

# Tougou-ID Initial Setup Manual

※ Estimated Setup Time :  
Approx. 15 min – 30 min

2025.1.20

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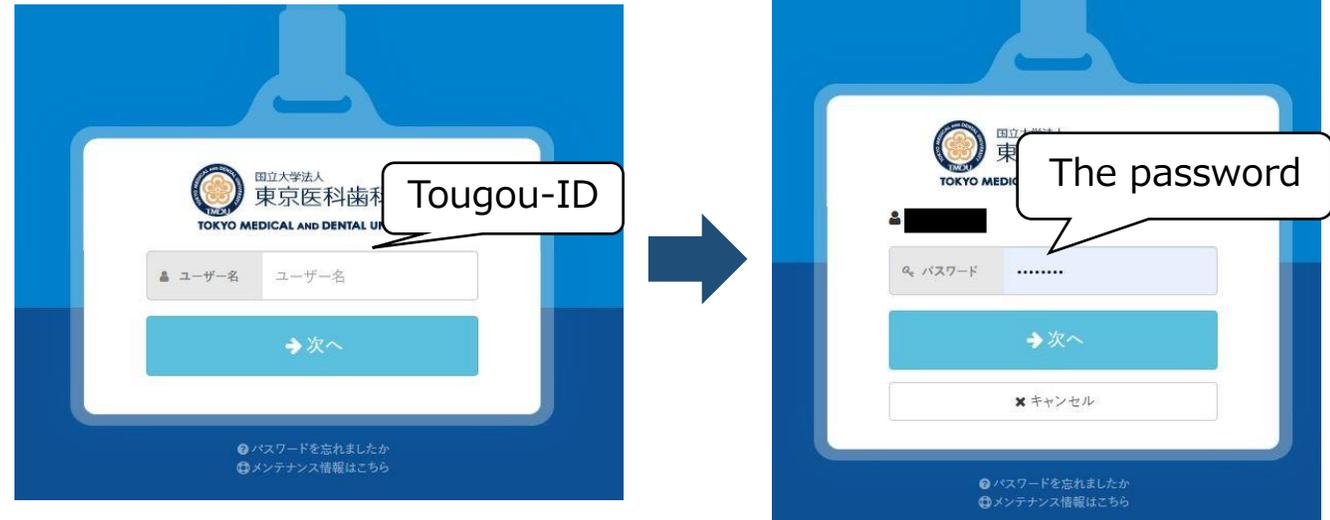
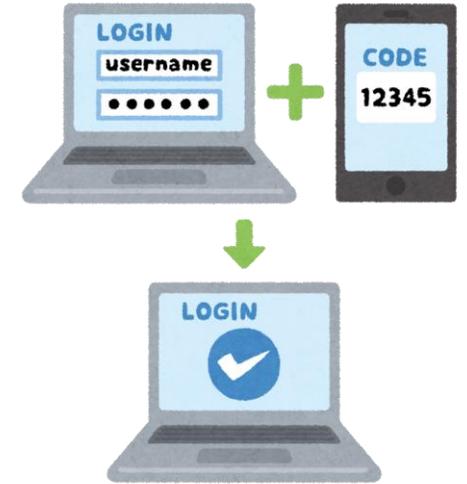
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# 1. About Multi-Factor Authentication

When logging into the university's information system using your Tougou-ID, you will be required to use **Multi-Factor Authentication (MFA)** in addition to your Tougou-ID and password. This applies regardless of whether you are on the internal or external network.

By incorporating MFA, the risk of being a victim of crimes such as account hijacking is reduced.

During your first login to Tougou-ID portal([Extic](#)), please ensure that you set up one of the authentication methods described on the following pages.



## 2-1. MFA Setup (Email) ※Required

Select the 「多要素認証 (OTP)」 tab → Click on 「設定」 for 「メール認証」 row, enter your email address (※) in the email address field, and then click 「ワンタイムパスワードを送信する」.

※You can also set up an email address other than your university email address.

アカウント

多要素認証 (FIDO2) 多要素認証 (OTP) ログ

多要素認証 (OTP) を設定してください。

アプリ認証 未設定 設定

メール認証 未設定 設定

email address that can be used even if you change your smartphone

メールアドレス 必須 [redacted]@md.ac.jp

ワンタイムパスワードを送信する

ワンタイムパスワード 必須 数字

Click after entering your email address

## 2-2. MFA Setup (Email)

Look into your email for OTP One Time Password

Subject : Exticログイン用ワンタイムパスワード

From : noreply@ex-tic.com

Password Expiration Date : The OTP is valid for **10 min** after it is sent.

※ If you clicked to send OTP a couple times, please use **the latest OTP**.

The image shows a two-part process for MFA setup. On the left is a web form titled "メール認証設定" (Email Authentication Setup). It contains a message box with instructions, a green box indicating "ワンタイムパスワードを送信しました。" (One-time password sent), and input fields for "メールアドレス" (Email address) and "ワンタイムパスワード" (One-time password). A blue button "ワンタイムパスワードを送信する" (Send one-time password) is visible. At the bottom, a blue button with a gear icon and the text "設定" (Settings) is highlighted with a red box. A callout bubble points to this button with the text "After entering the One Time Password, click 「設定」". On the right is a screenshot of an email received from "noreply@ex-tic.com" at 10:44. The subject is "Extic ログイン用ワンタイムパスワード" (Extic Login One-time Password). The body text reads: "ログイン用のワンタイムパスワードです。ワンタイムパスワード : 5[redacted]1 有効期限 : 2021年12月16日 10時53分58秒". The one-time password "5[redacted]1" is highlighted with a red box.

# 【 If you do not receive an email with One Time Password 】

- (1) Check your spam mailbox
- (2) Add domain “ex-tic.com” to filtering service in your provider.
  - ※The link below takes you to the homepage in major carriers.  
[docomo](#) / [au](#) / [Softbank](#)

If you repeatedly click 「ワンタイムパスワードを送信する」  
when it does not arrive,  
the system may block the corresponding email address.  
Please be careful.

If it does not arrive after one click,  
please check your email reception settings.

# 3 - 1 . MFA Setup (App)

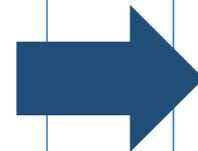
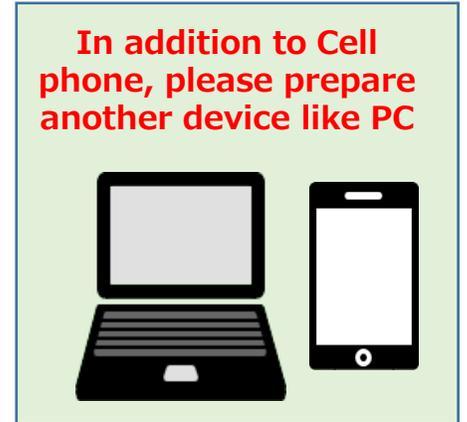
The application is installed and set on your smartphone.

※It cannot be set up on hospital smartphones.

If you change your device, you need to set it again on your new one.

Please login to Tougou-ID portal ([Extic](#)) below on your additional device.

Select the 「多要素認証 (OTP)」 tab → Click on 「設定」 for 「アプリ認証」 row.



# 3 - 2 . MFA Setup (App) iOS①

※ Refer to Page 10-11 for Android



## Install Google Authenticator



Read the left QR code with your camera application on your smartphone, open and install **Google Authenticator** at AppStore. If you change your smartphone model and restore it from previous model, uninstall it first, re-install and start setting again.

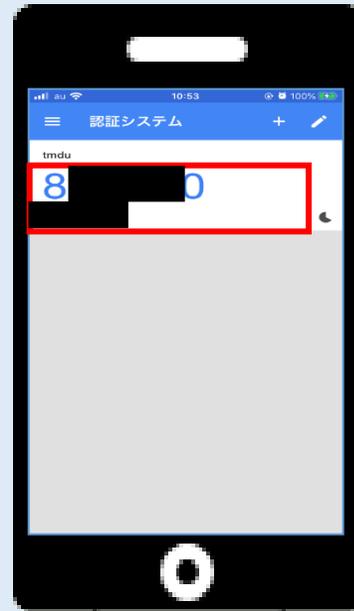


# 3-2. MFA Setup (App) iOS②

Read the QR Code shown the section 3-1



Enter the number displayed on your smartphone into the 「トークン」 field on your PC and click 「保存」



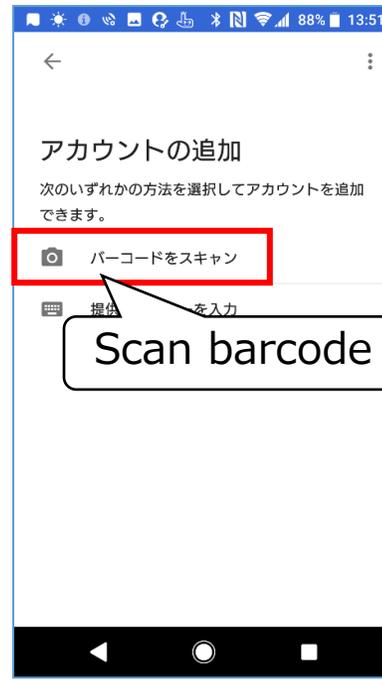
# 3 - 3 . MFA Setup (App) Android①



## Install Google Authenticator



Read the left QR code with your camera application on your smartphone, open and install **Google Authenticator** at Play Store. If you change your smartphone model and restore it from previous model, uninstall it first, re-install and start setting again.



# 3-3. MFA Setup (App) Android②

Read the QR Code shown the section 3-1



Enter the number displayed on your smartphone into the 「トークン」 field on your PC and click 「保存」



## 4 . MFA Setup (FIDO2)

FIDO2 authentication allows for passwordless authentication by registering your authenticator with Extic.

Depending on the combination of your PC, authenticator, OS, and web browser, FIDO2 authentication may not be possible. Please ensure to perform a compatibility check before implementation.

Information on "FIDO2 Compatible Authenticators" is available on the following website for your reference.

<https://www.exgen.co.jp/extic/specs.html>

# 4. MFA Setup (FIDO2)

Connect your authenticator or use a device with an integrated authenticator, and login to Tougou-ID portal ([Extic](#))

Select the 「多要素認証 (OTP) 」 tab → Click on 「新しい認証器を追加」

The image shows two screenshots of the Tougou-ID portal account page. The top screenshot shows the navigation menu with the '多要素認証 (FIDO2)' tab highlighted in red. A callout box points to this tab with the text 'Click 「多要素認証(FIDO2)」'. Below this, a large blue arrow points down to the second screenshot. The second screenshot shows the '多要素認証 (FIDO2)' tab selected, and a callout box points to a red button labeled '+ 新しい認証器を追加' with the text 'Click 「新しい認証器を追加」'. Below the button, the page title is 'FIDO2 認証器'. At the bottom, there is a table with three columns: '表示名', '備考', and '操作'.

| 表示名 | 備考 | 操作 |
|-----|----|----|
|-----|----|----|

# 4. MFA Setup (FIDO2)

Enter a display name and click 「追加する」.

Select your authenticator and authenticate.

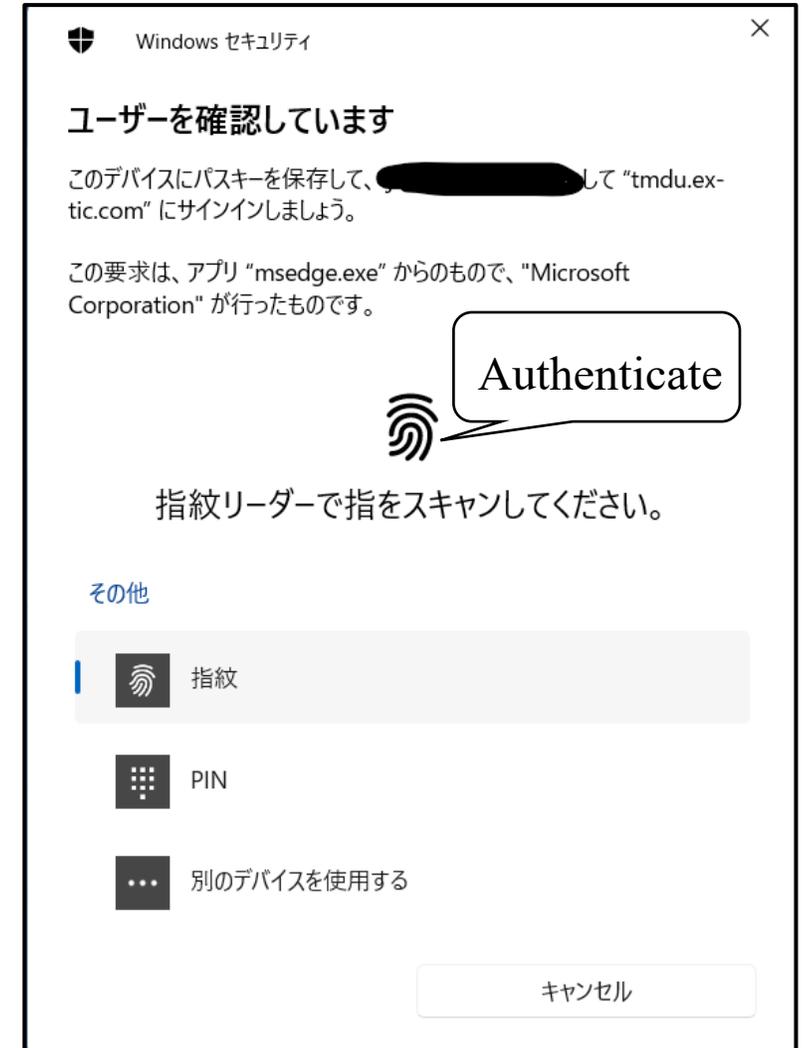
認証器の追加

表示名 必須 test

備考 例) Security Key by Yubico

+ 追加する × キャンセル

Enter a display name and click 「追加する」



# 4. MFA Setup (FIDO2)

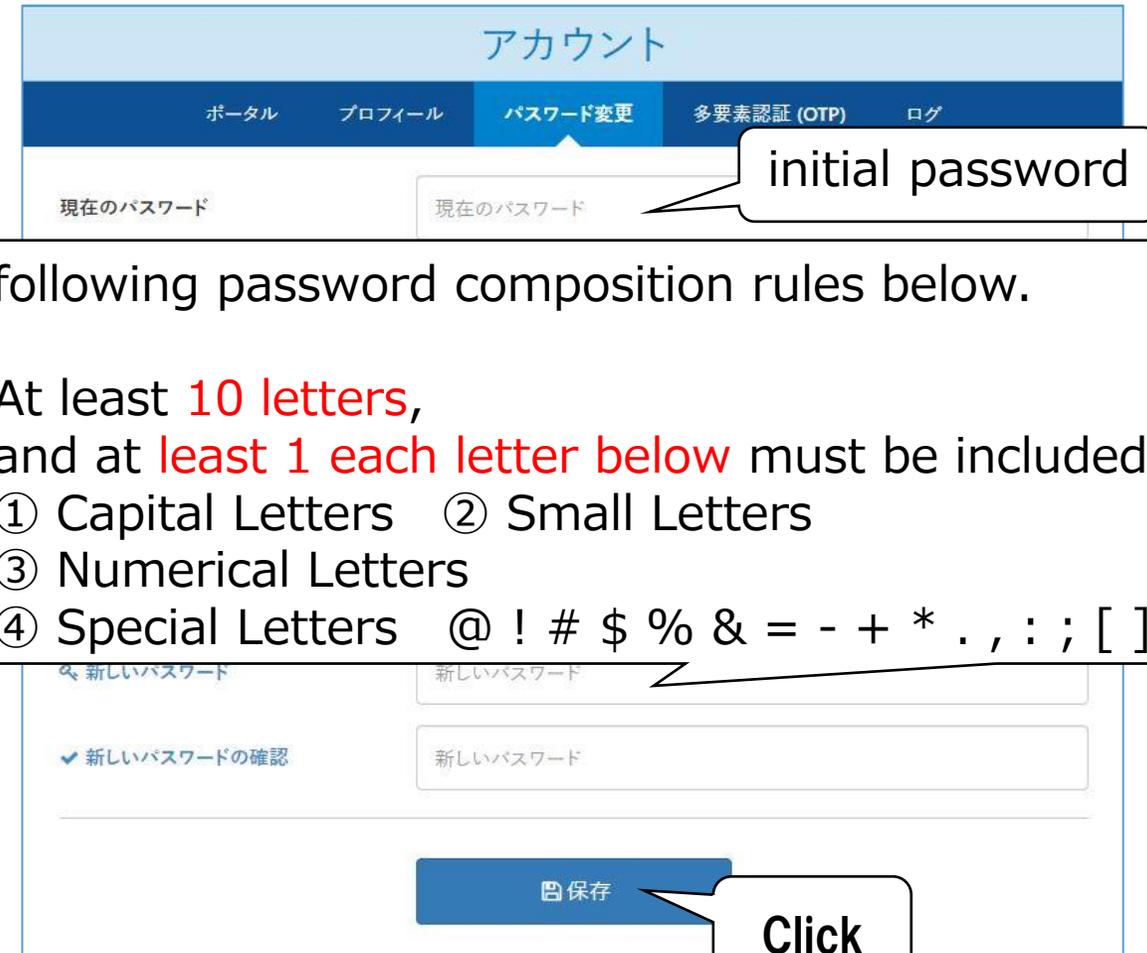
Click 「OK」 when the saved passkey appears.

If the authenticator has been added, the setup is complete.



Click 「OK」 when the saved passkey appears

# 5. Changing Tougou-ID Initial Password





Please confirm to login with your new password after logging out.

Please be noticed that the Tougou-ID password change will take **an hour at the maximum** to reflect to the related system like WebClass.

Please take a time if the password change is not reflected.

# 6 . Registering Email Address for Password Reset

The image shows a two-step process for registering an email address. The first step shows the user profile page with the 'プロフィール' (Profile) tab selected. The second step shows the email registration form with a test email address entered and the '保存' (Save) button highlighted.

**Select tab 「プロフィール」**

上記メニューより操作してください。

Microsoft 365

Microsoft365

email address that can be used even if you change your smartphone

XXXX-XXX@aaaa.com

テストメールを送信する

保存

Click after entering your email address

Confirm that you have received the test email and click 「保存」

※ Please check the resolutions next page in case you don't receive the test email.

## 【 If you do not receive the test email 】

- (1) Check your spam mailbox
- (2) Add domain “ex-tic.com” to filtering service in your provider.
  - ※The link below takes you to the homepage in major carriers.  
[docomo](#) / [au](#) / [Softbank](#)

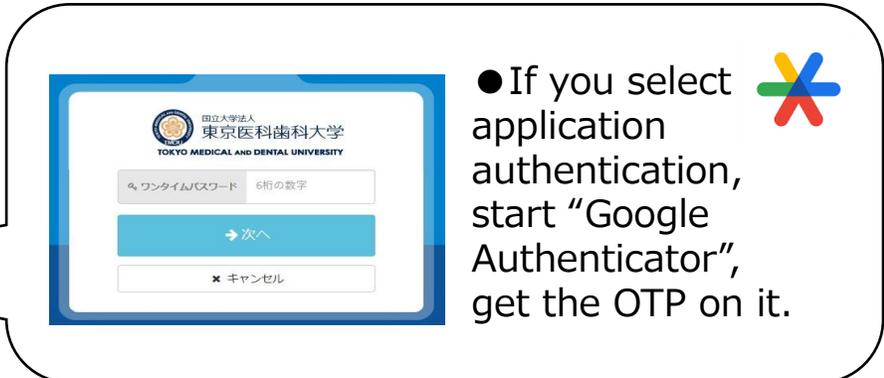
If you repeatedly click 「テストメールを送信する」 when it does not arrive, the system may block the corresponding email address.  
Please be careful.

If it does not arrive after one click,  
please check your email reception settings.

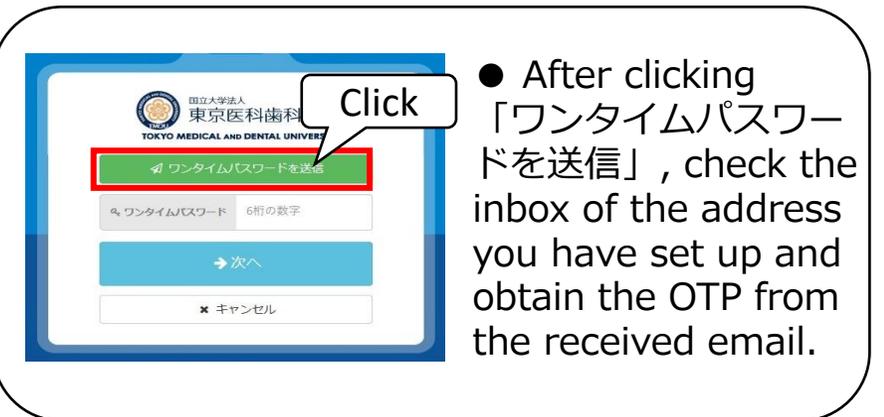
# 7. Login Method for Future Use



● After clicking 「パスワードレス認証」, authenticate using the authenticator.



● If you select application authentication, start "Google Authenticator", get the OTP on it.



● After clicking 「ワンタイムパスワードを送信」, check the inbox of the address you have set up and obtain the OTP from the received email.

※ Systems that use an integrated ID to log in

[https://www1.tmd.ac.jp/others/IThehelp/procedure/10\\_574ce69e1d891\\_5984000a19cb6/#anchor7](https://www1.tmd.ac.jp/others/IThehelp/procedure/10_574ce69e1d891_5984000a19cb6/#anchor7)

# 8 . Contact Information

Please contact us at IT Help Desk  
[ithelp@ml.tmd.ac.jp](mailto:ithelp@ml.tmd.ac.jp)

When doing so, attaching screenshots of any error screens will help us resolve the issue more efficiently.  
Thank you for your cooperation.