

First Time Access

With a Personal Computer

If you do 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.

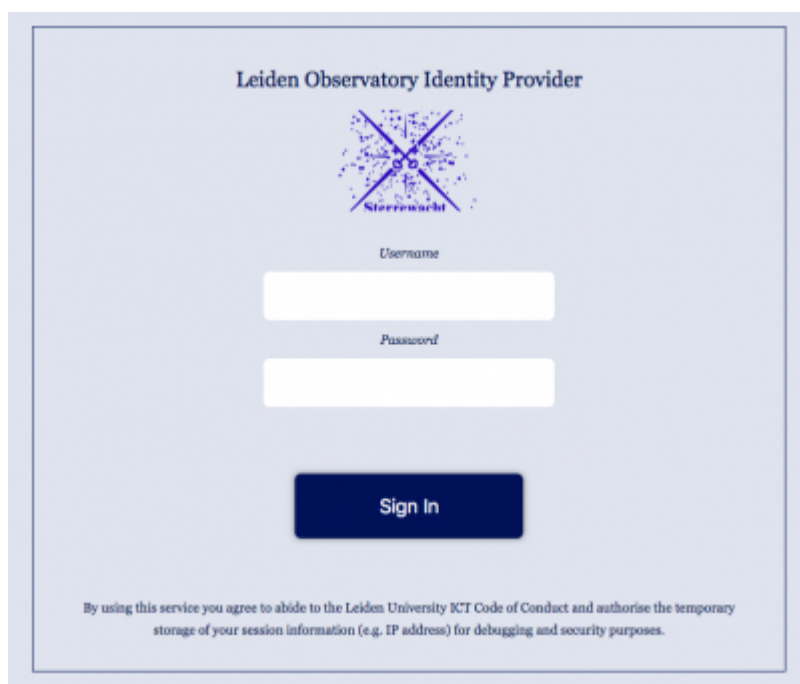


Figure 1: 2FA Login screen (Click image to enlarge).

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:
 - a. FreeOTP
 - b. 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

Figure 2: 2FA setup secret key form (Click image to enlarge).

After entering your account credentials you are presented 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?](#)



The screenshot shows a web interface for the Leiden Observatory Identity Provider. At the top, it says "Leiden Observatory Identity Provider" with a logo. Below that, it says "You need to set up Mobile Authentication to activate your account." and lists four steps: 1. Install one of the following applications on your mobile: + FreeOTP, + Google Authenticator. 2. Open the application and enter the key: PR04UMBS3QJRM0NRY0RIE04EN09XDCE1U. 3. Use the following configuration values if the application allows setting them: + Type: Time-based, + Algorithm: SHA1, + Period: 30. 4. Enter the one-time code provided by the application and click Submit to finish the setup. Below these steps, there are input fields for "One-time code *" and "Device Name", and a "Submit" button at the bottom.

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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Last update: **2021/03/07 10:55**

