

Introduction

This manual provides instructions on how to set up multi-factor authentication.

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Types of Multi-Factor Authentication

App Authentication

Authentication is performed by entering a one-time password displayed on an authentication app into the authentication screen.

Email Authentication

Authentication is performed by entering a one-time password sent to your registered email address into the authentication screen.

When Using App Authentication

Setup Instructions

1. Install an authentication app on your smartphone.
2. Log in to the DICE User Portal (<https://diceidm.nims.go.jp/csp/csp-user-portal/>)
3. Click the [MFA (OTP)] tab.
4. Click [Setting] for App Authentication.
5. Scan the displayed QR code with your authentication app and register your user information in the app.
6. Enter the 6-digit number displayed in the authentication app into the [Token] field and click [Setup].
7. Confirm that App Authentication is set to [Set].

How to Log in After Setting Up Multi-Factor Authentication

Here is an example of how to log in when using MatNavi's PoLyInfo.

1. Access PoLyInfo (<https://polymer.nims.go.jp>) and click [Login] at the top right of the screen.
2. Click [Login with DICE Account].
3. Enter your email address in the [User Name] field.
4. Enter the password you set and click [Next].
5. Enter the 6-digit number displayed in the authentication app and click [Next].
6. If authentication is successful, you will be redirected to the PoLyInfo search screen.

When Using Email Authentication

Setup Instructions

1. Log in to the DICE User Portal (<https://diceidm.nims.go.jp/csp/csp-user-portal/>).
2. Click the [MFA (OTP)] tab.
3. Click [Setting] for Email Authentication.
4. Enter your preferred email address and click [Send One-Time Password].
5. Enter the one-time password received in the email and click [Setup].
6. Confirm that Email Authentication is set to [Set].

How to Log in After Setting Up Multi-Factor Authentication

As an example, here is how to log in when using MatNavi's PoLyInfo.

1. Access PoLyInfo (<https://polymer.nims.go.jp>) and click [Login] at the top right of the screen.
2. Click [Login with DICE Account].
3. Enter your email address in the [User Name] field.
4. Enter your password and click [Next].
5. Click [Send one-time password].
6. Enter the 6-digit number received in your email and click [Next].
7. If authentication is successful, you will be redirected to the PoLyInfo search screen.

How to Disable Multi-Factor Authentication

1. Log in to the DICE User Portal (<https://diceidm.nims.go.jp/csp/csp-user-portal/>)
2. Click the [MFA (OTP)] tab.
3. Click [Deactivate] for either App Authentication or Email Authentication.

How to Confirm Whether Multi-Factor Authentication Is Set Up

1. Log in to the DICE User Portal (<https://diceidm.nims.go.jp/csp/csp-user-portal/>)
2. Click the [MFA (OTP)] tab.
3. Check that the status of either App Authentication or Email Authentication is [Set].

If You Are Unable to Log In

If you are unable to log in, please contact us via the inquiry form below and include the email address associated with your account. Contact Form (<https://dice.nims.go.jp/contact/form.html>)