

# Password Issue and Delivery System Operation Manual

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**NATIONAL INSTITUTE OF  
ADVANCED INDUSTRIAL SCIENCE  
AND TECHNOLOGY (AIST)**



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### 1. Operation Procedures

The URL below is used to access the system.

Access URL	<a href="https://pass.aist.go.jp/">https://pass.aist.go.jp/</a>
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## 2. Confirm Password Shared to Yourself

The operation procedure to confirm a password which has been shared by an AIST employee is explained below.

To confirm the password, authorization via a one-time password is required.

You will be notified of the one-time password by one of telephone, SMS, or fax, as selected by the AIST employee.

Please contact the AIST employee who has shared the password in advance regarding the one-time password notification method.

1. Please check the 'Password Issue and Delivery Notification E-mail' send by the System ([pass-alert-ml@aist.go.jp](mailto:pass-alert-ml@aist.go.jp)), and access the password confirmation URL within the e-mail body.

### Excerpt of Notification E-mail

The Identification Code and Password Confirmation URL for the password which has been issued and delivered are as follows.

Identification Code:

XXXXXXXXXXXXXXXXXX

URL:

<https://pass.aist.go.jp/ui/ja/notice?mailAddress=gaibu.taro@example.com&shikibetsuCode=XXXXXXXXXXXXXX>

Title:

Shared Password for XX Project

- The One-time Password Notification screen will be displayed, with your e-mail address and identification code already set. To continue, click the 'One-time Password Notification' button.

**One-time Password Notification**

To confirm the shared password, verification via a one-time password is required.

- Input the recipient e-mail address and identification code shown in the sharing notification e-mail, then press the "One-time Password Notification" button.
- When accessing this screen from the sharing notification e-mail, the e-mail address and identification code will be entered automatically.
- Pressing the "One-time Password Notification" button will notify you of the one-time password which is necessary to confirm the shared password. This notification will be by SMS, fax, or telephone.

E-mail Address: Please enter your E-mail Address

Identification Code: Please Enter Identification Code

**ONE-TIME PASSWORD NOTIFICATION**

- The One-time Password Verification screen will appear. You will be notified of the one-time password by one of telephone, SMS, or fax, as selected by the AIST employee. Input the one-time password as notified, then click the 'Verify' button.

**One-time Password Verification**

The one-time password for verification has been sent by SMS.  
Enter the one-time password, then press the "Verify" button.

E-mail Address: aaa@aaa.com


Identification Code: aaa

One-time Password: One-time Password

**VERIFY**

**Supplementary Information**

- The one-time password will be within the body text for SMS and fax notifications, or will be read as an audio announcement for telephone notifications.

1. Input the one-time password to display the Password Information screen.
2. To print, press the  button.

### Shared Password Lookup



Please copy and use the password.  
A hint is displayed in the shared password information.  
When storing printed copies, please refer to the hint to aid in discerning between similar characters, such as the letter O and the digit 0.

Once this screen has been closed, you will no longer be able to confirm the password. Please be certain to make note of the password, or print this screen before closing.

### Shared Password Information

Title	XXバンダーとOOシステムに関する共通パスワード
Identification Code	ZtBoekm44uWHb1
Password	chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou
Hint	中西部-学刺し-旅路-捨鉢-絵画-両虎-人模様
Issue Date and Time	2019/10/09 10:51

Print Button



### Supplementary Information

- The displayed QR code can be used to read the created password into a device such as a smartphone.

### 3. Issue and share passwords

- If you only want to issue a word, perform the operation of ‘3.1 Issue password’.
- If you want to share the password, create the password in ‘3.1 Issue password’ and then perform the operation in ‘3.2 Share password’.

#### 3.1. Issue Password

The section below explains the operation procedure to issue a safe password which complies with regulations such as AIST’s information security regulations.

1. Click ‘Issue Password’ on the menu frame to display the Issue Password Screen.

The screenshot shows the 'Password Issue and Delivery System' interface. The top navigation bar includes a menu icon, the system name, and links for 'MANUAL' and '日本語'. The main content area is titled 'Issue Password' and contains instructions for creating a strong password. Below the instructions is the 'Password Policy Options' section, which includes two dropdown menus: 'Type' (set to 'Lowercase Alphanumeric') and 'Purpose' (set to 'For Encryption Key'), along with a green 'CREATE PASSWORD' button. The 'Issue and Share Password' menu item in the left sidebar is circled in red.

2. Specify password policy options.

For details of password policy options, please refer to the supplementary information.

When issuing a password, specify ‘For Encryption Key’ as the purpose.

This is a close-up view of the 'Password Policy Options' section. It shows two dropdown menus: 'Type' with the value 'Lowercase Alphanumeric' and 'Purpose' with the value 'For Encryption Key'. A red rectangular box highlights these two dropdown menus. To the right of the dropdowns is a green button labeled 'CREATE PASSWORD'.

### Supplementary Information

- Details of the password policy options are listed below.

Policy Option	Selections (* indicates default).	Explanation
Type	Japanese 37,000 Word	Create a random password, which always includes japanese words selected from dictionary.
	English 10,000 Word	Create a random password, which always includes English words selected from dictionary.
	Lowercase Alphanumeric(*)	Creates a random alphanumeric password, which always includes lowercase letters, and numbers.
	Use All Alphanumeric Characters	Creates a random alphanumeric password, which always includes capital letters, lowercase letters, and numbers.
	Use All Alphanumeric and Symbol Characters	Creates a random alphanumeric and symbol password, which always includes capital letters, lowercase letters, numbers, and symbol letters.
Purpose	For Login	Creates passwords to be used for authentication for file sharing systems and the like.
	For Encryption Key (*)	Creates passwords to be used for file encryption.



- Click the 'Create Password' button. Candidate passwords will be displayed on the password list.


The screenshot shows the 'Issue Password' page in the Password Issue and Delivery System. The page has a green header with the system name and navigation options. Below the header, there is a section for 'Issue Password' with instructions on how to create a strong password. The 'Password Policy Options' section includes dropdown menus for 'Type' (Lowercase Alphanumeric) and 'Purpose' (For Encryption Key), and a prominent green 'CREATE PASSWORD' button circled in red. Below this is the 'Password List' section, which contains a table of candidate passwords with columns for 'Password', 'Hint', 'DETAILS', and 'SHARING'.

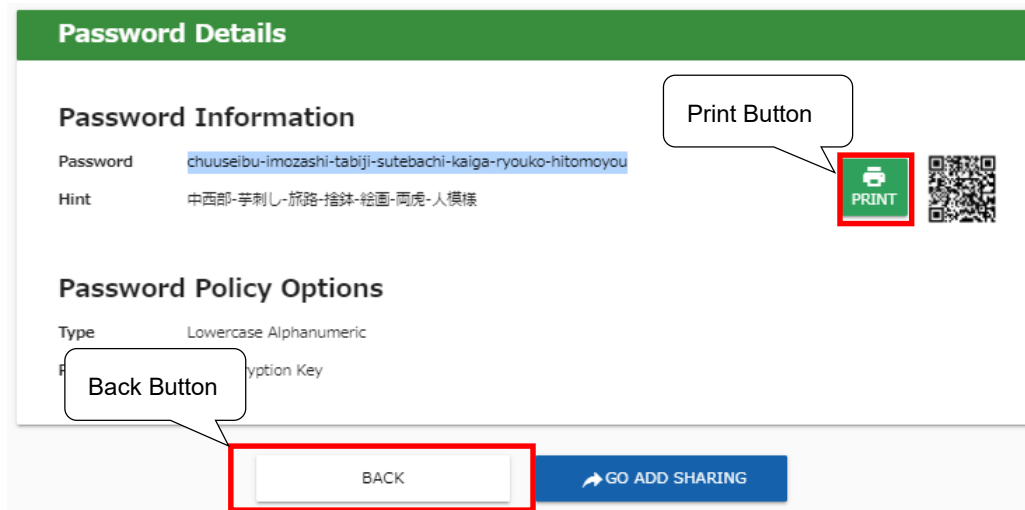
Password	Hint	DETAILS	SHARING
chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouku-hitomoyou	中西部-亭刺し-旅路-捨鉢-絵画-両虎-人模様	DETAILS	SHARING
tanteki-haja-setsudou-keitouteki-bingata-tenyou-kuzushigaki	端的-破那-撰動-系統的-虹型-転用-崩書	DETAILS	SHARING
kyuujou-youshun-idokoro-fukujinzuke-atokata-oinori-machiya	救助-陽春-い所-福神壽-跡形-お祈り-町家	DETAILS	SHARING
teiryuujou-debushou-fudoutoku-koel-oborejini-hakai-ireba	停留所-出不精-不道德-孤影-溺れ死-破壊-入歯	DETAILS	SHARING
yojigen-kimete-heizoku-hosozukuri-shimi-sueoki-niagari	四次元-決め手-平谷-細作り-森魚-据え置き-二上り	DETAILS	SHARING
mitsukado-oobako-nagashidai-awaseito-honyuu-yukikata-hirosode	三つ角-大菓子-流し台-合せ糸-は乳-行き方-広袖	DETAILS	SHARING
kyokujitsu-chanoma-tenchimuyou-keibai-yadori-rakutenteki-suisatsu	旭日-糸の間-天地無用-醫婚-宿り-楽天的-推察	DETAILS	SHARING
koami-bousa-ora-ryokuka-saiko-hidori-rihaba	小朝-防砂-おら-緑化-最古-日取り-利幅	DETAILS	SHARING
mitsu-rakugo-soudai-iwa-kurumahiki-kenmohororo-yokozuna	密-落語-仕大-岩-牽引-けんもほろろ-横綱	DETAILS	SHARING
mugiwara-hakudatsu-teiken-zenshinzenrei-osame-mamemaki-yometori	麦藁-はく毒-定見-全身全霊-修め-豆撒-嫁取り	DETAILS	SHARING

### Supplementary Information

- To display other candidate passwords, click the 'Create Password' button again.
- If you have selected incorrect password policy options, repeat the procedure from step 2.

- Click the 'Details' button of the password you want to issue from the password displayed in the password list to display the password details screen.

To print, click the  button.



### Supplementary Information

- To issue a different password, click the 'Back' button to return to the screen from Step 2.
- The displayed QR code can be used to read the created password into a device such as a smartphone.

### 3.2. Share Password

The section below explains the operation procedure to issue a safe password which complies with regulations such as AIST's information security regulations, and share the password with AIST employees. As a premise, it is necessary to proceed to step 3 of '3.1. Issue Password', specify a password policy for encryption, and have already created a password.

1. Click the 'Sharing' button on the line where you want to share the created password, and the password sharing screen will be displayed.

#### Password List

Password	Hint	
chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou	中西部-芋刺し-旅路-捨鉢-絵画-両虎-人模様	<a href="#">DETAILS</a> <a href="#">SHARING</a>

**Share Password**

Use the following procedure to share passwords with AIST employees.

1. Enter "Password Sharing Recipients and Title". The entered title will be notified to the sharing recipient by e-mail.
2. Click the "Go Confirm" button to proceed to the "Confirm Password Sharing Notification" screen.
3. On the "Confirm Password Sharing Notification" screen, confirm the entered information and click the "Notify" button to notify.

**Password Sharing Recipient and Title** + ADD SHARING

Sharing Recipient  @aist.go.jp X DELETE

0 / 245

Title

0 / 100

**Password Information**

Password chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou

Hint 中西部-芋刺し-旅路-捨鉢-絵画-両虎-人模様

**Password Policy Options**

Type Lowercase Alphanumeric

BACK
➔ GO CONFIRM

- 2. Under 'Password Sharing Recipient and Title', input the e-mail address and title.

**Password Sharing Recipient and Title** + ADD SHARING

Sharing Recipient  @aist.go.jp 10 / 245 ✕ DELETE

Title  22 / 100

Click the 'Add Sharing' button to add a line to enter a new share destination.

**Password Sharing Recipient and Title** + ADD SHARING

ADD Sharing Button

Sharing Recipient  @aist.go.jp 10 / 245 ✕ DELETE

Sharing Recipient  @aist.go.jp 0 / 245 ✕ DELETE

Title  22 / 100

Click the 'Delete' button to the right of a row to delete that row.

**Password Sharing Recipient and Title** + ADD SHARING

Sharing Recipient  @aist.go.jp 10 / 245

Title  22 / 100

DELETE

### Supplementary Information

- The sharing recipient is limited to AIST employees (mail address domain name 'aist.go.jp')
- For 'Title', input a phrase that will allow the sharing recipient to identify the purpose of the password. This field will be included in the notification e-mail to the sharing recipient.

- 3. Click the 'Confirm' button to display the password sharing notification confirmation screen.

**Password Sharing Recipient and Title** ADD SHARING

Sharing Recipient:  @aist.go.jp DELETE  
10 / 245

Title:   
22 / 100

**Password Information**

Password: chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou  
Hint: 中西部-芋刺し-旅路-捨鉢-絵画-岡虎-人模様

**Password Policy Options**

Type: Lowercase Alphanumeric

BACK GO CONFIRM

**Confirm Password Sharing Notification**

Confirm that the details of "Password Sharing Recipients and Title", "Password Information", "Password Policy Options" are correct, then click the "Notify" button.  
To change any of the entered details, press the "Back" button.

**Password Sharing Recipient and Title**

Sharing Recipient: E-mail Address  
sanso.taro@aist.go.jp

Title: xxxx Project Password

**Password Information**

Password: chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou  
Hint: 中西部-芋刺し-旅路-捨鉢-絵画-岡虎-人模様

**Password Policy Options**

Type: Lowercase Alphanumeric

Back Button BACK NOTIFY

**Supplementary Information**

To correct any of the input information, click the 'Back' button to return to the previous screen, then repeat the procedure from step 2.

- 4. After confirming that all of the input information is correct, click the 'Notify' button.

**IMPORTANT**  
Pressing the 'Notify' button will send a notification e-mail to all displayed e-mail addresses. Please carefully check each e-mail address to ensure that all recipients are correct.

**Confirm Password Sharing Notification**

Confirm that the details of "Password Sharing Recipients and Title", "Password Information", "Password Policy Options" are correct, then click the "Notify" button.  
To change any of the entered details, press the "Back" button.

**Password Sharing Recipient and Title**

Sharing Recipient E-mail Address  
sanso.taro@aist.go.jp

Title  
xxxx Project Password

**Password Information**

Password  
chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou

Hint  
中西部-芋刺し-旅路-捨鉢-絵画-両虎-人模様


**Password Policy Options**

Type  
Lowercase Alphanumeric


BACK NOTIFY

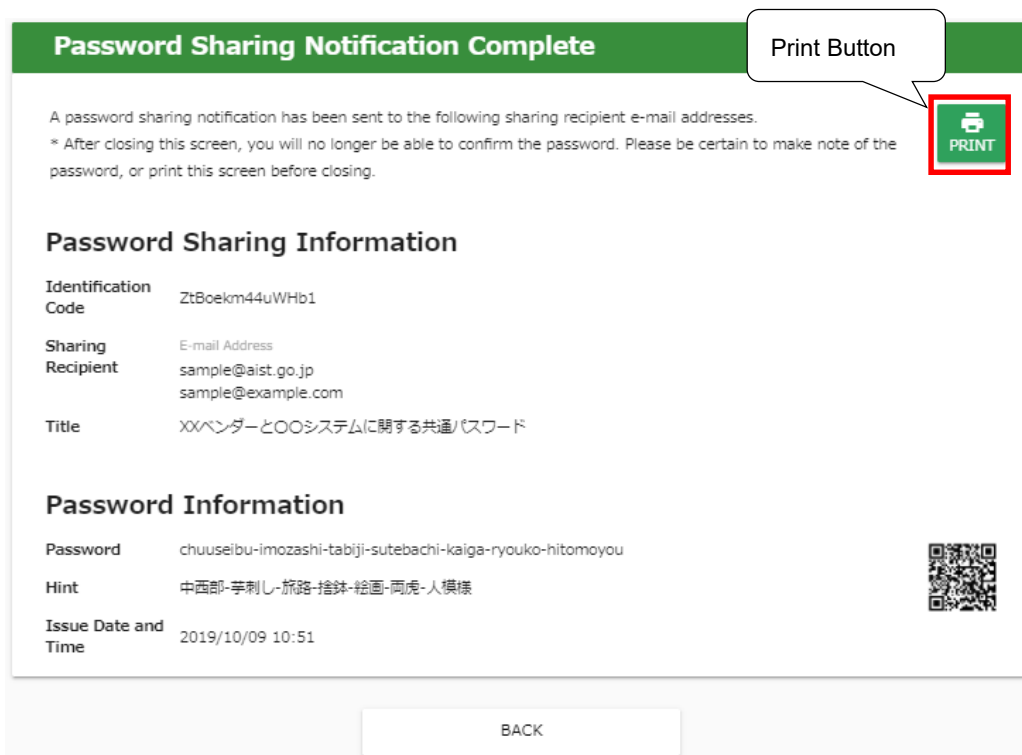


1. After notification to the sharing recipients is completed, the Password Sharing Notification Complete screen is displayed.

To print, click the  button.

### IMPORTANT

After closing this screen, you will no longer be able to confirm the shared password. Please be certain to click the  button to print the password, or make note of the password.



**Password Sharing Notification Complete**

A password sharing notification has been sent to the following sharing recipient e-mail addresses.  
\* After closing this screen, you will no longer be able to confirm the password. Please be certain to make note of the password, or print this screen before closing.

**Print Button**

**PRINT**

**Password Sharing Information**

Identification Code	ZtBoekm44uWHb1
Sharing Recipient	E-mail Address sample@aist.go.jp sample@example.com
Title	XXベンダーと〇〇システムに関する共通パスワード

**Password Information**

Password	chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou
Hint	中西部-芋刺し-旅路-捨鉢-絵画-両虎-人模様
Issue Date and Time	2019/10/09 10:51

**BACK**

### Supplementary Information

- The displayed QR code can be used to read the created password into a device such as a smartphone.