



## **Instructions for Accessing MTU Data Processing Systems**

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## 1 General requirements

1. Access is governed by the provisions of the “Nutzungsbestimmungen für die Nutzung von IV-Anwendungen der MTU Friedrichshafen GmbH durch Firmenfremde” (Terms of Use for Information Processing Applications of MTU Friedrichshafen GmbH by Outside Parties) which should have been submitted to and signed by your company.
2. Access to MTU data processing systems is subject to an application made through a MTU contact person.
3. Access requires a personal user account with a domain password. In addition, an authentication token (a device for generating one-time passwords) must be used; this is made available by MTU.
4. The authentication token remains the property of MTU. Transferring the authentication token to any third party is not permitted.
5. The authentication tokens have a limited battery life (usually between 3 and 4 years). Two months before the energy is completely exhausted, the VASCO authentication token will indicate “bat low”. In this case, inform the MTU User Help Desk, **telephone number +49 7541 903500**, without delay. The MTU User Help Desk will then arrange for a new authentication token to be made available.
6. When six incorrect login attempts are made, the user account will be disabled. You can have the user account reenabled via the MTU User Help Desk.
7. Access to MTU is made through a MTU Web Portal. This requires an Internet connection and a web browser.
8. Certain applications require that the web browser supports Java 2 Runtime Environment Software 1.4.1 or higher. In such a case, the MTU Web Portal will offer the installation of a JAVA applet. For this JAVA applet to run under Windows XP, it is necessary that the following entry is made in the registry under  
HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Services\NetBT\Parameters:

SMBDeviceEnabled=dword:00000000

When the JAVA applet is installed and the entry is made in the registry, the PC must be rebooted to activate the changes.



## 2 Logging in to the Business Portal

You can only access the Business Portal by logging in with a token. The same applies to the MTU IT Service Directory.

You can find the above mentioned pages at the following URL:

❑ <https://partner.mtu-online.com>

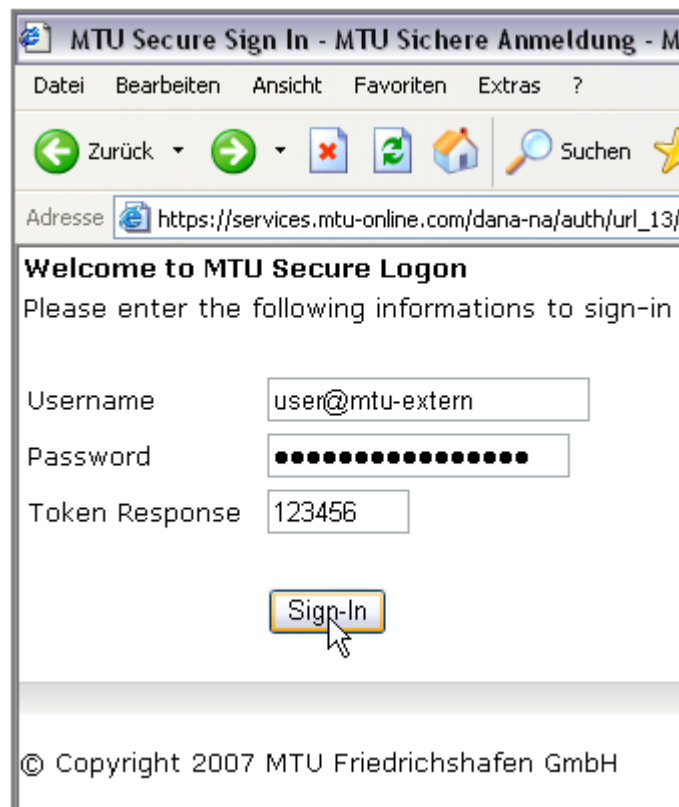
To log in to the Business Portal, please follow the link

❑ [Further Login / Folgeanmeldung](#)

To log in to the IT Service Directory , please follow the link

❑ [IT Service Directory](#)

On the login page, you need a username, a password and a token response to log in. You can get the user name and the password from our User Administration office via email. The token will be sent to you by mail.





## 2.1 First-time login to the Business Portal

You cannot access the Business Portal until the online registration of your token has been completed.

You can make the registration at the URL <https://partner.mtu-online.com>, following the “Initial Login” link.

Please enter to following information into the various fields:

Username: The user name you have been assigned by MTU (jimsample@mtu for Tognum employees or jimsample@mtu-extern for non-Tognum users).

Password: The user password you have been assigned by MTU.

Token Serial Number: The serial number of your token device. You can find the number on the back of the open token.



Example: 0179163-1

Token Response: The current six-digit number on the display on the front of your token. The number will disappear after a few seconds in order to increase the battery life. The new numbers appear in the display when you re-open the device.



Example: 443992

When you have entered all the information, click “Assign Token” to have it registered. If the information entered is correct, a message will inform you about the successful registration.

Your user account is then automatically activated. This process will take about 10 minutes. It is not possible to log in during this period.

As soon as your user account is active, you will receive a confirmation via email. Your email address is already available in our systems because of your user application.



2.1.1 Example: Tognum employees

The following figure shows an example of the initial login for a Tognum employee. The user names of Tognum employees have the suffix “@mtu”. (Example: jimssample@mtu)

The screenshot shows a Microsoft Internet Explorer browser window titled "MTU Initial Login - Microsoft Internet Explorer". The address bar contains the URL "https://partner.mtu-online.com/tokenassign/". The page content includes the heading "MTU Initial Login" and the instruction "Please fill in the following informations to initialize your received Token." Below this, there are four input fields: "Username" with the value "maxmuster@mtu", "Password" with masked characters, "Token Serial Number" with the value "0123456-7", and "Token Response" with the value "123456". Each of the last three fields has a refresh icon to its right. At the bottom of the form is a blue button labeled "Assign Token".



### 2.1.2 Example: Non-Tognum users

The following figure shows an example of initial login for persons who are not employees of the Tognum group (non-Tognum). The user names of non-Tognum users have the suffix “@mtu-extern”.

(Example: jimssample@mtu-extern)

The screenshot shows a Microsoft Internet Explorer browser window titled "MTU Initial Login - Microsoft Internet Explorer". The address bar contains the URL "https://partner.mtu-online.com/tokenassign/". The page content includes the heading "MTU Initial Login" and the instruction "Please fill in the following informations to initialize your received Token." Below this are four input fields: "Username" with the value "maxmuster@mtu-extern", "Password" with masked characters, "Token Serial Number" with the value "0123456-7", and "Token Response" with the value "123456". Each of the last three fields has a small icon to its right. At the bottom of the form is a button labeled "Assign Token".



## 2.2 Standard login to the Business Portal with the token

Once you completed the first-time login successfully, use the “Further Login” link when you want to access the Business Portal again.

For the MTU IT Service Directory, follow the link [MTU IT Service Directory](#).

You can log in by entering your user name, your password and the token response.

### 2.2.1 Example: Tognum employees

Username: jimsample@mtu  
Password: Password123abc  
Current number on the token display: 123456

The screenshot shows a web form titled "Welcome to MTU Secure Log-in". Below the title, it says "Please enter the following informations to sign-in". There are three input fields: "Username" with the value "user@mtu", "Password" with masked characters, and "Token Response" with the value "123456". A "Sign-In" button is highlighted with a mouse cursor. At the bottom, there is a copyright notice: "© Copyright 2007 MTU Friedrichshafen GmbH".

### 2.2.2 Example: Non-Tognum users

Username: jimsample@mtu-extern  
Password: Password123abc  
Current number on the token display: 123456

The screenshot shows a web form titled "Welcome to MTU Secure Log-in". Below the title, it says "Please enter the following informations to sign-in". There are three input fields: "Username" with the value "user@mtu-extern", "Password" with masked characters, and "Token Response" with the value "123456". A "Sign-In" button is highlighted with a mouse cursor. At the bottom, there is a copyright notice: "© Copyright 2007 MTU Friedrichshafen GmbH".