



How to set up a DESY TOPT



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1. Go to the following website: <https://passwd.desy.de/> and log in with your DESY account/password.
2. Click on the menu on the top left corner (little square with three lines).
3. Click on "Self Service Settings" and scroll down to "Factor 3 - TOTP (Time-based one-time password)"
4. There should be a QR code visible. Scan this with your trusted Authenticator app on your mobile phone, e.g. Google Authenticator or the DUO app.
5. Once scanned you follow the instructions in the app. After that you should see a 6 digit code.
6. This code you have to enter in the text field "Register Token" on the website and click on "Register". With this your Token is set up now.



How to access XWiki if behind DESY firewall



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1. Open a new terminal window and type "ssh -D 2280 <your_DESY_username>@bastion.desy.de" and press enter. Log in with your DESY password and TOTP from the Authenticator app. Leave the terminal window open.
2. Open Firefox and go to "Settings"
3. Type in the "Find in Settings" field "Network"
4. You should see Network Settings with a button "Settings...". Click on "Settings..."
5. Click on "Manual proxy configuration"
6. Enter "localhost" in the field next to "SOCKS Host" and "2280" in the field next to "Port"
7. Click "OK"
8. Connect to XWiki, using your DESY account and TOTP.



How get a KEKcc account (Work/Access Server)



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1. Go to <https://ccportal.kek.jp/accounts/login/?next=/application/> and sign up or in case you have an account already log in.
2. In the left menu go to “Computing Service” and click on “Service List”.
3. Scroll down until you see the subtitle “KEKCC”
4. Here you find “KEKCC Work Server” and “KEKCC Access Server” with buttons named “New”
5. Click on “New” and fill out the following form
 1. In the field “Introducer” type in `takanori.hara@kek.jp`
 2. In the field “KEKCC sub group” type in `b2_belle2`
 3. For Institute use a translator app and choose “Foreign Institute”
6. Click Submit
7. Similar for the “Access Server” click on “New” and follow instructions



How get Grid certificate



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1) Check you are registered in KEK UO as Belle II user

At https://krs.kek.jp/uskek/ui/UI_00000E, go to "Administrative Procedures for Visiting KEK/J-PARC" and confirm in "Administration relating to your visit" that you are a registered participant with Belle II.

If you are already a Belle II user, no action is required.

2) User registration at KEK Computer Research Center to get the KEK computer account

<https://ccportal.kek.jp/>

If you already have a KEK Computer Account, you can sign up with your account.

3) After login at <https://ccportal.kek.jp/>, go to "Grid CA" and click on "New" to open an application for a certificate.

Fill in the following:

- Project involved: Belle II

- Would you like to issue host certificates?: No

- Upload your photo ID (Comment: Use either a photo ID issued by your home institute or if not available your student ID + official photo ID like passport/driver's license etc.)

4) Get the CP/CPS at <https://gridca.kek.jp/> and read them carefully before the interview.

5) Pass a 30 min Interview (in person or via video call).

6) After 1-1.5 weeks they will send you a document (you will find it attached to your ccportal application) with account informations. Please follow the steps in this document. **Attention: Once you open the file it will be deleted 72h later!**