

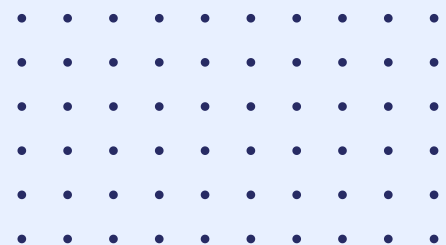


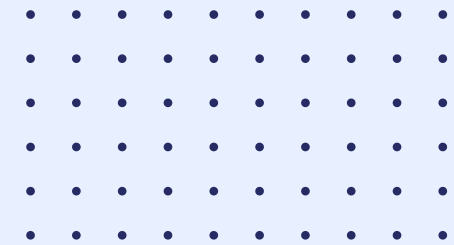
Balai  
Sertifikasi  
Elektronik



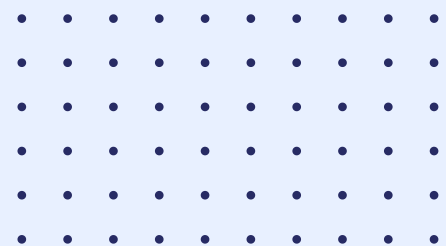
# PANDUAN LOGIN DAN RESET PASSPHRASE PADA PORTAL BSRE

PENGEMBANGAN SISTEM INFORMATIKA  
MAHKAMAH AGUNG RI



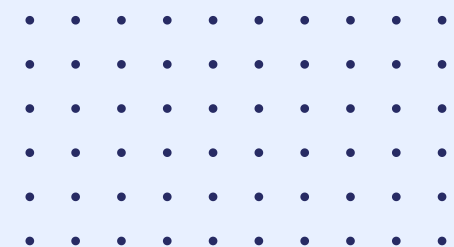


Masing-masing pengguna/user yang telah memiliki Tanda Tangan Elektronik (TTE) pada aplikasi-aplikasi milik Mahkamah Agung dapat melakukan perubahan passphrase TTE secara mandiri melalui website Portal Layanan BSrE



# LOGIN PADA PORTAL BSRE (BALAI SERTIFIKAT ELEKTRONIK)

1. Buka halaman  
**portal-bsre.bssn.go.id/**
2. Masukkan email yang digunakan  
untuk TTE  
(username@mahkamahagung.go.id)
3. Masukkan Password
4. Klik tombol “Masuk”

A screenshot of the login page for the Balai Sertifikasi Elektronik (BSRE) portal. The page features the BSRE logo and name at the top right. The main heading is "BeID". Below this, there are two input fields: "Username atau Email" and "Password". The "Username atau Email" field contains the text "@mahkamahagung.go.id". The "Password" field is filled with black dots. Below the password field, there is a checkbox labeled "Ingat Akun ini" and a link labeled "Lupa Password". At the bottom of the form is a blue button labeled "Masuk".

# INFORMASI AKUN BSRE

Akun yang dapat digunakan untuk login pada halaman portal BSrE juga dapat dilihat pada email masuk diSIMARI saat pertama kali mendaftarkan TTE

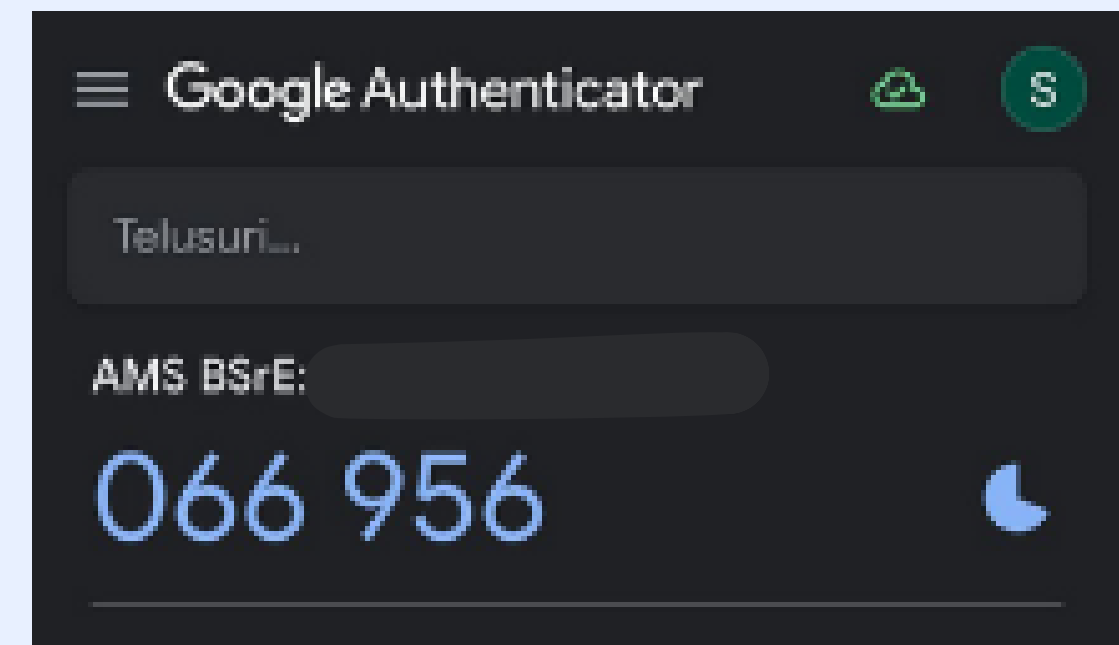
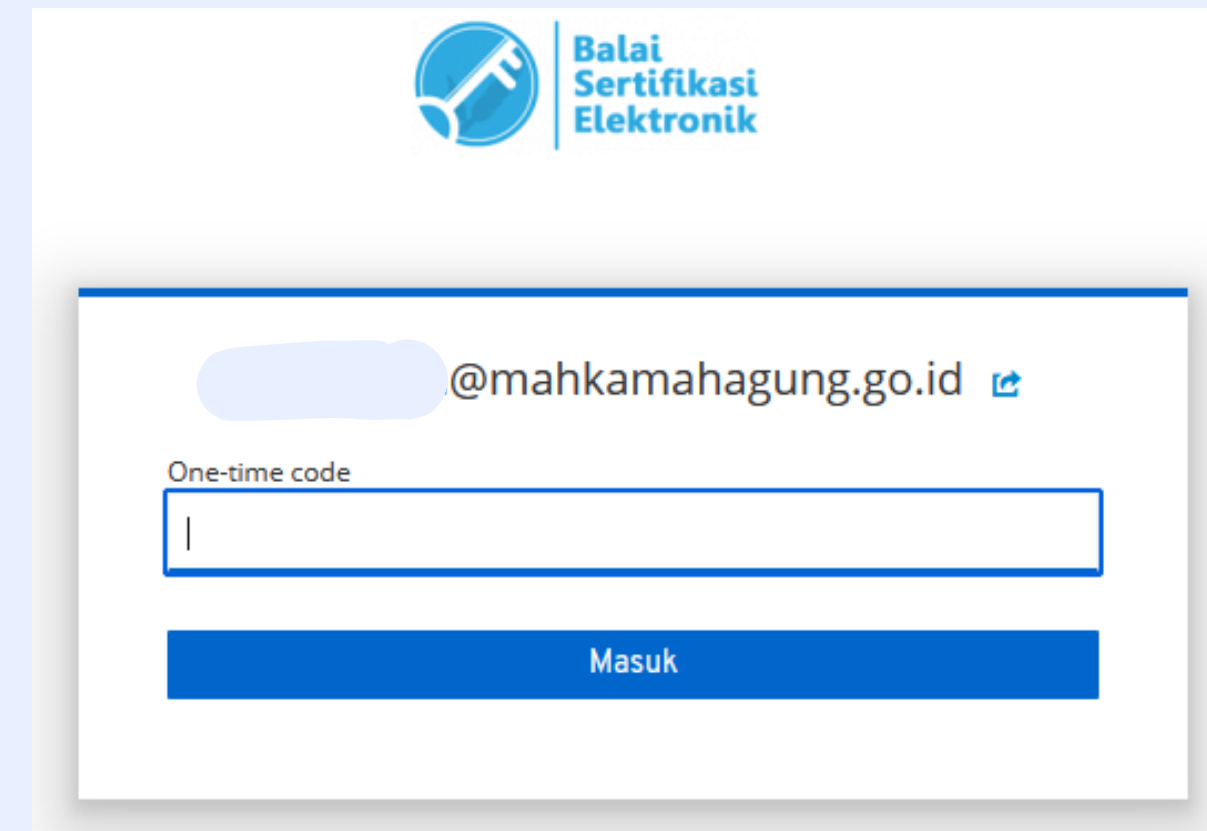
The screenshot displays the Zimbra webmail interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The left sidebar shows 'Mail Folders' with 'Inbox' selected. The main inbox area shows a list of emails, with the most recent one, '[BSrE] Informasi Akun', highlighted and circled in black. The email content is shown in a preview pane on the right, featuring a blue header with the subject '[BSrE] Informasi Akun'. The body of the email includes a greeting 'Hi... Hai...', a thank you message 'Terimakasih telah bergabung bersama kami!', and account information: 'Username [redacted]@mahkamahagung.go.id' and 'Password [redacted]'. A blue 'Login' button is present at the bottom of the email content. The footer of the email provides contact information: 'Jika terdapat kendala, silahkan hubungi kami di info.bsre@bssn.go.id atau bisa melalui telegram kami di @infobsre'.

## LOGIN PADA PORTAL BSRE

5. Masukkan One-time code yang dapat dilihat pada Google Authenticator

## CARA DAFTAR GOOGLE AUTHENTICATOR

1. Download Google Authenticator pada Playstore atau App store
2. Klik tombol “+” yang terletak pada kanan bawah halaman
3. Scan barcode yang muncul pada portal BSrE saat pertama kali login



# LUPA PASSWORD BSRE

Apabila pengguna lupa password pada portal BSR E maka dapat menggunakan fitur “Lupa Password”.

Masukkan e-mail terdaftar dan klik “Kirim”.

Kemudian reset password melalui email yang masuk pada SIMARI.

**2**

Balai Sertifikasi Elektronik

## Lupa Password

Email anda  
@mahkamahagung.go.id

[Kembali ke halaman Login](#)

**Kirim**

Masukkan email anda lalu akan dikirimkan petunjuk untuk mereset password baru untuk anda

Balai Sertifikasi Elektronik

## BeID

**1**

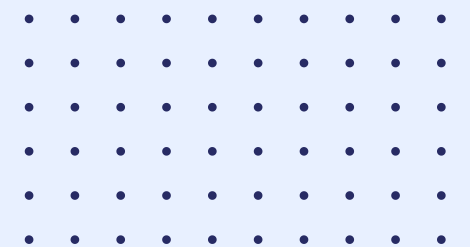
Username atau Email  
@mahkamahagung.go.id

Password  
●●●●●●●●

Ingat Akun ini

[Lupa Password](#)

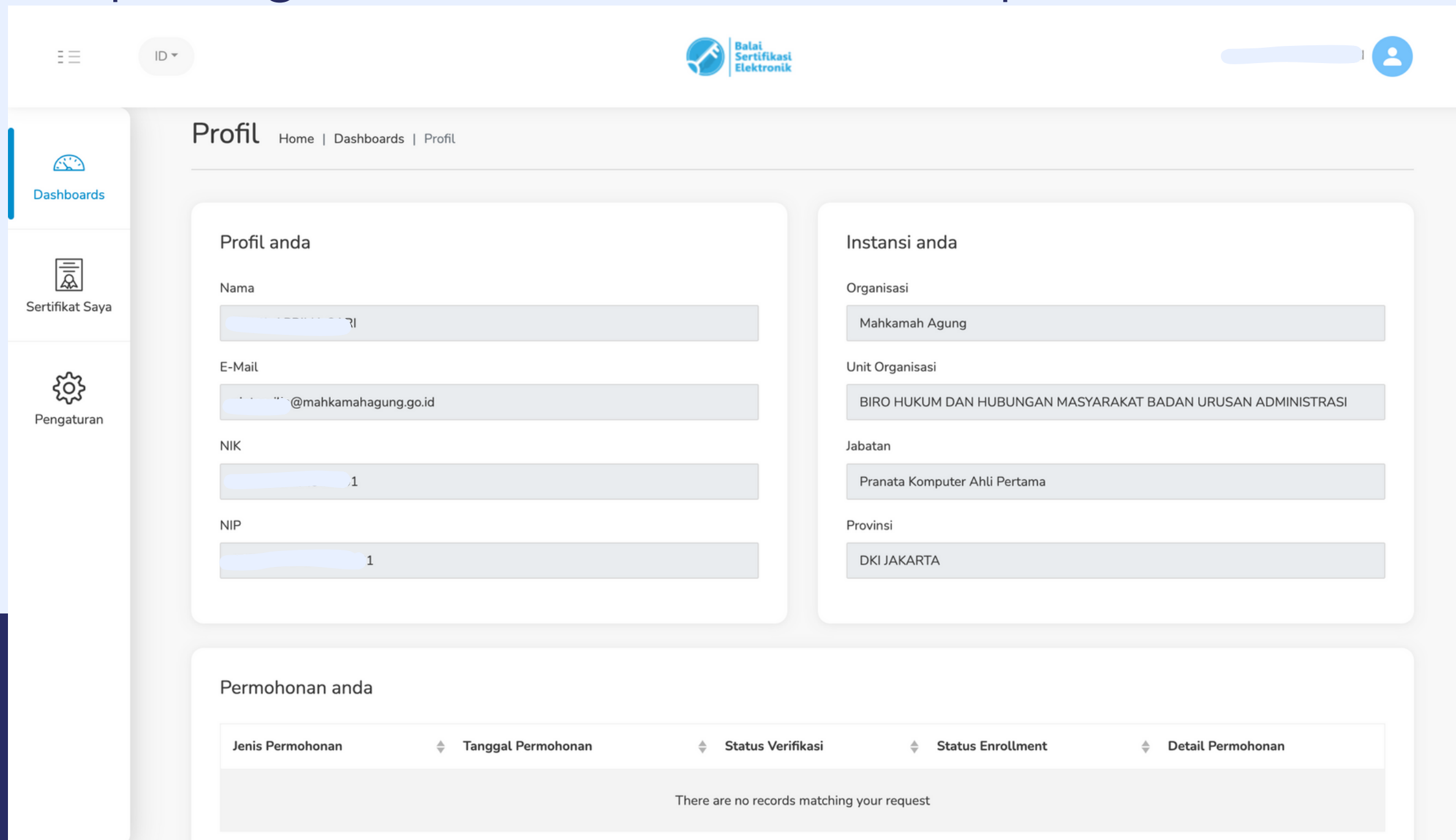
**Masuk**



# RESET PASSPHRASE TTE

Apabila pengguna lupa Passphrase TTE, maka pengguna dapat melakukan langkah berikut :

1. Pastikan dapat login ke halaman dashboard portal BSrE



The screenshot shows the 'Profil' (Profile) page of the BSrE portal. The page is divided into three main sections: 'Profil anda', 'Instansi anda', and 'Permohonan anda'. The 'Profil anda' section contains fields for Nama, E-Mail, NIK, and NIP. The 'Instansi anda' section contains fields for Organisasi, Unit Organisasi, Jabatan, and Provinsi. The 'Permohonan anda' section contains a table with columns for Jenis Permohonan, Tanggal Permohonan, Status Verifikasi, Status Enrollment, and Detail Permohonan. The table is currently empty, displaying the message 'There are no records matching your request'.

Profil [Home](#) | [Dashboards](#) | [Profil](#)

**Profil anda**

Nama  
[Redacted]

E-Mail  
[Redacted]@mahkamahagung.go.id

NIK  
[Redacted] 1

NIP  
[Redacted] 1

**Instansi anda**

Organisasi  
Mahkamah Agung

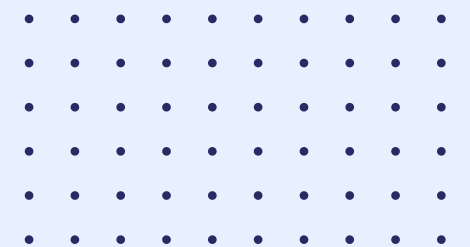
Unit Organisasi  
BIRO HUKUM DAN HUBUNGAN MASYARAKAT BADAN URUSAN ADMINISTRASI

Jabatan  
Pranata Komputer Ahli Pertama

Provinsi  
DKI JAKARTA

**Permohonan anda**

Jenis Permohonan	Tanggal Permohonan	Status Verifikasi	Status Enrollment	Detail Permohonan
There are no records matching your request				



# RESET PASSPHRASE TTE

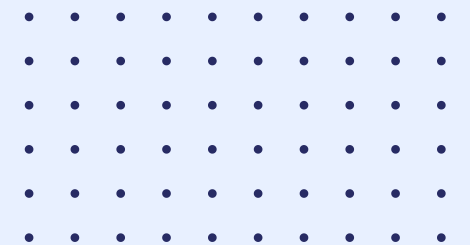
2. Pilih menu “Daftar Sertifikat Elektronik”

Kemudian akan muncul rincian Sertifikat Elektronik Anda

3. Pilih dan klik tombol Aksi

The screenshot shows the BSI dashboard interface. On the left sidebar, the menu item 'Daftar Sertifikat Elektronik' is highlighted with a black circle. The main content area displays 'Sertifikat Elektronik Anda' with a table of issued certificates. The table has columns for Common Name, Metode Enroll, Jenis Sertifikat Elektronik, Valid Sampai, Status, Catatan, and Aksi. A single row is visible with the following data: Common Name (redacted), Metode Enroll (Esign), Jenis Sertifikat Elektronik (Individu), Valid Sampai (Jumat, 4 Juli 2025 pukul 08.02 WIB), Status (Issued), Catatan (Telah di unduh @ 5 Juli 2023), and Aksi (Unduh, Info, Aksi). The 'Aksi' button is circled in black.

Common Name	Metode Enroll	Jenis Sertifikat Elektronik	Valid Sampai	Status	Catatan	Aksi
[Redacted]	Esign	Individu	Jumat, 4 Juli 2025 pukul 08.02 WIB	Issued	Telah di unduh @ 5 Juli 2023	Unduh Info Aksi



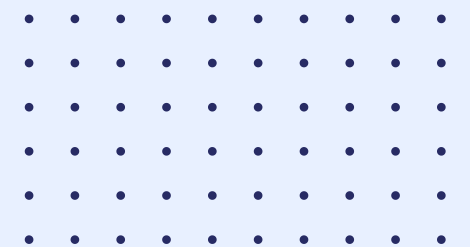


# RESET PASSPHRASE TTE

4. Akan muncul pilihan pada menu "Aksi"  
Pilih tombol "Reset Passphrase"

The screenshot shows the BSE dashboard with the following elements:

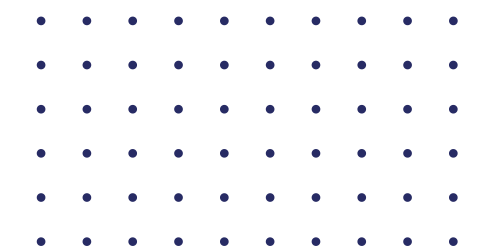
- Header:** Balai Sertifikasi Elektronik logo and user profile icon.
- Left Sidebar:** Navigation menu with options: Dashboards, Sertifikat Saya, and Pengaturan.
- Top Navigation:** ID dropdown and breadcrumb: Home | Sertifikat Elektronik | Sertifikat Elektronik Anda.
- Main Content:** "Sertifikat Elektronik Anda" section with a table of certificates.
- Table:** A table with columns: Common Name, Metode Enroll, Jenis Sertifikat Elektronik, Valid Sampai, Status, and Catatan. One certificate is listed with status "Issued".
- Context Menu:** A dropdown menu is open over the "Issued" certificate, listing actions: Ubah passphrase, Reset passphrase (circled), Permohonan Pembaruan, and Pencabutan.
- Footer:** Balai Sertifikasi Elektronik @ 2022, AMS v4.0.0 SWN.



# RESET PASSPHRASE TTE

5. Cek email masuk pada mail / vmail pada SIMARI untuk melakukan set passphrase ulang

The screenshot shows the Zimbra webmail interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. Below this are buttons for 'New Message', 'Reply', 'Reply to All', 'Forward', 'Archive', 'Delete', 'Spam', and 'Actions'. The left sidebar shows 'Mail Folders' including 'Inbox (1)', 'Sent', 'Drafts (8)', 'Junk', and 'Trash'. The main area displays a list of emails sorted by date, with the selected email circled. The selected email is from 'BSrE' with the subject '[BSrE] Reset Passphrase - Balai Sertifikasi Elektronik [BSrE] Hi... Ha...'. The interface also shows a calendar for September 2023 at the bottom left.





MAHKAMAH  
AGUNG

**TERIMA KASIH**

Apabila terdapat permasalahan dalam penggunaan TTE, dapat menghubungi Bagian Pengembangan Sistem Informatika Mahkamah Agung atau pada Telegram @infobsre dengan menyertakan alamat e-mail