

# **Certificate Issuance Service Log In Manual**

Log In Procedure for Alumni

**Jan. 2026  
NTT-W**

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# 1 Introduction

## 1.1 Notes on Operation

### System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome／Firefox／Safari／Edge
Smartphone, etc.	User	iPhone: Safari Android: Chrome

\*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.

\*The images may not be properly displayed depending on the model or browser.

\*The operation was confirmed with the latest version as of the date when it was performed.

\*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

### Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

Phone	+81-(0)82-207-4262 Reception Hours: Weekdays 9:00 AM to 5:00 PM
Chat Support	Please click this link. Reception Hours: 24 hours

### Chat Support Screen Image



### Steps

### How to Operate

1

After connecting to chat support, click "Start Chat."

2

Please select the nature of your inquiry by following the on-screen instructions.



# 2 Log In to the Certificate Issuance Service

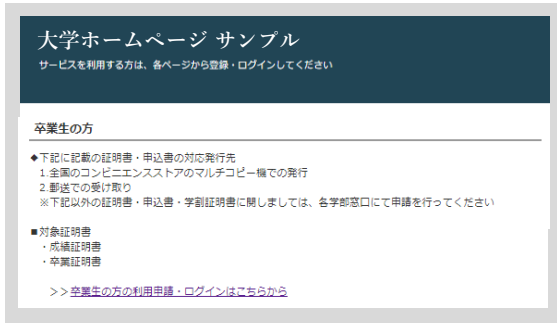
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.1 How to Apply to Use the Service \*first time only

Screen Images

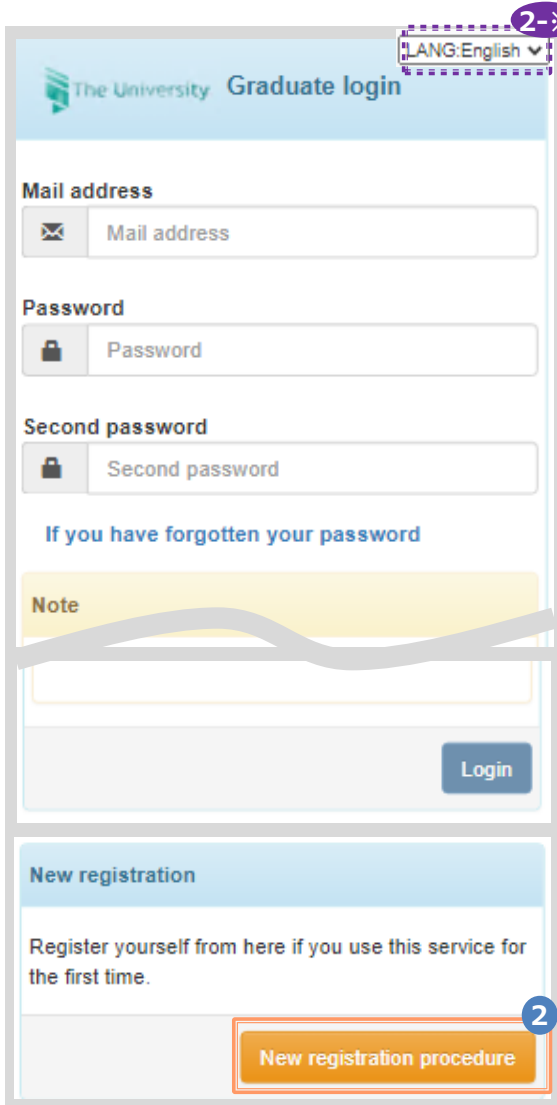
Steps

How to Operate



1

Access the link to certificate issuance service on the university's website and go to the Alumni Login page.



2

Registration is required for the first time. Click "New registration procedure" from "New registration."

2-※

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. For details, please see the information below.

▶ 2.5 "Switch Languages"

2



# 2

# Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The University Mail address setting

**Mail address**

✉ Mail address

**Check**

✉ Mail address

**Note**

**!Be sure to read the Notes.**

- Press the "Confirm" button. A confirmation message will be sent to the designated email address.
- Access the URL described in the confirmation message and finish by setting your email address.
- It may take a while to send the confirmation message.
- You may not be able to receive the confirmation message addressed to a free email address.

\*Check the following if you did not receive the confirmation message after 30 minutes:

1. Is the email address you entered correct?
2. Did you enter any unnecessary spaces, etc.?
3. Did you enter single-byte alpha-numerical characters?
4. Is the email address you added to the exception list for spam emails correct?

Back Check

3

Enter an email address you wish to register in the "Mail address" and "Check" fields.

4

After confirming the notes, click the "Check" button.





\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

9

Enter the information of the applicant.

\*Input fields vary depending on the operating environment.

\*The fields marked in red are required.

▶ Application type (Required)

Select "New" for new registration.

▶ Applicant's name (Required)

Enter the name of the applicant in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

▶ Birth date (Required)

Enter the birth date of the applicant.

\*In the western calendar year.

10

Enter the information of the applicant when in school.

\*Input fields vary depending on the operating environment.

\*The fields marked in red are required.

▶ Name when in school

Enter the name used when in school in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

▶ University/Department/Subject (Required)

Select the university, department, and subject.

▶ Student ID number

Enter the student ID number.

▶ Graduation (completion) year and month

Enter the graduation (completion) year and month.

\*In the Western calendar year.

▶ Graduate/Withdrawal/Expulsion (Required)

Select the applicable type.



### Applicant's information 9

**Application Type**

New  
 Reapplication (e.g., Email address used in the past is no longer available)

**\*Applicant's name**

  
**Applicant's name in katakana**  
  
**Applicant's name in roman characters**  
  
**\*Birth date**

### University's information (When in school) 10

**Name when in school**

  
**Name when in school in katakana**  
  
**Name when in school in roman characters**  
  
**University**  
  
**Department**  
  
**Subject**  
  
**Student ID number**  
  
**Graduation (completion) year and month**  
  
 Graduation  Withdrawal  Expulsion

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

11

Enter the current address and contact information.

\*Input fields vary depending on the operating environment.

### ▶ Postal code

Enter the postal code of the current address.

### ▶ Prefecture/City/Street and number/ Apartment name and room No.

Enter the current address.

### ▶ Phone number

Enter the home phone number.

### ▶ Mobile phone number

Enter the mobile phone number.

12

Enter work information.

\*Input fields vary depending on the operating environment.

### ▶ Workplace name

Enter your workplace name.

### ▶ Postal code

Enter the postal code of your workplace.

### ▶ Prefecture/city/street and number/ Apartment name and room No.

Enter the address of your workplace.

### ▶ Phone number

Enter the phone number of your workplace.



**Current address**

**Postal code**

**Prefecture**

**City**

**Street and number**

**Apartment name and room No.**

**Phone number**

**Mobile phone number**

**Work information**

**Workplace name**

**Postal code**

**Prefecture**

**City**

**Street and number**

**Apartment name and room No.**

**Phone number**




\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

Applicant's information	Current address
<b>Application Type</b> New	<b>Postal code</b> 100-0001
<b>Applicant's name (Required)</b> DENDEN TAROU	<b>Prefecture</b> Tokyo
<b>Applicant's name in katakana</b> デンデン タロウ	<b>City</b> Chiyoda-ku
<b>Applicant's name in roman characters</b> DENDEN TAROU	<b>Street and number</b> 1-1 Chiyoda
<b>Birth date</b> 1990/09/09	<b>Apartment name and room No.</b>
	<b>Phone number</b> 03-1111-2222
	<b>Mobile phone number</b> 090-1111-2222
University's information (When in school)	Work information
<b>Name when in school</b> DENDEN TAROU	<b>Workplace name</b>
<b>Name when in school in katakana</b> デンデン タロウ	<b>Postal code</b>
<b>Name when in school in roman characters</b> DENDEN TAROU	<b>Prefecture</b>
<b>University</b> University	<b>City</b>
<b>Department</b> Foreign Language	<b>Street and number</b>
<b>Subject</b> Division of Foreign Language	<b>Apartment name and room No.</b>
<b>Student number</b> *****	<b>Phone number</b>
<b>Graduation year and month (Required)</b> 2015/03	Copy of an identification document
<b>Graduation, Withdrawal, Expulsion</b> Graduation	<b>Type of identification document</b> Driving licence
	<b>Image of an identification document</b> 
	<b>Image (back side) of an identification document</b> 
<input type="button" value="Back"/>	<input type="button" value="Application"/>

**The University Application reception**

Your application will be checked.  
The result will be sent to the registered mail address later.

15

Check the entered information for registration and click the "Application" button.

16

Check that the Application reception screen is displayed.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

### Email message

Title: Result of the application for use

The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.

\*After you log in, change the password.

Initial password: \*\*\*\*\*<sup>17</sup>

Log in here

[https://\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*/\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*](https://*****.*****.*****.*****.*/*****.*****)<sup>18</sup>

© This email is for sending only.

For more information, contact the administrative representative.

17

After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.

\*The image on the left will be displayed when the application is approved. The application may be rejected or require resubmission.

18

Click the URL for "Log in here" in the body of the email to access the login screen.

19

Enter the registered email address in "Mail address" field and the initial password shown in the email announcing the application result in the "Password" field.

\*Leave the "Second password" field unfilled.

### Mail address

### Password

### Second password

[If you have forgotten your password](#)

### Note

#### !Be sure to read the Notes.

- Be sure to log out and close your browser when you leave this site.
- You will log out automatically if you do not make any operation for a while after logging in.
- Change your passwords on a regular basis.
- Storing your passwords on the browser is not recommended for security reasons.

Login<sup>20</sup>

20

Read the "Note" and click the "Login" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

21

A screen will be displayed where you can change the initial password and set the second password.

Enter a new password other than the initial password in the Password and Second password, and all corresponding check fields. The password must contain at least eight half-width characters, including a mix of uppercase letters, lowercase letters, and numbers.

\*The password and the second password must be different.

22

Read the "Note" and click the "Set" button.

23

Click the "OK" button.

The Certificate Issuance Service has now become available.

\*Students who have multiple student ID number, for example those who withdrew from SOKENDAI and later earned a doctoral degree by dissertation, can add it by the following instructions :

▶ 2.3 "How to Register an Additional Student ID number"



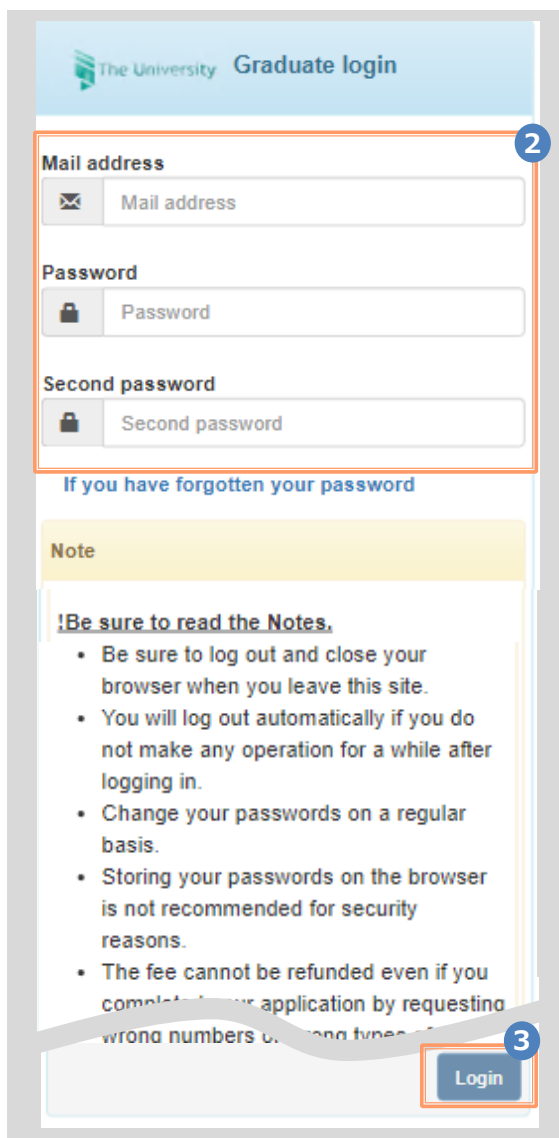
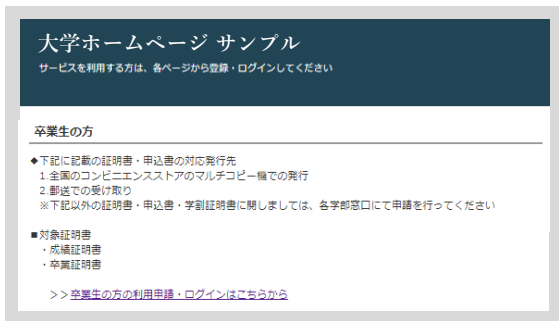
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.2 How to Log In

### Screen Images

### Steps

### How to Operate



1

Access the link to the certificate issuance service on the university's website and go to the Alumni Login page.

2

Enter the registered email address, password, and second password.

\*For the first login, registration is required before using the service.

See the following instructions on how to apply:

▶ 2.1 "How to Apply to Use the Service"

\*Students who have multiple student ID number, for example those who withdrew from SOKENDAI and later earned a doctoral degree by dissertation, can add it by the following instructions :

▶ 2.3 "How to Register an Additional Student ID number"

3

Read the "Note" and click the "Login" button.

\*For Two-factor authentication settings, please see the information below.

▶ 2.7 Two-Factor Authentication Settings



# 2 Log In to the Certificate Issuance Service

※「画面イメージ」はサンプル画像です。操作は実際の画面に従ってください。

## Screen Images

## Steps

## How to Operate

Two-factor authentication is performed via email at login.  
An authentication key will be sent to your email. Enter the authentication key on the authentication key input screen.  
Once authenticated, authentication will not be required for a certain period of time.  
After a certain period of time, authentication will be required again.  
The operation procedure is as follows.

### Email Message

We have issued the following authentication key.  
Authentication key : \*\*\*\*\*  
Date of Expiry : \*\*\*\*/\*\*/\*\* \*\*.\*.\*\*\*

Please enter the authentication key with the expiration date on the authentication input screen.  
If you close the screen, please log in again and enter your information.

4

If you have not entered the authentication key at login, or if you have requested a reissue of the authentication key, the authentication key will be sent to your email. Enter the authentication key on the authentication input screen within the expiration date stated in the email.

5

Enter the authentication key stated in the email.

5-1※

If you lose the email containing your authentication key, click "Reissue" button to receive a new email with the authentication key.

6

After reviewing the "Notes," click the "Authenticate" button.

5-1※

6

7

When a dialog appears on the screen, the authentication is complete. Click the "OK" button.

Authentication completed

Authenticated

OK



# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.3 How to Register an Additional Student ID Number

\*Applicable for those who have multiple student ID numbers

### Screen Images

### Steps

### How to Operate

1

2

3


1

Perform registration for either Alumni by following the instruction in 2.1 “How to Apply to Use the Service” in this manual.  
Enter the registered email address and password.

2

Read the “Note” and click the “Login” button.

3

Click the menu button “” in the upper right of the screen, and then click “Register additional student ID number”

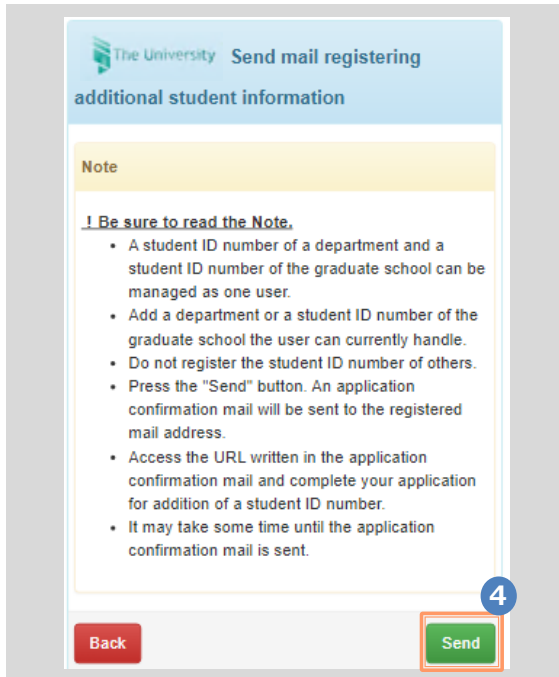


\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

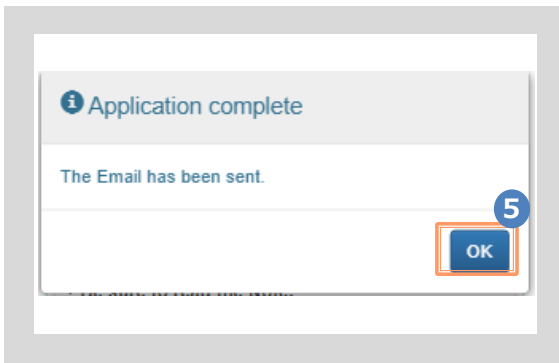
## Steps

## How to Operate



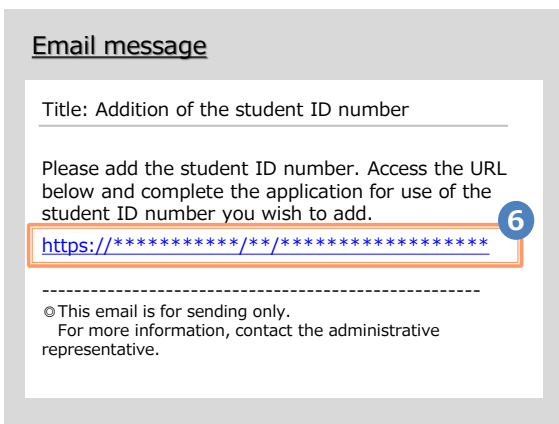
4

Read the "Note" and click the "Send" button.



5

When the Application Complete screen is displayed, click the "OK" button.



6

An email including a one-time URL is sent to the registered email address. When you receive it, click the one-time URL.

\*The URL has an expiration time, so please complete the operation within the displayed time limit.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

7

Enter your information during your Alumni enrollment you wish to add.

\*Input fields vary depending on the operating environment.

\*The fields marked in red are required.

▶ **Name when in school**

Enter the name used when in school in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

▶ **University/Department/Subject (Required)**

Select the university, department, and subject.

▶ **Student ID number**

Enter the student ID number.

▶ **Graduation (completion) year and month**

Enter the graduation (completion) year and month.

\*In the Western calendar year.

▶ **Graduate/Withdrawal/Removal (Required)**

Select the applicable type.

8

Click the "Check" button.

9

Check the entered information and click the "Application" button.



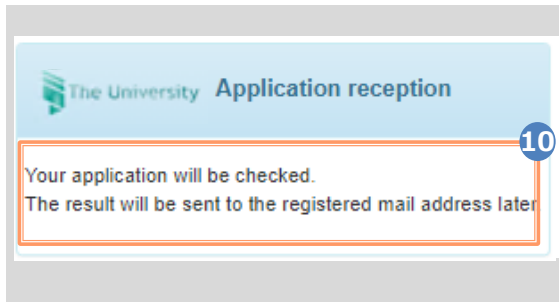
# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

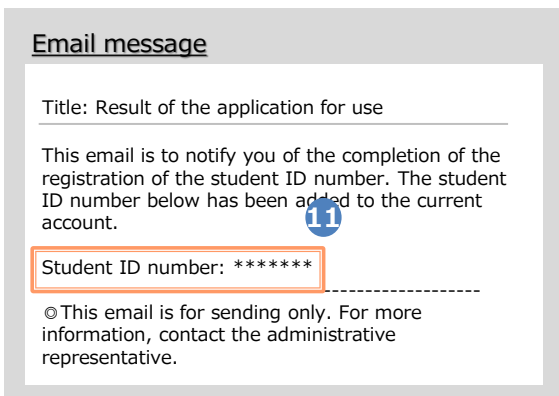
## Steps

## How to Operate



10

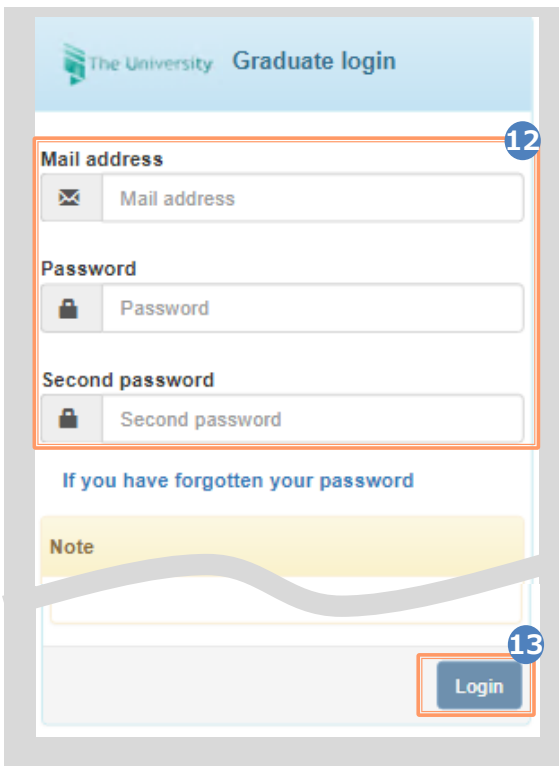
A message is displayed stating that the application has been completed.



11

Once the application is approved, the result of the application for use is sent to the registered email address. Find the initial password in the email.

\*The image on the left will be displayed when the application is approved. The application may be rejected or require resubmission.



12

Access the website of the certificate issuance service and enter the email address, password, and second password again.

\*See the following instructions on how to log in:  
▶ 2.2 "How to Log In"

13

Read the "Note" and click the "Login" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

14

Select one of the printing methods from the “Issue Certificate”.

\*The screen image on the left will be displayed when selecting “Convenience store” for printing. To access the service only for checking whether the student ID number is registered, you can select any option.

15

Check that two student ID numbers are selectable.

Select the student ID number you wish to use for printing a certificate before applying for the certificate.



# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

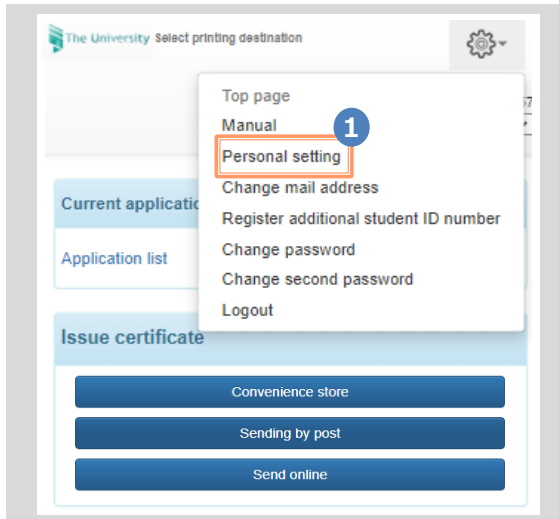
## 2.4 How to Change the Login Information

### (a) Change the Personal Information


#### Screen Images

#### Steps

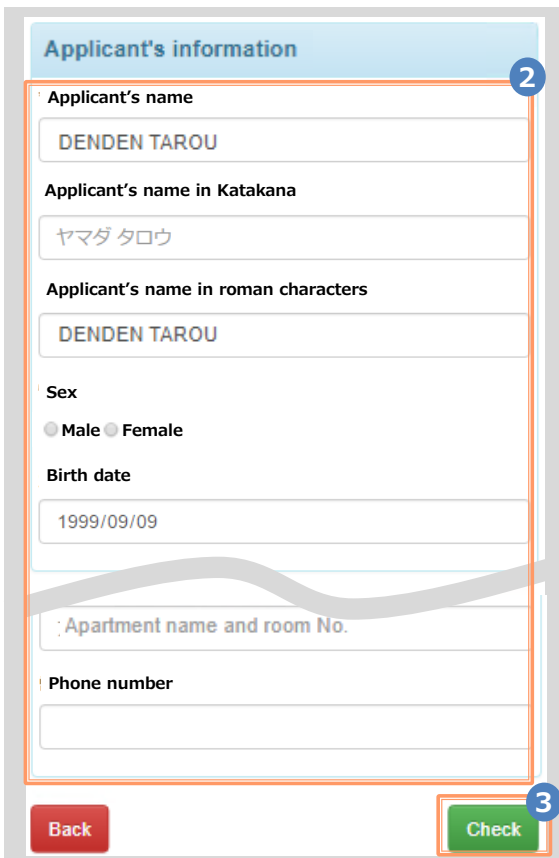
#### How to Operate



1

Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Personal setting”.

\*See the following instructions on how to log in:  
▶ 2.2 “How to Log In”



2

Enter the personal information items you wish to change.

3

Click the “Check” button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Check the entered information and click the "Application" button.

**Applicant's information**

Applicant's name  
DENDEN TAROU

Applicant's name in Katakana

Applicant's name in roman characters

Sex

Birth date  
1999/09/09

**Current address**

Apartment name and room No.

Phone number

Back Application

5

The Change Complete screen is displayed stating that the Applicant's information has been changed. Click the "OK" button.

**Change complete**

Applicant information has been changed.

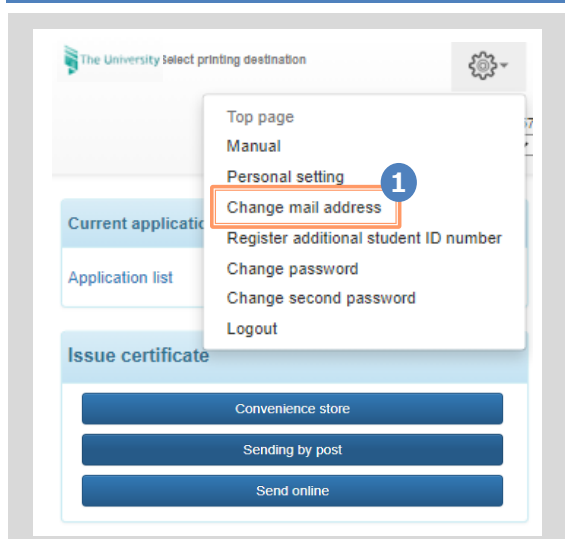
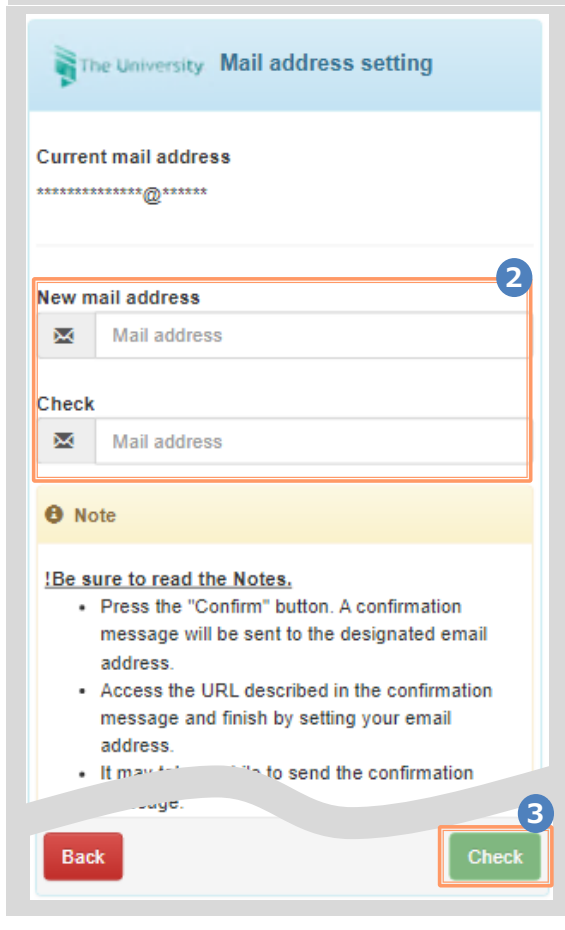
OK



# 2 Log In to the Certificate Issuance Service

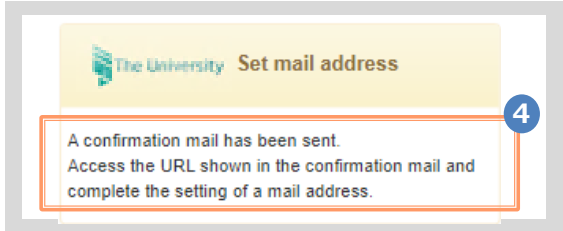
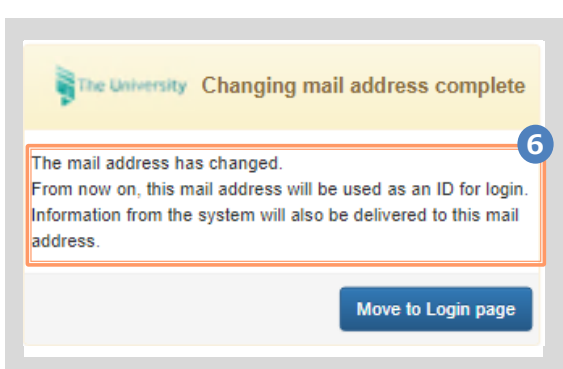
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) Change the Email Address \*if you can log in

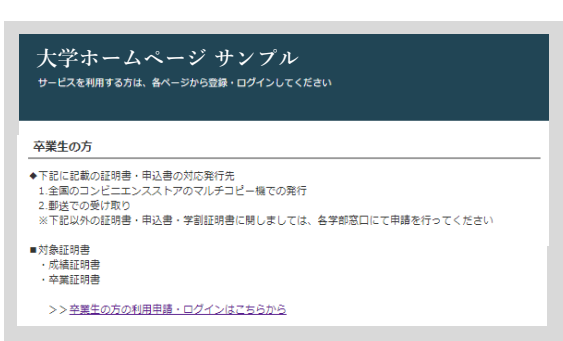
Screen Images	Steps	How to Operate
	<p>1</p>	<p>Log in to the certificate issuance service and select the menu button “⚙️” in the upper right of the screen, and then click “Change mail address.”</p> <p>*See the following instructions on how to log in : ▶ 2.2 “How to Log In”</p>
	<p>2</p> <p>3</p>	<p>Enter a new email address in the “New mail address” and “Check” fields.</p> <p>Read the “Note” and click the “Check” button.</p>



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	4	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
<p><b>Email message</b></p> <p>You can change your email address. Access the following URL and change your email address: <a href="https://*****.*****.*****">https://*****.*****.*****</a> *****</p> <p>Due date for the URL: 30 minutes</p> <p>*Please delete this message if you don't recognize *This email address is used only for sending purposes.</p>	5	Click the one-time URL in the body of the email to complete changing the email address.  *The URL has an expiration time, so please complete the operation within the displayed time limit.
	6	A message is displayed on the screen stating that the email address has been changed.

(C) Change the Email Address \*If the email address you used in the past can no longer be used, etc.

Screen Images	Step	How to Operate
	1	Access the link to certificate issuance service on the university's website and go to the Alumni Login page.



# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

**Screen Images**

The University Graduate login

Mail address

Mail address

Password

Password

Second password

Second password

If you have forgotten your password

Note

Login

New registration

Register yourself from here if you use this service for the first time.

New registration procedure

## Steps

## How to Operate

2

Click "New registration procedure" from "New registration".

3

Enter an email address you wish to change in the "Mail address" and "Check" fields.

The University Mail address setting

Mail address

Mail address

Check

Mail address

Note

**!Be sure to read the Notes.**

- Press the [Check] button. A confirmation message will be sent to the designated email address.

Back

Check

4

Read the "Note" and click the "Check" button.





\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

9

Enter the information of the applicant.

\*Input fields vary depending on the operating environment.

\*The fields marked in red are required.

▶ Application type (Required)

Select "Reapplication" for changing email address.

▶ Applicant's name (Required)

Enter the name of the applicant in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

▶ Birth date (Required)

Enter the birth date of the applicant.

\*In the western calendar year.

10

Enter the information of the applicant when in school.

\*Input fields vary depending on the operating environment.

\*The fields marked in red are required.

▶ Name when in school

Enter the name used when in school in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

▶ University/Department/Subject (Required)

Select the university, department, and subject.

▶ Student ID number

Enter the student ID number.

▶ Graduation (completion) year and month

Enter the graduation (completion) year and month.

\*In the Western calendar year.

▶ Graduate/Withdrawal/Expulsion (Required)

Select the applicable type.



**Applicant's information**

**Application Type**

New

Reapplication (e.g., Email address used in the past is no longer available)

**\*Applicant's name**

**Applicant's name in katakana**

**Applicant's name in roman characters**

**\*Birth date**

**University's information (When in school)**

**Name when in school**

**Name when in school in katakana**

**Name when in school in roman characters**

**University**

**Department**

**Subject**

**Student ID number**

**Graduation (completion) year and month**

Graduation  Withdrawal  Expulsion

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

11

Enter the current address and contact information.

\*Input fields vary depending on the operating environment.

### ▶ Postal code

Enter the postal code of the current address.

### ▶ Prefecture/City/Street and number/ Apartment name and room No.

Enter the current address.

### ▶ Phone number

Enter the home phone number.

### ▶ Mobile phone number

Enter the mobile phone number.

12

Enter work information.

\*Input fields vary depending on the operating environment.

### ▶ Workplace name

Enter your workplace name.

### ▶ Postal code

Enter the postal code of your workplace.

### ▶ Prefecture/city/street and number/ Apartment name and room No.

Enter the address of your workplace.

### ▶ Phone number

Enter the phone number of your workplace.



**Current address**

**Postal code**

**Prefecture**

**City**

**Street and number**

**Apartment name and room No.**

**Phone number**

**Mobile phone number**

**Work information**

**Workplace name**

**Postal code**

**Prefecture**

**City**

**Street and number**

**Apartment name and room No.**

**Phone number**


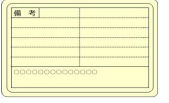


\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

Applicant's information	Current address
<b>Application Type</b> Reapplication (e.g., Email address u longer available) <b>Applicant's name (Required)</b> DENDEN TAROU <b>Applicant's name in katakana</b> デンデン タロウ <b>Applicant's name in roman charac</b> DENDEN TAROU <b>Birth date</b> 1990/09/09	<b>Postal code</b> 100-0001 <b>Prefecture</b> Tokyo <b>City</b> Chiyoda-ku <b>Street and number</b> 1-1 Chiyoda <b>Apartment name and room No.</b>  <b>Phone number</b> 03-1111-2222 <b>Mobile phone number</b> 090-1111-2222
University's information (When in s	Work information
<b>Name when in school</b> DENDEN TAROU <b>Name when in school in katakana</b> デンデン タロウ <b>Name when in school in roman characters</b> DENDEN TAROU <b>University</b> University <b>Department</b> Foreign Language <b>Subject</b> Division of Foreign Language <b>Student number</b> ***** <b>Graduation year and month (Requ</b> 2015/03 <b>Graduation, Withdrawal, Expulsio</b> Graduation	<b>Workplace name</b>  <b>Postal code</b>  <b>Prefecture</b>  <b>City</b>  <b>Street and number</b>  <b>Apartment name and room No.</b>  <b>Phone number</b>  <b>Copy of an identification document</b> <b>Type of identification document</b> Driving licence <b>Image of an identification document</b>  <b>Image (back side) of an identification</b> 
<input type="button" value="Back"/>	<input type="button" value="Application"/>

**The University Application reception**

Your application will be checked.  
The result will be sent to the registered mail address later.

15

Check the entered information for registration and click the "Application" button.

16

Check that the Application reception screen is displayed.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

### Email message

Title: Result of the application for use

The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.

\*After you log in, change the password.

Initial password: \*\*\*\*\*<sup>17</sup>

Log in here

[https://\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*/\\*\\*\\*\\*\\*/\\*/\\*/\\*/\\*](https://*****.*****.*/*****/*/*/*/*)<sup>18</sup>

© This email is for sending only.

For more information, contact the administrative representative.

17

After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.

\*The image on the left will be displayed when the application is approved. The application may be rejected or require resubmission.

18

Click the URL for “Log in here” in the body of the email to access the login screen.

19

Enter the registered email address in “Mail address” field and the initial password shown in the email announcing the application result in the “Password” field.

\*Leave the “Second password” field unfilled.

### Mail address

✉ Mail address

### Password

🔒 Password

### Second password

🔒 Second password

[If you have forgotten your password](#)

### Note

#### !Be sure to read the Notes.

- Be sure to log out and close your browser when you leave this site.
- You will log out automatically if you do not make any operation for a while after logging in.
- Change your passwords on a regular basis.
- Storing your passwords on the browser is not recommended for security reasons.

Login<sup>20</sup>

20

Read the “Note” and click the “Login” button.



# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

21

## How to Operate

A screen will open where you can change the initial password and set the second password.

Enter a new password other than the initial password in the Password and Second password, and all corresponding check fields. The password must contain at least eight half-width characters, including a mix of uppercase letters, lowercase letters, and numbers.

\*The password and the second password must be different.

22

Read the "Note" and click the "Set" button.

23

Click the "OK" button.

The email address change is now complete.

## (d) Change the Password

## Screen Images

## Steps

1

## How to Operate

Log in to the certificate issuance service and select the menu button "⚙️" in the upper right of the screen, and then click "Change password."

\*See the following instructions on how to log in:  
▶ 2.2 "How to Log In"



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The University Change password

**Current password**

Current password

**New password**

New password

**Check**

New password

**Note**

**I Be sure to read the Note.**

Set a password according to these rules:

- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

Back Change

2

Enter the current password in the "Current password" field and a new password in the "New password" and "Check" field.

3

Read the "Notes" and click the "Change" button.

4

A message is displayed on the screen stating that the password has been changed. Click the "OK" button.

**Change complete**

The password has been changed.

OK



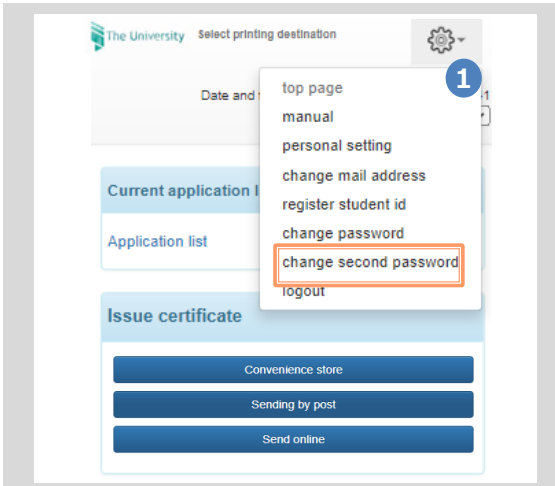
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (e) Change the Second Password


### Screen Images

### Steps

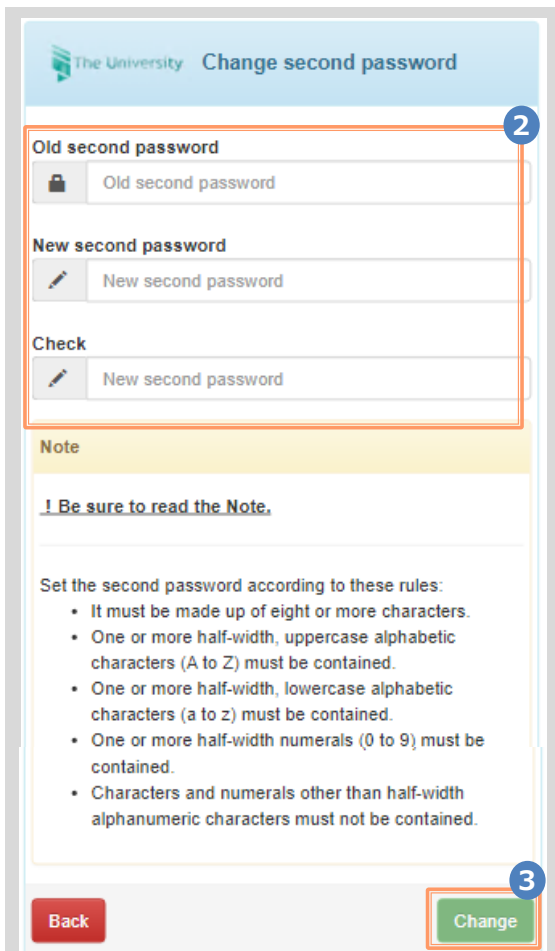
### How to Operate



1

Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change second password.”

\*See the following instructions on how to log in:  
▶ 2.2 “How to Log In”



2

Enter the current second password in the “Old second Password” field and a new second password in the “New second password” and “Check” field.

3

Read the “Note” and click the “Change” button.



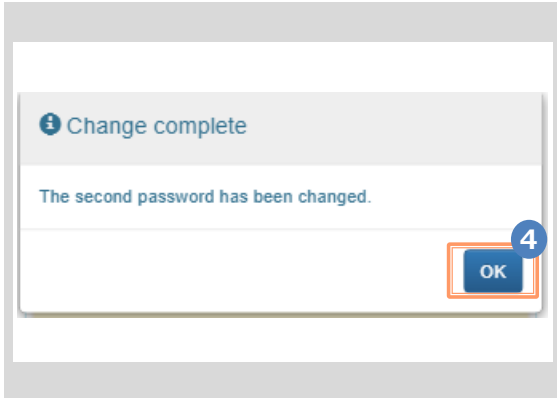
# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

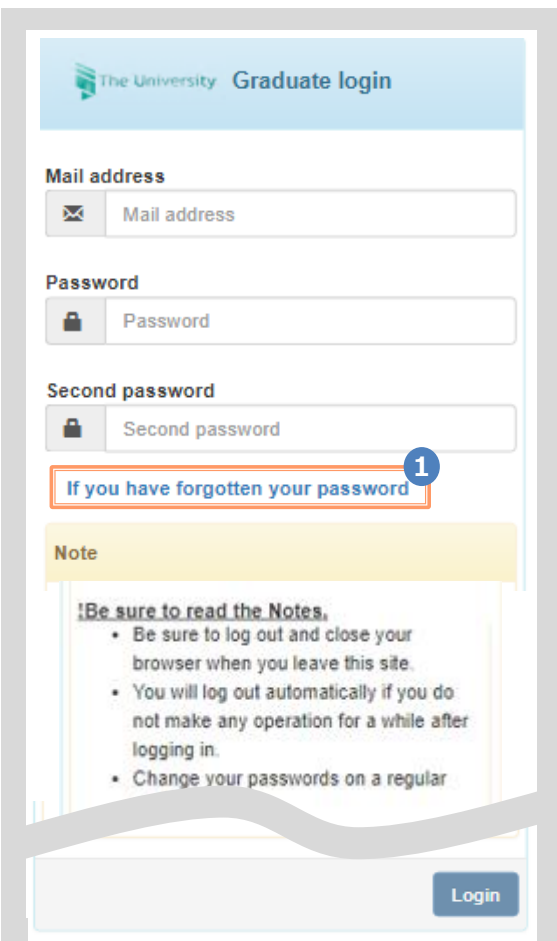
## How to Operate



4

A message is displayed on the screen stating that the second password has been changed. Click the "OK" button.

## (f) If You Forgot the Password



1

Access the Alumni Login screen and click "If you have forgotten your password".

\*See the following instructions on how to log in:  
▶ 2.2 "How to Log In"



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The University Reset password

Mail address

Note

**! Be sure to read the Note.**

- Input a registered mail address and press the "Send" button.
- Pressing the "Send" button sends a reset mail to the registered mail address.
- Access the URL shown in the reset mail and complete re-setting.
- It may take some time until the reset mail is sent.

Ⓢ If 30 minutes or longer has passed and the reset mail still does not come, check the following:

1. Is the input mail address correct?
2. Were extra spaces or other entries input by mistake?
3. Was the information input in half-width alphanumeric characters?

Send

2

For resetting the password, enter the registered email address in the "Mail address" field.

3

Read the "Note" and click the "Send" button.

The University Password reset mail sent

A password reset mail has been sent.

1. The password reset mail will be sent to the registered mail address.
2. Open the URL shown in the password reset mail and complete resetting of your password.

4

A message is displayed on the screen stating that a notification has been sent to the registered email address.

5

Email message

Your password has been reset.  
Access the following URL to set the password again.

[https://\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*](https://*****.*****)

Due date for the URL: 30 minutes

-----

[Inquiries]  
\*Inquiries about payment method, and operations and failure of the system\*

.....

Click the one-time URL in the body of the email to open the screen for re-setting the password.

\*The URL has an expiration time, so please complete the operation within the displayed time limit.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

6

Enter a new password other than your previous password in the Password, Second password, and all corresponding check fields. The password must contain at least eight half-width characters, including a mix of uppercase letters, lowercase letters, and numbers.

\*The password and the second password must be different.

7

Read the "Note" and click the "Set" button.

8

A message is displayed on the screen stating that the password and second password setting has been completed. Click the "OK" button.



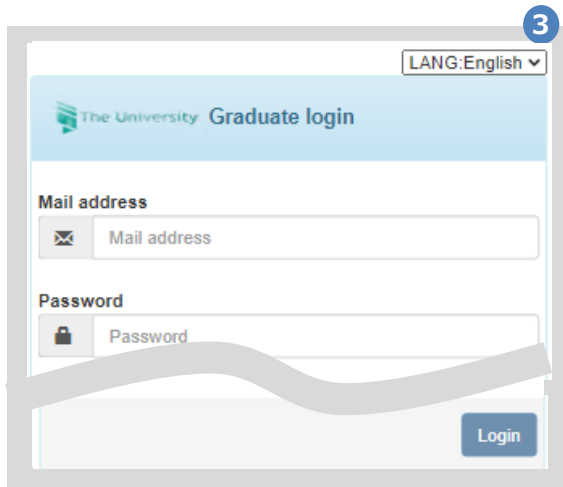


# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.5 Switch Languages

### (a) Log In Screen

Screen Images	Steps	How to Operate
	<b>1</b>	Click the language selection pull-down to switch languages.
	<b>2</b>	Click the language you wish to display in the pull-down.
	<b>3</b>	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) Select Printing Destination Screen

### Screen Images

### Steps

### How to Operate



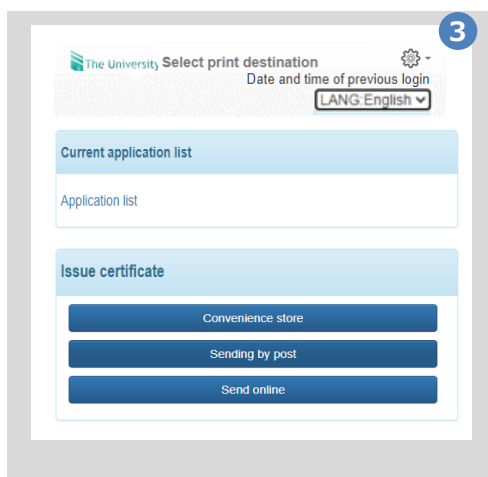
1

Click the language selection pull-down to switch languages.



2

Click the language you wish to display in the pull-down.



3

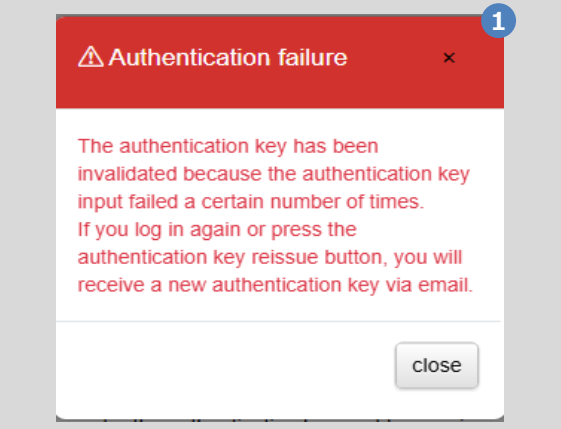
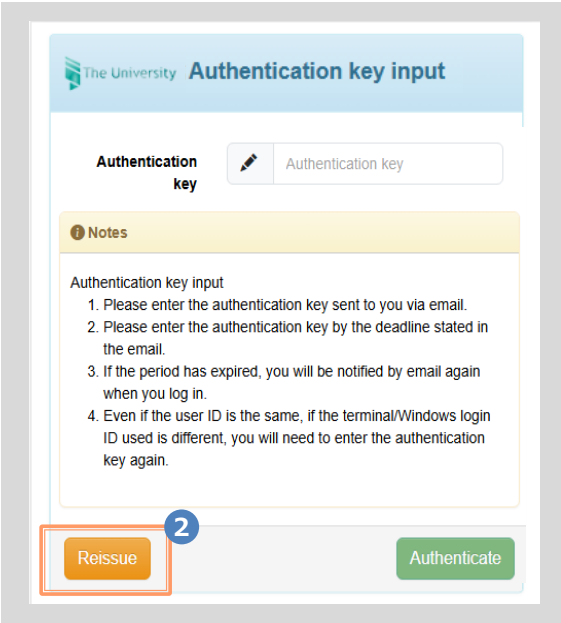
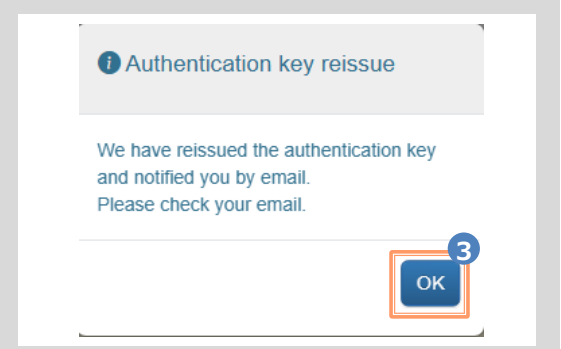
The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection pull-down is displayed only on Log In and Select Printing Destination screens, so you need to log out or come back to Select Printing Destination screen to switch languages.



# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.6 Regarding a certain number of failed authentication key entries

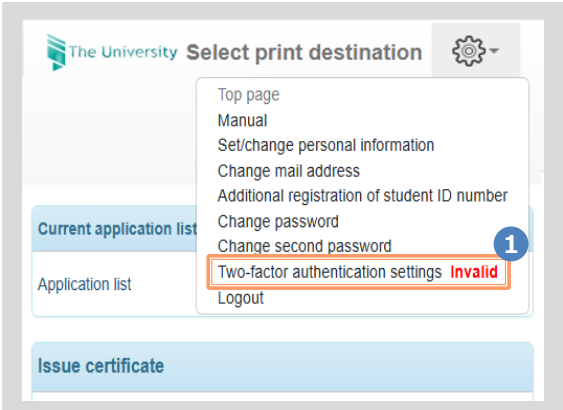

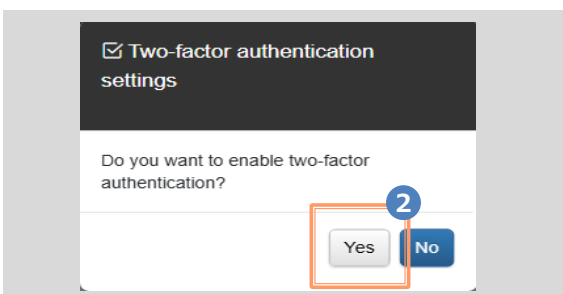
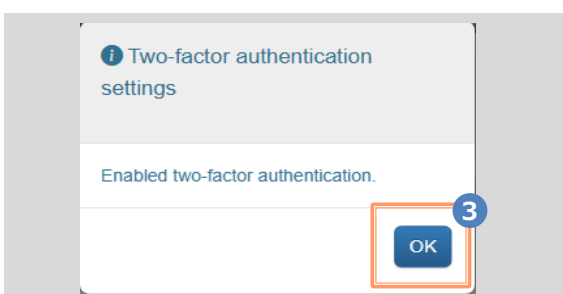
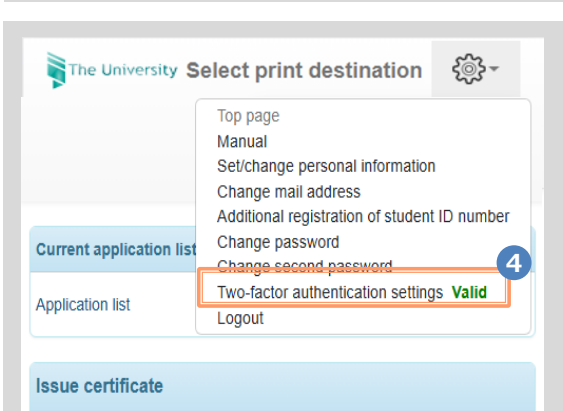

Screen Images	Steps	How to Operate
	<p>1</p>	<p>The authentication key will be invalidated after a certain number of failed attempts on the authentication key input screen.</p> <p>If the authentication key is invalidated, a dialog indicating this will be displayed when the authenticate button is clicked.</p>
	<p>2</p>	<p>Click the "Reissue" button.</p>
	<p>3</p>	<p>When a dialog appears, the authentication key is resent to you via email. Please see the following step 4-7 after the authentication key is reissued.</p> <p>► 2.2 How to Log In</p>



# 2 Log In to the Certificate Issuance Service

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.7 Two-Factor Authentication Settings

Screen Images	Steps	How to Operate
	1	<p>After logging in to the certificate issuance service, click the menu button 「」 on the upper-right corner of the screen. You can check the current Two-factor authentication settings.</p> <p>If you wish to change the Two-factor authentication settings, click the “Two-factor authentication settings”.</p> <p>See the following instructions on how to log in to the certificate issuance service [2.2 How to Log In]</p>
	2	A confirmation dialog appears. Click “Yes” button.
	3	When a dialog is displayed, Two-factor authentication settings have been changed. Click “OK” button.
	4	Open the menu by clicking the menu button 「  」 on the upper-right corner of the screen and confirm that the change has been applied.

