Password Offer and Delivery System Guide

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

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1. Password Issue and Delivery System

1.1. Accessing the System

The URL below is used to access the system.

Access URL	https://pass.aist.go.jp/

1.2. Notes

Password is a generic term for encryption keys for file encryption and login passwords.

2. Confirm Password Shared to Yourself

① Please check the 'Password Offer and Delivery Notification E-mail' send by the System (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 offered and delivered are as follows.

Identification Code:

  XXXXXXXXXXXXXX

URL：

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

Title:

Shared Password for XX Project

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② The One-time Password Notification screen will be displayed with your e-mail address and identification code. Click 'One-time Password Notification' button to continue.

③ The One-time Password Verification screen will appear.
You will be notified the one-time password either by a phone call, SMS, or fax, as selected by the AIST employee. Input the one-time password as notified, then click the 'Verify' button.

④ Input the one-time password to display the Password Information screen.
Click 🖨 button for printing.

IMPORTANT

The password can be confirmed for 7 days. After this period has elapsed, the password cannot be confirmed via the System. As such, please be certain to press 🖨 button to print or make notes of password.

3. Share Password

This section describes the procedure for sharing passwords with AIST employees.

① Click 'Share Password' on the menu frame. The Share Password screen is displayed.

② Input e-mail address.

③ Input 'Title'.

   To add or delete sharing recipient, go to ④ and ⑤.

   To issue password, got to ⑥.

④ Click 'Add' button to add an additional row to input the details of a new sharing recipient.

⑤ Click 'Delete' button to the right of a row to delete that row.

⑥ Set password policy options.

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

Password Policy Options

Type
Use All Alphanumeric Characters ▼

Supplementary Information

・ Details of the password policy options are shown below.

Policy Option	Selections (*) indicates default.	Explanation
Type	Japanese 37,000 Word	Create a random password, which includes Japanese words selected from dictionary.
	English 10,000 Word	Create a random password, which includes English words selected from dictionary.
	Lowercase Alphanumeric(*)	Creates a random alphanumeric password, which includes lowercase letters, and numbers.
	Use All Alphanumeric Characters	Creates a random alphanumeric password, which includes uppercase and lowercase letters, and numbers.
	Use All Alphanumeric and Symbol Characters	Creates a random alphanumeric and symbol password, which includes uppercase and lowercase letters, numbers, and symbols.

⑦ Click 'Create Password' button. Candidates of passwords will be displayed on the password list.

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. Select "Password Policy Options", then click the "Create Password" button.
3. Select one of the passwords displayed in the "Password List".
4. On the following "Confirm Password Notification Details" screen, click the "Notify" button to send a notification to the sharing recipient's e-mail address and share the password.

Password Sharing Recipient and Title

Sharing Recipient   ADD

E-mail Address

sanso.taro   @aist.go.jp   DELETE
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sanso.jiro   @aist.go.jp   DELETE
                                        10 / 245

Title
Encryption Key for AIST XX Project

                                                                34 / 100

Password Policy Options
Type
Use All Alphanumeric Characters   ▼

Password List   CREATE PASSWORD

Password	Hint
AvCsD9tTIhth7iPqE	AvCsD9tT[capital I]hth7iPqE
zziGHXerERvTE9LxA	zziGHXerERvTE9LxA
eKaLN8d0TColxZIsh	eKaLN8d[zero 0]TCo[lower l]xZ[capital I]sh
KxydwdY5zDqKbcYi1	KxydwdY5zDqKbcYi[one 1]
PMLq6czzCDAiJbCZh	PMLq6czzCDAiJbCZh
YtpRXr0GazbS7AOSr	YtpRXr[zero 0]GazbS7A[capital O]Sr
2UkYDnmCSAWe3inSO	2UkYDnmCSAWe3inS[capital O]
aepznmrHBQ8HJNSE0	aepznmrHBQ8HJNSE[zero 0]
rSeuWsFpcPxvAFG2H	rSeuWsFpcPxvAFG2H
2mCI4HWZUSwtCYBHP	2mC[capital I]4HWZUSwtCYBHP

⑧ Click on the line of the password you want to use in the password list.

⑨ 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 sanso.jiro@aist.go.jp
Title	Encryption Key for AIST XX Project

Password Information

Password	eKaLN8d0TColxZIsh
Hint	eKaLN8d[zero 0]TCo[lower l]xZ[capital I]sh

Password Policy Options
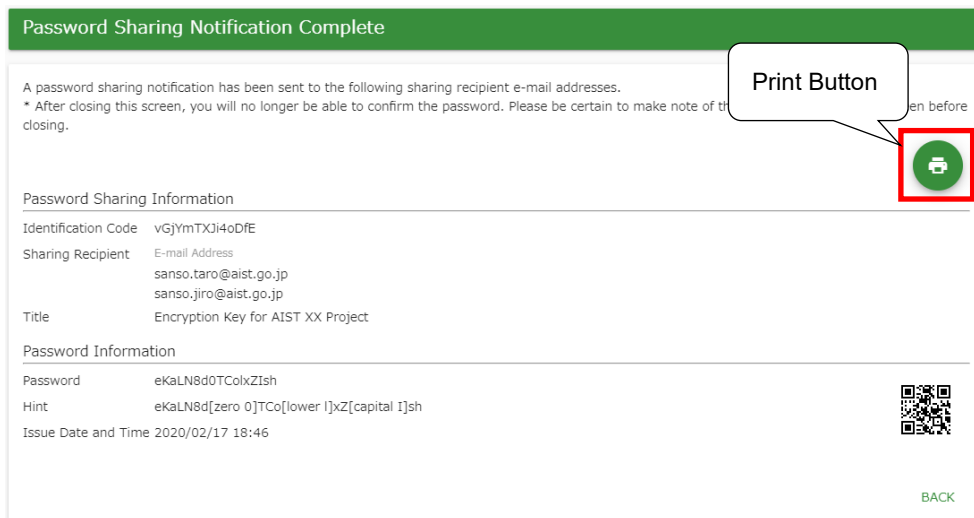
Type	Use All Alphanumeric Characters

BACK

NOTIFY

⑩ When notification to the sharing partners is completed, Password Sharing Notification Complete screen is displayed.

Click 🖶 button for printing.

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 th̶̶̶̶̶en before closing.

Print Button

Password Sharing Information

Identification Code	vGjYmTXJi4oDfE
Sharing Recipient	E-mail Address
	sanso.taro@aist.go.jp
	sanso.jiro@aist.go.jp
Title	Encryption Key for AIST XX Project

Password Information

Password	eKaLN8d0TColxZIsh
Hint	eKaLN8d[zero 0]TCo[lower l]xZ[capital I]sh
Issue Date and Time	2020/02/17 18:46

BACK

4. 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.

IMPORTANT

Passwords issued via this function cannot be shared with AIST employees

To issue a password for sharing, please refer to '3 Share Password'.

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

② Specify password policy options.

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

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 includes Japanese words selected from dictionary.
	English 10,000 Word	Create a random password, which includes English

		words selected from dictionary.
	Lowercase Alphanumeric(*)	Creates a random alphanumeric password, which includes lowercase letters, and numbers.
	Use All Alphanumeric Characters	Creates a random alphanumeric password, which includes uppercase and lowercase letters, and numbers.
	Use All Alphanumeric and Symbol Characters	Creates a random alphanumeric and symbol password, which includes uppercase and lowercase letters, numbers, and symbols.
Purpose	For Login	Creates login passwords to be used to identify personnel.
	For Encryption Key (*)	Creates encryption keys to be used for file encryption.

③ Click 'Create Password' button. Candidate passwords will be displayed on the password list.

④ When you select a password from the list of candidates, the details of the password will be displayed. Click 🖨 button for printing.

Print Button

Password Details

Password Information

| Password | EpUs0WwsjTuVxbrCy |
| Hint | EpUs[zero 0]WwsjTuVxbrCy |

Password Policy Options

| Type | Use All Alphanumeric Characters |
| Purpose | For Encryption Key |

BACK