

Step-by-Step Guide: TOTP setup for MCF computer access

From **4th of August 2025** the login at our microscopes will require a TOTP password

This change applies **only** to logging in on **MCF computers** (e.g., microscope PCs, analysis workstations, etc.). It does **NOT** affect the booking system **website**.

Until 3rd of August 2025: You can still log in with your username and **password**.

From 4th of August 2025: You will **no longer** be able to log in with username and password. You **must have TOTP** authentication set up!

Avoid last-minute issues: We recommend that you **set up TOTP now** in advance to ensure a smooth transition.

Finish the TOTP setup before going to the microscopy room

Mobile phone signal may not work inside the microscopy room.

The setup of TOTP authentication must be done in advance. You need an internet connection during the initial setup.

Once initial setup is completed, the TOTP app on your mobile phone will generate codes without needing mobile signal or internet.

You always need your mobile phone at the microscope to be able to log in.

A. Visit your profile on the booking system website

Go to <https://ppms.eu/uni-bonn/?MCF> and login with your login credentials. Select "**Profile**" (see image 1 step 1) in the navigation bar and click on "**Setup or configure code-base authentication and 2-factor login**" (see image 1 step 3).

Home Book Order Request Documents Schedules Reports Publications **Profile** Logout

Group/Account Management

Default Financial Account Number:

[Change your default account number](#)

Request authorization to use a financial account:

[New account authorization request](#)

Request authorization to manage a financial account:

[New account management request](#)

Financial Accounts available for use:

Select one of your projects:

Account Number	Account Type	Origin	Start	End
<input type="text"/>	default	your account number		

Code-based authentication and 2-factor setup

[Setup or configure code-based authentication and 2-factor login](#)

User files

No files

Image 1

B. Read and follow the instructions on the configuration page (see image 2)

- If you do not have an authenticator app installed yet, **download and install** one that suits you and works on your mobile phone (see image 2 step 2).
- **Scan the QR code** with the authenticator app (see image 2 step 3 / image 4).
- Select the option for "**Regular login (password or single sign on)**" (see image 2 step 4)
- Enter the 6-digit code from the authenticator app (see image 5) in the field "**Submit an code provided with the application**" (see image 2 step 5)
- Press the button "**Complete configuration**" (see image 2 step 6)
- You have successfully setup the TOTP authentication (see image 3).

C. You are ready to login at the MCF computers

We also have a [Step-by-step guide: Login with TOTP at the MCF computers.](#)

Home Book Order Request Documents Schedules Publications Profile Logout

Account number	Account type	Origin	Start	End
	default	your group		

Configure code based authentication:

1 Instructions

1. Please install an Authenticator application on your smartphone (those do NOT require network connectivity to function). Compatible applications with Time-based One-Time Password algorithm (TOTP/RFC6238) include:
 - Google Authenticator: iOS, Android
 - Microsoft Authenticator: iOS, Android, Windows Mobile
 - RedHat FreeOTP open source Authenticator: iOS, Android
2. Scan the QR code with the application to setup your authenticator for your PPMS user account.
3. Select whenever you want to use the code based authentication as a second factor. Note: the code-base authentication setup (TOTP algorithm) is used for multiple functions across PPMS. Code based authentication is optional for login but can be mandatory for instrument tracker purposes. As a result, some instruments will enforce the configuration of this code-based authentication mode even if 2-factor is not used.
4. Fill the the a code generated by the app and click submit to complete the configuration.

Configuration

QR code to scan with your phone

3

4 Use the code-based authentication for login:
 Use 2-Step authentication for login (password or single sign on + code)
 Regular login (password or single sign on)

5 Submit an code provided with the application :

6 **Complete configuration**

User files

No files

Image 2

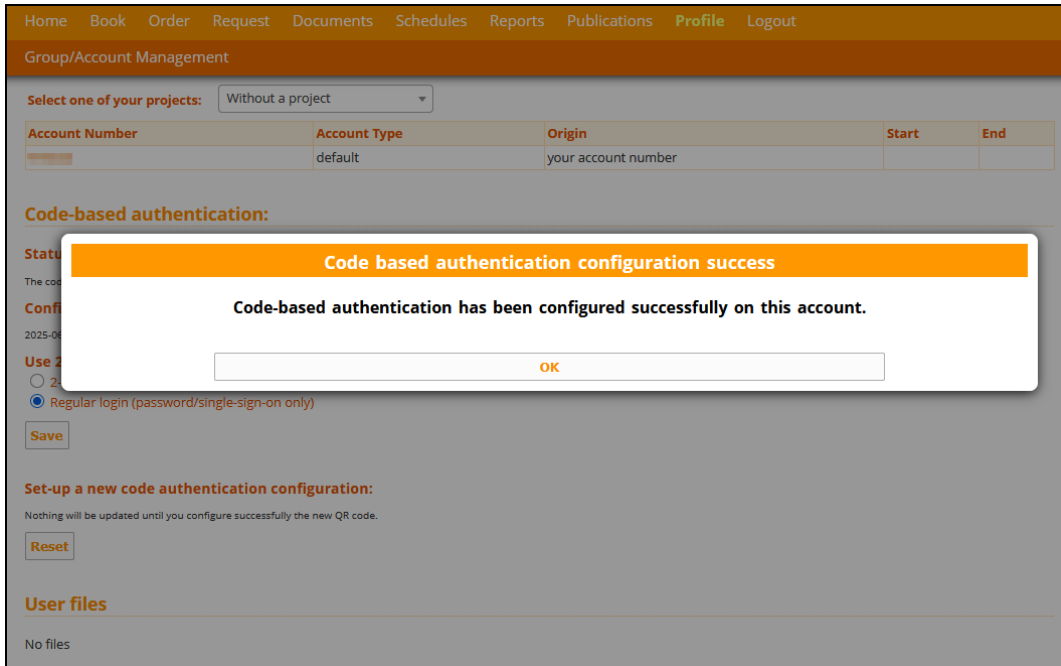


Image 3

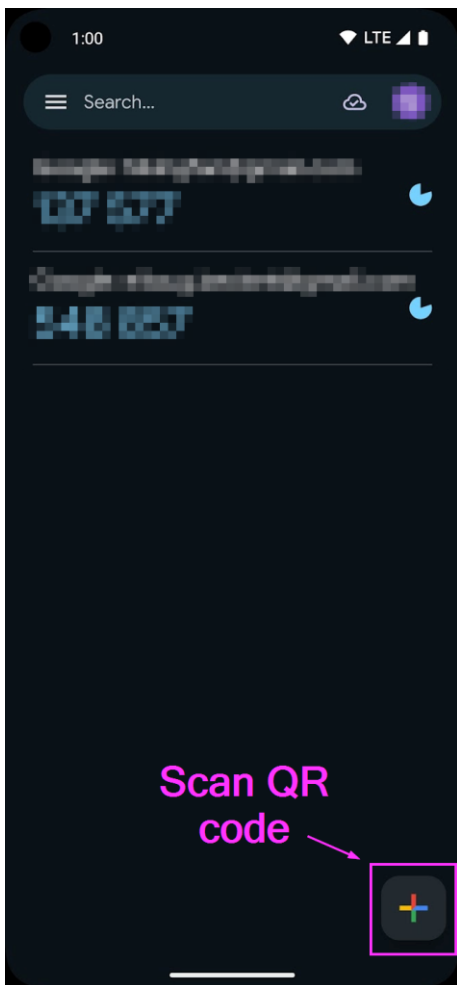


Image 4

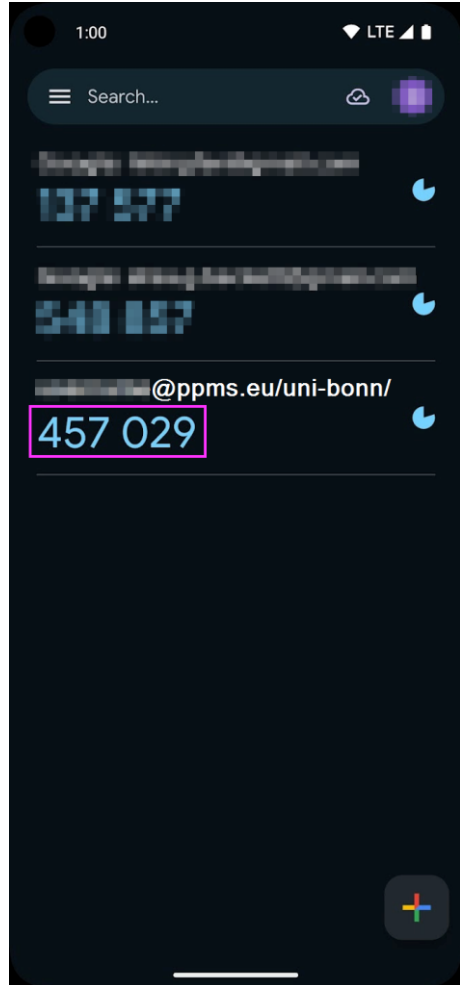


Image 5