

# Certificate Issuance Service Operating Manual

Login Procedure for Students in School

**6.5<sup>th</sup> edition May 18, 2022**  
**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 IE11
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 (Japanese only)

Phone	052-265-8397 9:00 a.m. to 5:00 p.m. Weekdays 06-6809-4327 Other than the above on weekdays, weekends, and holidays
Reception hours	24 hours



# 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 Registration of New Email Address (For First Login)

Screen Images

Steps

How to Operate



1

Access the home page for certificate issuance service found on the home page of the university and click the Students' Login page.

2

Enter the login ID and password



3

Click the "ログイン" button.



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

## Screen Images

## Steps

## How to Operate

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

**注意事項**

！注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスに確認メールが送信されます。
- 確認メールに記載されたURLにアクセスし、メールアドレスの設定を完了して下さい。
- 確認メールの送信までには、少々時間がかかる場合があります。
- フリーメールアドレスの場合、確認メールを受信出来ない可能性があります。

※迷惑メールフィルタ等で、確認メールを受信出来ない場合があります。事前に、許可リストへ以下のアドレスを追加するようにして下さい。

アドレス： \*\*\*\*@\*\*\*.ac.jp

30分経っても確認メールが届かない場合は、以下をご確認下さい。

- メールアドレスの入力が正しいか。
- 余分なスペース等を誤って入力していないか。
- 半角英数文字で入力しているか。
- 迷惑メールフィルタ許可リストへ追加したメールアドレスが正しいか。

確認

4

For the first login, the screen is displayed for registering an email address. Enter the email address you wish to register in the “Email address (メールアドレス)” and “Confirmation (確認)” fields.

5

Read the “Notes (注意事項)” and then click the “Confirm (確認)” button.

6

A message is displayed on the screen, and a confirmation notification is sent to the registered email address.

The University メールアドレス設定

確認メールを送信しました。  
確認メールに記載されたURLにアクセスし、メールアドレスの設定を完了してください。



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

## Screen Images

## Steps

## How to Operate

### Email Message

メールアドレスの登録を行います。  
以下の URL にアクセスし、メールアドレスの登録を完了して  
下さい。

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

URL 期限：30 分

※もしこのメールにお心当たりのない方は削除して下さい。  
◎このメールは送信専用メールです。  
お問い合わせ先は各事務担当まで

7

Click the one-time URL in the email body text to complete the registration of the email address.

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

8

When the “Email address setting completed (メールアドレス設定完了)” screen is displayed, click the “Go to Login Page (ログインページへ移動)” button to perform login.

### The University メールアドレス設定完了

メールアドレスを設定しました。  
今後、システムからの連絡はこのメールアドレス宛に送信されます。  
メールアドレスはログイン後のメニューから変更可能です。

ログインページへ移動

8



# 2 Log In to the Certificate Issuance Service

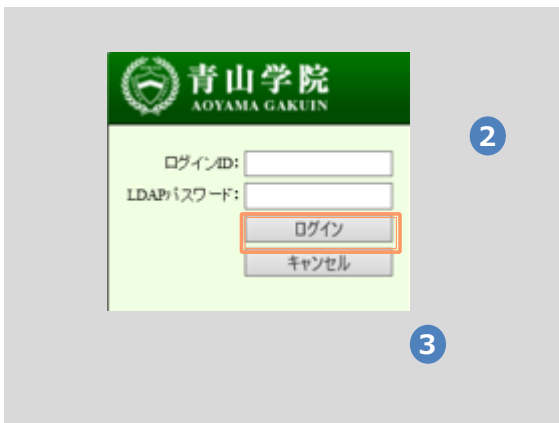
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.2 How to Log In

### Screen Images

### Steps

### How to Operate



1 Access the home page for certificate issuance service found on the home page of the university and click the Students' Login page.

2 Enter the loginID and password

3 Click the "ログインID" button.

After logging in, follow the detailed procedure for issuing a certificate. Click the menu button '🔧' at the top right of the screen to check.



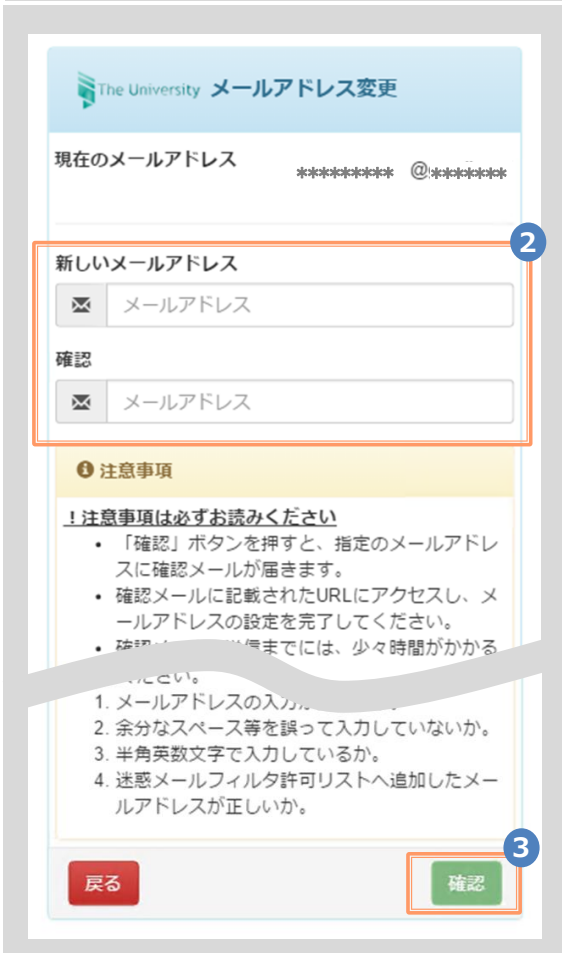


# 2 Log In to the Certificate Issuance Service

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

## 2.3 How to Change the Login Information

### (a) Change the email address

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 email address (メールアドレス変更).” *For how to log in to the certificate issuance service, see the following: ▶ 2.2 “How to Log In”
	2	Enter a new email address you wish to register into the “New email address (新しいメールアドレス)” and “Confirmation (確認)” fields.
	3	Read the “Notes (注意事項)” and click the “Confirm (確認)” button.



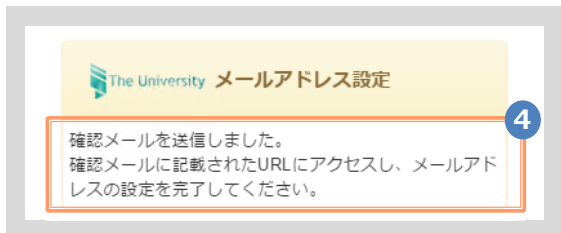


\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

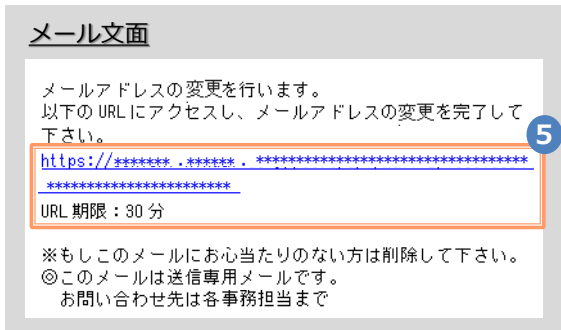
## Steps

## How to Operate



4

A message is displayed on the screen, and a confirmation notification is sent to the registered email address.



5

Click the one-time URL(\*) in the email body text to complete the changing of 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 showing that the email address has been changed.



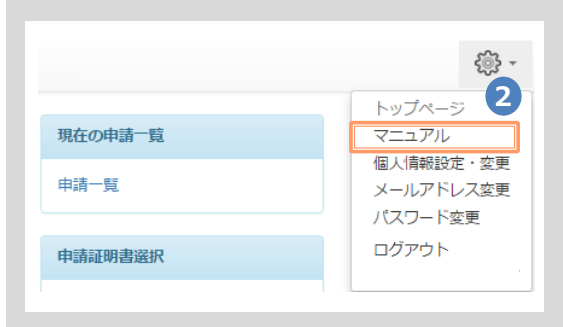


# 3

## How to See the Operating Manual (After the First Registration)

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

### 3.1 How to See the Operating Manual

Screen Images	Steps	How to Operate
	<b>1</b>	Log in to the certificate issuance service and select the menu button “  ” in the upper right of the screen.  *For how to log in to the certificate issuance service, see the following: ▶ 2.2 “How to Log In”
	<b>2</b>	Click “Manual (マニュアル)” to display the Operating Manual. Read the description and issue certificate(s) at a CVS.

