

User Guide for Completing Two-Factor Authentication Using TOTP

This guide outlines the process of setting up and using Time-based One-time Password (TOTP) for two-factor authentication with the Microsoft Authenticator app.

I. Downloading and Installing the Authenticator App

Search for "Microsoft Authenticator" in your phone's app store, or visit the following link to download and install the app:

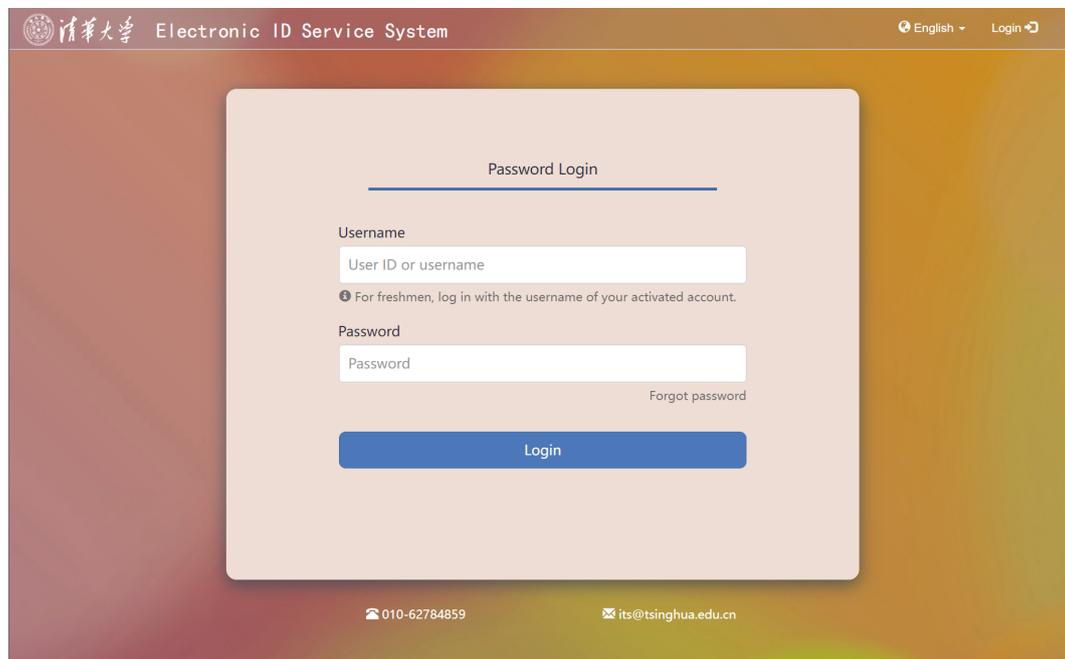
English Version Download Link:

<https://support.microsoft.com/en-us/account-billing/download-and-install-the-microsoft-authenticator-app-351498fc-850a-45da-b7b6-27e523b8702a>

II. Binding the Secret Key

Step 1:

Visit the Tsinghua Electronic ID Service System at <https://id.tsinghua.edu.cn/f/login>. Enter your username and password, then click "Login" (Figure 1). After completing the two-factor authentication, find the Two-Factor Authentication part on the page and click "Set" (Figure 2), then enable the TOTP function (Figure 3).



The screenshot shows the 'Password Login' page of the Tsinghua Electronic ID Service System. The page has a dark red header with the Tsinghua University logo and 'Electronic ID Service System' text. In the top right corner, there are links for 'English' and 'Login'. The main content area is a light gray box with the following elements:

- Username:** A text input field containing 'User ID or username'. Below it is a note: 'For freshmen, log in with the username of your activated account.'
- Password:** A password input field containing 'Password'. To its right is a link for 'Forgot password'.
- Login:** A prominent blue button labeled 'Login'.

At the bottom of the page, there is contact information: a phone number '010-62784859' and an email address 'its@tsinghua.edu.cn'.

Figure 1



Figure 2

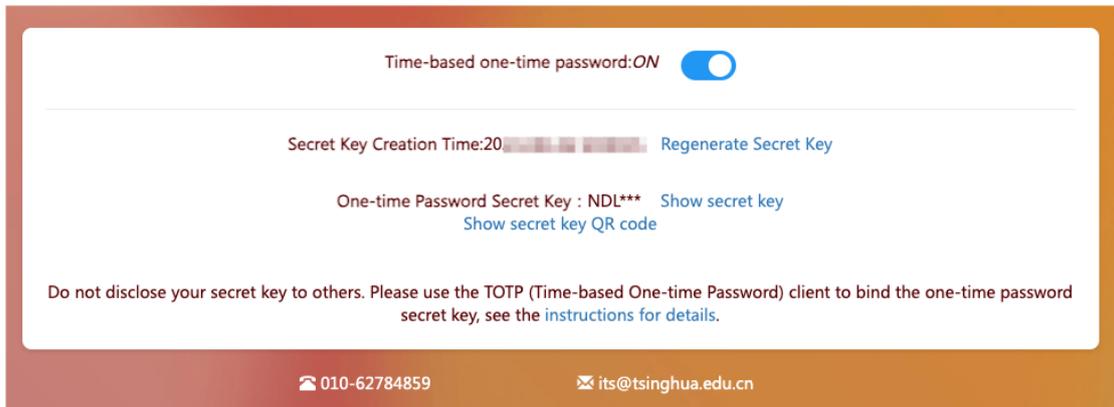


Figure 3

Step 2:

- For Android devices, open the Authenticator app and tap "Add account," select "Other Account" and scan the QR code shown on the Tsinghua Electronic ID Service System (Figures 4-6).

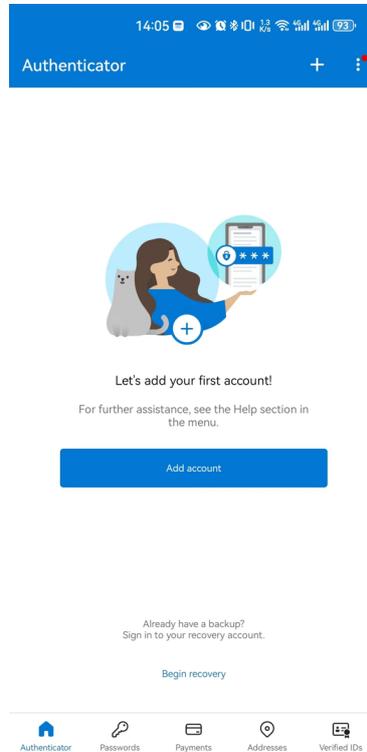


Figure 4

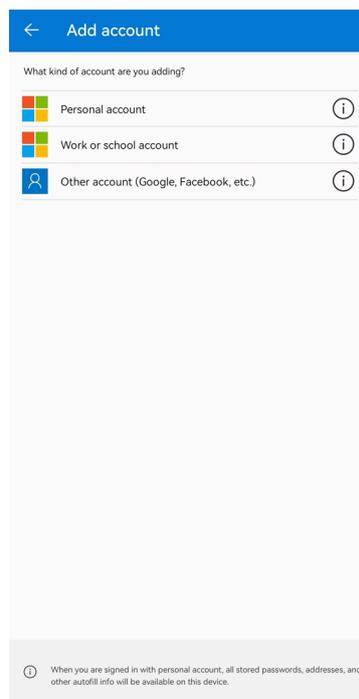


Figure 5

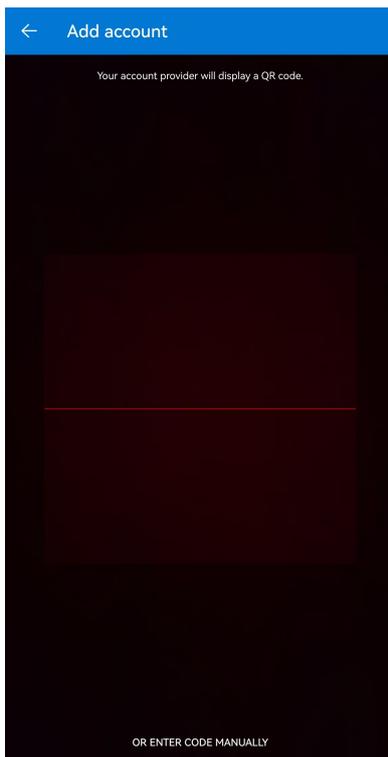


Figure 6

- For iOS devices, open the Authenticator app and tap "Scan QR Code" (Figure 7).

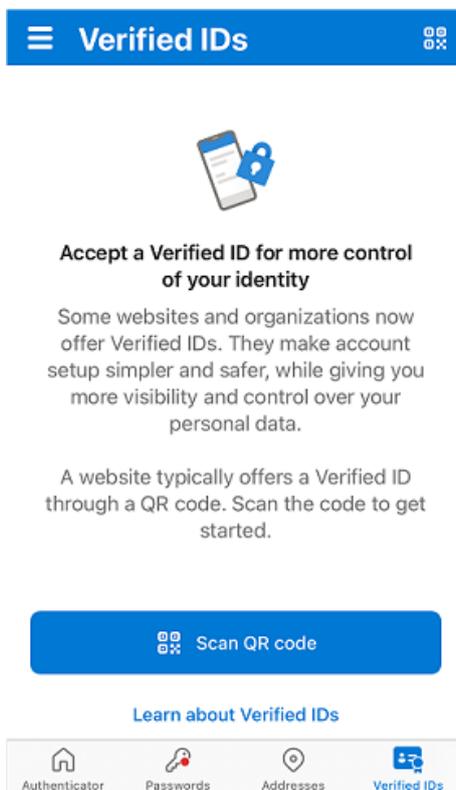


Figure 7

Step 3:

Once scanned, the app will display a one-time password code (Figure 8).

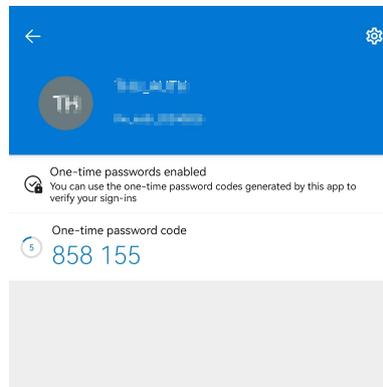


Figure 8

III. Using the TOTP for Two-Factor Authentication

Access the system you need to use, enter your username and password, and click “Login” —we’ll use Tsinghua Cloud as an example for this process.

On the login page, enter the username and password (Figure 9).

On the two-factor verification method selection page, choose the “Time-based One-time password verification” option (Figure 10).

Enter the one-time password generated by the Authenticator app (Figure 11). Please note that the TOTP is valid for only 30 seconds.

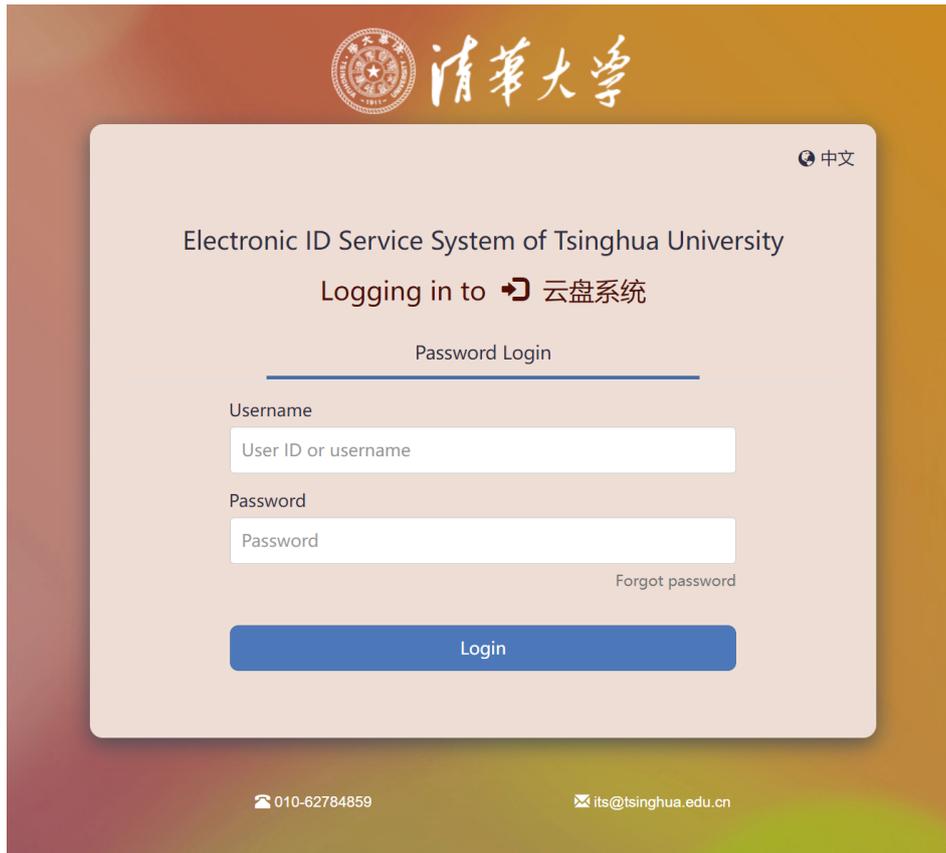


Figure 9

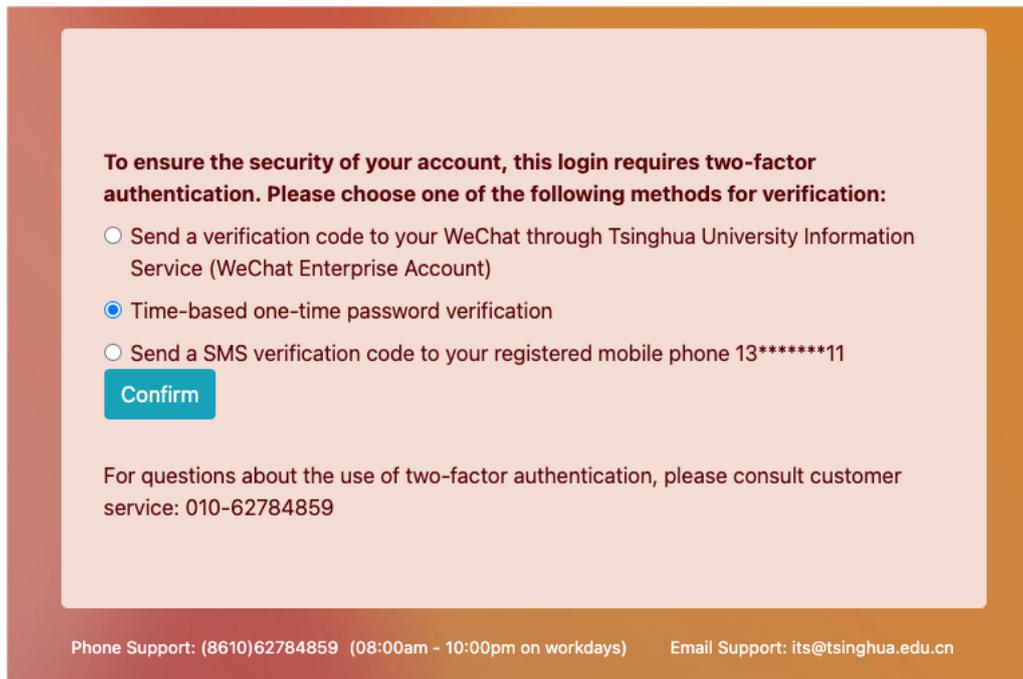


Figure 10

Time-based one-time password verification (Please ensure that the password is not expired.)

Confirm

Phone Support: (8610)62784859 (08:00am - 10:00pm on workdays) Email Support: its@tsinghua.edu.cn

Figure 11

Disabling the TOTP Method in Two-Factor Authentication

Visit the Tsinghua Electronic ID Service System at <https://id.tsinghua.edu.cn/f/login>. Enter your username and password, then click "Login". After completing the two-factor authentication, find the Two-Factor Authentication part on the page and click "Set" (Figure 2), then disable the function (Figure 12).



Figure 12

IV. Regenerating the Secret Key

After enabling the TOTP function, you can click "Regenerate Secret Key" to reset your key and re-bind the TOTP client (Figure 13).

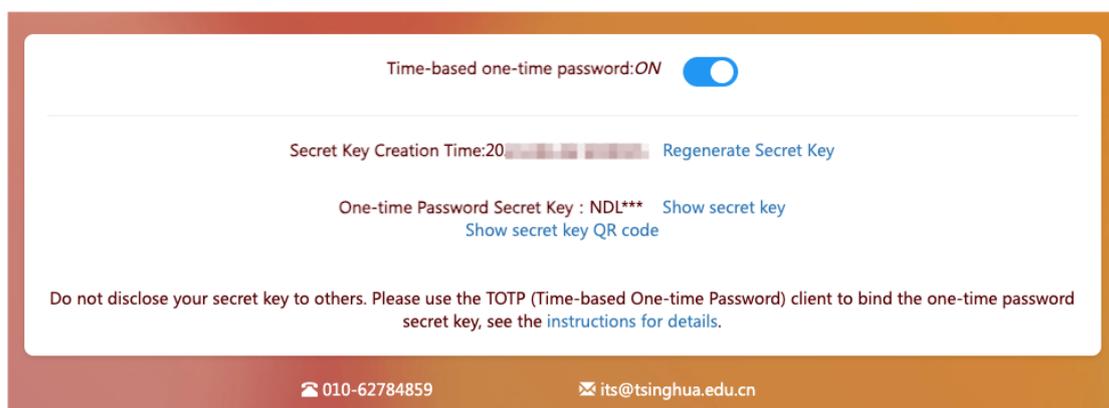


Figure 13