



UIS

- MENDELU
- Odbor informačních
- technologií
- 

# Set up authentication using one-time passwords (OTP).



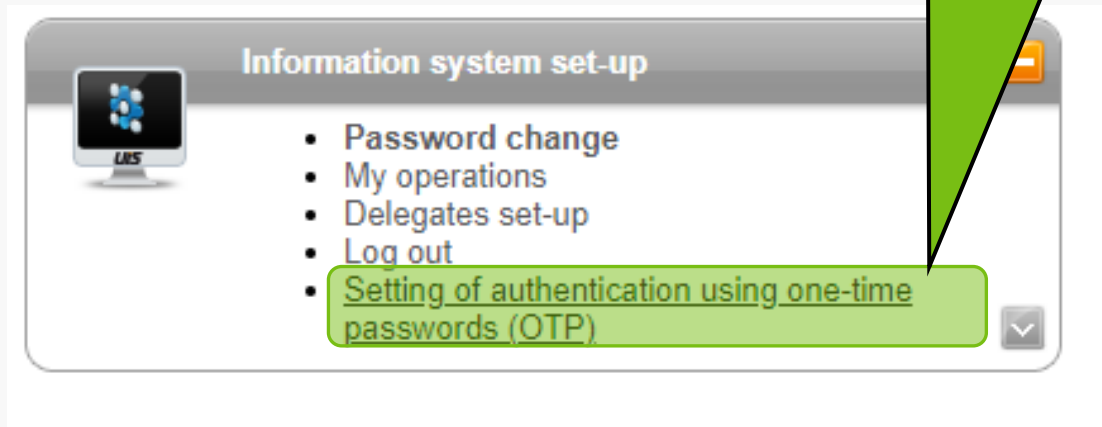
## Personal administration

- Log in to the Personal administration of UIS
- First log in to UIS instructions
- System integrators

Open a web browser and log in to  
UIS.

<https://is.mendelu.cz/auth/>

In Information system set-up, open  
Setting of authentication using one-  
time password (OTP).



## SETTING OF AUTHENTICATION USING ONE

On this page you can set two-factor authentication using one-time passwords (OTP). Before you start using the login, you need to set your mobile phone. First download the application for generating one-time passwords, e.g. Google Authenticator or Authy.

Find the applications in Google Play and in App Store.

- Android - Google Authenticator
- Android - Twilio Authy
- Android - Microsoft Authenticator
- iOS - Google Authenticator
- iOS - Twilio Authy
- iOS - Microsoft Authenticator

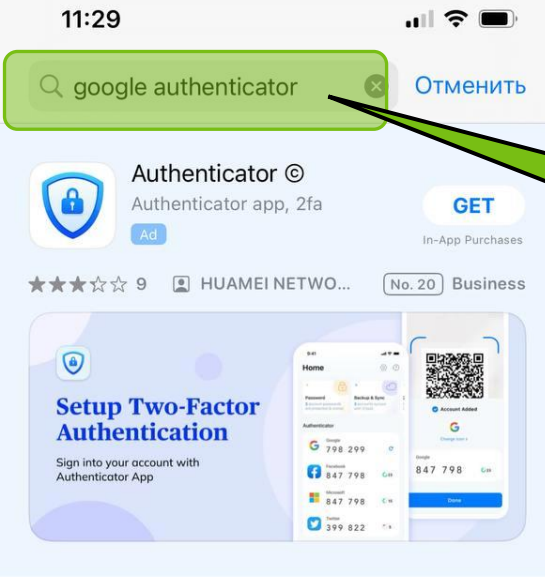
As soon as you have installed one of the applications in your mobile device, click on the button below to go to Initiate setting.

I have installed application, I want to initiate setting

- [Back to Personal administration](#)

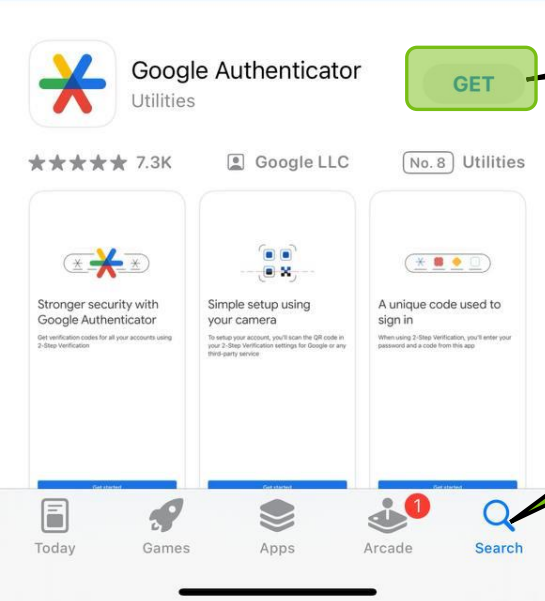
Install one of the apps on your mobile device.

*As part of the tutorial here, we will work with Google Authenticator on the iOS operating system.*



2. Enter **Google Authenticator**.

3. Install the app.



1. Open the **App Store** on your device and select the search option.

*For Android devices, select **Google Play** and also Search.*

11:30



< Search



# Google Authenticator

Google LLC

OPEN



7.3K RATINGS

4.9



AGE

4+

Years Old

DEVELOPER

No.

Utilities

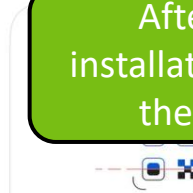


Google



Stronger security with Google Authenticator

Get verification codes for all your accounts using 2-Step Verification



Simple setup using your camera

To setup your account, you'll set up your 2-Step Verification settings for a third-party service

After successful installation, you can run the application.



Today



Games



Apps



Arcade

1



Search



# Stronger security with Google Authenticator

Get verification codes for all your accounts using 2-Step Verification

1. When the application launches, select Get started.

Get started

2. Go back to UIS.



## SETTING OF AUTHENTICATION USING ONE-TIME PASSWORDS (OTP)

On this page you can set two-factor authentication using one-time passwords (OTP) on your mobile phone. First download the application for generating one-time passwords, e.g. Google Authenticator, Twilio Authy or Microsoft Authenticator.

Find the applications in Google Play and in App Store.

- **Android - Google Authenticator**
- **Android - Twilio Authy**
- **Android - Microsoft Authenticator**
- **iOS - Google Authenticator**
- **iOS - Twilio Authy**
- **iOS - Microsoft Authenticator**

As soon as you have installed one of the applications in your mobile device, click on the button below to go to Initiate setting.

I have installed application, I want to initiate setting

- *Back to Personal administration*

1. Here, select I have installed application, I want to initiate setting.

2. Go back to the app on your mobile device.



11:33



Google Authenticator

Search...



Looks like there aren't any Google Authenticator codes here yet.

Add a code

Sign in

Scan a QR code



Enter a setup key



1. Select Scan QR Code.

2. Go back to UIS.

Níže je zobrazen unikátní QR kód, který má platnost po dobu prohlížení této stránky. Tento QR kód naskenujte pomocí aplikace ve vašem mobilním zařízení. V aplikaci se vám následně přidá nový záznam – účet LIS MENDELII. Při se každých 30 sekund vygeneruje a zobrazí nový kód.



Byl vám vygenerován nový QR kód. Pokud již v aplikaci máte účet LIS MENDELII, před skenováním QR kódu odstraňte.

Scan this QR code on your mobile device.

nam před skenováním QR



Nejde mi naskenovat QR kód

2. Go back to your mobile device to the app.

UIS MENDELU | i@is.mendelu.cz)  
894 002

1. You will see the generated code on your mobile device. Write it into UIS.

2. Repeat the procedure for the following code.

3. Go back to UIS.

Níže je zobrazen unikátní QR kód, který má platnost po dobu prohlížení této stránky. Tento QR kód naskenujte pomocí aplikace ve vašem mobilním zařízení. V aplikaci se vám následně přidá nový záznam - účet UIS MENDELU. U něj se každých 30 sekund vygeneruje a zobrazí nový kód.



Byl vám vygenerován nový QR kód. Pokud již v mobilní aplikaci máte záznam z UIS MENDELU, tento záznam před skenováním QR kódu odstraňte.



Nejde mi naskenovat QR kód

### Dokončení spárování s mobilním zařízením

Pro dokončení spárování do polí **První kód** a **Druhý kód** vstupte po sobě jdoucí kódy, které vám aplikace postupně zobrazí. Tlačítkem **Dokončit spárování** dokončíte proces spárování (doplnění záznamu do UIS). Tlačítkem **Dokončit a aktivovat přihlašování** dokončíte spárování a rovnou aktivujete přihlašování pomocí jedné z nových hesel.

První kód 894 002

Druhý kód 776 449

Dokončit spárování

Dokončit a aktivovat přihlašování

1. You need to enter 2 consecutive codes from your mobile device.

2. Confirm the codes with the Finish button and activate login.

## LOG OUT

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To test your login, please log out.

Click on the following button to log you out from University Information System.

Log out

- [Back to Personal administration](#)

## LOG IN TO SYSTEM

On this page you can log in University Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out

- 🌐 If you fail to log in or do not know the above mentioned information, please contact [Helpdesk](#)
- 🌐 If you are an applicant, use the application: [Log in to study applications system](#)

The first login step remains the same.


User name

Password

**Log in**

Log out after 1 day of inactivity (change).

or log in with

 eID (NIA)

**Tip:** A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

You forgot your password and you have already set data for password restoration? Password reset available [here](#).

See application [First log in to UIS instructions](#) to view more details about log in.

1. In the second step, the system will request a Verification code from the mobile app.

Copy the one-time verification code from the application in your mobile device to the box below. Code is a six digit number.


Verification code

This a secure device (30 days)

**Log in**

Log out after 1 day of inactivity (change).

\_\_\_\_\_ or log in with \_\_\_\_\_

 eID (NIA)

2. Go to the **Google Authenticator app** on your mobile device.

UIS MENDELU ( @is.mendelu.cz)  
**690 495**

1. When you open the app, the verification code is displayed immediately.  
**Copy it into UIS.**

2. Go back to UIS.





Copy the one-time verification code from the application in your mobile device to the box below. Code is a six digit number.

Verification code

690 495|

This a secure device (30 days)

Log in

Log out after 1 day of inactivity (change).

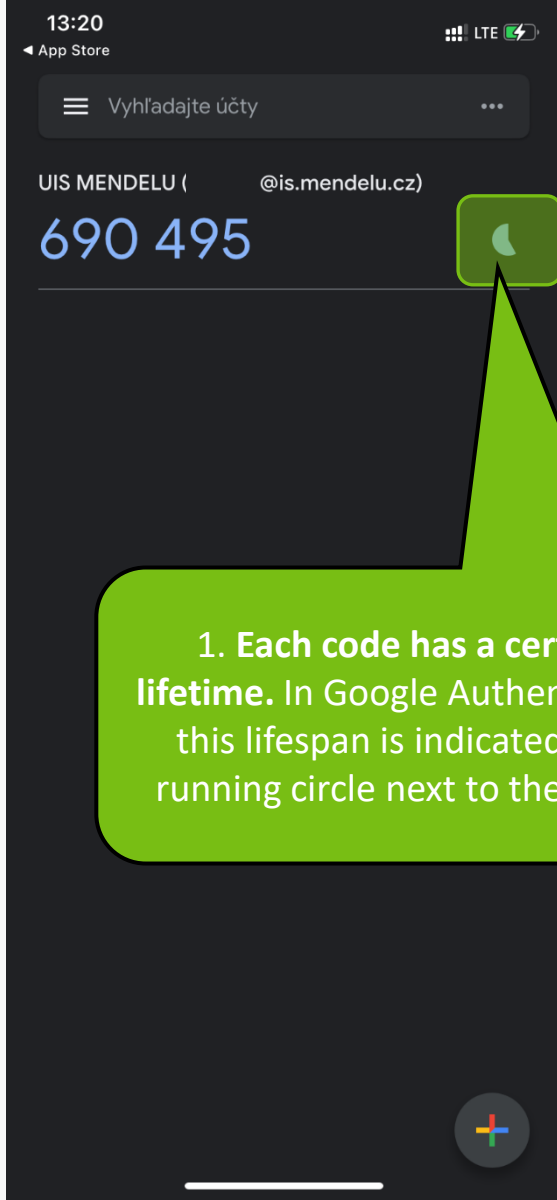
or log in with



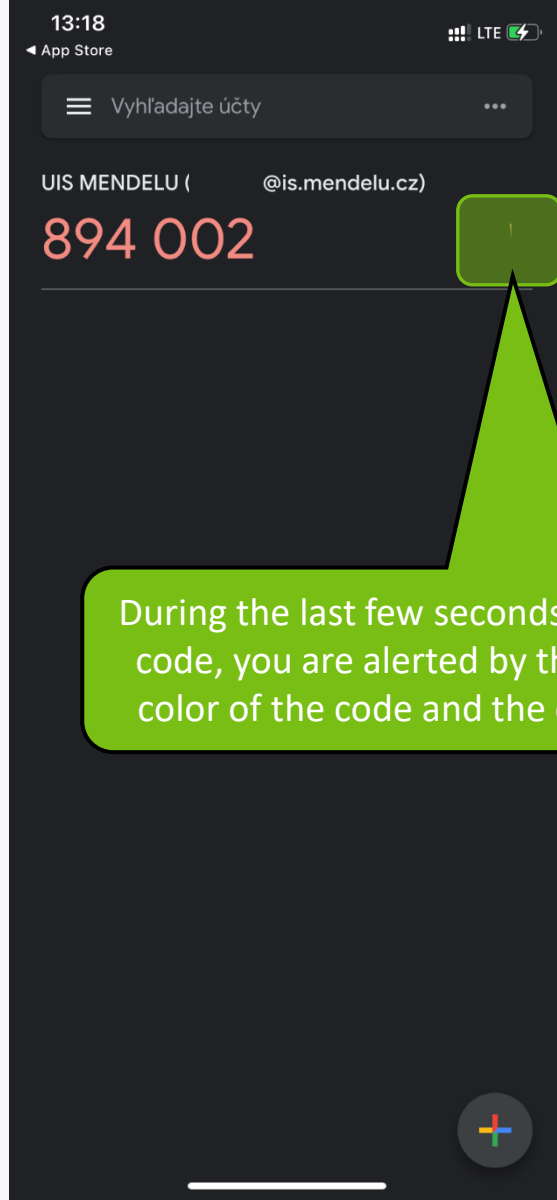
eID (NIA)

Overwrite the code from the app  
and select Log in.

The login settings end here.  
You will also find useful tips for working with the one-time code.




1. Each code has a certain **lifetime**. In Google Authenticator, this lifespan is indicated by a running circle next to the code.





During the last few seconds of the code, you are alerted by the red color of the code and the circle.

## LOG IN TO SYSTEM

On this page you can log in University Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

 If you fail to log in or do not know the above mentioned information, please contact the system integrator.

 If you are an applicant, use the application: Log in to study app

 Incorrect login or password.

If you make a mistake in your password or login, you will be released to authenticate using a code. **Only then** will you receive an error message.

User name

Password

Log in

Log out after 1 day of inactivity (change).


or log in with





eID (NIA)

## LOG IN TO SYSTEM

On this page you can log in University Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

 If you fail to log in or do not know the above mentioned information, please contact the system integrator.

 If you are an applicant, use the application: Log in to study app

 Incorrect login or password.

If you enter the wrong code, the same message appears as if you enter the wrong login details.

User name

Password

Log in

Log out after 1 day of inactivity (change).

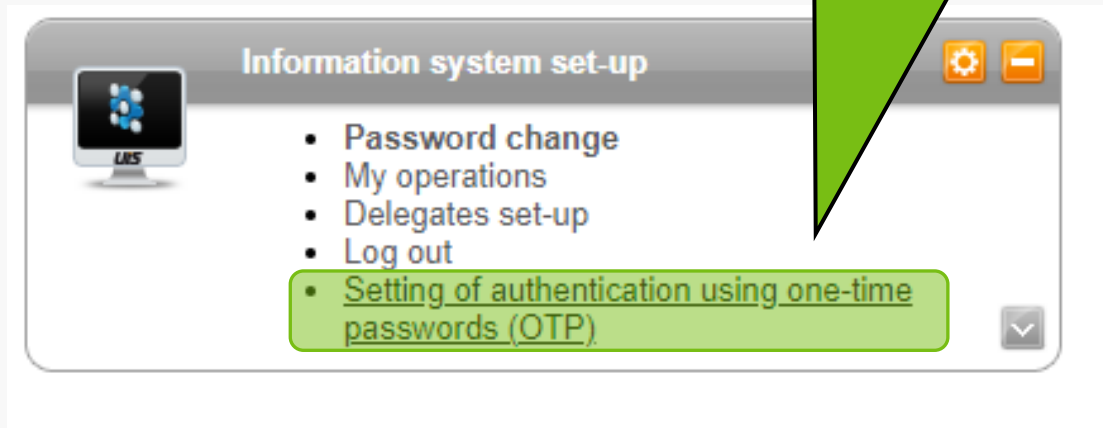
or log in with



eID (NIA)

New device pairing.

After logging into the UIS, go to the **Information system set-up** and open **Setting of authentication using one-time password (OTP)**.



1. Enter the code from your app.

### Change of device for login using one-time passwords

If you want to change the device via which you will log in to your account using one-time passwords, type the one-time password from the application in your original mobile device in the box below. Then click on the **Change** button.

Verification code

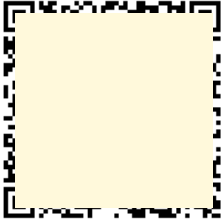
Change

2. Select **Change**.



## SETTING OF AUTHENTICATION USING ONE-TIME PASSWORDS (OTP)

Below see the unique QR code valid while you view this page. Scan the QR code using the application in your mobile device. Later a new entry will be added to your application - UIS MENDELU account. Every 30 seconds new QR code will be generated and displayed there.



I am unable to scan QR code

### Complete pairing with mobile device

To complete pairing, enter the two consecutive codes displayed by the application in the boxes **First code** and **Second code**. Click on the **Complete pairing** button to complete the pairing (saving in UIS). Click on the **Complete pairing with new device** button to complete pairing and to activate login using one-time passwords.

First code

Second code

Complete pairing with new device

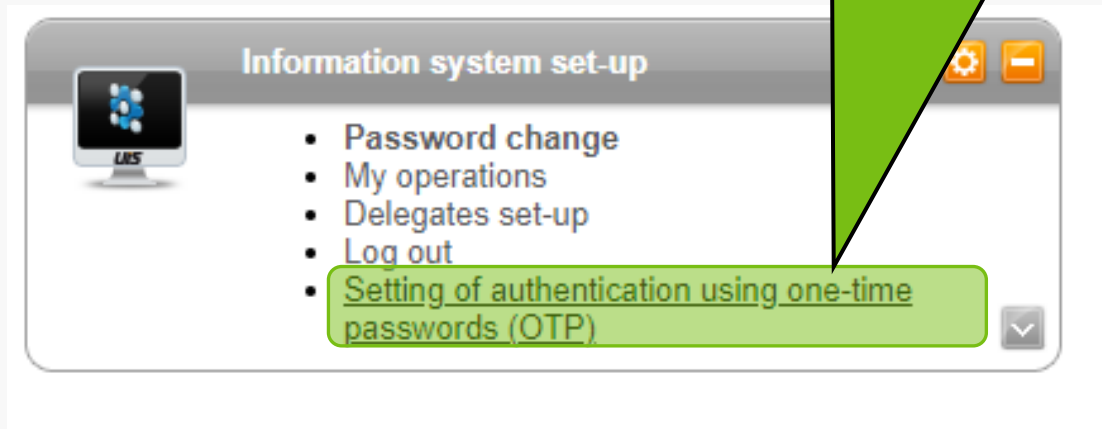
- [Back to Personal administration](#)

1. After entering the code, you will be back on the pairing settings page.

2. Repeat the procedure from step 12.

Cancellation of two-factor verification.

After logging into the UIS, go to the **Information system set-up** and open **Setting of authentication using one-time password (OTP)**.



1. Enter the code from your app.

### De-activating of login using one-time passwords

If you wish to deactivate this type of login, enter a one-time password from the application in your mobile device in the box below. Then click on the De-activate button.

Verification code

De-activate

- [Back to Personal administration](#)

2. Select De-activate.

# Manual prepared by

Department of Information Technology

MENDELU