

Manual for Students:
**Log in to FlexNow-Web for students starting in the
summer semester 2020 or later
(using TOTP, without RUBCard)**

Provided by FlexNow-RUB-Support (support@flexnow.rub.de, Phone: 0234 / 32-26545),
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1. Foreword

A. Content and addressees

This document describes step by step the process of logging into FlexNow-Web without using the RUBCard. From the summer semester 2020 onwards, this option is only available to students who were first enrolled at the RUB in the aforementioned semester or later.

For students who enrolled before the summer semester 2020, the “RUBCard” chip card is still required to log into FlexNow; there is no change in the procedure. It remains possible for all students to log in with RUBCard. The procedure remains the same as in the past. From the summer semester 2020 onwards new students can choose which procedure they want to use. The old one, where they have to insert their RUBCard into a connected card reader device or the new one without the RUBCard which is explained in this document.

By the way: Your feedback on our manual is very welcome! Please send it to support@flexnow.rub.de or phone: 0234 / 32-25995.

B. Requirements: Smartphone/ Tablet

The new way to log in to FlexNow as a student is based on the technology “TOTP” (Time-based One-Time Password). With this method you can log in to FlexNow without your RUBCard and a card reader device, and without the RUBCard PIN. However, you need your RUB LoginID and the corresponding password, i.e. the same details which you need to access your RUB mail account. Additionally, a smartphone or tablet is needed. On this device a “TOTP App” must be installed and run, see the first part of [chapter 3](#). The following instructions are based on a smartphone.

The smartphone app is needed every time you log in. The app on the smartphone is only used to display a temporary six-digit security code. FlexNow-Web itself should continue to be used on a PC as the display is optimized for a computer screen.

2. The five steps of the login process

The following steps:

1. *Only once*: Preparing the smartphone for authentication, part 1: Installing the app
2. *On the PC*: Visit a specific [URL](#) in the Internet browser
3. *On the PC*: First part of the authentication: With LoginID and password
4. *Only once*: Preparing the smartphone for authentication, part 2: Scanning the QR code
5. Second part of the authentication: read the security code from the app and enter it into the browser

In the following chapter a subchapter is dedicated to each of the five steps.

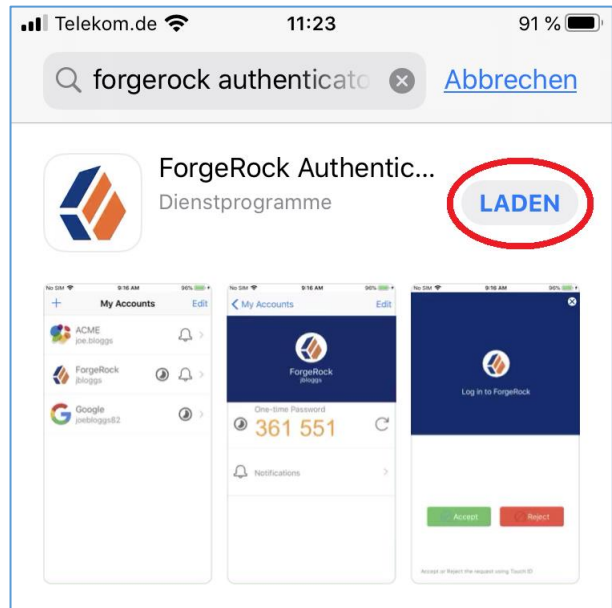
3. The login procedure

A. Only once: Install “ForgeRock Authenticator” on your smartphone/tablet

Download the app “ForgeRock Authenticator” to your smartphone or tablet. If you are using an Android device and you already have the competing product “Google Authenticator” installed, you can use it (instead of ForgeRock). However, it does not work on iOS. In the Apple App Store, the ForgeRock app looks like in the image shown on the right.

ForgeRock requires at least Android 4.0 or iOS 9.0. Google Authenticator usually requires (depending on the device) Android 4.4.

After downloading and starting ForgeRock on your iPhone, the app asks for permissions twice in a row: Please allow access to the camera, but messages do not have to be allowed.

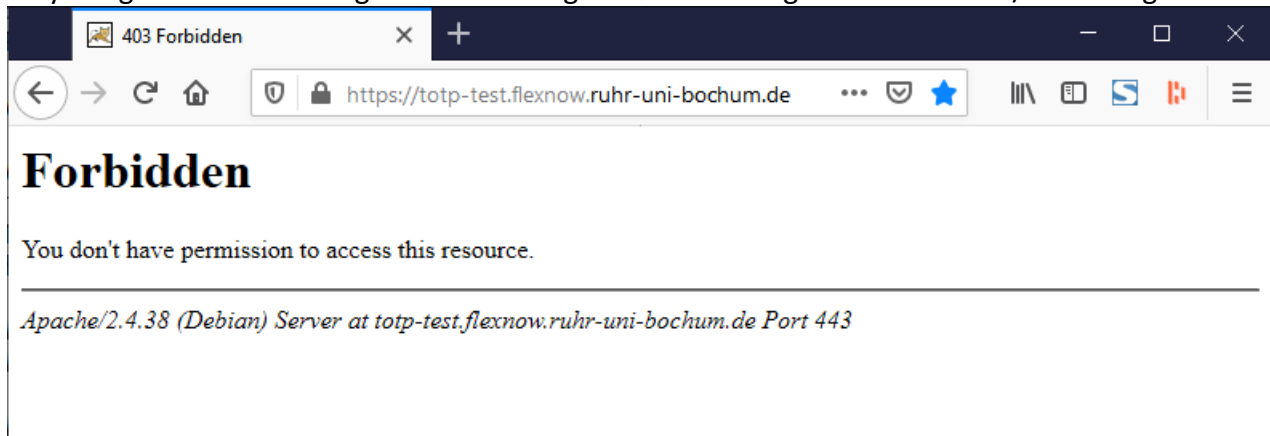


B. Accessing the FlexNow TOTP-Link in the internet browser

The procedure described below works without any restrictions in Firefox, Chrome or Safari, as well as probably in most other browsers.

Click on the link “Login für Erstis” (login for first semester students) on the right side of the FlexNow homepage www.flexnow.rub.de. This link is called “FlexNow TOTP-Link” in the following.

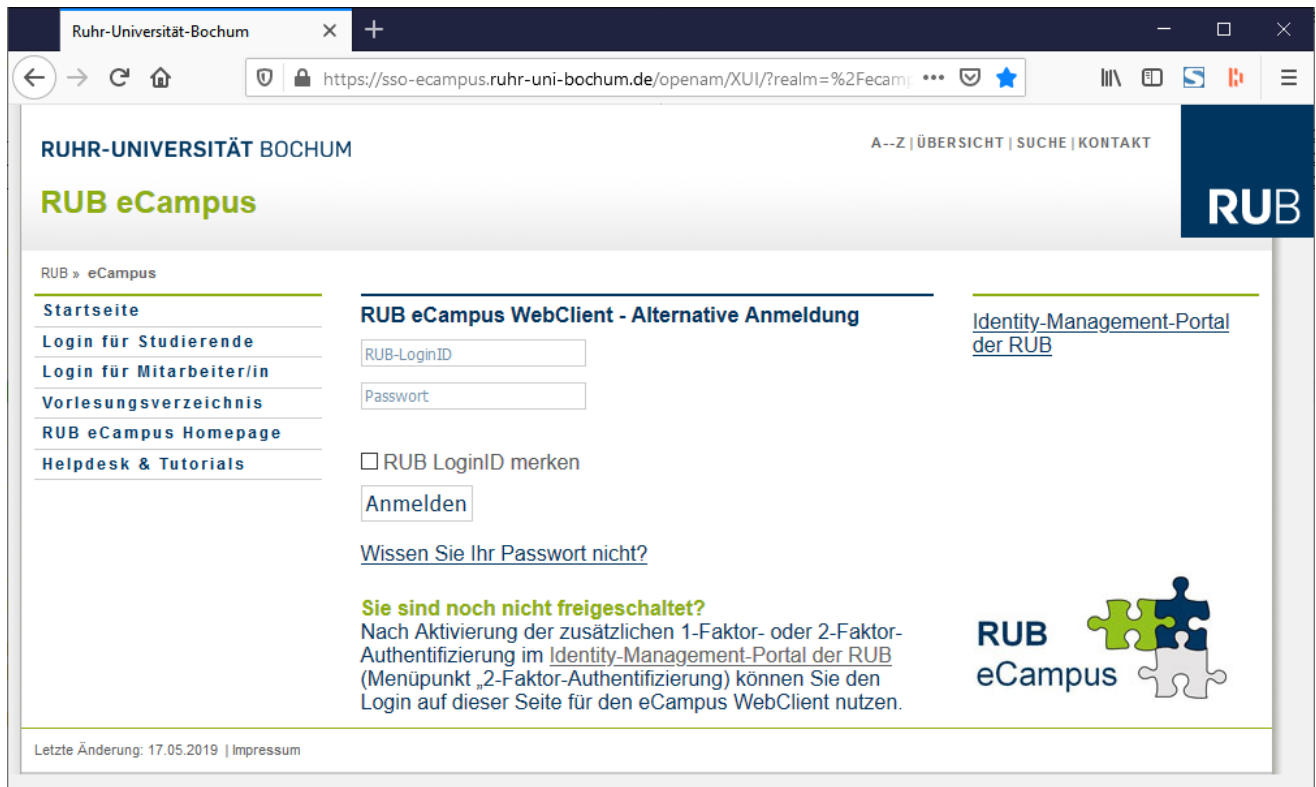
If you get the following error message after clicking on the link / entering the URL...



...please look into the document “FlexNowWeb_with_TOTP_Troubleshooting_T[Version].pdf”. There you will find help for this and other problems.

C. First part of the authentication: Using a browser with LoginID and password

→ The login page of eCampus opens:

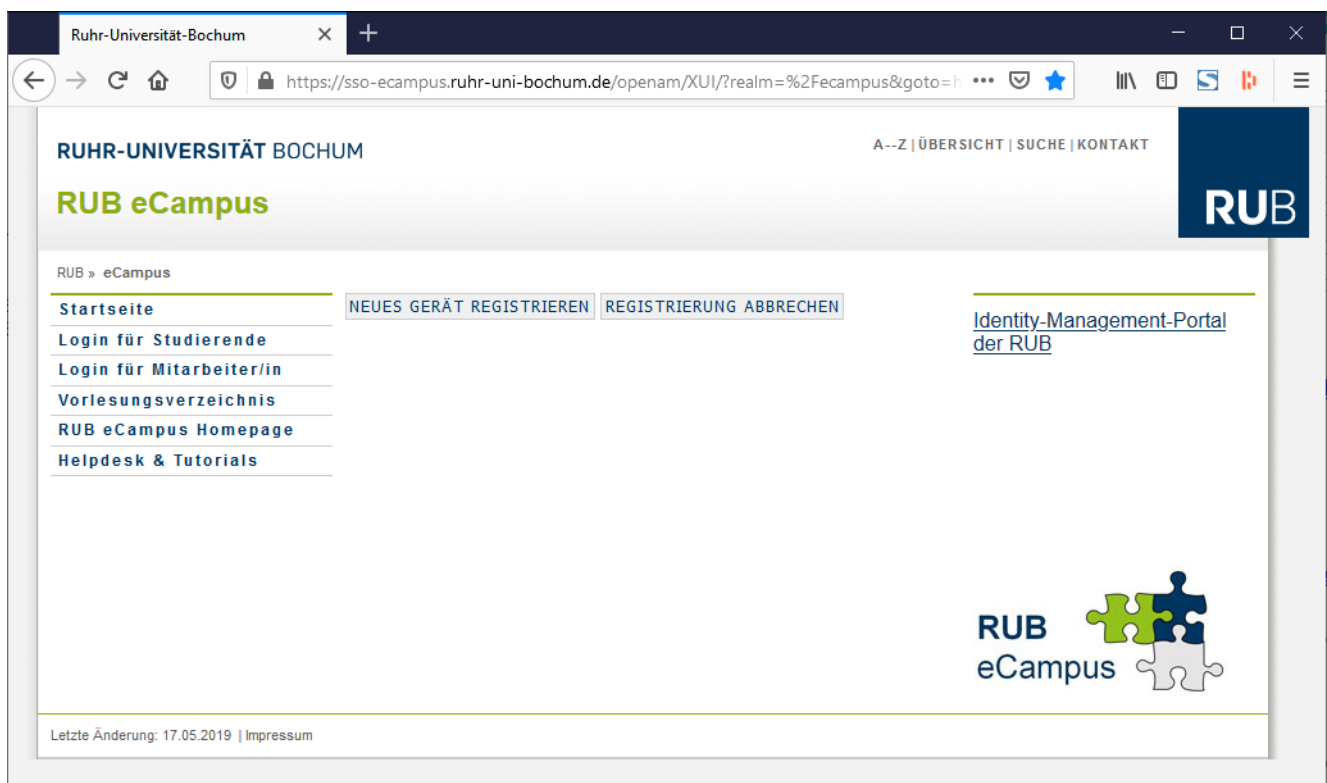


Enter your LoginID and the corresponding password. Then click “Anmelden” (login):

D. Only Once: Scan the QR-Code shown in the PC browser with the ForgeRock app

a) Displaying the QR-Code

→ Click “Neues Gerät registrieren” (register new device) on the following page:



→ A page with the QR Code will open.



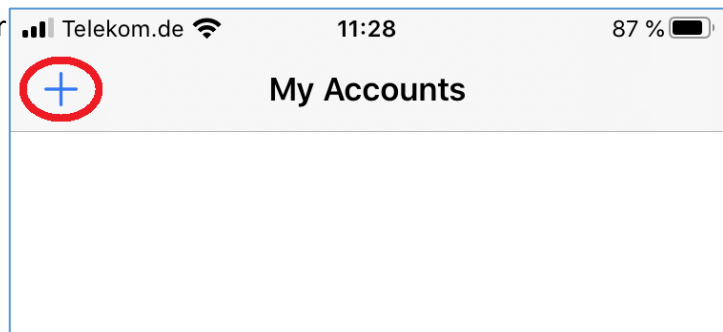
For data security reasons, an area in the QR Code is covered by a light yellow rectangle in the screenshot.

b) Scanning the QR-Code with the APP

Open “ForgeRock Authenticator” on your device if it is not already open.

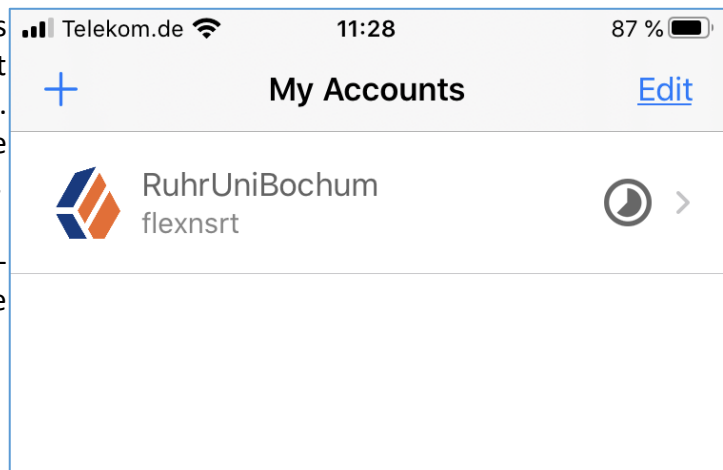
→ On the right is a screenshot of the app on an iPhone.

Tap on the plus sign in the top left corner.



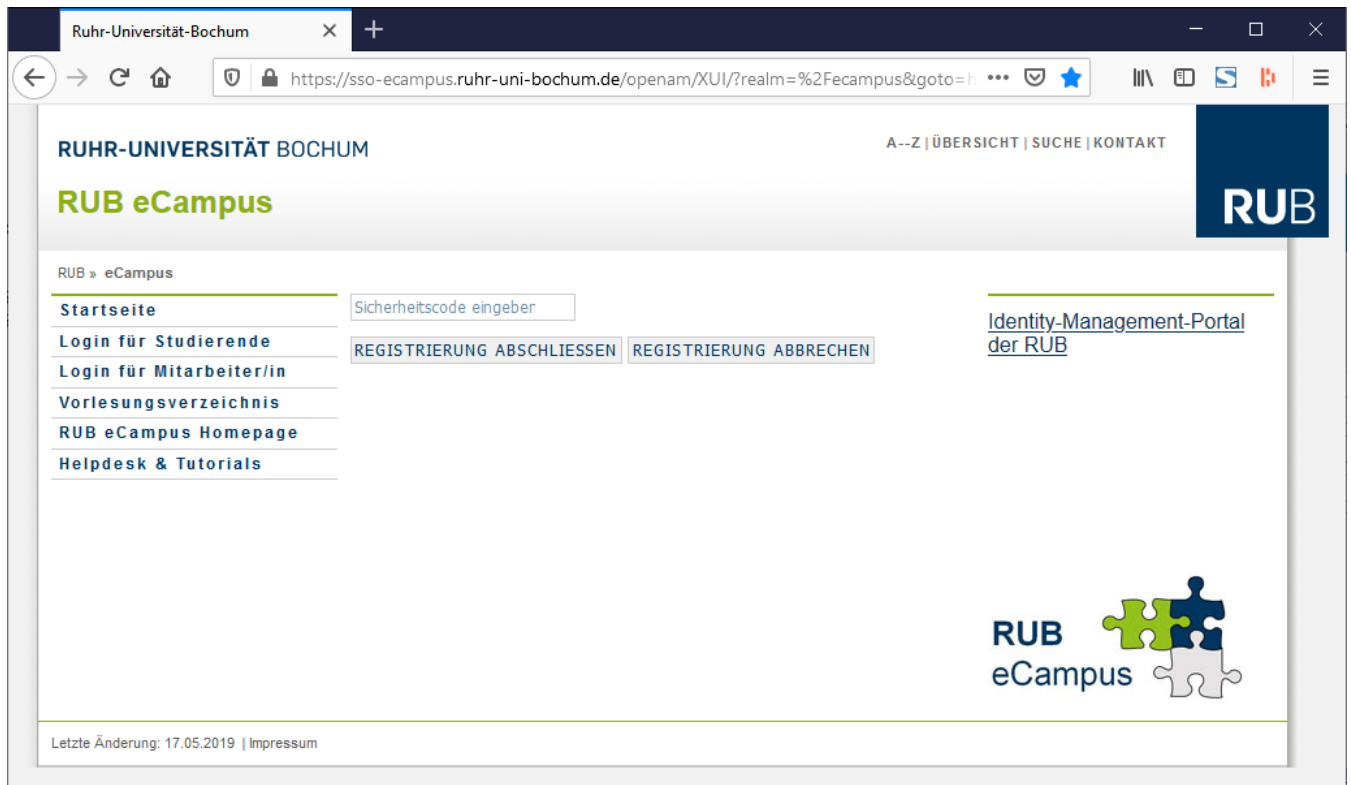
Hold your phone so that the camera scans the QR code from the website. After a short moment the scanning should be completed. In the list of TOTP accounts you will then see RuhrUniBochum as it is shown on the right.

Then click “Sicherheitscode eingeben” (enter security code) under the QR-Code in the browser.



c) Enter the security code to complete the login process.

→ To complete the login process you have to enter the security code.

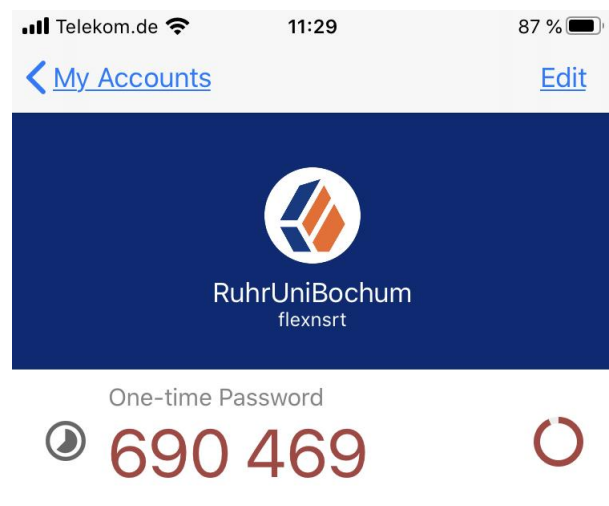
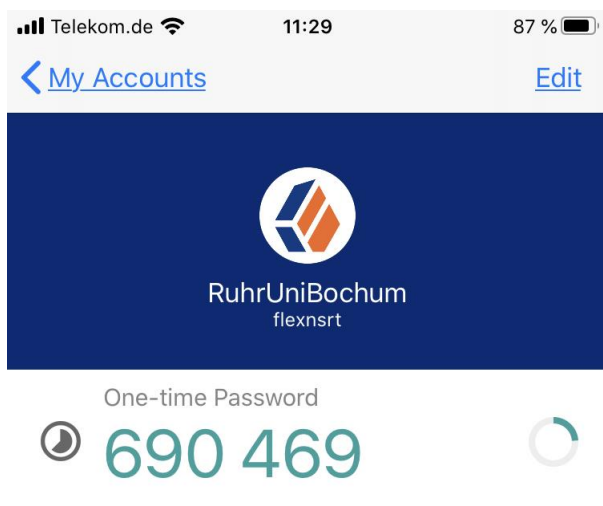


The security code is displayed by ForgeRock Authenticator. Just tap the new entry you have just created on your mobile phone to see the code.

→ The security code is displayed. It always consists of six digits:

The code is displayed for 30 seconds. Every 30 seconds a new code is generated:

Five seconds before the old code is replaced by a new one, the digits and the partial circle (right) turn dark red:



Now enter the code on the website. Click on “Registrierung abschließen” (complete registration) or press the Return/Enter key.

Note: If a new code is already displayed in the app when you click on “Registrierung abschließen” (complete registration), this should not be a problem. The previous code will be accepted.

d) Backup the list of codes (recovery codes)

The screenshot shows a web browser window with the URL <https://sso-ecampus.ruhr-uni-bochum.de/openam/XUI/?realm=%2Fecampus&goto=>. The page header includes "RUHR-UNIVERSITÄT BOCHUM" and "RUB eCampus". The main content area is titled "ForgeRock Authenticator (OATH) Recovery Codes" and contains the following text:

Sie müssen diese Wiederherstellungs-Codes aufschreiben. Diese Wiederherstellungs-Codes können nicht wieder angezeigt werden.

16qfaabnZB
YoMIYwflbP
m39PE5vW9A
lYCDWpYLdo
p43dx00ObS
9umOvt8xj5
FyMBfSOlzk
Lj7tY16RhT
fqXJsCFF5K
Nou6gnDRmN

Falls Sie ihr Gerät für die Authentifizierung verlieren, können Sie einen dieser Wiederherstellungs-Codes zur Anmeldung nutzen. Jeder Code ist nur einmalig nutzbar. *OATH Device*

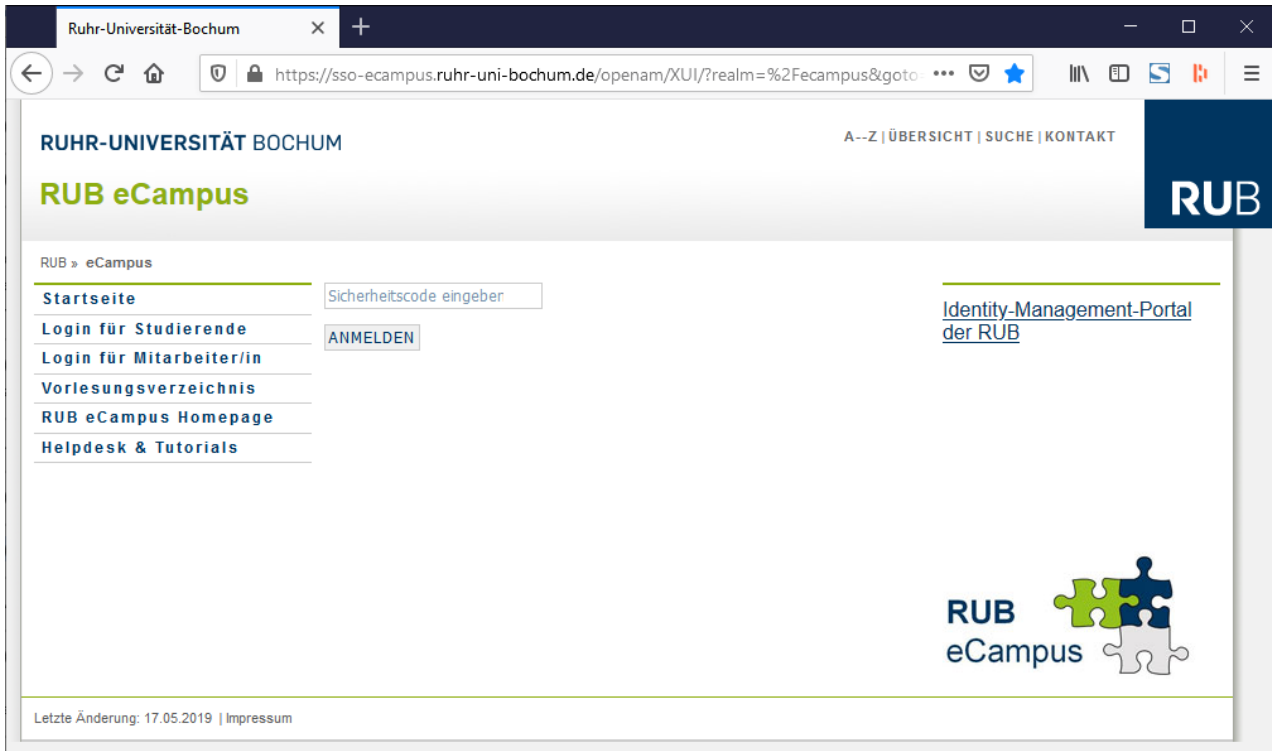
[WEITER](#)

Additional elements on the page include a navigation menu on the left with links like "Startseite", "Login für Studierende", and "Identity-Management-Portal der RUB". The footer shows "Letzte Änderung: 17.05.2019 | Impressum".

Mark all codes with the mouse and copy the codes to a securely stored text file or to a note of a password tool or similar. If at some point the app is no longer usable your smartphone, you can use these codes to make the app usable again, see document "[FlexNowWeb_mit_TOTP_Troubleshooting_V\[Version\].pdf](#)".

Click "Weiter" (continue) to proceed.

E. Second part of the authentication: Get the security code from the app and enter it in the PC browser

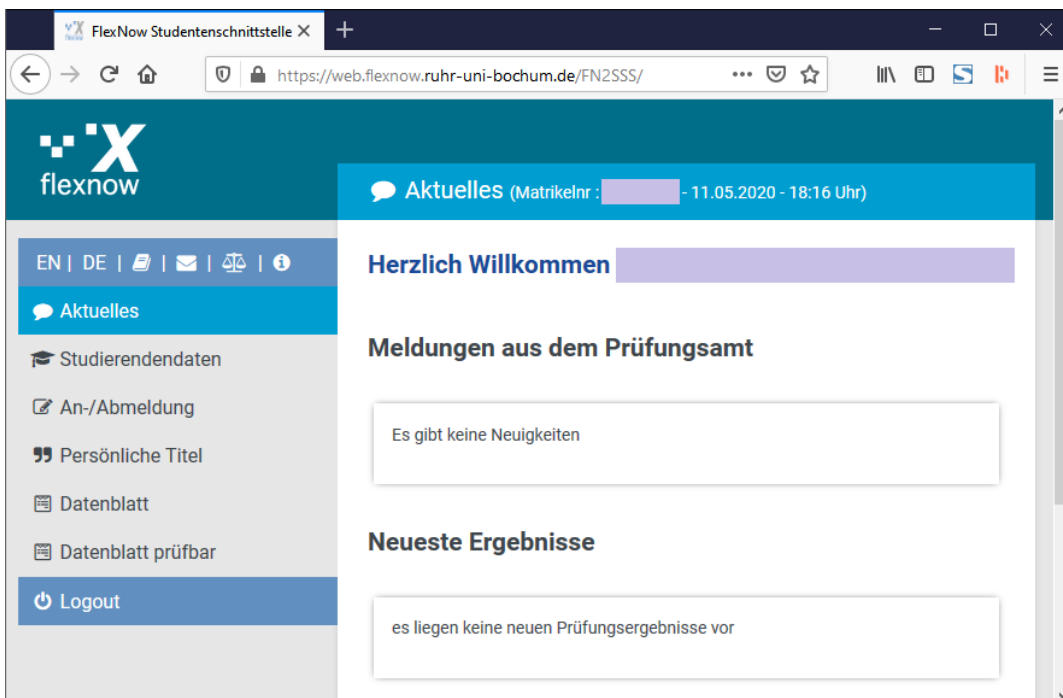


Look again in the ForgeRock app and type the six digits currently displayed there into this web page. Then click “Anmelden” (login):

4. After successful login

A. Finally: The familiar view of FlexNow-Web (SSS)

→ Done, you have successfully logged into FlexNow for students (SSS):



END