# **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.



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0	Identity 🧳 IP Ranges	Access	
	2 In Hangee		
Ξ	Identity		
	ID	idoe	
	Name	John Doe	
Ξ	Group		
	ID	noaccess	
	Role	0: Unidentified	
Ξ	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	
Ξ	Details		
	Email Address		
	Description		1
Ŧ	Defaults		
Ξ	One-Time Password		
	Enable	True	
	Activated	True	
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		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 0K

!

Gene-Time Password Registration	X				
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 sucessfully login with a OTP value or your Administrator removes the OTP setting from your User Profile.					
Secret Key					
DXVO35KM2ZFFZAIJ Copy					
OK					

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



## Activate One Time Password

Log out of TapeTrack and log back in, this time using your user-id, password and OTP.

Logon			×
	Connection to this Ta Please select your Ta All access attempts a	apeTrack Server is restricted to authorized users only. apeTrack Server and enter your credentials. Ind successful connections will be recorded.	
$\square$	Server	Local $\checkmark$ Select a Server or click the button above to add a new Server.	
	User-ID or Email	jdoe	
	Password	•••••	
	One-Time Passcode	411873	
		□ No MD5 (required for Active Directory authentication)	
		Save User History	
		OK Cance	1

As you have not activated the OTP feature until after a successful login using the OTP value, the QR code will display again. Simply click 0K on both the popups and continue for connection. Once you have logged in the OTP is now activated and the QR popup will no longer be displayed on login.

Once the user-id has activated the OTP function, the user-id identity tab will now display the OTP activated field as True.

dit User: jdoe		×
🕈 Identity 👷 IP Ranges	Access	
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	
Update Statistics		
Defaults		
	Save Cancel Hel	lp

#### **Lost One Time Password Access**

If a user that has the OTP activated loses access to their authenticator (lost or damaged device etc), setting the One Time Password Enabled field to False will turn off the requirement to enter a OTP when logging in.

Setting the One Time Password Enabled field to True will restart the adding OTP process for the user upon login. The secret key will have changed and will need to be added to the new device and then used to login to activate the OTP function.

From: https://rtfm.tapetrack.com/ - **TapeTrack Documentation** 

Permanent link: https://rtfm.tapetrack.com/technote/onetimepassword?rev=1730425995



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