

# Set up the one-time password (TOTP token) Softwaretoken

*Info: Any TOTP-app can be used (e.g. Google Authenticator, Aegis, ...). The ITCF recommends the **Microsoft Authenticator**.*

## 1. Install the Microsoft Authenticator App from Google PlayStore (Android) or Apple AppStore (iOS).

Google PlayStore:

<https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=de>

### Microsoft Authenticator

Microsoft Corporation

4,6 ★  
2,18 Mio. Rezensionen

100 Mio.+  
Downloads

USK ab 0 Jahren

Installieren

Teilen

Auf die Wunschliste



Apple AppStore: <https://apps.apple.com/de/app/microsoft-authenticator/id983156458>



### Microsoft Authenticator 4+

Schützt Ihre Online-Identität.

Microsoft Corporation

Nr. 10 in Produktivität

★★★★★ 4,7 • 72.881 Bewertungen

Gratis

## 2. Open the website <https://mfa.dkfz.de> on your computer and login with your DKFZ username and password.

**dkfz.**Anmelden

Bitte geben Sie Ihren Benutzernamen und ihr Passwort ein, um sich anzumelden.

**dkfz.**  
Deutsches Krebsforschungszentrum · MFA Portal

userid

\*\*\*\*\*

Anmelden

### 3. Then, you are asked for a code.

For this, use the following explanation:

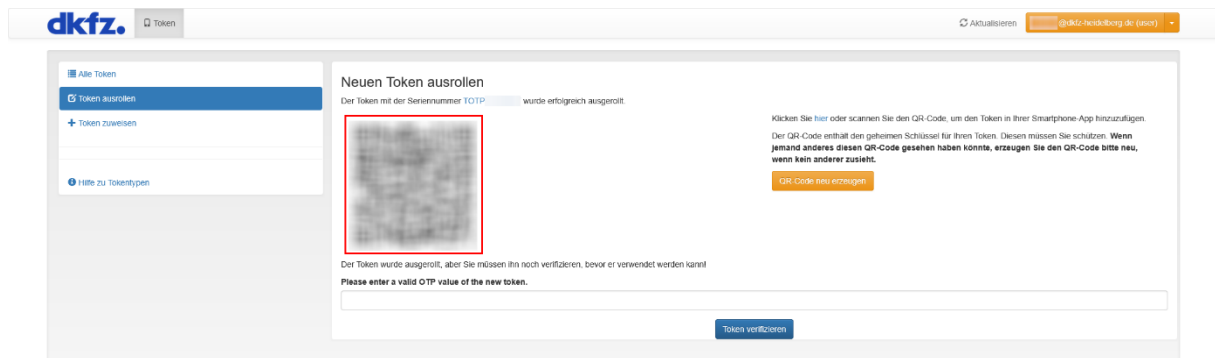
For new employees	For employees with an old 2-factor-token
Enter the registration code you got (e.g. in the letter containing your initial login details).  <i>Attention: The registration code can only be used once!</i>	Enter the 6-digit-code from your existing app.  <i>Attention: After a successful setup of your new token, the old one will not work anymore.</i>

### 4. After a successful login, this site will be displayed. Click on "Enroll Token" (German: "Token ausrollen") (left).

*Attention: Please don't change any of the settings.*

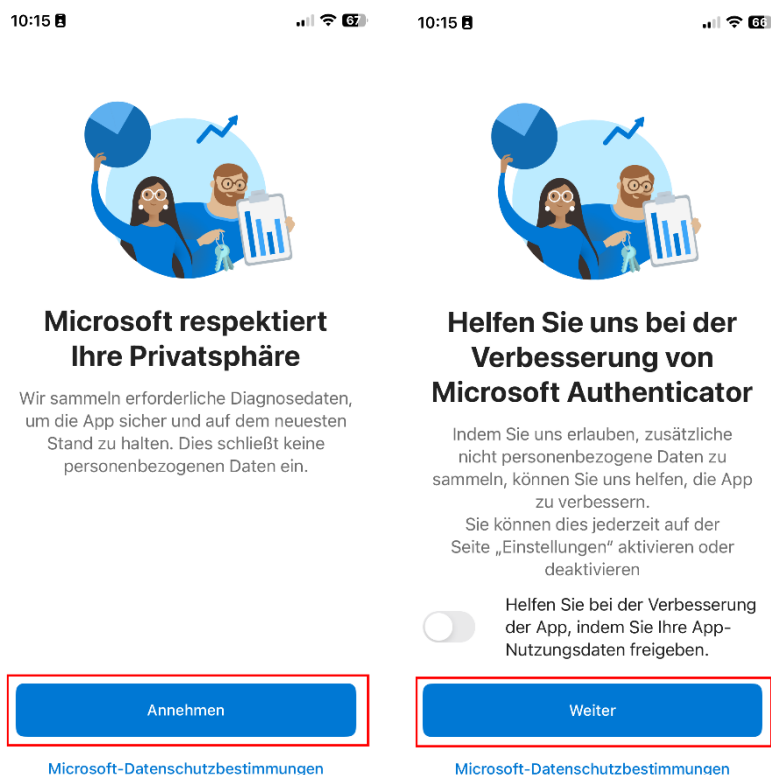
*Info: Under "Description" (German: "Beschreibung") you can enter a usecase for the token (e.g. "TOTP DKFZ").*

5. Click "Enroll Token" (German: "Token ausrollen"). A QR code will be generated. Please leave this page open, so you can scan the code with the app as described in the following.



6. Start the Microsoft Authenticator App and set it up like described.

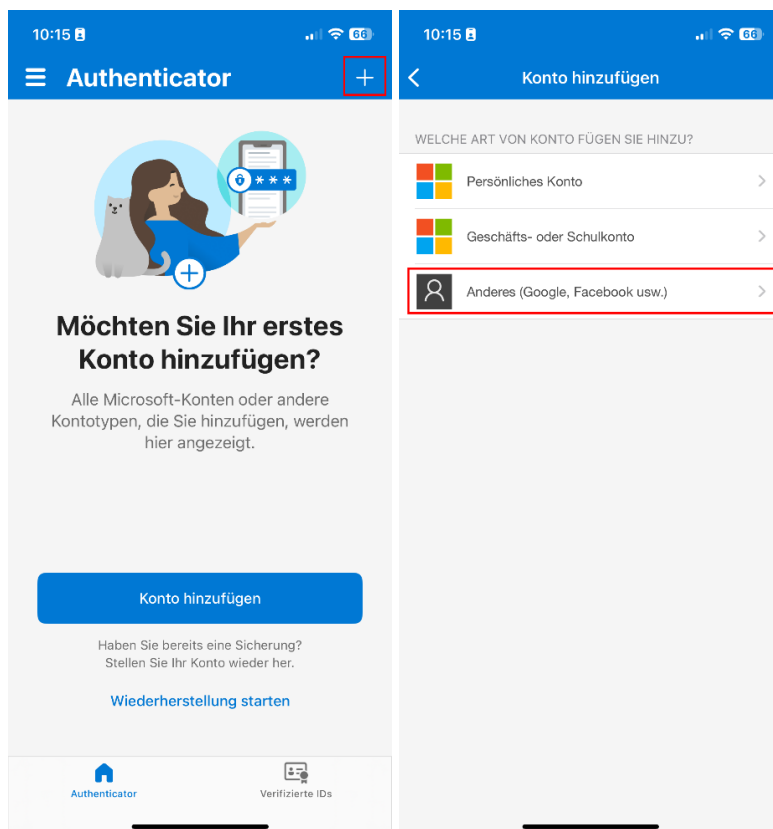
6.1. Agree to the collection of required diagnostic data and then continue with "Next".



6.2. You do not need to log in to Microsoft to set up our 2-factor token. Therefore, continue with “Skip” (top right).



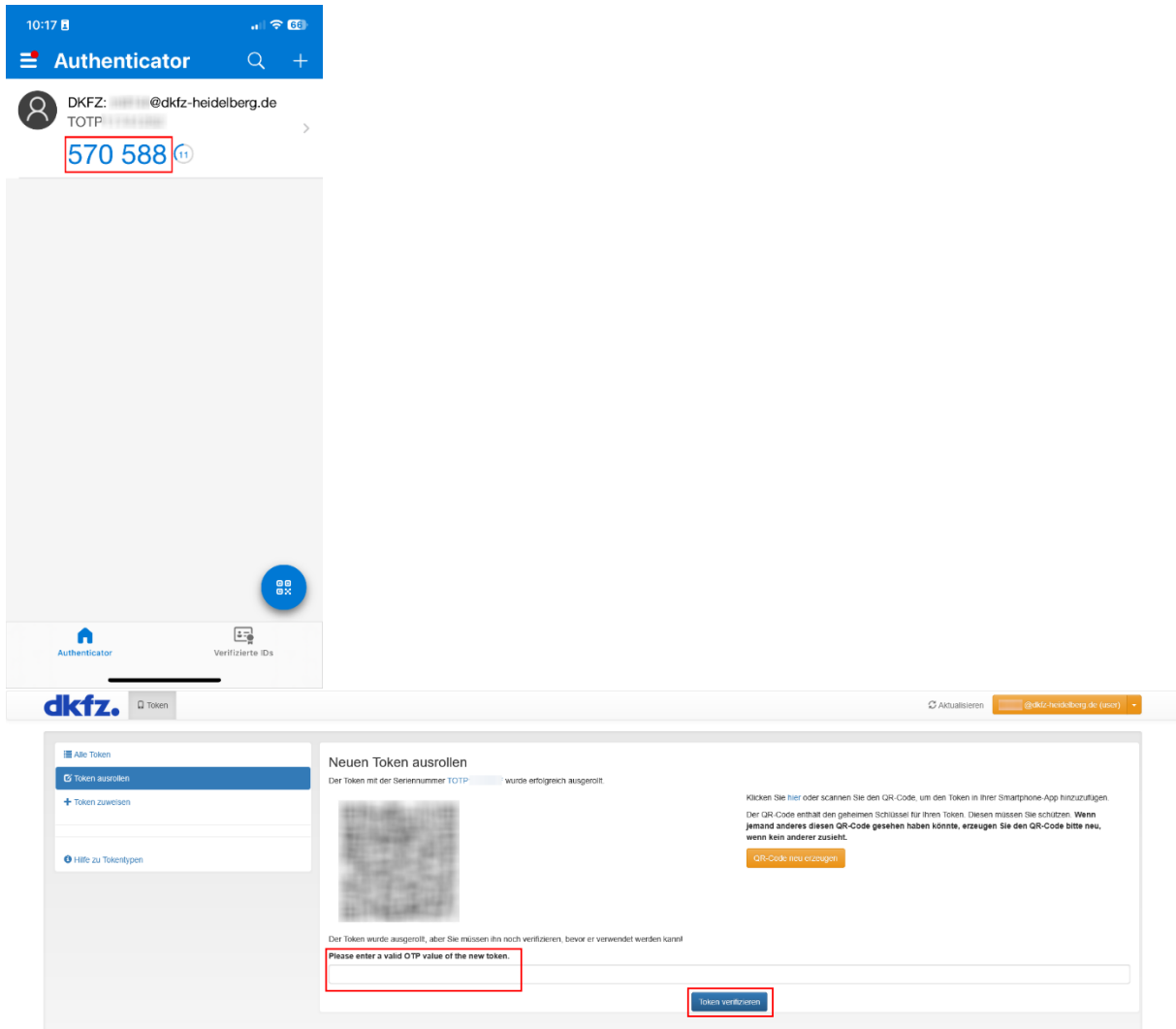
6.3. Tap on the “+” symbol and select the type “Other”. Then allow camera access.



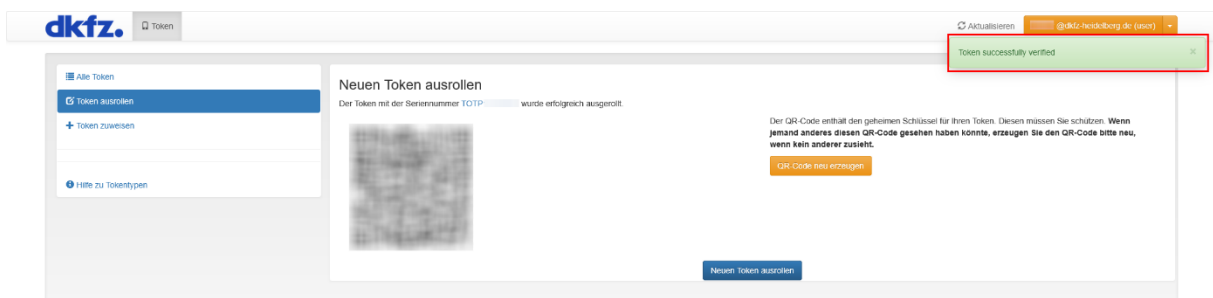
6.4. Scan the QR code generated in step 5.

6.5. (Optional) Lock the app in the Settings menu.

**7. Back on the website, enter the now generated 6-digit-code from the authenticator app into the input field. After that, click "Verify Token" (German: "Token verifizieren").**



*Info: If everything was set up correctly, you should get the notification "Token successfully verified".*



*The setup of the TOTP token is now finished.*