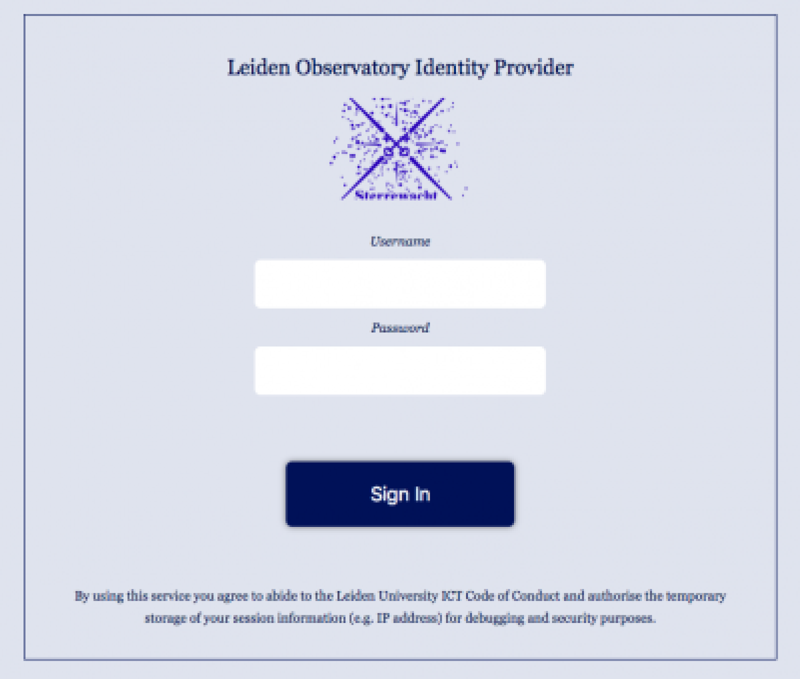
First Time Access

With a Personal Computer

If you don not have a Smart Phone, or if you do not want to use a Smart Phone, you can use alternative programs to provide the passcode needed for 2FA. A few of these programs are:

- KeepassXC (keepassxc.org GUI) or,
- oathtool (oath-toolkit GNU/Linux cmd line) or,
- OTP Manager (id928941247 MacOS)

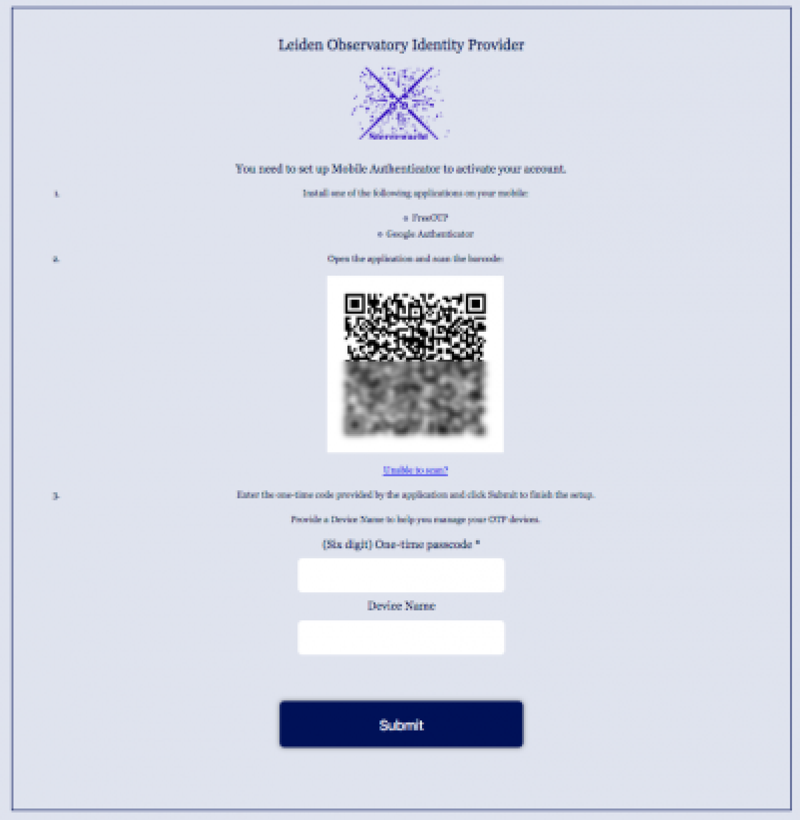
or any softwares that implement OTP standards.



By using this service you agree to abide to the Leiden University ICT Code of Conduct and authorise the temporary storage of your session information (e.g. IP address) for debugging and security purposes.

Figure 1: 2FA Login screen (Click image to enlarge).

So after installing one or more of the above programs you can proceed to go to a web page that helps you setup 2FA. This page is located in our Self Service area. When you access that page you are redirected to the new Observatory Identity Provider and presented with a login window.



Leiden Observatory Identity Provider

You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:
   - FreeOTP
   - Google Authenticator
2. Open the application and scan the barcode:

   Unable to scan?
3. Enter the one-time code provided by the application and click Submit to finish the setup.

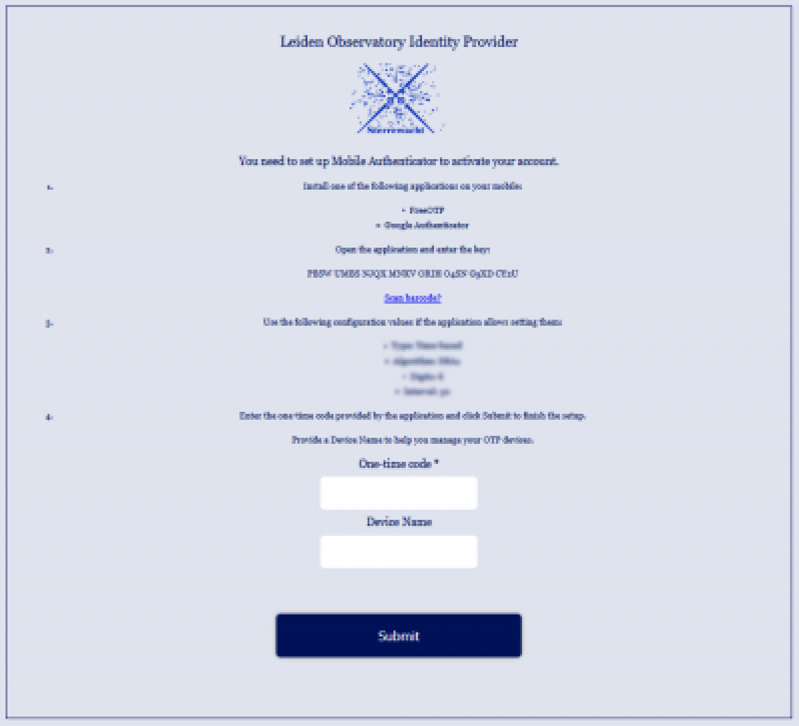
   Provide a Device Name to help you manage your OTP devices.

(Six digit) One-time passcode *

Device Name

<caption>2FA setup secret key form (Click image to enlarge).<caption>

After entering your account credentials you are present a QR code on the next page. Your computer programs are not equipped to scan QR codes, so you need to 'see' the secret key. For this you click the link `Unable to scan?`



Leiden Observatory Identity Provider

You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:
   - FreeOTP
   - Google Authenticator
2. Open the application and enter the key:

   PBSW UMBS NJQX MNKV ORIH O4SN G5XD CE1U

   Scan barcode?
3. Use the following configuration values if the application allows setting them:
   - Type: Time-based
   - Algorithm: SHA1
   - Digits: 6
   - Interval: 30
4. Enter the one-time code provided by the application and click Submit to finish the setup.

   Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

After clicking the link you will be presented a window that shows you the secret key in clear text. Copy this key and save it in a place where your program can use it. Then run this program to obtain a passcode (a six digit number). Transfer this passcode to the form. Note that the passcodes have a lifespan of 30 seconds, so you might need to regenerate a new passcode if the 30 sec. timeslot has passed.

Since you are now setting up 2FA for the first time, you may also type in a name for the device from which you are getting the passcodes. It is merely a tag for later use. Having filled in all required fields, you continue to `Submit` the next form.

Now follow the steps from section Remaining Setup

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