

# Password Issuing 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-e.aist.go.jp/">https://pass-e.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, 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-e.aist.go.jp/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, 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 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.

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**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 or Share Password

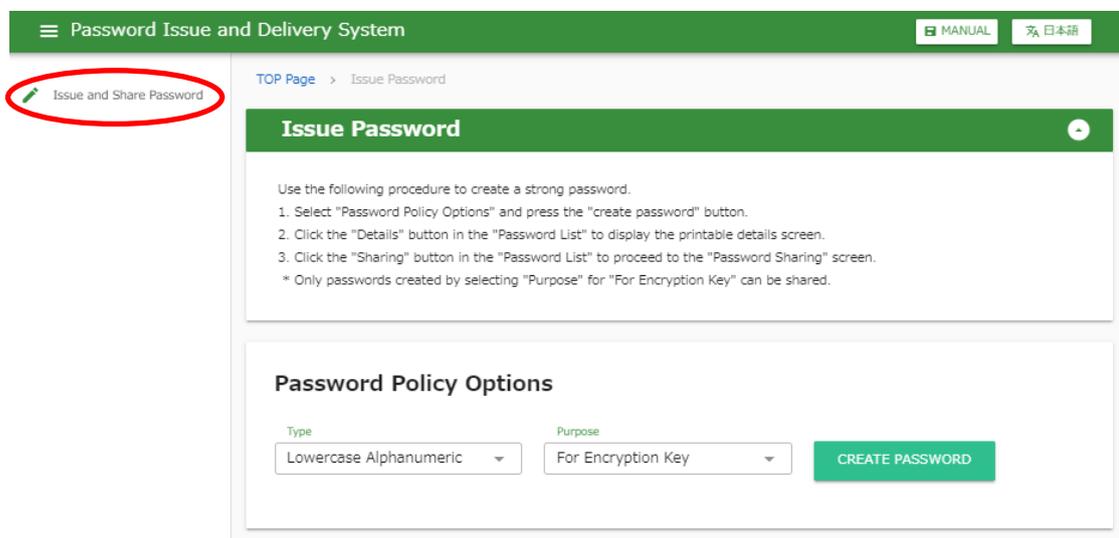
To only issue a password, follow the procedures of '3.1 Issue Password'.

To share a password, follow the procedures of '3.1 Issue Password' to create a password, then follow the procedures of '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.

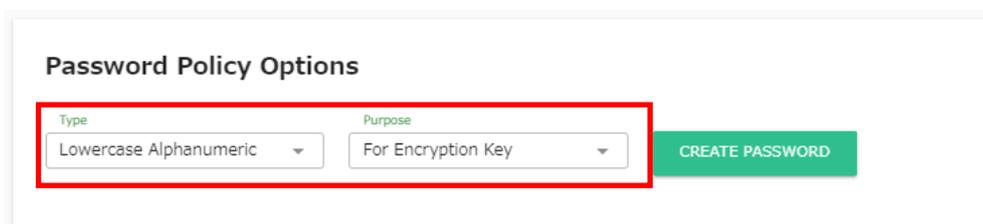
1. Click 'Issue Password' on the menu frame to display the Issue Password Screen.



2. Specify password policy options.

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

When issuing the password, select 'For Encryption Key' as the purpose.

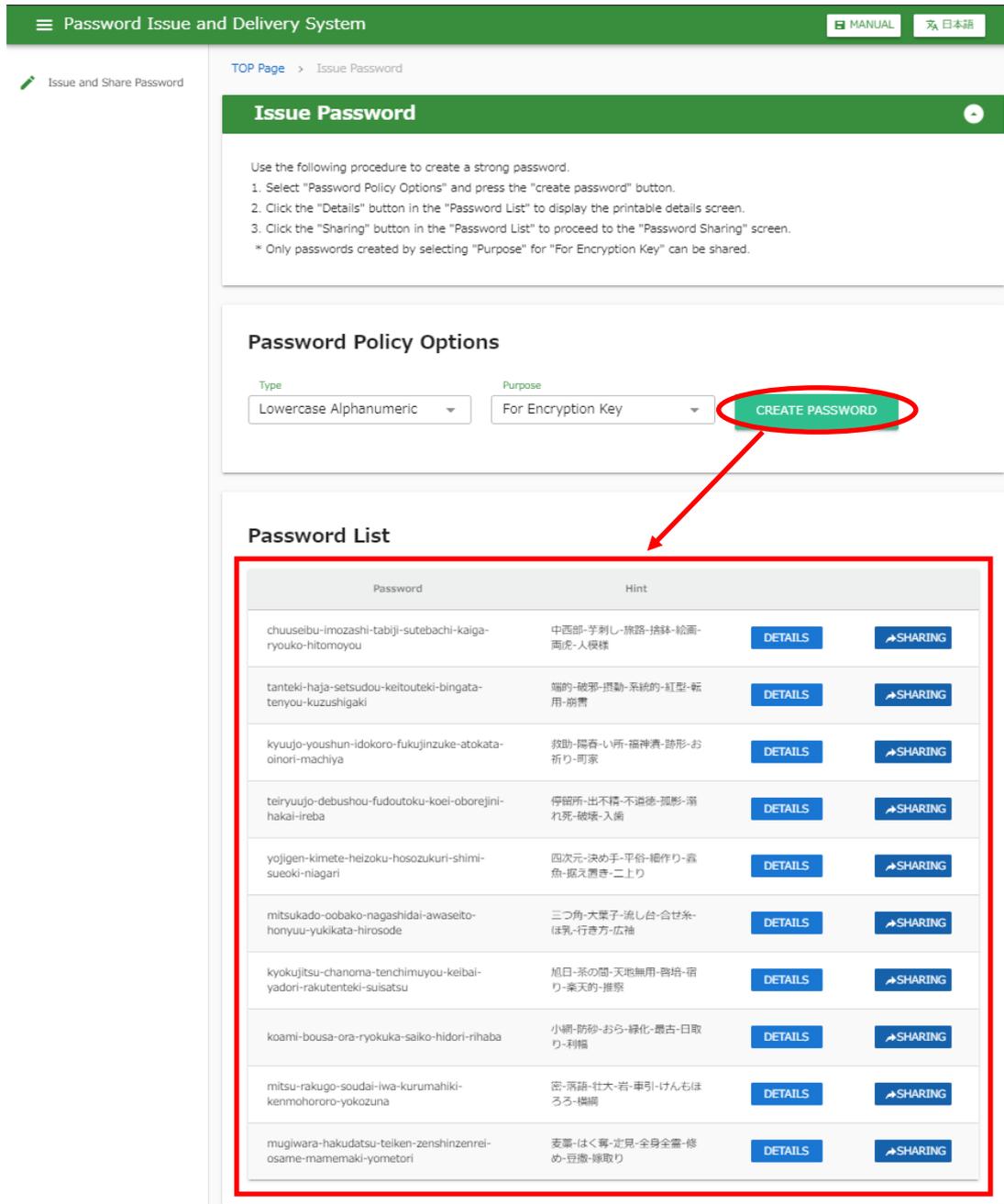


**Supplementary Information**

- 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.

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

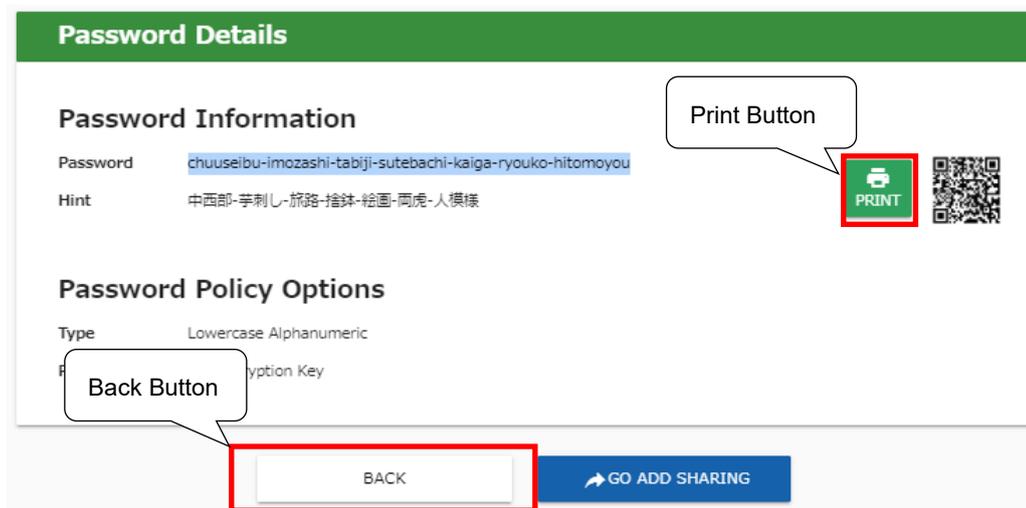


### Supplementary Information

- 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.

- From the passwords displayed in the password list, click the 'Details' button of the password you wish to issue. The Password Details screen will be displayed.

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.

This procedure requires that you have performed up to step 3 of '4.3.1 Issue Password', and that you have selected 'For Encryption Key' under Password Policy when creating the password.

1. Click the 'Share' button on the row of the created password that you wish to share. The Share Password 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 ✕ DELETE  
10 / 245

Title  22 / 100

Click the 'Add Sharing' button. A new row will be added for you to input details of the new sharing recipient.

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

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

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

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 'Go Confirm' to display the Confirm Password Sharing Notification screen.

### Password Sharing Recipient and Title

[+ ADD SHARING](#)

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

Title:   
22 / 100

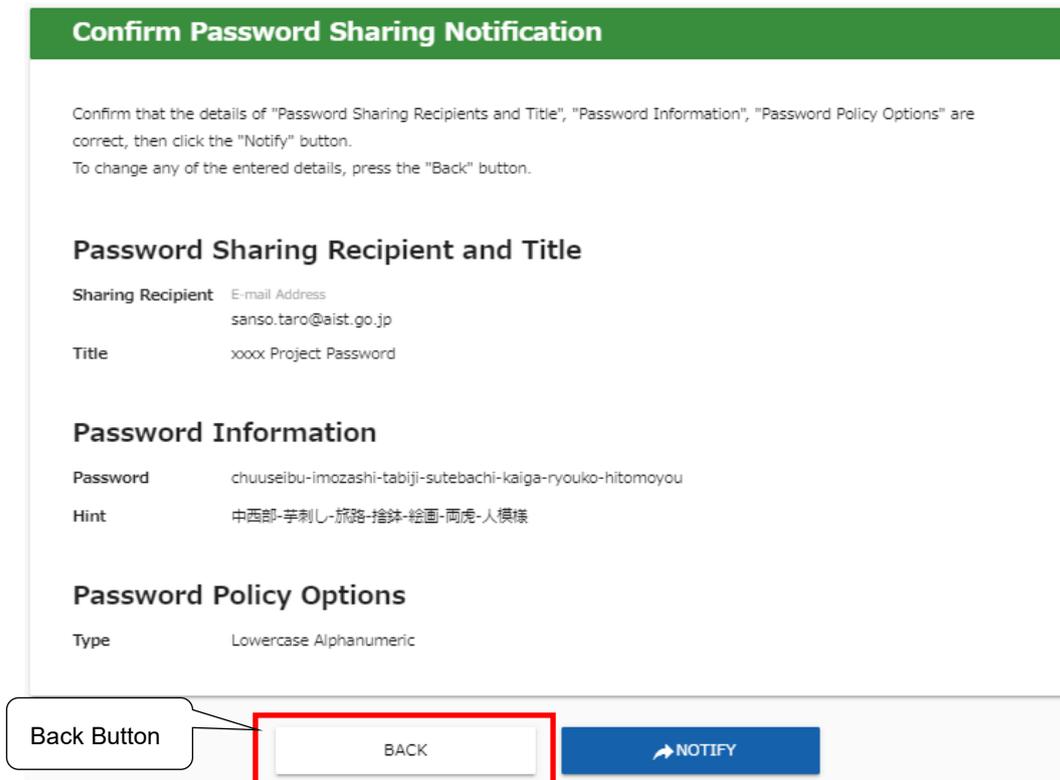
### Password Information

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

### Password Policy Options

**Type** Lowercase Alphanumeric

[BACK](#) [GO CONFIRM](#)



**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	chuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou
Hint	中西部-芋刺し-旅路-捨鉢-絵圖-両虎-人模様

#### Password Policy Options

Type	Lowercase Alphanumeric
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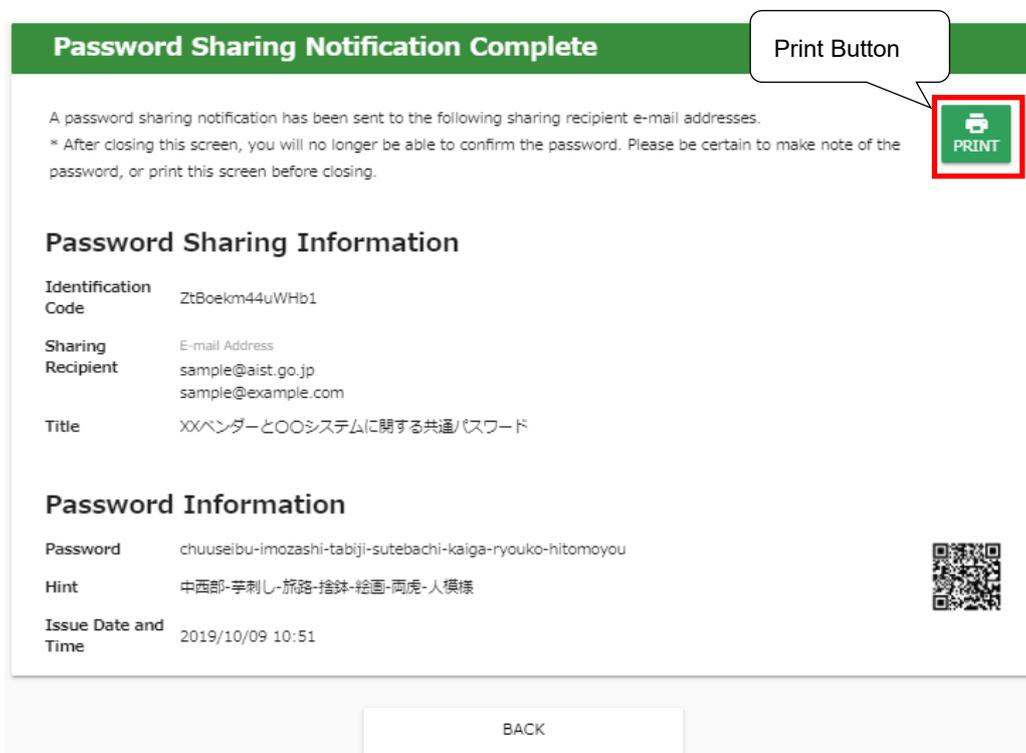
BACK NOTIFY

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.



**Supplementary Information**

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