

## How to set your password and put your public key

(Last update: June 3, 2024)

You can set your password of RCCS home page and register your public key to login RCCS login server (ccfep).

### Signpost

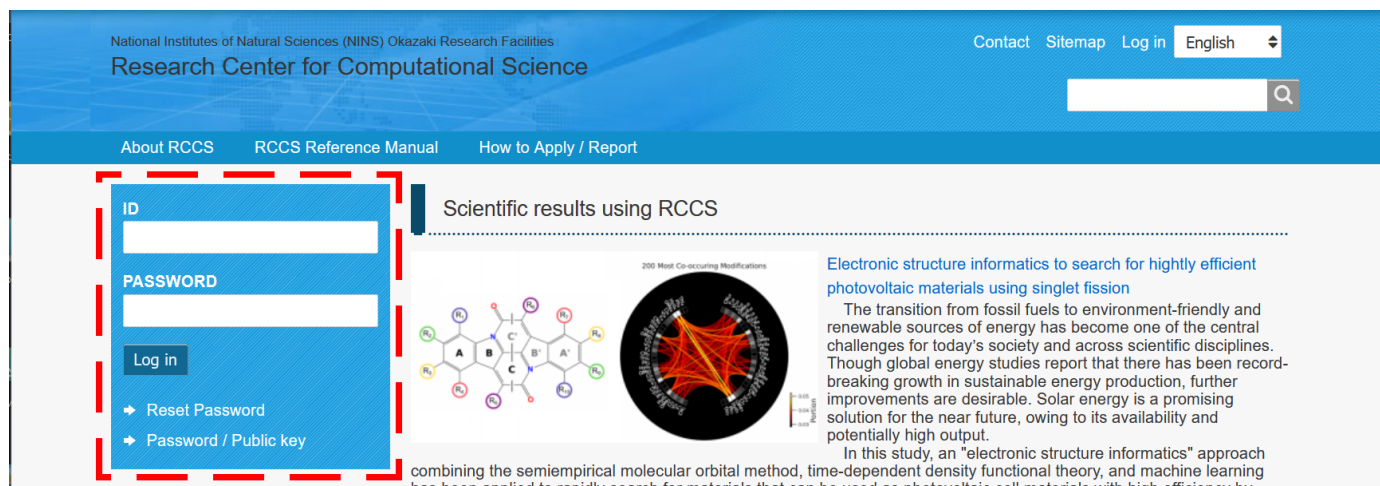
- **First time user** => See "[Initialize/Reset Password](#)" section to register password and SSH public keys.
  - **The email address registered at the time of application is required.**(Please check this [FAQ item](#).)
- **Modify password/shell/keys** => Go to "[Edit](#)" tab on the "[Account](#)" page. You can change password, login shell , and SSH keys there.
  - You need to login first.
- **Forgot password** => Follow the "[Initialize/Reset Password](#)" guide.
  - If you already logged in, you need to "[log out](#)" first.
  - You don't need to change login shell and public keys.

### Initialize/Reset Password

- Please use email address provided in the application.
- Account name and password here are independent from those at [NOUS](#).
- If you want to change your registered email address, please check [member management page](#).
- You can register multiple SSH keys; one line per one key. **You can't use multi-line key saved with "Save public key" button of PuTTYgen!**
- The password here is only for this website.
  - Password (passphrase) created upon SSH key generation is necessary when you login to our login server (ccfep).
  - Corresponding user id is the three characters long one assigned by us; NOT YOUR EMAIL ADDRESS.

#### 1. Open RCCS website

Open this page or our top page (<https://ccportal.ims.ac.jp>) with your web browser. You can see login form on the left if you are not logged in.



(You can use "Log in" link at the top of the page instead. There will be "Reset Password" tab in this page.)

#### 2. Enter Password Reset Menu

Click "Reset Password" link in the form.

National Institutes of Natural Sciences (NINS) Of  
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About RCCS    RCCS Reference Ma

ID

PASSWORD

Log in

**Click Reset Password**

Reset Password

Password / Public key

If you have already registered your password, please enter RCCS user code (NOT mail address, three characters id assigned by RCCS!) and the password in ID and PASSWORD boxes to login, respectively.

### 3. Send Registration Guide via Email

Enter your mail address provided in the application form on NOUS or the member management form.

Log in    Reset Password

**Enter your registered email address**

E-mail address \*

E-mail address which is already registered in this system.

Password reset instructions will be sent to your registered email address.

**Then click to submit the request**

Submit

The following message will be shown when you submitted.

☺ If [REDACTED] is a valid account, an email will be sent with instructions to reset your password.

### 4. Check the Email

Please check your email box. You may find the email titled "[RCCS] Replacement login information for (your user code)".

[RCCS] Replacement login information for [REDACTED]

[REDACTED],

A request to reset the password for your account has been made at RCCS.

You may now log in by clicking this link or copying and pasting it to your browser:

**Open this URL with web browser**

<https://ccportal.ims.ac.jp/user/reset/>

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- RCCS Administrator

This email is sent only when RCCS recognizes the email address. If you couldn't receive this, please check your registered email address. Please also check spam/junk folders; this email might be considered spam/junk. If you still have trouble in receiving this email, [please contact us](#) with your name, user code (three characters long), and email address.

### 5. One-time login

The following item will be displayed when you open the URL.

This is a one-time login for [REDACTED] and will expire on [REDACTED].

Click on this button to log in to the site and change your password.

This login can be used only once.

**Click this**

Log in

Click "Log in" button to enter the setting.

## 6. Register Password and SSH Public Keys

The following items will be displayed.

The screenshot shows a user settings page with the following elements and annotations:

- A green message box at the top: "You have just used your one-time login link. It is no longer necessary to use this link to log in. It is recommended that you set your password."
- Breadcrumbs: "Home > [user icon]"
- Buttons: "View" and "Edit"
- Section: "Email address \*" with a text input field and a note: "A valid e-mail address. All e-mails from the system will be sent to this address."
- Section: "Password" with a text input field. Annotation: "Enter \*NEW\* password for the RCCS website here" with a red arrow pointing to the field.
- Section: "Confirm password" with a text input field. Annotation: "Enter \*NEW\* password for the RCCS website here" with a red arrow pointing to the field.
- Section: "Login shell \*" with a dropdown menu showing "/bin/bash". Annotation: "You can choose your login shell from bash, csh, zsh" with a red arrow pointing to the dropdown.
- Section: "RCCS public key" with a text area containing two lines of SSH keys: "ssh-ed25519 [redacted]" and "ssh-ed25519 [redacted]". Annotation: "Paste your SSH public key(s) here" with a red arrow pointing to the text area.
- A note below the keys: "Please paste your public key of ssh which is used in RCCS systems."
- A "Save" button. Annotation: "Click this to save data" with a red arrow pointing to the button.

Enter your NEW password in "Password" and "Confirm password" boxes. You can also choose your login shell from bash (default), csh, and zsh. SSH public keys can be registered here, too. You can register multiple public keys; one key per one line. (Two Ed25519 keys are registered in the example above.) For SSH keys, please also check [quick start guide page](#).

- The password registered here is only for this website; not for our SSH login server (ccfep). Corresponding user id is the three characters long id given by RCCS.
- The SSH key passphrase must have 10 or more characters and contain four types of characters: symbols, lower case letters, upper case letters, and numbers.

This setting window can be opened from "My account" menu at the top of the page when you already logged in. Please go there if you want to change your password, SSH keys, and login shell setting.

## 7. Registration Completed

When you save information, following messages will be shown in the page.

The screenshot shows two message boxes:

- A green message box: "The changes have been saved."
- An orange warning message box: "Shell changes take effect within 20 minutes."

As described in the message, it will take up to 20 minutes for changes of the login shell to take effect. Changes of password and SSH public keys will take effect immediately.

The password registered in step 6 is the password only for this website. When you login to the RCCS login server (ccfep), you need to use the password you set upon creating the SSH key.