

# Password Issue and Delivery System Operation Manual for non-AIST users

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



## Revision History

Version	Date	Description
1.0	March 1 <sup>st</sup> , 2020	• First version created
1.1	June 12 <sup>th</sup> , 2020	• Update Password Policy. 4.3. Issue Password 4.4. Share Password

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## 1. Introduction

### 1.1. Purpose of this Manual

This document describes how to operate the password issue and delivery system (hereinafter referred to as “the System”) of the National Institute of Advanced Industrial Science and Technology (AIST).

### 1.2. Target Audience

This manual is intended for non-AIST users.

### 1.3. Glossary

Terminology used throughout this manual is explained below.

Terminology	Explanation
Password	A generic term for encryption keys for file encryption and login passwords.
Shared Password	A password which is shared by multiple personnel for sharing encrypted files.
Identification Code	Unique code issued by the System to identify a shared password.

## 2. Overview of the Password Offer and Delivery System

### 2.1. Purpose of the Password Issue and Delivery System

The system issues a strong password in a unified procedure and sharing it securely.

### 2.2. User Capabilities

The system provides the following capabilities.

- Issue Password

The System issues passwords to be used as encryption keys for files and login passwords to identify personnel.

This function only issues passwords and does not have a sharing function.

Please refer “Section 4.3 Issue Password” for the detailed instruction for issuing passwords.

- Share Password

The System allows users to share passwords, which are issued by the System, with AIST employees.

The System notifies the person with whom you want to share the password via email, how to confirm the shared password.

The person sharing the password can securely confirm the shared password by following the procedure described in the received email.

### 3. Operating Environment

The System supports the following operating environments.

OS	Browser
Windows	Internet Explorer 11
	Firefox Latest Version
	Chrome Latest Version
	Edge Latest Version
Macintosh	Safari 11.x / 12.x
	Firefox Latest Version
	Chrome Latest Version

## 4. Operation Procedures

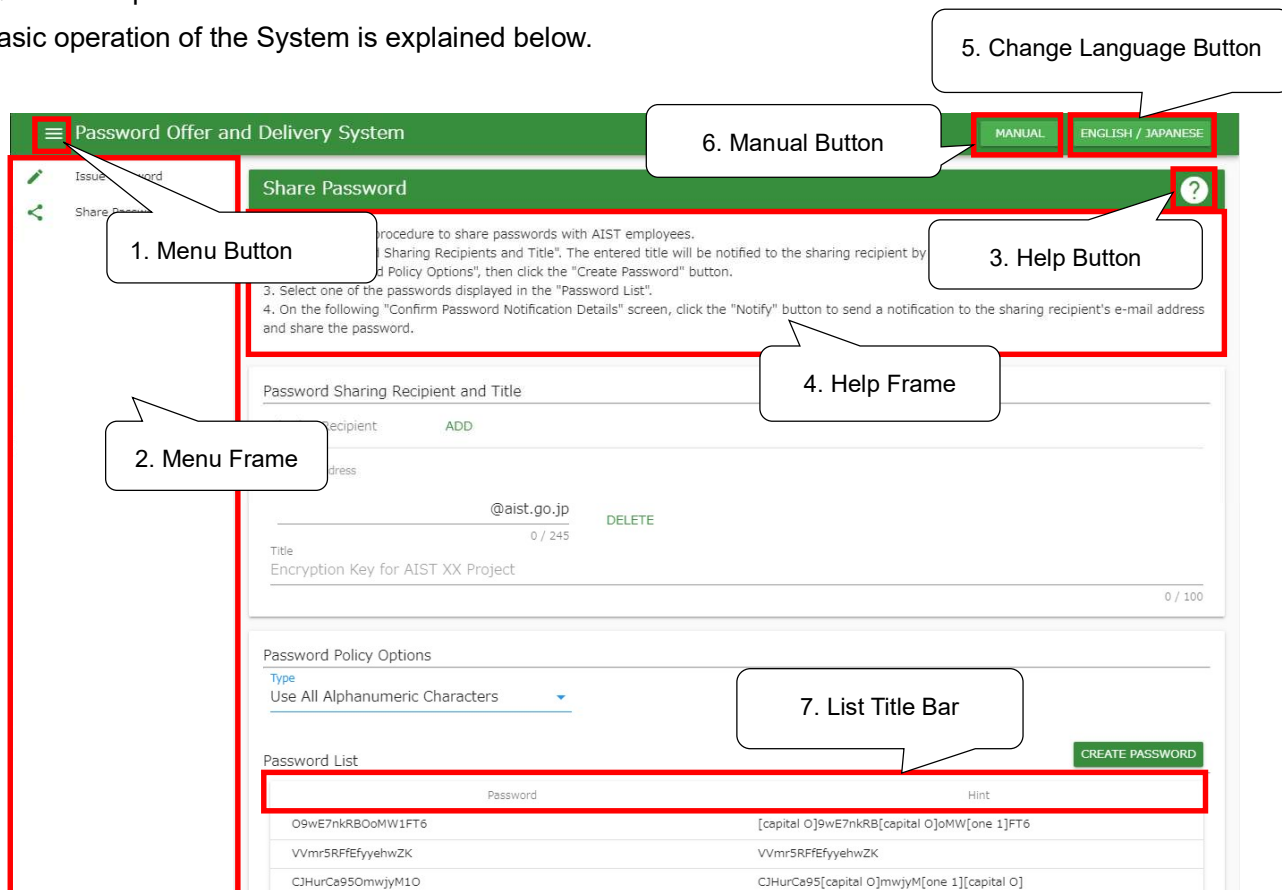
### 4.1. Accessing the System

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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### 4.2. Basic Operation

Basic operation of the System is explained below.




#### 1. Menu Button

Changes between displaying and hiding the menu frame.

#### 2. Menu Frame

The System menu is displayed here.

On initial display, the menu will be displayed by default, however, depending on browser size, in some cases, the menu will not appear on initial display. In such cases, click the 1.  Menu button to display the menu.

#### 3. Help Button

Changes between displaying and hiding the help frame.

## 4. Help Frame

Displays help regarding the current screen.

5. **ENGLISH / JAPANESE** Language Change Button

Select Japanese or English as a display languages.

Click this button to display a list of available languages. Click on the desired language to change the display language.

**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

Title

Encryption Key for AIST XX Project 0 / 100

**Password Policy Options**

Type

Use All Alphanumeric Characters

**Password List** CREATE PASSWORD

Password	Hint
O9wE7nkRBOoMW1FT6	[capital O]9wE7nkRB[capital O]oMW[one 1]FT6
VVmr5RFFefyyehwZK	VVmr5RFFefyyehwZK
CJHUrCa95OmwyjM1O	CJHUrCa95[capital O]mwjyM[one 1][capital O]

6. **MANUAL** Manual Button

Displays this operation manual.



## 7. List Title Bar

Displays the list item titles.

Click on an item to arrange the list display in increasing ( ↑ ) or decreasing ( ↓ ) order.

↑ Password	Hint
0bniA194D5b93B6cp	b93B6cp
Bbh2Yz2GXDuCh26SR	
bRdmSzYCTNgYX2Ttf	
CJHurCa95OmwyjM1O	CJHurCa95[capital O]mwyjM[one 1][capital O]
DOS7nZVbwC9BDA4sl	D[capital O]S7nZVbwC9BDA4s[lower I]
JWd1LIghQ6hPeDNyi	JWd[one 1]L[lower I]GhQ6hPeDNyi
KyH83aCB0qhMrBH9l	KyH83aCB[zero O]qhMrBH9[lower I]
O9wE7nkRBOoMW1FT6	[capital O]9wE7nkRB[capital O]oMW[one 1]FT6
RjZJb7aCWomSRwiRu	RjZJb7aCW[capital O]mSRwiRu
VVmr5RFFefyyehwZK	VVmr5RFFefyyehwZK

↓ Password	Hint
VVmr5RFFefyyehwZK	
RjZJb7aCWomSRwiRu	mSRwiRu
O9wE7nkRBOoMW1FT6	[capital O]oMW[one 1]FT6
KyH83aCB0qhMrBH9l	KyH83aCB[zero O]qhMrBH9[lower I]
JWd1LIghQ6hPeDNyi	JWd[one 1]L[lower I]GhQ6hPeDNyi
DOS7nZVbwC9BDA4sl	D[capital O]S7nZVbwC9BDA4s[lower I]
CJHurCa95OmwyjM1O	CJHurCa95[capital O]mwyjM[one 1][capital O]
bRdmSzYCTNgYX2Ttf	bRdmSzYCTNgYX2Ttf
Bbh2Yz2GXDuCh26SR	Bbh2Yz2GXDuCh26SR
0bniA194D5b93B6cp	[zero O]bniA[capital I]94D5b93B6cp

#### 4.3. 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 '4.4 Share Password'.

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

≡ Password Offer and Delivery System

MANUAL ENGLISH / JAPANESE

Issue Password

Share Password

**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: Lowercase Alphanumeric Purpose: For Encryption Key

CREATE PASSWORD

Password List

Password	Hint
No data available	

2. Specify password policy options.

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

Password Policy Options

Type: Lowercase Alphanumeric Purpose: For Encryption Key

#### 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.

- 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
BltCIjyg95PCPrxYB	B[lower I]tC[capital I]jyg95PCPrxYB
8RFbgF8vaBdmN7LCH	8RFbgF8vaBdmN7LCH
jHxxfpmwtnqom0aoj	jHxxfpmwtnqom[zero 0]aoj
B8i6Z6AzWQx4yOduL	B8[capital I]6Z6AzWQx4y[capital O]duL
3ts7Cvhqu86cX6enw	3ts7Cvhqu86cX6enw
fm5gyQse5SLc7mbRU	fm5gyQse5SLc7mbRU

**CREATE PASSWORD**

### Supplementary Information

- In order to display the next candidates, click the 'Create Password' button again.
  - If you have selected incorrect password policy options, try again from step 2.
- When you select a password from the list of candidates, the details of the password will be displayed. Click  button for printing.

The screenshot shows a web interface titled "Password Details" with a green header bar. Below the header, there are two main sections: "Password Information" and "Password Policy Options".

**Password Information:**


- Password:** EpUs0WwsjTuVxbrCy (highlighted in blue)
- Hint:** EpUs[zero 0]WwsjTuVxbrCy

**Password Policy Options:**

- Type:** Use All Alphanumeric Characters
- Purpose:** For Encryption Key

On the right side of the "Password Information" section, there is a QR code. In the top right corner, there is a green circular button with a white printer icon, labeled "Print Button" with a callout. In the bottom right corner, there is a green rectangular button labeled "BACK", labeled "Back Button" with a callout.

### Supplementary Information

- To issue a different password, click 'Back' button to return to the screen from Step 2.
- When you click  button, you may print you may print the details of the password by browser's print function.
- The displayed QR code can be used to read the created password into a device such as a smartphone.

#### 4.4. 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

**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 Lowercase Alphanumeric

**Password List** CREATE PASSWORD

Password	Hint
No data available	

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

**Password Sharing Recipient and Title**

Sharing Recipient ADD Add Button

E-mail Address sanso.taro @aist.go.jp 10 / 245 DELETE Delete Button

Title Encryption Key for AIST XX Project 34 / 100

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

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

### Supplementary Information

- The sharing partners are limited to AIST employees whose email address has 'aist.go.jp' domain.
- 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. Set password policy options.

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

### Supplementary Information

- Details of the password policy options are shown below.

Policy Option	Selections	Explanation
	(*) indicates default.	

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.

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

Share Password

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

34 / 100

Password Policy Options

Type

Use All Alphanumeric Characters

Password List

CREATE PASSWORD

Password	Hint
AvCsD9tTInth7iPqE	AvCsD9tT[capital I]hth7iPqE
zziGHXerERvTE9LxA	zziGHXerERvTE9LxA
eKaLN8d0TColxZish	eKaLN8d[zero O]TCo[lower l]xZ[capital I]sh
KxydwdY5zDqKbcYi1	KxydwdY5zDqKbcYi[one 1]
PMLq6czzCDAljBCZh	PMLq6czzCDAljBCZh
YtpRXr0GczbS7AOSr	YtpRXr[zero O]GczbS7A[capital O]Sr
2UkYDnmCSAWe3inSO	2UkYDnmCSAWe3inS[capital O]
aepznmrHBQ8HJNSE0	aepznmrHBQ8HJNSE[zero O]
rSeuWsFpcPxvAFG2H	rSeuWsFpcPxvAFG2H
2mCI4HWZUSwtCYBHP	2mC[capital I]4HWZUSwtCYBHP

## Supplementary Information

- In order to display other candidate, click 'Create Password' button again.
- If you have selected incorrect password policy options, retry again from step 3.



5. When you select a password in the list of candidates, Confirm Password Sharing Notification screen will be displayed.

**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 eKaLN8d0TC0lxZlsh  
Hint eKaLN8d[zero 0]TC0[lower l]xZ[capital I]sh

**Password Policy Options**

Type Use All Alphanumeric Characters

**BACK** **Back Button** **NOTIFY**

### Supplementary Information

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

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

### IMPORTANT

Pressing '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 eKaLN8d0TC0lxZlsh  
Hint eKaLN8d[zero 0]TC0[lower l]xZ[capital I]sh

**Password Policy Options**


Type Use All Alphanumeric Characters

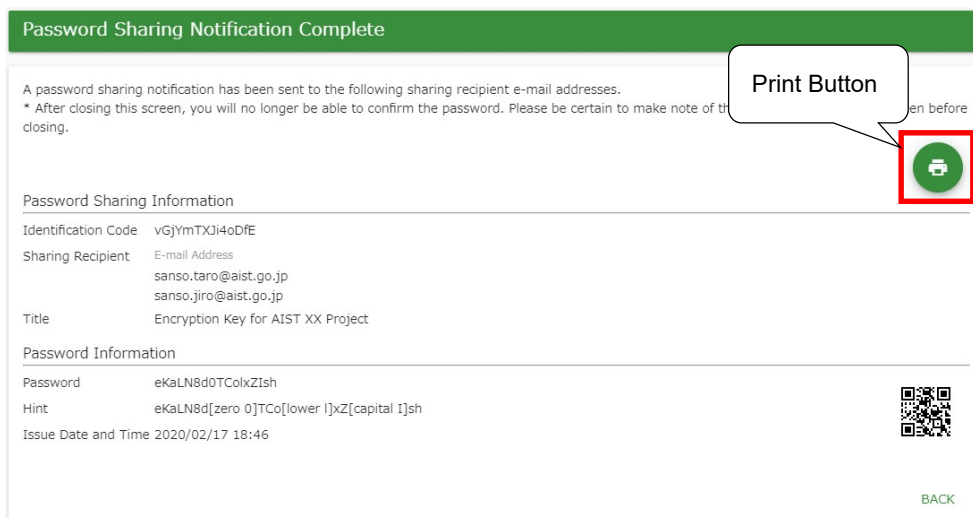
**BACK** **NOTIFY**

7. 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 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	eKaLN8d0TC0xZIsh
Hint	eKaLN8d[zero 0]TC0[lower l]xZ[capital I]sh
Issue Date and Time	2020/02/17 18:46

### Supplementary Information

- When you click  button, you may print the details of the password by browser's print function.
- The displayed QR code can be used to read the created password into a device such as a smartphone.

#### 4.5. Confirm Password Shared to Yourself

The operation to confirm a password which has been shared to yourself is shown below.

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

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

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

1. Please check the 'Password Offer 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 offered and delivered are as follows.

Identification Code:

XXXXXXXXXXXXXXXX

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. 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

- 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

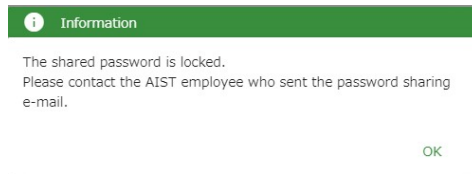
VERIFY

### Supplementary Information

- The one-time password will be in the body text of SMS and fax, or will be notified as an audio announcement by a phone call.
- Call charges and communication charges are not incurred during confirmation of the one-time password.
- Since the one-time password expires in 10 minutes, please input it immediately.
- If the one-time password is expired, or if you forget the one-time password, repeat this procedure from step 1 to re-issue a one-time password.

**IMPORTANT**

If notifications for the one-time password are repeatedly sent, or the password is repeatedly mistaken, the following message will be displayed, and you will be locked out from viewing the shared password.




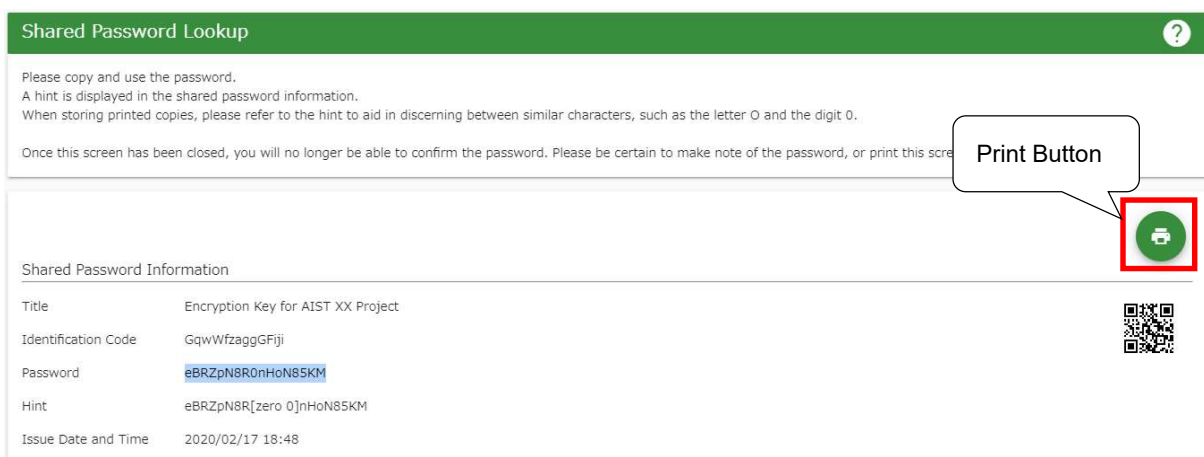
In this case, it is necessary for AIST employees to share the password with you again. Please contact the AIST employee.


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 the password.

**Supplementary Information**

- When you click  button, you may print the details of the password by browser's print function.
- The displayed QR code can be used to read the created password into a device such as a smartphone.

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