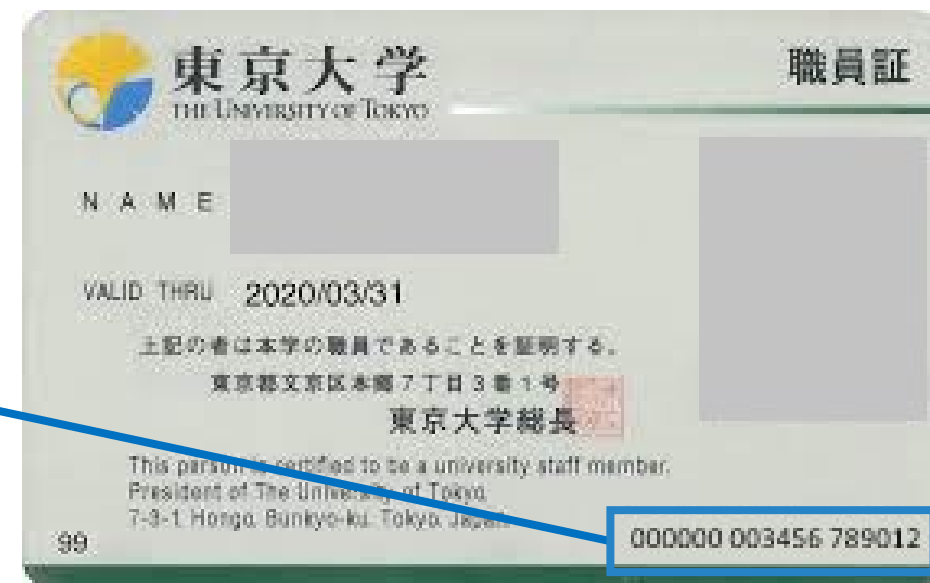
10-digit number

- The 10-digit number is **on your ID card**
 - The **rightmost 10 digits** of the number written in the right-bottom of the card.

000000 003456 789012



Your UTokyo Account is
3456789012@utac.u-tokyo.ac.jp



- You can also find it on your account notification letter.

Another way to call UTokyo Account

UTokyo Account may also be referred to by various names.

- 10-digit (number) “^{jikketa}  10桁”

“What’s your 10-digit number?”

- Common ID “^{Kyotsu}  共通ID”

“Please let me know your common ID.”

- utac [ju takku] or [ju: ti: ei si:]

This is the official abbreviation, but not widely used.

Initial Setup and MFA

(Multi-Factor Authentication)

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Preparing to use UTokyo Account

utelecon utokyo account



1. Get your UTokyo Account (10-digit number) and initial password.
 - You receive notification when you become a UTokyo member.
2. Change your password.
 - The initial password cannot be used as is.
 - Access [UTokyo Account User Manu](#) and change your password.
3. Set up [Multi-Factor Authentication](#).
 - This will give you access to all ICT systems and tools.

Notification Regarding Password for the UTokyo Account

10-digit number and
Initial password

(教職員向け / For Faculties and Staff)
UTokyo Account パスワード通知書
Notification regarding password for the UTokyo Account

2023年08月23日

あなたのUTokyo Accountのユーザ名・初期パスワードは以下の通りです。
Your username and initial password are listed below.

氏 名 : 東大 テスト 8
(Name) toudai test8

ユーザ名 (Login ID) : 1460066209
初期パスワード : *****
(Initial Password)

<パスワード文字見本 (Characters that may be used for passwords) >
23456789ABCDEFGHIJKLMNPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz!?\$%&+-=_

はじめに「UTokyo Account利用者メニュー」で初期パスワードを変更してください（初期パスワードのままでは、各種情報システムを利用することができません）。具体的な手順はuteleconポータルサイト「UTokyo Account」のページに掲載されていますので、以下のQRコードまたはURLからアクセスしてください。なお、UTokyo Accountを利用される際は、情報セキュリティ教育の受講が義務づけられております。


First, please change your initial password in the "UTokyo Account User Menu" (you will not be able to use various information systems with your initial password). Specific steps can be found on the "UTokyo Account" page of the utelecon portal site, which can be accessed using the QR code or URL below. Please note that Information Security Education is mandatory for all UTokyo Account users.

- For faculty/staff, personnel affairs section in your department will distribute this to you.
- For student, the academic affairs section in your faculty/school will distribute this to you.

Change your UTokyo Account Password

Only 10-digit number
without “@utac.u-tokyo.ac.jp”

Initial password

LDAP Manager*  User Profile Maintenance

UTokyo Account User Menu

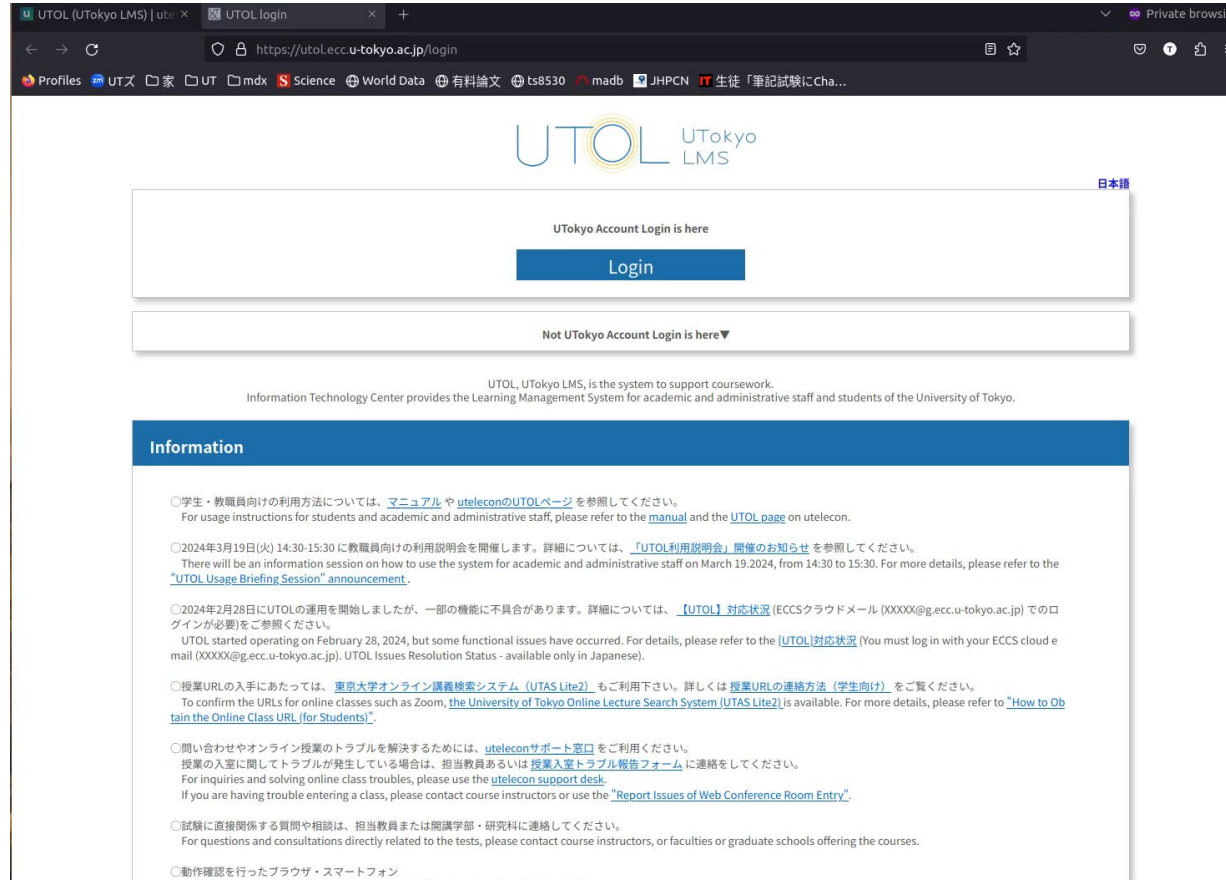
English ▼

10 digit user id

Password

Login

Let's log in to UTOL to try it out



* This demonstration is with multi-factor authentication already set up.

What is MFA?

utelecon MFA



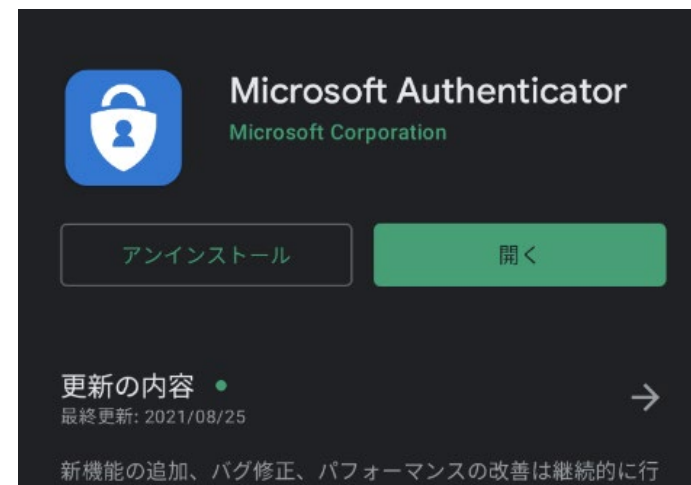
- Generally, to check **two or more pieces** of information that only legitimate users should know (or have) and allow them to sign in.
 - Password, phonecall, smartphone, specialized device, biometric, etc.
- Pattern 1: **Password + something else**
 - Password + smartphone, etc.
- Pattern 2: Passwordless Authentication
 - smartphone + biometric, specialized device + biometric data, etc.

Why MFA?

- Setting up MFA makes your account **significantly more secure** than passwords alone.
 - Especially, protection against targeted email and phishing(*).
(*) A method in which a link embedded in an e-mail leads the user to an attacker's website and forces the user to enter a password.
- Single sign-on (SSO) integrates many accounts into one. It must be **robustly protected**.
 - Multi-factor authentication is both **secure** and **convenient**.

Isn't it a hassle?

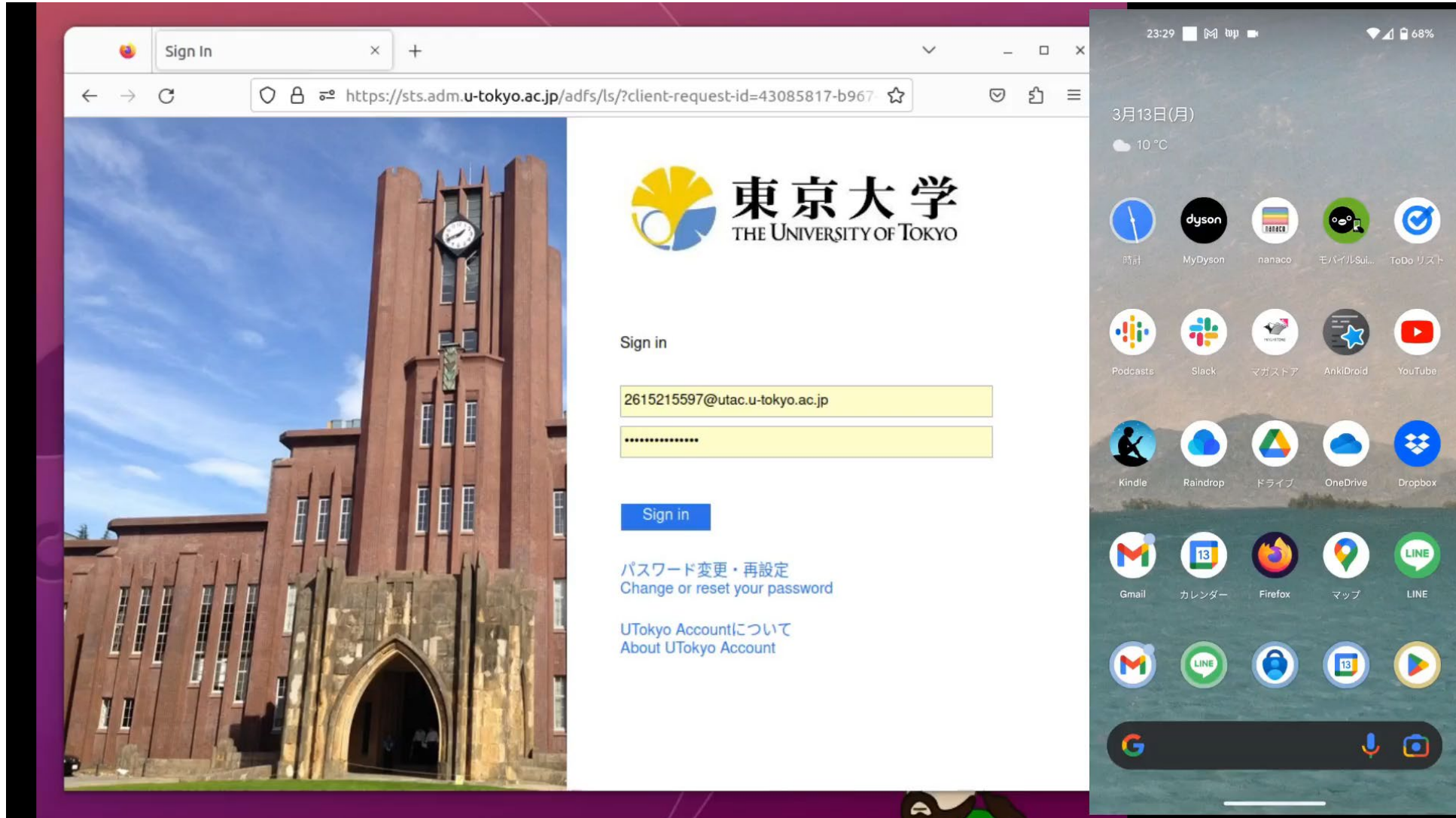
- It depends on the method, but the method using the smartphone authentication app (Microsoft Authenticator) is less cumbersome.
 - [Android](#) (Google Play Store)
 - [iOS](#) (App Store)
- If you always have a smartphone with you,
the only hassle is to open your smartphone + α.



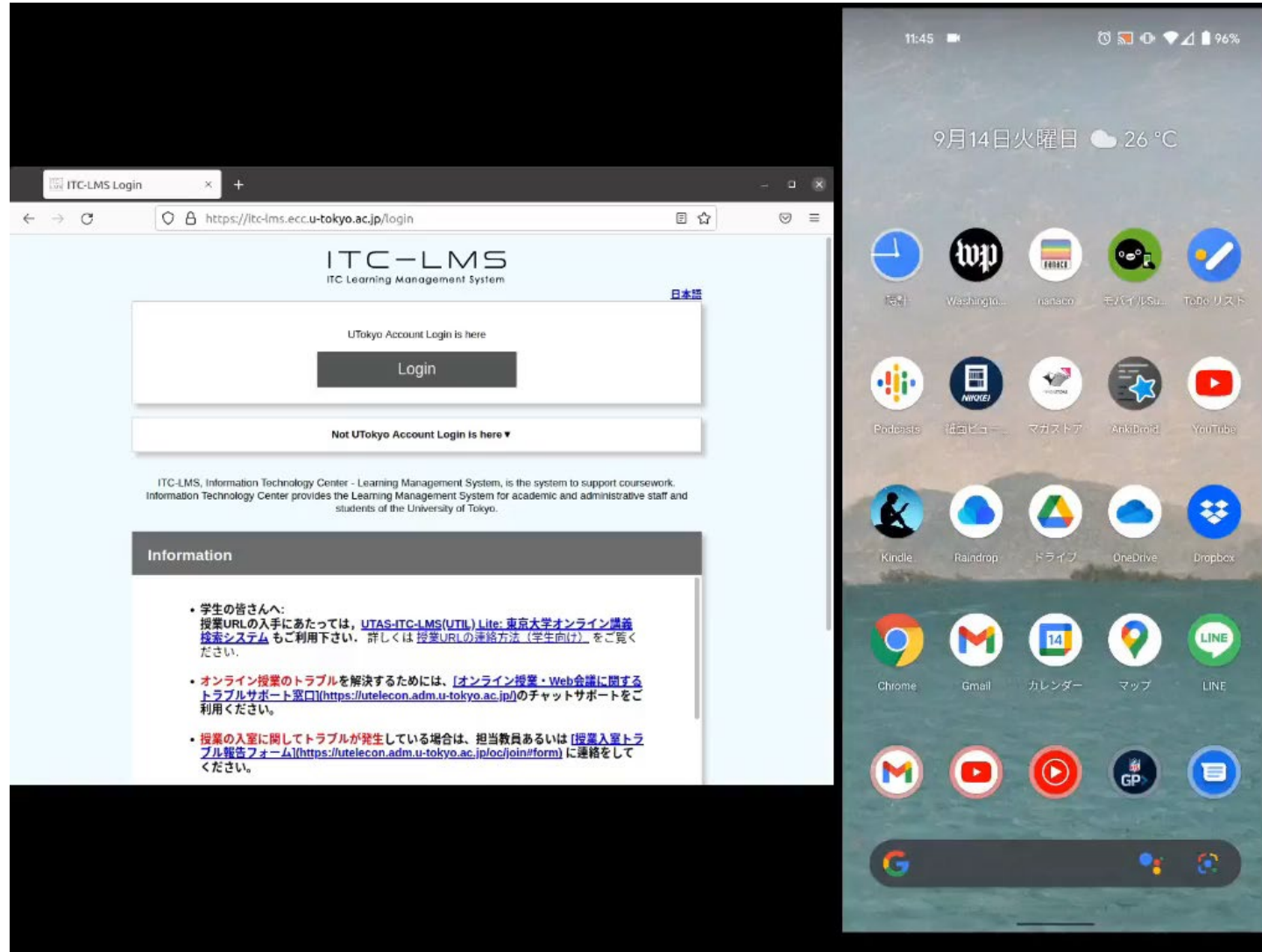
Various methods (Password + **Something else**)

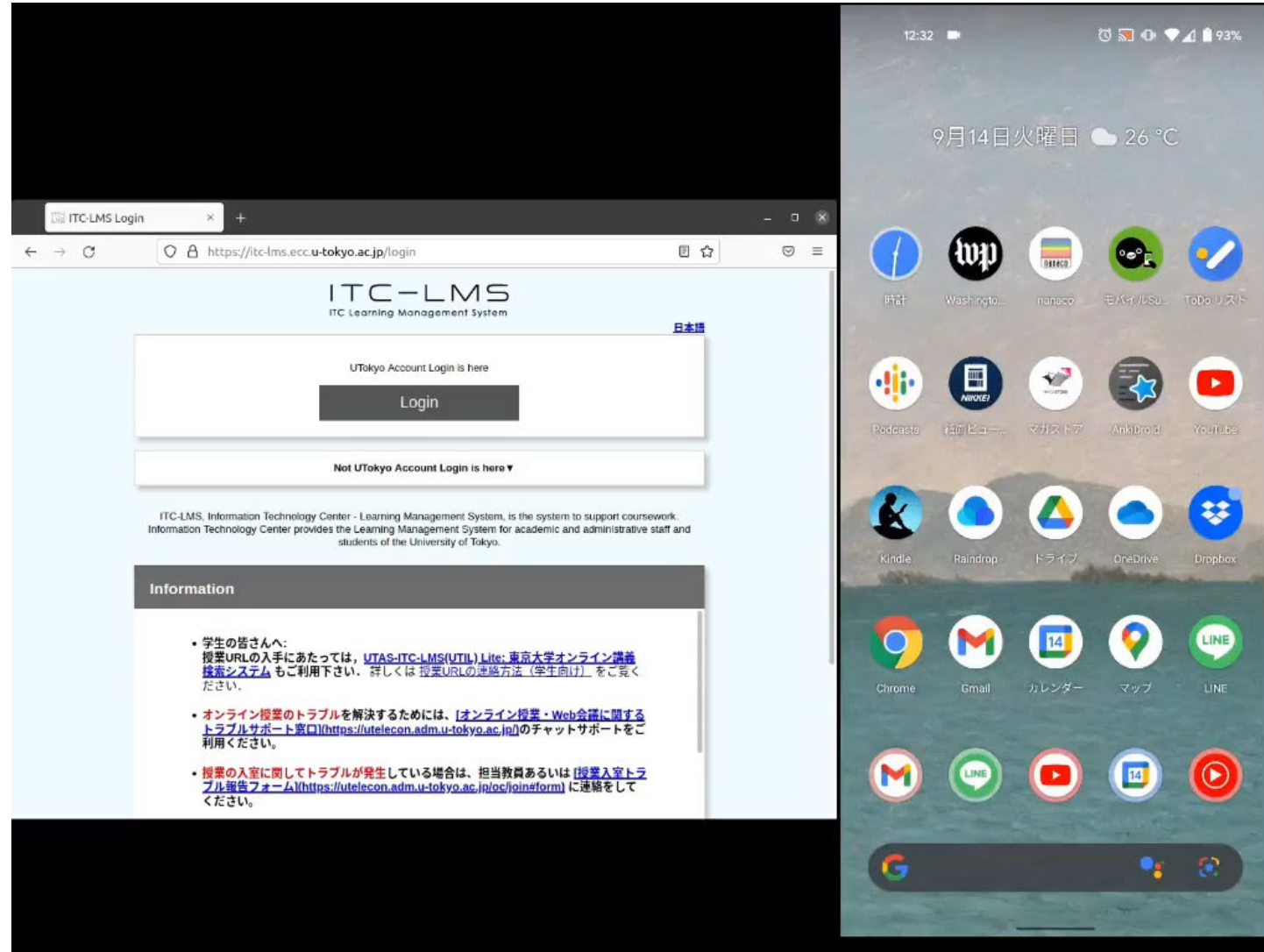
- Microsoft Authenticator (**Recommended**)
 - Open your smartphone app and enter the 2-digit number.
- Short Message (SMS)
 - Enter the 6-digit number that is texted to your mobile phone.
- Voice Phone (Mobile phone, (Fixed) Phone)
 - Just take the call and press the # key.
 - If you don't have a smart phone, we would **recommend** this, surprisingly.
- Google Authentication System
 - Open your smartphone app and enter the 6-digit number.

U MFA - Microsoft Authenticator

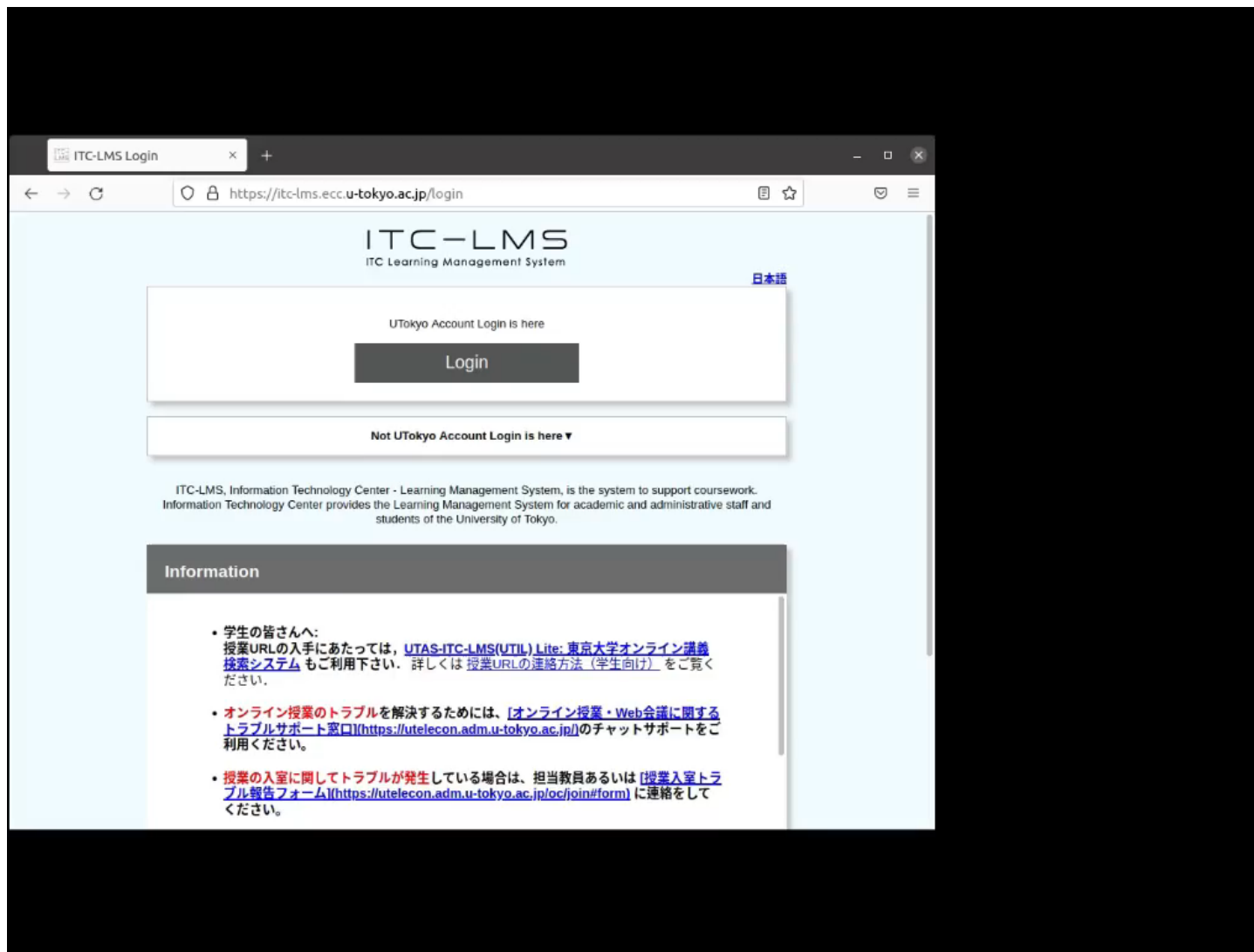


MFA – Short Message (SMS)





MFA - Google Authenticator



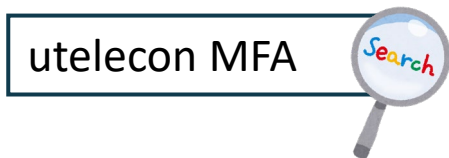
How to Set up MFA

The Initial Setup Guide in utelecon

- You must do **ALL** the following.
 - Step 1-3: Choose and set your identification method (App? SMS? Phone?)
 - Step 4: **Apply for MFA Use**
 - Wait for a maximum of **40 minutes**
 - Try in advance with plenty of time to spare, not just before you need to use the system.
- **Many people forget step 4** after completing Step 1-3.
 - If you have not completed all the steps, you will get an error message when using a service that requires MFA (e.g. UTokyo Slack).
- **Please follow the initial setup guide and complete all the step.**

Learn more about MFA

- More advanced topics on MFA
 - **Passwordless sign-in (Highly Recommended)**
 - When you buy a new smartphone
 - When you do not have a smartphone or mobile phone
 - When you are on an overseas business trip
 - When there is a communication failure with your mobile phone company
- See [utelecon](#) for more information.
- If you face difficulties, you have access to [the support desk](#).



U MFA is mandatory in UTokyo

- Search [UTokyo Portal](#) for [100% Multi-Factor Authentication](#)
 - [Necessity of Multi-factor Authentication](#) (only in Japanese) by Masaya Nakayama, Assistant CISO, Information Technology Center
 - The MFA set-up percentage for each department is published on the portal.
- The following services are not available without Multi-Factor Authentication.
 - UTokyo Wi-Fi
 - UTokyo Slack
 - UTokyo VPN
- **NOT a choice** between setup MFA or not using the above services.

Information Security Education

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- Simple e-learning + test (10 questions with 3 choices)
- The following services will not be available until you pass the test.
 - UTokyo Wi-Fi
 - UTokyo Slack
 - UTokyo VPN
- **Required for all UTokyo members.**
 - **NOT a choice** between taking the test or not using the above services.

UTokyo Information Security Education



or access via [this link to the Information Security Portal](#).

UTokyo Wi-Fi

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UTokyo Wi-Fi

Campus Wi-Fi network access is available at most locations on campus.

- You can connect by issuing an account for UTokyo Wi-Fi.
- Accounts must be re-issued once a year.
- You can also use eduroam with the same account.

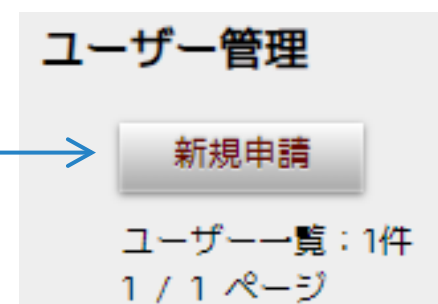
utelecon wi-fi



Account Issuance for UTokyo Wi-Fi

- Access the [UTokyo Wi-Fi Account Menu](#).

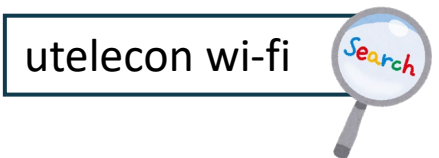
- Press the “^{shinki shinsei}新規申請 (New Application)” button.



- You will receive an email with your username and password for Wi-Fi.
 - The email will be sent to [your ECCS mailbox](#) and to your email address registered on the staff dictionary.
- username: u24xxxxxx@wifi.u-tokyo.ac.jp
8-digit number beginning with the last 2 digits of the year
 - This is not an email address.

Connect to UTokyo Wi-Fi

- Network Name (SSID): **0000UTokyo**
- Security: WPA2 Enterprise
 - You can connect with the username and password sent to you by Email.
- Details depend on the device and model. Please refer to [utelecon](#) for more information.
 - Windows, Mac, Android, iPhone, iPad, etc.



Connect to eduroam

eduroam is the world-wide roaming access service developed for the international research and education community.

- Network Name (SSID): **eduroam**
 - You can connect with the same username, password, and settings as UTokyo Wi-Fi (0000UTokyo).
- Available not only on UTokyo Campus, but also on campus of many (almost all) universities, research institutes.
- Even if you use it on UTokyo Campus, you can not access to resources limited to on-campus network.
 - Connected as off-campus network.

Summary

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In short, what should you do first?

1. Sign in to the UTokyo Account User Menu with your UTokyo Account and initial password and **change your password**.
 - Your account and initial password is on the account notification letter.
2. Set up **Multi-Factor Authentication**.
3. Pass the **Information Security Education Test**.
4. Issue **UTokyo Wi-Fi Account** and try to connect.

Please set up multi-factor authentication as soon as possible to use the system safely and comfortably.