

One Time Password

A one-time password (OTP) is a unique, temporary code used for a single login session or transaction. Unlike traditional passwords, which remain the same until changed, OTPs are dynamic and can only be used once.

Using a third party authenticator, such as Google Authenticator, 2FAS, Authy etc, your TapeTrack login, once activated, will need your user name, password and a one time code to be successful.



Ensure your computer, server and device is set to the correct geographical location and time zone to have accurate one time passwords created

Enabling One Time Password

Open the user's profile you want to enable the OTP option via TapeMaster Administration > Group User Administration

Open the user-id by right clicking and selecting Properties, or double clicking.

Select the Identity tab.

Set the field One Time Password to True. This will display an extra field Activated, set to False. Once the user has successfully set up the one time password and logged in using a successful code this field will display True to signify the one time password is now required for all future login attempts with TapeTrack desktop software.

Identity	
ID	jdoe
Name	John Doe

Group	
ID	noaccess
Role	0: Unidentified

Options	
Administrative rights	True
Scan-In Only	False
Disabled	False
No Scanner	False
No Time-Out	True
tapemaster rights	True
Allow access inheritance	False
Certify	False
AD Domain	
Require AD Group	False

Client Access	
TapeMaster	True
Lite	True
Checkpoint	True
Sync	True

Details	
Email Address	
Description	

Defaults	
One-Time Password	
Enable	True
Activated	True

Defaults

Save Cancel Help

 Once a user has activated the one time password function, all desktop software they use (eg TapeMaster, Checkpoint, Lite etc) will need to be a current version with the OTP function to be able to login.

Setting Up Authenticator

Load your choice of authenticator app on your device. The decision of what authenticator app to use is down to personal preference and your companies IT polices and approved apps.

Log into to your choice of TapeTrack desktop software (TapeMaster, Checkpoint or Lite) with your current user-id and password. Click OK


You will be presented with a QR code to add your key to the authenticator app, scan to add the code or use the Secret Key value to enter it manually.

One-Time Password Registration

Your TapeTrack User must be registered to use a Time Sensitive One-Time Password.

Please register this QR Code with your Authenticator App.


This windows will continue to be displayed until you successfully login with a OTP value or your Administrator removes the OTP setting from your User Profile.



Secret Key


This QR code will be displayed each time you login until you have logged in successfully using the OTP.

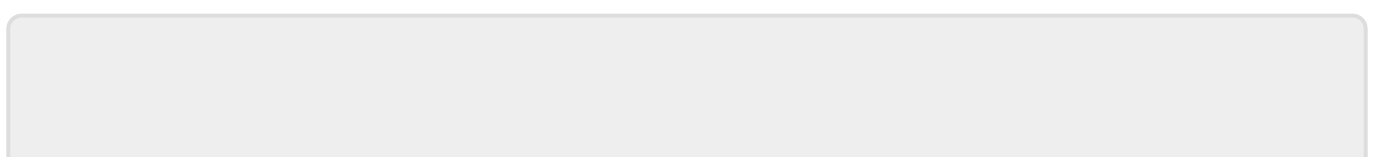
Notice

 **Next time you Logon**

Please note that your One-Time Password will not be activated until you Logon with a generated Password.

You can either manually Logoff now, or you can enter the generated password the next time you Login.

 If you no longer wish to use a One-Time Password please contact your TapeTrack Administrator.



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