

Certificate Issuance Service Operating Manual

Login Procedure for Graduates

8.6.0th edition Dec. 14, 2022
NTT-W

Table of Contents

1 Introduction

1.1	Notes on Operation	2
-----	--------------------	---

2 Log In to the Certificate Issuance Service

2.1	How to Apply for the Service (First Time Only)	3
2.2	How to Log In	12
2.3	How to Add a Student ID number (Only for those who have multiple student ID numbers)	13
2.4	How to Change the Log In Information	18
	(a) Change the personal information	18
	(b) Change of the email address (If you can log in)	20
	(c) Change of the email address (If the email address you used in the past can no longer be used, etc.)	21
	(d) Change the password	29
	(e) Change the second password	31
	(f) If you forget the password	32
2.5	Switch Languages	35
	(a) Log In screen	35
	(b) Select Printing Destination screen	36

3 How to Access the Operation Manual (After the First Registration)

3.1	How to Access the Operating Manual	37
-----	------------------------------------	----

1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome FireFox Safari
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

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



*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 home page for the certificate issuance service found on the home page of the university and click "Go to Graduates' Login page."

2

When using this service for the first time, you need to apply to use it. Click "New Registration Procedure (新規登録手続き)" from "New Registration (新規登録)".

大学ホームページ サンプル

サービスを利用する方は、各ページから登録・ログインしてください

卒業生の方

- 下記に記載の証明書・申込書の対応発行先
 1. 全国のコンビニエンスストアのマルチコピー機での発行
 2. 郵送での受け取り
 ※下記以外の証明書・申込書・学位証明書に關しましては、各学部窓口にて申請を行ってください
- 対象証明書
 - ・成績証明書
 - ・卒業証明書

>> 卒業生の方の利用申請・ログインはこちらから

The University 卒業生ログイン

メールアドレス

メールアドレス

パスワード

パスワード

第2パスワード

第2パスワード

パスワードを忘れた場合

注意事項

！注意事項は必ずお読みください

- 初回は新規登録をおこない、登録後メールにて配付されたメールアドレスでログインしてください
 1. パスワードの入力が正しいか。
 2. 大文字/小文字の入力が正しいか。
 3. 半角英数文字で入力しているか。

ログイン

新規登録

初めて利用される場合はこちらから登録を行ってください

新規登録手続き



*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届きます。
- 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ください。
- 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ください。

---> 証明書発行サービス : no-reply@ac.jp

◎30分経っても確認メールが届かない場合は、以下をご確認ください。

1. メールアドレスの入力が正しいか。
2. 余分なスペース等を誤って入力していないか。
3. 半角英数文字で入力しているか。
4. 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。

戻る

確認

3

Enter an email address you wish to register into the “Email address (メールアドレス)” and “Confirmation (確認)” fields.

4

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

5

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

6

Click the one-time URL in the email body text and register the applicant information.

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

7

Read the Terms of Use displayed on the screen and select "Agree to the above. (上記内容に同意する)"

8

Click the "Agree (同意する)" button.

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。

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://*****.*****.*****

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学部事務担当まで
大学ホームページ : *****.ac.jp

The University 利用許諾

利用許諾

【申請内容に関して】

1. 「氏名」、「ふりがな」は在学時の氏名を入力してください。改姓された方で、改姓後の名前で発行を希望される方は各事務部へお問い合わせください。
2. 登録しているメールアドレスに「@ac.jp」からのメールを受信できるよう設定してください。

以上に同意の上、本サイトをご利用ください。

☐ 上記内容に同意する

同意する



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

Screen Images

Steps

How to Operate

申請者情報

申請種別

☒ 新規

☐ 再申請（過去利用時のメールアドレスが利用できなくなった等）

*申請者氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

生年月日

1999/09/09

大学情報(在学時情報)

在学時氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

大学名

大学

学部名

外国語学部

学科名

外国語学科

学籍番号

卒業（修了）年月

2015/03

☒ 卒業 ☐ 退学 ☐ 除籍

9

Enter the information on the applicant.

*The input items vary depending on the operating environment.

*The items in red are required.

▶ Application type（申請種別）（Required）

Select "New" for new registration.

▶ Applicant's name（申請者氏名）（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（生年月日）（Required）

Enter the birth date of the applicant.

*In the western calendar year.

10

Enter the information on the applicant when in school.

*The input items vary depending on the operating environment.

*The items in red are required.

▶ Name when in school（在学時氏名）

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（大学名/学部名/学科名）（Required）

Select the university, department, and subject.

* For the department name, please select blank for graduates / dropouts / expulsions from the Faculty of Law.

▶ Student ID number（学籍番号）

Enter the student ID number.

▶ Graduation（completion）year and month（卒業（修了）年月日）

Enter the graduation（completion）year and month.

*In the Western calendar year.

▶ Graduate/Withdrawal/Removal（卒業/退学/除籍）（Required）

Select the applicable type.



*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.

*The input items vary depending on the operating environment.

► Zip code (郵便番号)

Enter the zip code of the current address.

► Prefecture/city/street and number/
Apartment name and room No.
(都道府県/市町村/町名番地/アパート・
マンション号室)

Enter the current address.

► Phone number (電話番号)

Enter the home phone number.

► Mobile phone number (携帯番号)

Enter the mobile phone number.

12

Enter the work information.

*The input items vary depending on the operating environment.

► Workplace name (勤務先名)

Enter the workplace name.

► Zip code (郵便番号)

Enter the zip code of the workplace.

► Prefecture/city/street and number/
Apartment name and room No.
(都道府県/市町村/町名番地/アパート・
マンション号室)

Enter the work address.

► Phone number (電話番号)

Enter the work phone number.

住所

郵便番号

都道府県

東京都

市区町村

千代田区

町名番地

千代田1丁目1番地

アパート・マンション号室

アパート・マンション号室

電話番号

携帯電話番号

勤務先情報

勤務先名

〇〇株式会社

郵便番号

都道府県

東京都

市区町村

千代田区

町名番地

千代田1丁目1番地

アパート・マンション号室

アパート・マンション号室

電話番号



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

Screen Images

Steps

How to Operate

Before attaching the image

本人確認用ファイル

本人確認用書類の種類

● 運転免許証 ● パスポート ● 保険証
● 写真付き身分証明書

本人確認用書類の画像

ファイルを選択 選択されていません

本人確認用書類(裏面等)の画像

ファイルを選択 選択されていません

戻る

13

13-*

The image file is displayed after being attached.

After attaching the image

本人確認用ファイル

本人確認用書類の種類

● 運転免許証 ● パスポート ● 保険証
● 写真付き身分証明書

本人確認用書類の画像

ファイルを選択 写真1枚

本人確認用書類(裏面等)の画像

ファイルを選択 写真1枚

備考

確認

14

13

The copy of an identification document is required. Attach the file for identifying the applicant.

▶ Type of identification document (本人確認用書類の種類)

Select the type of an attached document for identifying the applicant.

▶ Image of an identification document (本人確認用書類の画像)

Click the "Select File (ファイルを選択)" button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver's license, add the image of the back side.

Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.

Note that an image file having the ".jpg," ".gif," or ".png" extension can be registered.

13-*

When a file is selected, the image of the document is displayed for the "Image of the identification document (本人確認用書類の画像)".

Check if the name, address, and birth date are readable.

14

Click the "Confirm (確認)" button.

*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.



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

Screen Images

Steps

How to Operate

15

Check the entered information for registration and click the “Apply (申請)” button.

The screenshot displays a registration form with the following sections:

- 申請者情報 (Applicant Information):**
 - 申請者氏名 (Applicant Name): 電電 太郎 (Den Den Tarou)
 - カタカナ (Katakana): デンデン タロウ (Den Den Tarou)
 - ローマ字 (Romanji): DENDEN TAROU
 - 性別 (Gender): 男 (Male)
 - 生年月日 (Date of Birth): 1999-09-09
- 住所 (Address):**
 - 郵便番号 (Postal Code):
 - 都道府県 (Prefecture):
 - 市区町村 (City/Town/Village):
 - 町名番地 (Municipality Number):
 - アパート・マンション号室 (Apartment/Condo Number/Room):
 - 電話番号 (Phone Number):
 - 携帯電話番号 (Mobile Phone Number):
- 大学情報(在学時情報) (University Information (Information at the time of enrollment)):**
 - 在学時氏名 (Name at the time of enrollment): 電電 太郎 (Den Den Tarou)
 - カタカナ (Katakana): デンデン タロウ (Den Den Tarou)
 - ローマ字 (Romanji): DENDEN TAROU
 - 大学名 (University Name):
 - 学部名 (Department Name): 外国語学部 (Department of Foreign Languages)
 - 学科名 (Major Name): 外国語学科 (Department of Foreign Languages)
 - 学籍番号 (Student ID Number): *****
 - 卒業(修了)年月 (Graduation/Completion Date): 2015-03
 - 卒業 (Graduation):
- 勤務先情報 (Employment Information):**
 - 勤務先名 (Employer Name):
 - 郵便番号 (Postal Code):
 - 都道府県 (Prefecture):
 - 市区町村 (City/Town/Village):
 - 町名番地 (Municipality Number):
 - アパート・マンション号室 (Apartment/Condo Number/Room):
 - 電話番号 (Phone Number):
- 本人確認用ファイル (Self-Verification File):**
 - 本人確認書類の種類 (Type of self-verification document): 運転免許証 (Driver's License)
 - 本人確認書類の画像 (Image of self-verification document): [Image of a Japanese Driver's License]
 - 本人確認書類(裏面等)の画像 (Image of the back of the self-verification document, etc.): [Image of the back of a Japanese Driver's License]

At the bottom right, there is a green button labeled "申請" (Apply) and a red button labeled "戻る" (Back).

15

16

Check that the Application Accepted screen is displayed.

The screenshot shows the "The University 申請受付" (The University Application Received) screen. It contains the following text:

申請いただいた内容を、確認致します。
後日、登録しているメールアドレスに結果が届きます。

16



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

Screen Images

Steps

How to Operate

21

The Password Setting screen opens, where you can change the initial password and set the second password.

Fill in the "Password (パスワード)" and "Second password (第2パスワード)" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.

*The password and the second password must be different.

22

Read the "Notes (注意事項)" and click the "Change (設定)" button.

23

Click the "OK" button.

The Certificate Issuance Service has now become available.

*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, can add the student ID number by referring to the following:

▶ 2.3 "How to Add a 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 home page for the certificate issuance service found in the home page of the university and click the Graduates' Login page.

2

Enter the registered email address (メールアドレス), password (パスワード), and second password (第2パスワード).

*For login for the first time, you need to apply to use this service. For how to apply for it, see the following:

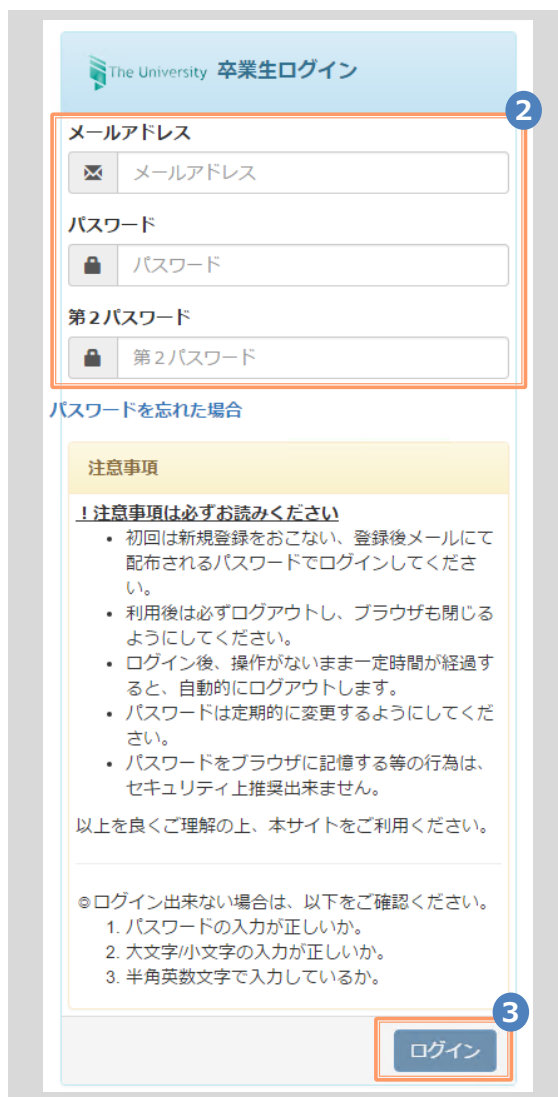
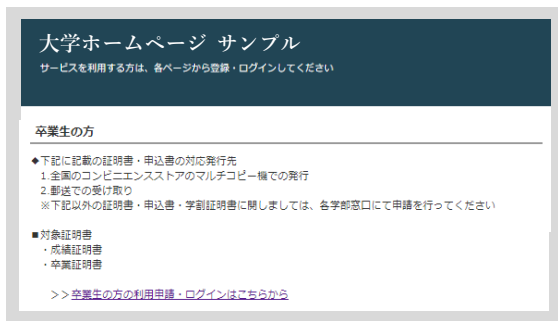
▶ 2.1 "How to Apply to Use the Service"

*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, should see the following:

▶ 2.3 "How to Add a Student ID number"

3

Read the "Notes (注意事項)" and click the "Login (ログイン)" button.



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

2.3 How to Add a Student ID Number

*Applicable for those who have multiple student ID numbers of, for example, undergraduate and graduate

Screen Images

Steps

How to Operate

1

Perform registration for either undergraduate or graduate 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 "Notes (注意事項)" and click the "Login (ログイン)" button.

3

Click the menu button "⚙" in the upper right of the screen, and then click "Register additional student ID number. (学籍番号追加登録)"



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

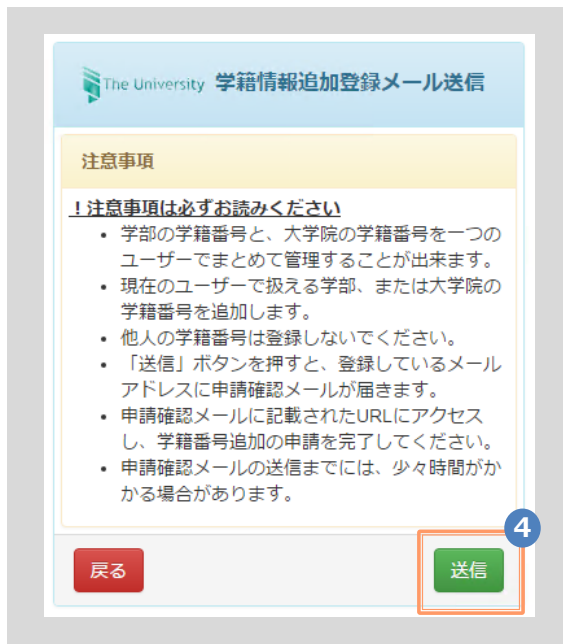
Screen Images

Steps

How to Operate

4

Read the "Notes (注意事項)" and click the "Send (送信)" button.



5

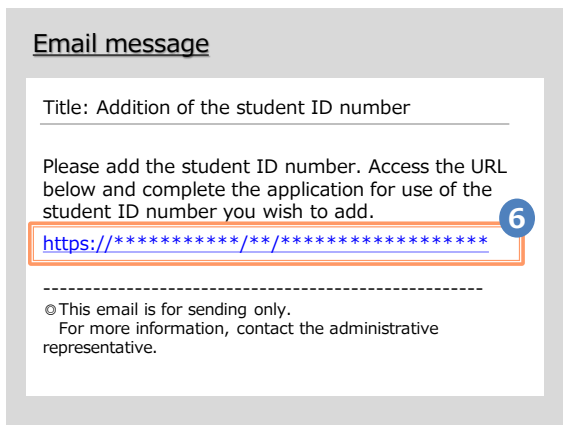
When the Application Completed screen is displayed, click the "OK" button.



6

An email, including a one-time URL, is sent to the registered email address. When you receive the email, 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 the department or information on the applicant when in school.

*The input items vary depending on the operating environment.

*The input items in red are required.

▶ Name when in school (在学時氏名)

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 (大学名/学部名/学科名) (Required)

Select the university, department, and subject.

▶ Student ID number (学籍番号)

Enter the student ID number.

▶ Graduation (completion) year and month (卒業(修了)年月)

Enter the graduation (completion) year and month.

*In the Western calendar year.

▶ Graduate/Withdrawal/Removal (卒業/退学/除籍) (Required)

Select the applicable type.

8

Click the "Confirm (確認)" button.

9

Check the inputs and click the "Apply (申請)" button.



*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 accepted.

11

After the application is approved, an email is sent to the registered email address. Check to see if the service has become available.

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

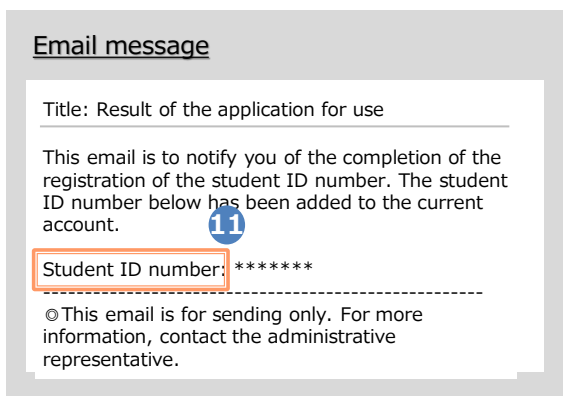
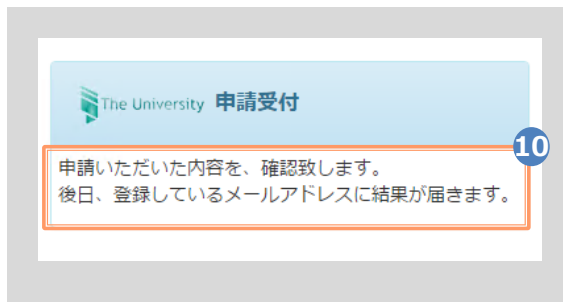
12

Access the home page for the certificate issuance service and enter again the email address, password, and second password.

*For how to log in, see the following:
▶ 2.2 "How to Log In"

13

Read the "Notes (注意事項)" and click the "Login (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

14

Select one of the printing methods from the "Issue Certificates (証明書を発行)".

*The screen image on the left will be displayed when selecting "CVS (コンビニ)" 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 (学籍番号) numbers are selectable. Select the student ID (学籍番号) number you want to use for printing a certificate before applying for the certificate.

証明書の種類	手数料	部数
教育職員免許状取得見込証明書	200 円	0 ▼
卒業見込証明書		0 ▼

証明書の種類	手数料	部数
健康診断証明書	200 円	0 ▼
成績証明書	200 円	0 ▼
卒業証明書	200 円	0 ▼

0 部

戻る 進む



*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 “Set/change personal information (個人情報設定・変更) .”

*For how to log in to the Certificate Issuance Service, see the following:

▶ 2.2 “How to Log In”

2

Fill the personal information items you want to change.

3

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

Check the inputs and click the “Change (変更)” button.

The screenshot shows a form titled '申請者情報' (Applicant Information). It contains fields for '申請者氏名' (Applicant Name), '電電 花子' (Electricity Hana), 'カタカナ' (Katakana), 'ローマ字' (Romanji), '性別' (Gender), and '生年月日' (Date of Birth) with the value '1999/09/09'. Below this is a section titled '住所' (Address) with fields for '郵便番号' (Postal Code), '丁目' (Chome), 'アパート・マンション号室' (Apartment/Mansion Number/Room), and '電話番号' (Phone Number). At the bottom left is a red '戻る' (Back) button, and at the bottom right is a green '変更' (Change) button, which is highlighted with a red box and a blue circle with the number 4.

5

The Change Completed screen is displayed stating that the information has been changed. Click the “OK” button.

The screenshot shows a message box titled '変更完了' (Change Completed) with a close button (X) in the top right corner. The message inside says '申請者情報は変更されました' (Applicant information has been changed). At the bottom right of the message box is a blue 'OK' button, which is highlighted with a red box and a blue circle with the number 5.



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

(b) Change of the email address (If you can log in)

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."

*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 into the "New email address (新しいメールアドレス)" and "Confirmation (確認)" fields.

3

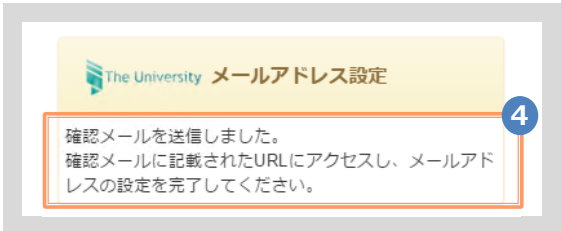
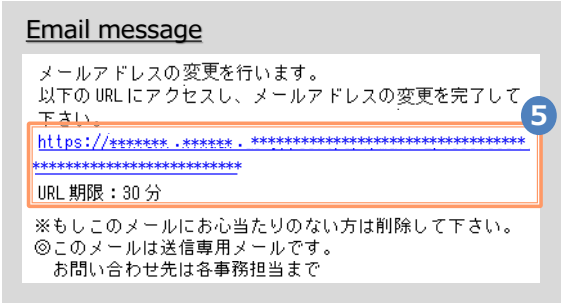

Read the "Notes (注意事項)" and click the "Confirm (確認)" button.

The screenshot shows the 'The University' portal with a sidebar menu. The '印刷先選択' (Select Printing Destination) menu is open, and the 'メールアドレス変更' (Change Email Address) option is highlighted with a red box and a blue circle labeled '1'.

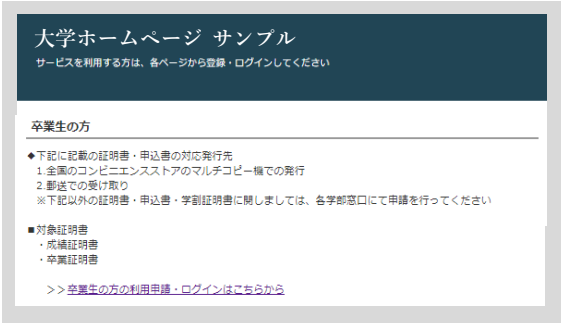
The screenshot shows the 'The University' portal with the 'メールアドレス変更' (Change Email Address) form. The '新しいメールアドレス' (New Email Address) and '確認' (Confirmation) fields are highlighted with a red box and a blue circle labeled '2'. The '確認' button is highlighted with a red box and a blue circle labeled '3'.



*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>Email message</p> 	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 stating that the email address has been changed.

(C) Change of 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 home page for the certificate issuance service found on the home page of the university and click "Go to Graduates' Login page."



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

Screen Images

Steps

How to Operate

2

Click "New Registration Procedure" from "New Registration (新規登録手続き)".

3

Enter an email address you wish to change into the "Email address (メールアドレス)" and "Confirmation (確認)" fields.

4

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

5

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

6

Click the one-time URL in the email body text and register the applicant information.

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

7

Read the Terms of Use displayed on the screen and select "Agree to the above (上記内容に同意する)".

8

Click the "Agree (同意する)" button.

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。

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://*****.*****.*****

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学部事務担当まで
大学ホームページ : *****.ac.jp

The University 利用許諾

利用許諾

【申請内容に関して】

1. 「氏名」、「ふりがな」は在学時の氏名を入力してください。改姓された方で、改姓後の名前で発行を希望される方は各事務部へお問い合わせください。
2. 登録しているメールアドレスに「@ac.jp」からのメールを受信できるよう設定してください。

以上に同意の上、本サイトをご利用ください。

☐ 上記内容に同意する

同意する



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

Screen Images

Steps

How to Operate

申請者情報

申請種別

- ☐ 新規
☒ 再申請（過去利用時のメールアドレスが利用できなくなった等）

*申請者氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

生年月日

1999/09/09

大学情報(在学時情報)

在学時氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

大学名

大学

学部名

外国語学部

学科名

外国語学科

学籍番号

卒業（修了）年月

2015/03

☒ 卒業 ☐ 退学 ☐ 除籍

9

Enter the information on the applicant.

*The input items vary depending on the operating environment.

*The items in red are required.

▶ Application type（申請種別） (Required)

Select "New" for new registration.

▶ Applicant's name（申請者氏名） (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（生年月日） (Required)

Enter the birth date of the applicant.

*In the western calendar year.

10

Enter the information on the applicant when in school.

*The input items vary depending on the operating environment.

*The items in red are required.

▶ Name when in school（在学時氏名）

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（大学名/学部名/学科名） (Required)

Select the university, department, and subject.

* For the department name, please select blank for graduates / dropouts / expulsions from the Faculty of Law.

▶ Student ID number（学籍番号）

Enter the student ID number.

▶ Graduation（completion）year and month（卒業（修了）年月日）

Enter the graduation（completion）year and month.

*In the Western calendar year.

▶ Graduate/Withdrawal/Removal（卒業/退学/除籍） (Required)

Select the applicable type.



*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.

*The input items vary depending on the operating environment.

▶ Zip code (郵便番号)

Enter the zip code of the current address.

▶ Prefecture/city/street and number/
Apartment name and room No.
(都道府県/市町村/町名番地/アパート・
マンション号室)

Enter the current address.

▶ Phone number (電話番号)

Enter the home phone number.

▶ Mobile phone number (携帯電話番号)

Enter the mobile phone number.

12

Enter the work information.

*The input items vary depending on the operating environment.

▶ Workplace name (勤務先名)

Enter the workplace name.

▶ Zip code (郵便番号)

Enter the zip code of the workplace.

▶ Prefecture/city/street and number/
Apartment name and room No.
(都道府県/市町村/町名番地/アパート・
マンション号室)

Enter the work address.

▶ Phone number (電話番号)

Enter the work phone number.



住所

郵便番号

都道府県

市区町村

町名番地

アパート・マンション号室

電話番号

携帯電話番号

勤務先情報

勤務先名

郵便番号

都道府県

市区町村

町名番地

アパート・マンション号室

電話番号

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

Screen Images

Steps

How to Operate

Before attaching the image

本人確認用ファイル

本人確認用書類の種類

● 運転免許証 ● パスポート ● 保険証
● 写真付き身分証明書

本人確認用書類の画像

ファイルを選択 選択されていません

本人確認用書類(裏面等)の画像

ファイルを選択 選択されていません

戻る

The image file is displayed after being attached.

After attaching the image

本人確認用ファイル

本人確認用書類の種類

● 運転免許証 ● パスポート ● 保険証
● 写真付き身分証明書

本人確認用書類の画像

ファイルを選択 写真1枚

本人確認用書類(裏面等)の画像

ファイルを選択 写真1枚

備考

戻る

確認

13

The copy of an identification document is required. Attach the file for identifying the applicant.

▶ Type of identification document (本人確認用書類の種類)

Select the type of an attached document for identifying the applicant.

▶ Image of an identification document (本人確認用書類の画像)

Click the "Select File (ファイルを選択)" button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver's license, add the image of the back side.

Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.

Note that an image file having the ".jpg," ".gif," or ".png" extension can be registered.

13-*

When a file is selected, the image of the document is displayed for the "Image of the identification document (本人確認用書類の画像)".

Check if the name, address, and birth date are readable.

14

Click the "Confirm (確認)" button.

*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.



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

Screen Images

Steps

How to Operate

15

Check the entered information for registration and click the “Apply (申請)” button.

The screenshot displays a registration form with the following sections:

- 申請者情報 (Applicant Information):**
 - 申請者氏名 (Applicant Name): 電電 太郎 (Den Den Tarou)
 - カタカナ (Katakana): デンデン タロウ (Den Den Tarou)
 - ローマ字 (Romanji): DENDEN TAROU
 - 性別 (Gender): 男 (Male)
 - 生年月日 (Date of Birth): 1999-09-09
- 住所 (Address):**
 - 郵便番号 (Postal Code):
 - 都道府県 (Prefecture):
 - 市区町村 (City/Town/Village):
 - 町名番地 (Municipality Number):
 - アパート・マンション号室 (Apartment/Mansion Number/Room):
 - 電話番号 (Phone Number):
 - 携帯電話番号 (Mobile Phone Number):
- 大学情報(在学時情報) (University Information (Information at the time of enrollment)):**
 - 在学時氏名 (Name at the time of enrollment): 電電 太郎 (Den Den Tarou)
 - カタカナ (Katakana): デンデン タロウ (Den Den Tarou)
 - ローマ字 (Romanji): DENDEN TAROU
 - 大学名 (University Name):
 - 学部名 (Department Name): 外国語学部 (Department of Foreign Languages)
 - 学科名 (Major Name): 外国語学科 (Department of Foreign Languages)
 - 学籍番号 (Student ID Number): *****
 - 卒業(修了)年月 (Graduation/Completion Date): 2015-03
 - 卒業 (Graduation):
- 勤務先情報 (Employment Information):**
 - 勤務先名 (Employer Name):
 - 郵便番号 (Postal Code):
 - 都道府県 (Prefecture):
 - 市区町村 (City/Town/Village):
 - 町名番地 (Municipality Number):
 - アパート・マンション号室 (Apartment/Mansion Number/Room):
 - 電話番号 (Phone Number):
- 本人確認用ファイル (Self-Verification File):**
 - 本人確認書類の種類 (Type of self-verification document): 運転免許証 (Driver's License)
 - 本人確認書類の画像 (Image of self-verification document): [Image of a Japanese Driver's License]
 - 本人確認書類(裏面等)の画像 (Image of the back of the self-verification document, etc.): [Image of the back of a Japanese Driver's License]

At the bottom right, there is a green button labeled "申請" (Apply) and a red button labeled "戻る" (Back).

15

16

Check that the Application Accepted screen is displayed.

The screenshot shows the "The University 申請受付" (The University Application Received) screen. It contains the following text:

申請いただいた内容を、確認致します。
後日、登録しているメールアドレスに結果が届きます。

16



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

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: *****(17)

[Log in here](#)

https://*****.*****.***.*/*****/**/*****.*****

© This email is for sending only.

For more information, contact the administrative representative.

Steps

How to Operate

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.

*For the checking period, see the home page of the university.

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

18

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

19

For the “Email address (メールアドレス)” field, enter the registered email address, and for the “Password (パスワード)” field, enter the initial password shown in the email announcing the application result.

*Leave the "Second password (第2パスワード)" field empty.

20

Read the “Notes (注意事項)” and click the “Login (ログイン)” button.



The University 卒業生ログイン

19

メールアドレス

メールアドレス

パスワード

パスワード

第2パスワード

第2パスワード

パスワードを忘れた場合

注意事項

！注意事項は必ずお読みください

- ・初回は新規登録をおこない、登録後メールにて配布されるパスワードでログインしてください。
- ・利用後は必ずログアウトし、ブラウザも閉じるようにしてください。
- ・ログイン後、操作がないまま一定時間が経過すると、自動的にログアウトします。
- ・パスワードは定期的に変更するようにしてください。
- ・パスワードをブラウザに記憶する等の行為は、セキュリティ上推奨出来ません。

ログインページを理解の上、本サイトをご利用ください。

さい。

1. パスワードの入力が正しいか。
2. 大文字/小文字の入力が正しいか。
3. 半角英数字で入力しているか。

20

ログイン

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

Screen Images

The screenshot shows the 'パスワード設定' (Password Setting) screen. It has a header 'The University パスワード設定'. Below it, there are four input fields: 'パスワード' (Password), '確認' (Confirmation), '第2パスワード' (Second Password), and '確認' (Confirmation). Each field has a pencil icon on the left. At the bottom right, there is a green button labeled '設定' (Change). A blue circle with the number '21' is next to the password fields, and a blue circle with the number '22' is next to the '設定' button.

Steps

How to Operate

21

The Password Setting screen opens, where you can change the initial password and set the second password.

Fill in the "Password (パスワード)" and "Second password (第2パスワード)" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.

*The password and the second password must be different.

22

Read the "Notes (注意事項)" and click the "Change (設定)" button.

23

Click the "OK" button.

The Certificate Issuance Service has now become available.

(d) Change the password

Screen Images

The screenshot shows the main screen of the Certificate Issuance Service. It has a header 'The University 印刷先選択'. Below it, there are several sections: '現在の申請一覧', '申請一覧', '証明書を発行', and a bottom section with buttons 'コンピ', '学内印刷', and '郵送'. A settings menu is open in the upper right corner, showing options like 'トップページ', '利用規約', '注意書き', 'ヘルプ', '個人情報設定・変更', 'メールアドレス変更', '学籍番号追加登録', 'パスワード変更', '第2パスワード変更', and 'ログアウト'. The 'パスワード変更' option is highlighted with a red box and a blue circle with the number '1'.

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 password (パスワード変更)".

*For how to log in to the Certificate Issuance Service, see the following:

▶ 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

2

Enter the currently used password into the "Current password (現在のパスワード)" field and a new password into the "New password (新しいパスワード)" and "Confirmation (確認)" fields.

3

Read the "Notes (注意事項)" and click the "Change (変更)" button.

4

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



*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

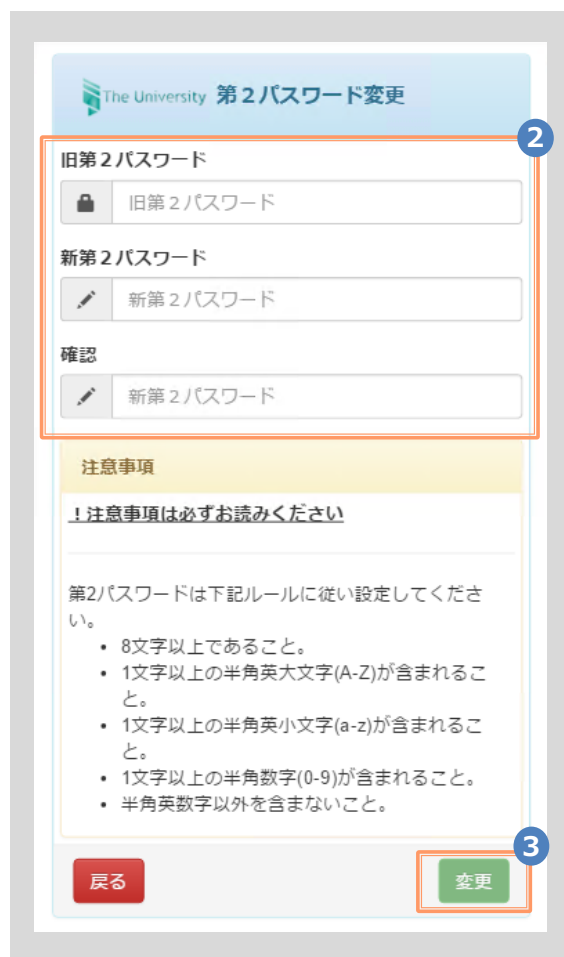


1

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 (第2パスワード変更).”

*For how to log in to the certificate issuance service, see the following:

▶ 2.3 “How to Log In”



2

Enter the currently used second password into the “Old second Password (旧第2パスワード)” field and a new second password into the “New second password (新第2パスワード)” and “Confirmation (確認)” fields.

3

Read the “Notes (注意事項)” and click the “Change (変更)” 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 stating that the second password has been changed. Click the "OK" button.



(f) If you forget the password

1

On the Graduates' Login screen of the certificate issuance service, click "If you forget the password (パスワードを忘れた場合)".

*For how to log in to the certificate issuance service, see the following:

▶ 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

2

For resetting the password, enter the registered email address into the "Email address (メールアドレス)" field.

3

Read the "Notes (注意事項)" and click the "Send (送信)" button.

4

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

5

Click the one-time URL in the email body text 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 University パスワードリセット

メールアドレス

メールアドレス

① 注意事項

！注意事項は必ずお読みください

- 登録しているメールアドレスを入力し、「送信」ボタンを押してください。
- 「送信」ボタンを押すと、登録しているメールアドレスにリセットメールが届きます。
- リセットメールに記載されたURLにアクセスし、再設定を完了してください。
- リセット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。

◎30分経っても確認メールが届かない場合は、以下をご確認ください。

1. メールアドレスの入力が正しいか。
2. 余分なスペース等を誤って入力していないか。
3. 半角英数文字で入力しているか。

送信

The University パスワードリセットメール送信完了

パスワードリセットメールを送信しました。

1. 登録しているメールアドレスにパスワードリセットメールが届きます。
2. パスワードリセットメールに記載されたURLを開き、パスワードの再設定を完了してください。

Email message

パスワードのリセットが完了しました。
以下のURLにアクセスし、パスワードの再設定を完了して下さい。

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

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

Screen Images

Steps

How to Operate

6

Fill the “Password (パスワード)” and “Second password (第2パスワード)” fields and the confirmation field for each with a password and second password, respectively, (other than the old password) of at least eight single-byte characters including both upper- and lowercase characters.

7

Read the “Notes (注意事項)” and click the “Set (設定)” button.

8



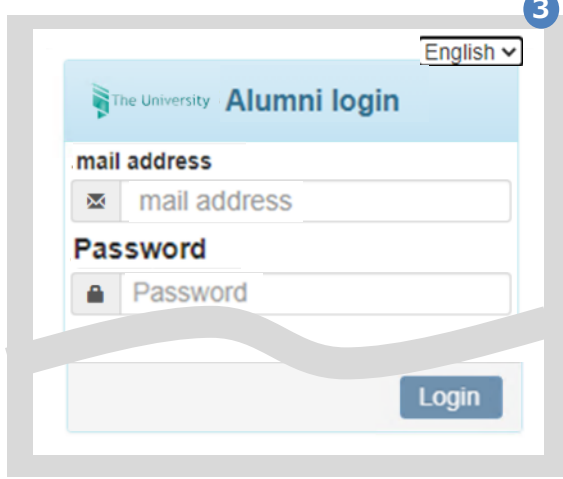
A message is displayed on the screen stating that the password and second password setting has been completed. Click the “OK” button.



2.5 Switch Languages

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

(a) Log In screen

Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	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

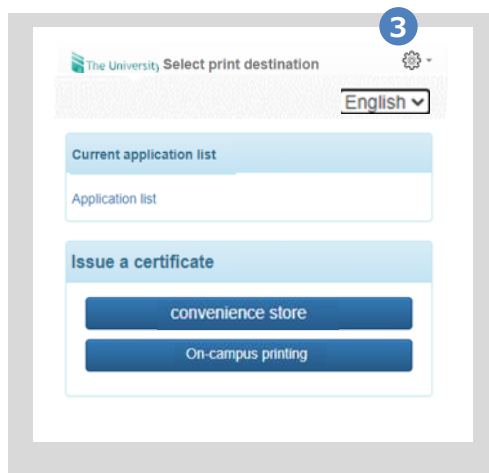
Click the language selection pull-down to switch languages.

2

Click the language you want 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, you need to log out or come back to Select Printing Destination screen in order to switch languages.



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

3.1 How to Access the Operating Manual


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.

*For how to log in to the certificate issuance service, see the following:
2.2 "How to Log In"



2

Click "Manual (マニュアル)" to show the Operating Manual. Read the description and issue certificate(s) at a CVS.

