Securing access to UKE portals

Subject: IT-Security / Userdata

Instructions for setting up the login method for UKE portals

Access to UKE portals such as webmail.uke.de and access.uke.de from GWIS and the public Internet is only possible with a secure one-time password. This password is generated via an app on the business or personal smartphone. It is valid for 60 seconds and can be used only once.

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1) Install authentication app

For the new method, you need the authentication app "**FortiToken Mobile**" on your business or personal smartphone. You can download the application via the app stores for iOS or Android.

Note: You must choose one smartphone when setting up the one-time password, as parallel setup on multiple devices is not possible for security reasons.

iOS App   Android App

2) Setting up the authentication app (required only once)

For the one-time setup of the app, log in to the GetMyQRCode website from your Desktop or Laptop computer. The page is only accessible from the KIS1, KIS2 or GWIS network (also via VPN and KIS1 remote access). To log in, use your KIS1, KIS2 or GWIS login credentials for which you would like to use one-time passwords.

1. Login to the GetMyQRCode website: https://GetMyQRCode.uke.de
2. After typing in the login-credentials please click on **"Scan Token"** (blue button)
3. Click on the "QR-Code" button
4. Select „FortiToken" -> „Mobile" -> „QR-Code scannen" and confirm with „OK"
5. Scan the displayed QR code with the "**Scan Barcode**" function of the FortiToken Mobile app

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2a) Setting up the authentication app again after changing the device (reset token)

If you switch to a new device you need to reset your token.

6. Login to the GetMyQRCode website: https://GetMyQRCode.uke.de
7. After typing in the login-credentials please click on **"Reset Token"** (red button)
8. Click on the "QR-Code" button
9. Select „FortiToken" -> „Mobile" -> „QR-Code scannen" and confirm with „OK"
10. Scan the displayed QR code with the "**Scan Barcode**" function of the FortiToken Mobile app

3) Generate one-time password

The 6-digit one-time password is visible immediately after opening the app and is only valid for 60 seconds. The blue closing circle indicates the duration of validity.

Note: If you want to access the portal externally with multiple accounts, you must set up a separate QR code for each account. We recommend renaming the entry within the app accordingly (e.g. "FortiTokenGWIS", "FortiTokenKIS1", etc.).

4) Login to UKE Portal

You will find all UKE services accessible via Internet on the UKE Portal: https://portal.uke.de

Log in with your usual KIS1, KIS2 or GWIS user name and the generated one-time password from the app.

Note: Due to security reasons, it is still not possible to access KIS1-Webmail outside of the UKE-Network. The "Webmail"-Button is not available if you login with your KIS1-credentials on https://portal.uke.de.