Password Issuing System Operation Manual

NATIONAL INSTITUTE OF ADVANCED INDUSTRIAL SCIENCE AND TECHNOLOGY (AIST)



目次

1.	Op	eration Procedures	3	
2.	Co	nfirm Password Shared to Yourself	4	
3.	Issue or Share Password			
ė	3.1.	Issue Password	7	
ę	3.2.	Share Password1	1	

1. Operation Procedures

The URL below is used to access the system.

Access URL <u>https://pass-e.aist.go.jp/</u>

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 (<u>pass-alert-ml@aist.go.jp</u>), 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:
 XXXXXXXXXXXXXX
URL:
 https://pass-e.aist.go.jp/ja/notice?mailAddress=gaibu.taro@example.com&shikibetsuCode=XX
XXXXXXXXXXXXX
Title:
Shared Password for XX Project

2. 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 Not	fication	•
To confirm the shared password, verification	via a one-time password is required.	
 Input the recipient e-mail address and iden When accessing this screen from the sharin Pressing the "One-time Password Notificati will be by SMS, fax, or telephone. 	ification code shown in the sharing notification e-mail, then press ig notification e-mail, the e-mail address and identification code v on" button will notify you of the one-time password which is nece	s the "One-time Password Notification" button. will be entered automatically. essary to confirm the shared password. This notification
E-mail Address	Identification Code	
Please enter your E-mail Address	Please Enter Identification Code	ONE-TIME PASSWORD NOTIFICATION

3. 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 Pa	ssword Verif	ication		•
The one-time password Enter the one-time pas	for verification has been word, then press the "	n sent by SMS. Verify" button.		
E-mail Address	aaa@aaa.com			
Identification Code	555			
One-time Password				
One-time Password		VEDIEV		

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 **D** button.

Shared Pas	sword Lookup	•
Please copy and use A hint is displayed in When storing printec Once this screen has closing.	the password. the shared password information. I copies, please refer to the hint to aid in discerning between similar been closed, you will no longer be able to confirm the password. Ple	r characters, such as the letter O and the digit O. lease be certain to make note of the password, or print this screen before
Shared Pas	sword Information	Print Button
Title	XXベンダーとOOシステムに関する共通パスワード	
Identification Code	ZtBoekm44uWHb1	PRINT
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 Tim	e 2019/10/09 10:51	

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.

\equiv Password Issue an	d Delivery System			H MANUAL 文日本語
Issue and Share Password	TOP Page > Issue Password			
	Issue Password			•
	Use the following procedure to create a st 1. Select "Password Policy Options" and p 2. Click the "Details" button in the "Passw 3. Click the "Sharing" button in the "Passw * Only passwords created by selecting "P	rrong password. ress the "create password" butto ord List" to display the printable word List" to proceed to the "Pas for "For Encryption Key"	n. details screen. sword Sharing" screen. can be shared.	
	Password Policy Option	าร		
	Туре	Purpose		
	Lowercase Alphanumeric 👻	For Encryption Key	CREATE PA	ASSWORD

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.

Гуре	Purpose		1	
owercase Alphanumeric 👻	For Encryption Key	-	CREATE PASSWORD	

Supplementary Information

• Details of the password policy options are listed below.

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

	TOP Page > Issue Password		
Password	Issue Password		
	Use the following procedure to create a strong pa 1. Select "Password Policy Options" and press the 2. Click the "Details" button in the "Password List 3. Click the "Sharing" button in the "Password Lis * Only passwords created by selecting "Purpose"	issword. ""create password" button. " to display the printable details screen t" to proceed to the "Password Sharing for "For Encryption Key" can be share	" screen. d.
	Password Policy Options	nce	
	Lowercase Alphanumeric 👻	Encryption Key -	CREATE PASSWORD
		/	
	Password List		
	Password	Hint	
	Password chuuseibu-imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou	Hint 中西部-芋刺し-旅路-拾鉢-絵画- 両虎-人模様	DETAILS ASHARING
	Password chuuselbu-Imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keltouteki-bingata- tenyou-kuzushigaki	Hint 中西部-学利し-旅路-拾鉢-松高- 両虎-人便様 編的-破邪-摂動-系統的-紅型-転 用-弱青	DETAILS ASHARING
	Password chuuseibu-imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keitouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya	Hint 中西部-学刺し旅路-法統-絵画- 面虎-人模様 臨約-破邪-摂動-系統的-紅型-転 用-崩置 救助-陽香-い所・福神清-訪形-お 折り-呵家	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING
	Password chuuselbu-imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keltouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya teiryuujo-debushou-fudoutoku-koei-oborejini- hakai-ireba	Hint 中西部・芋刺し-旅路-拾鉢-絵画・ 面虎・人便様 端的・破邪・摂動・系統の・紅型・転 用・崩曹 放助・陽春・い所・福神清・訪形・お 折り・可家 存留所・出不精・不道徳・孤影・溺 れ死・破壊・入歯	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING
	Password chuuselbu-Imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keitouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya teiryuujo-debushou-fudoutoku-koei-oborejini- hakai-ireba yojigen-kimete-heizoku-hosozukuri-shimi- sueoki-niagari	Hint 中西部-芋刺し-旅路-拾鉢-絵画- 画虎-人便様 端的-破邪-摂動-系統的-紅型-転 編約-破邪-摂動-系統的-紅型-転 別助-陽香-い所-福神県-跡形-お 折り-可家 役助-陽香-い所-福神県-跡形-お 折り-可家 伊昭所-出不精-不道徳-孤影-溺 れ死-破壊-入歯 四次元-決め手-平倍-褐作り-露 か振え園き-ニ上り	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING
	Password chuuseibu-Imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keitouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya teiryuujo-debushou-fudoutoku-koei-oborejini- hakai-ireba yojigen-kimete-heizoku-hosozukuri-shimi- sueoki-niagari mitsukado-oobako-nagashidai-awaseito- honyuu-yukikata-hirosode	Hint 中西部・学利し・旅路・法林・絵画・ 面虎・人便様 端的・破邪・摂動・系統的・紅豆・転 用・崩害 な助・陸希・U柄・福神清・跡形・お 祈り・可家 投助・陸希・U柄・福神清・跡形・お 祈り・可家 伊留所・出不精・不道徳・孤影・溺 れ死・破壊、入歯 四次元・決め手・甲俗・絕作り・露 血・振え酒き・二上り 三つ角・大葉子・流し台・合せ糸・ は乳・行き方・広袖	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING
	Password chuuseibu-imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keitouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya teiryuujo-debushou-fudoutoku-koei-oborejini- hakai-ireba yojigen-kimete-heizoku-hosozukuri-shimi- sueoki-niagari mitsukado-oobako-nagashidai-awaseito- honyuu-yukikata-hirosode kyokujitsu-chanoma-tenchimuyou-keibai- yadori-rakutenteki-suisatsu	Hint 中西部-学刺し旅路-法林・絵画・ 画虎・人保様 「畑の・破邪・摂動・系林の・紅豆・転 用-崩雷 2 双助・陽香・レ所・酒神清・訪形・お 折り・可家 2 好助・陽香・レ所・酒神清・訪形・お 折り・可家 2 伊留所・出不標・不道徳・孤影・溺 れ死・破壊・入歯 2 伊留所・出不標・不道徳・孤影・溺 れ死・破壊・入歯 2 四次元・決め手・平倍・褐作り・音 血、振え、園き・二上り 2 三〇角・大葉子・法し台・合せ糸・ は乳・行き方・広袖 加日-茶の間・天地無用・智培・宿 り・義天的・提察 四時・	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING
	Password chuuseibu-imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keitouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya teiryuujo-debushou-fudoutoku-koei-oborejini- hakai-ireba yojigen-kimete-heizoku-hosozukuri-shimi- sueoki-niagari mitsukado-oobako-nagashidai-awaseito- honyuu-yukikata-hirosode kyokujitsu-chanoma-tenchimuyou-keibai- yadori-rakutenteki-suisatsu koami-bousa-ora-ryokuka-saiko-hidori-rihaba	Hint 中西部・芋刺し、旅路-ໄ索k-Wam- m,c人便様 端的-被邪-貫動-系統的-利型-転 用-奶賣 旅助-陽石-U,所-福津県-訪形-お 折り-可家 放助-陽石-U,所-福津県-訪形-お 折り-可家 2 2 2 2 2 2 2 2 2 2 2 2 2 3 2 2 3 3 3 4 4 5 5 5 5 5 5 5 5 5 5 6 7 7 4 4 5 5 6 6 7 7 7 7 6 7	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING
	Password chuuseibu-Imozashi-tabiji-sutebachi-kaiga- ryouko-hitomoyou tanteki-haja-setsudou-keitouteki-bingata- tenyou-kuzushigaki kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya kyuujo-youshun-idokoro-fukujinzuke-atokata- oinori-machiya yojigen-kimete-heizoku-hosozukuri-shimi- sueoki-niagari mitsukado-oobako-nagashidai-awaseito- honyuu-yukikata-hirosode kyokujitsu-chanoma-tenchimuyou-keibai- yadori-rakutenteki-suisatsu koami-bousa-ora-ryokuka-saiko-hidori-rihaba mitsu-rakugo-soudai-iwa-kurumahiki- kenmohororo-yokozuna	Hint 中西部・学利し-旅路-法林・松雨・ 両虎・人便様 端的-破邪-貫動-系統的-紅型-転 用-奶青 原助-陪香-U-研-福神清-動形-お 折り-可家 原助-陪香-U-研-福神清-動形-お 折り-可家 原昭所-出不青-不道徳-孤形-溺 九死-破尿-入病 四次元-決め手-平伯-悒作り-岛 命-振え酒き-上り 回次元-決め手-平伯-悒作り-岛 命-振え酒き-上り 三つ角-大葉子-流し合-合せ糸- は乳-行き方-広袖 旭日-茶の間-天地無用-啓培・宿 り-海天的 - 招祭 加日-茶の間-天地無用-啓培・宿 り-海天的 - 招祭 加日-茶の間-天地無用-啓培・宿 り-海天の - 伊察 記日-茶の間-天地無用-啓培・宿 う-海浜 近年天的 - 伊奈 二日-茶の間-天地無用-啓培・宿 り-海天の - 伊察 二日-茶の間-天地無用-啓告・宿 り-海天の - 伊奈 二日-茶の間-天地無用-啓告・宿 り-海天の - 伊奈 二日-茶の間-天地無用-啓告・宿 り-海天的 - 伊奈 二日-茶の間-天地無用-啓告・宿 り-海王子(小田) 二日-茶の間-天地無用-啓告・宿 り-海天の - 伊奈 二日-茶の間-天地無用-啓告・宿 り-海天の - 伊奈 二日-茶の間-永田御子(小田) 二日本(小田) 二日本(小田)	DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING DETAILS ASHARING

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.

4. 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 **PRINT** button.

d Details	
d Information	Print Button
chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou	
中西部-芋刺し-旅路-捨鉢-絵画-両虎-人模様	PRINT
d Policy Options Lowercase Alphanumeric yption Key BACK	ADD SHARING
	d Information chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou 中西郎-芋刺し-旅路-捨鉢-絵園-両虎-人模様 d Policy Options Lowercase Alphanumeric yption Key BACK

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.

Pa	assword	Hin	t		
chuuseibu-imozashi-ta ryouko-hitomoyou	biji-sutebachi-kaiga-	中西部-芋刺し-旅踏 両虎-人模様	-捨鉢-絵面-	DETAILS	→ SHARING
Share Pass	word				
Use the following pri 1. Enter "Password 5 2. Click the "Go Coni 3. On the "Confirm F notify.	ocedure to share passwords w Sharing Recipients and Title". T firm" button to proceed to the Password Sharing Notification"	ith AIST employees The entered title will "Confirm Password screen, confirm the	I be notified to t Sharing Notifica e entered inform	he sharing recipient by ation" screen. ation and click the "Ne	y e-mail. otify" button to
Password Sharing Recipient and Title ① ADD SHARING					
Sharing Recipient				@aist.go.jp	DELETE
			0 / 245		
Title	Encryption Key for AIST	XX Project			
					0 / 100
Password I	nformation				
Password	chuuseibu-imozashi-tabiji-sut	ebachi-kaiga-ryouk	o-hitomoyou		
Hint	中西部-芋刺し-旅路-捨鉢-絵画-「	両虎-人模様			
Password P	olicy Options				
Туре	Lowercase Alphanumeric				
	BACK		, ∳G0 C0	NFIRM	

Password List

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

Password S	haring Recipient and Title	ADD SH	HARING	
Sharing Recipient	sanso.taro	10 / 245	@aist.go.jp	DELETE
Title	xxxx Project Password			22 / 100

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

	Add Sharing Button	
Password S	haring Recipient and Title 🕀 ADD SH	ARING
Sharing Recipient	sanso.taro	@aist.go.jp
Sharing Recipient	10 / 245	@aist.go.jp
Title	0 / 245 xxxx Project Password	
		22 / 100

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

Password S	Sharing Recipient and Title	ADD SH	HARING	Delete Button
Sharing Recipient	sanso.taro	10 / 245	@aist.go.jp	DELETE
Title	xxxx Project Password			22 / 100

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.

Sharing Recipient	sanso.taro	@a	ist.go.jp	DELETE
		10 / 245		
Title	xxxx Project Password			
				22 / 100
Password 1	Information			
Password]	Information chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-	itomoyou		
Password] Password Hint	Information chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko- 中西部-芋刺し-旅路-捨鉢-絵画-両虎-人模様	nitomoyou		
Password] Password Hint	Information chuuseibu-imozashi-tabiji-sutebachi-kaiga-nyouko- 中西部-芋刺し-旅路-拾鉢-絵画-両虎-人模様	nitomoyou		
Password 1 Password Hint Password F	Information chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko- 中西部-辛刺し-旅路-捨鉢-絵画-両虎-人模様 Policy Options	nitomoyou		
Password] Password Hint Password F	Information chuuseibu-imozashi-tabiji-sutebachi-kaiga-nyouko- 中西部-芋刺し-旅路-拾鉢-絵画-両虎-人模様 Policy Options Lowercase Alphanumeric	nitomoyou		

Confirm Pa	ssword Sharing Notification			
Confirm that the det correct, then click th To change any of the	ails of "Password Sharing Recipients and Title", "Password Information", "Password Policy Options" are e "Notify" button. e entered details, press the "Back" button.			
Password S	Sharing Recipient and Title			
Sharing Recipient	E-mail Address sanso.taro@aist.go.jp			
Title	xxxx Project Password			
Password I	Information			
Password	chuuseibu-imozashi-tabiji-sutebachi-kaiga-ryouko-hitomoyou			
Hint	中西郎-芋刺し-旅路-捨鉢-絵画-両虎-人模様			
Password F	Policy Options			
Туре	Lowercase Alphanumeric			
Back Button				

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 Pa	ssword Sharing Notification			
Confirm that the de correct, then click ti To change any of th	tails of "Password Sharing Recipients and Title", "Password Information", "Password Policy Options" are ne "Notify" button. e entered details, press the "Back" button.			
Password S	Sharing Recipient and Title			
Sharing Recipient	E-mail Address sanso.taro@aist.go.jp			
Title	xxxx Project Password			
Password 1	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				
Туре	Lowercase Alphanumeric			
	BACK			

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.

Passwor	d Sharing Noti	fication Complete	F	Print Button	
A password shar * After closing ti password, or pri	ing notification has been s nis screen, you will no long nt this screen before closir	ent to the following sharing recipient e-ma ger be able to confirm the password. Please ng.	il addresses. e be certain to r	make note of the	PRINT
Password	l Sharing Info	rmation			
Identification Code	ZtBoekm44uWHb1				
Sharing Recipient	E-mail Address sample@aist.go.jp sample@example.com				
Title	XXベンダーとOOシステム	に関する共通パスワード			
Password	I Information				
Password	chuuseibu-imozashi-tabi	ji-sutebachi-kaiga-ryouko-hitomoyou			具練練具
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				ed and and a
		ВАСК			

Supplementary Information

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