

Password Offer and Delivery System Guide

**NATIONAL INSTITUTE OF
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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/
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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:
XXXXXXXXXXXXXXXXXX

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

Title:
Shared Password for XX Project

- 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.

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
gaibu.taro@example.com

Identification Code
GqwWfzaggGFiji

ONE-TIME PASSWORD NOTIFICATION

- 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.

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	gaibu.taro@example.com
Identification Code	GqwWfzaggGFiji
One-time Password	123456

VERIFY

- 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.


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.

Print Button

Shared Password Information	
Title	Encryption Key for AIST XX Project
Identification Code	GqwWfzaggGFiji
Password	eBRZpN8R0nHoN85KM
Hint	eBRZpN8R[zero 0]nHoN85KM
Issue Date and Time	2020/02/17 18:48



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.

Password Offer and Delivery System

MANUAL ENGLISH / JAPANESE

Issue Password

Share Password

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

@aist.go.jp [DELETE](#) 0 / 245

Title

Encryption Key for AIST XX Project 0 / 100

Password Policy Options

Type

Use All Alphanumeric Characters

CREATE PASSWORD

Password List

Password	Hint
No data available	

- ② Input e-mail address.

Password Sharing Recipient and Title

Sharing Recipient [ADD](#)

E-mail Address

@aist.go.jp [DELETE](#) 10 / 245

Title

Encryption Key for AIST XX Project 34 / 100

③ Input 'Title'.

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

To issue password, got to ⑥.

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

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

34 / 100

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](#) 10 / 245 DELETE

sanso,jiro [@aist.go.jp](#) 10 / 245 DELETE

Title

Encryption Key for AIST XX Project

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Password Policy Options

Type

Use All Alphanumeric Characters

Password List

Password	Hint
AvCsD9tIhth7iPqE	AvCsD9t[capital I]hth7iPqE
zziGHxerERvTE9LxA	zziGHxerERvTE9LxA
eKaLN8d0TC0lxZlsh	eKaLN8d[zero 0]TC0[lower l]xZ[capital l]sh
KxydwdY5zDqKbcY1	KxydwdY5zDqKbcY[one 1]
PMLq6czzCDaijbCZh	PMLq6czzCDaijbCZh
YtpRXr0GazbS7AOSr	YtpRXr[zero 0]GazbS7A[capital O]Sr
2UkYDnmCSAWe3inSO	2UkYDnmCSAWe3inS[capital O]
aepznmrHBQ8HJNSE0	aepznmrHBQ8HJNSE[zero 0]
rSeuWsfPcPxxAFG2H	rSeuWsfPcPxxAFG2H
2mCI4HWZUSwtCYBHP	2mC[capital l]4HWZUSwtCYBHP

CREATE PASSWORD

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

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

Title

Encryption Key for AIST XX Project

34 / 100

Password Policy Options

Type

Use All Alphanumeric Characters ▼

CREATE PASSWORD

Password List

Password	Hint
AvCsD9tIhth7iPqE	AvCsD9tI[capital I]hth7iPqE
zziGHXerERvTE9LxA	zziGHXerERvTE9LxA
eKaLN8d0TCoxZIsh	eKaLN8d[zero 0]TCox[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]
rSeuWsfPcPxxvAFG2H	rSeuWsfPcPxxvAFG2H
2mCI4HWZUSwtCYBHP	2mC[capital I]4HWZUSwtCYBHP

- 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	eKaLN8d0TC0lxZIsh
Hint	eKaLN8d[zero 0]TC0[lower l]xZ[capital I]sh


Password Policy Options

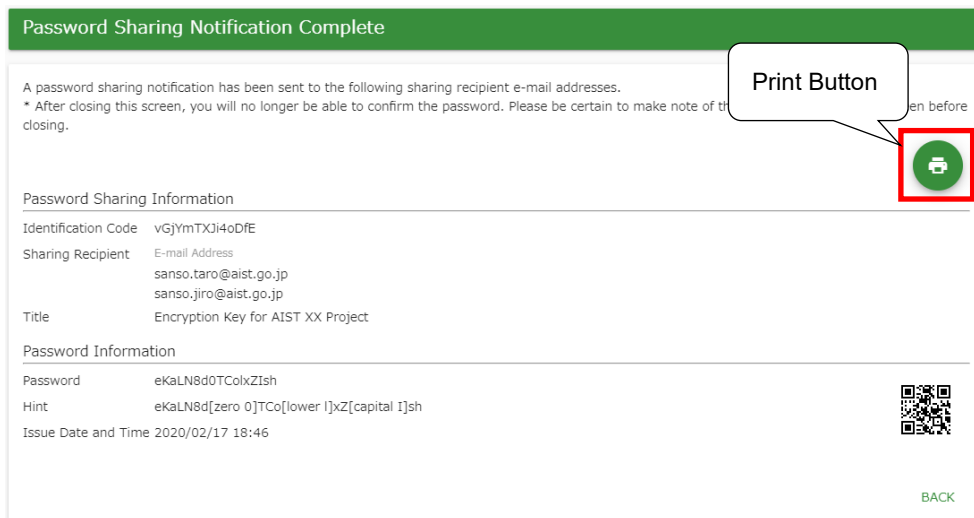
Type	Use All Alphanumeric Characters
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BACK NOTIFY

- 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 the password 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	eKaLN8d0TC0lxZIsh
Hint	eKaLN8d[zero 0]TC0[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'.

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

The screenshot shows the 'Issue Password' screen. The top navigation bar includes 'MANUAL' and 'ENGLISH / JAPANESE' buttons. The left sidebar has 'Issue Password' and 'Share Password' options, with 'Issue Password' highlighted by a red circle. The main content area has a green header 'Issue Password' and a help icon. Below the header, there are instructions for creating a strong password. The 'Password Policy Options' section shows 'Type' set to 'Use All Alphanumeric Characters' and 'Purpose' set to 'For Encryption Key'. The 'Password List' table is currently empty, showing 'No data available'. A 'CREATE PASSWORD' button is located to the right of the table.

- ② Specify password policy options.

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

This is a close-up of the 'Password Policy Options' section. It shows two dropdown menus: 'Type' with the selection 'Use All Alphanumeric Characters' and 'Purpose' with the selection 'For Encryption Key'. The entire section is enclosed in a red rectangular border.

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.

Issue Password
?

Use the following procedure to create a strong password.
 1. Select "Password Policy Options", then click the "Create Password" button.
 2. Select one of the passwords displayed in the "Password List".
 3. Printable details will be displayed on the following screen.


Password Policy Options

Type: Use All Alphanumeric Characters Purpose: For Encryption Key

Password List


Password	Hint
XhWcaOENV32kIX59Q	XhWca[capital O]ENV32k[lower I]X59Q
7AgpcnwQ2vL5ePJT3	7AgpcnwQ2vL5ePJT3
EpUs0WwsjTuVxbrCy	EpUs[zero 0]WwsjTuVxbrCy
GTpgaj8VAmdSQi6sH	GTpgaj8VAmdSQi6sH
BlcIjyg95PCPrxYB	B[lower l]tC[capital I]jyg95PCPrxYB
8RFbgF8vaBdmN7LCH	8RFbgF8vaBdmN7LCH
jHxxfpmwtmqom0aoj	JHxxfpmwtmqom[zero 0]aoj
B8t6Z6AzWQx4yOduL	B8[capital l]6Z6AzWQx4y[capital O]duL
3ts7Cvhqu86cX6enw	3ts7Cvhqu86cX6enw
fm5gyQse5SLc7mbRU	fm5gyQse5SLc7mbRU

CREATE PASSWORD

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

Password Details


[Print Button](#)



Password Information

Password [EpUs0WwsjTuVxbrCy](#)

Hint EpUs[zero 0]WwsjTuVxbrCy



Password Policy Options

Type Use All Alphanumeric Characters

Purpose For Encryption Key

[BACK](#)