

Certificate Issuance Service Operating Manual

Login Procedure for Students in School

8.6.0th edition Dec. 14, 2022
NTT-W

Table of Contents

1 Introduction

1.1	Notes on Operation	2
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2 Log In to the Certificate Issuance Service

2.1	Registration of New Email Address (For First Login)	3
2.2	How to Log In	6
2.3	How to Change the Login Information	7
2.4	Switch Languages	9

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

3.1	How to See the Operating Manual	10
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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
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	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

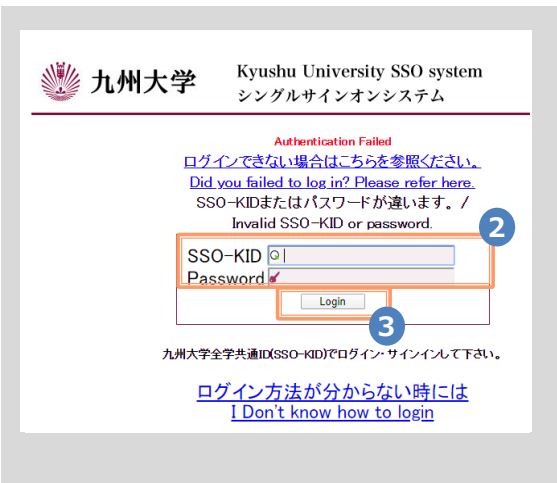
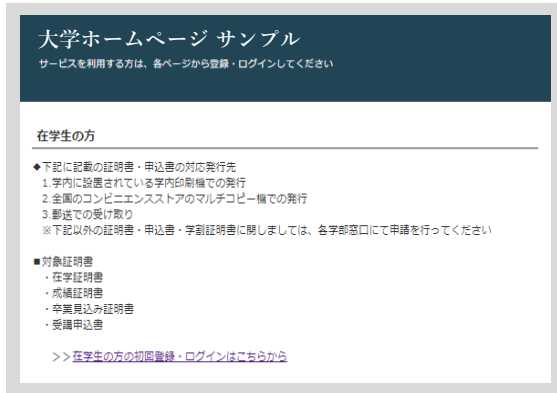
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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 user ID and password used at the university.

3

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

The University メールアドレス設定

4

メールアドレス

メールアドレス

確認

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

- 「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

⑤

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

6

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

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



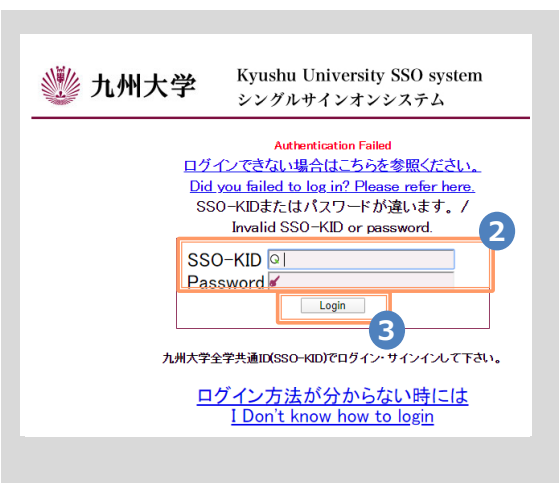
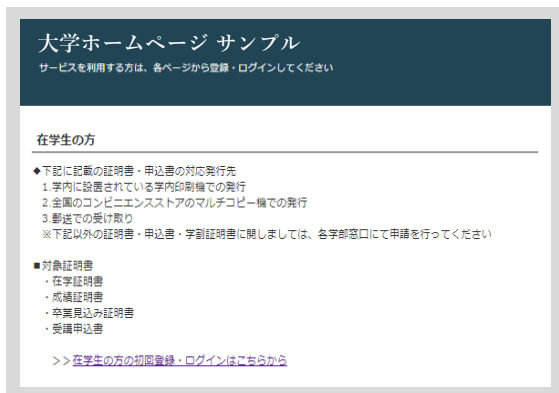
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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 user ID and password used at the university.

*For the first login, an email address needs to be registered. For how to register them, see the following:

- ▶ Registration of an email address:
2.1 "Registration of New Email Address"

3

Click the "Login" 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.

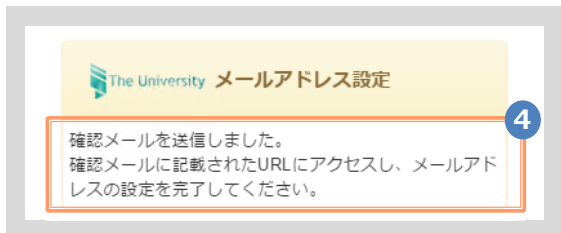


*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

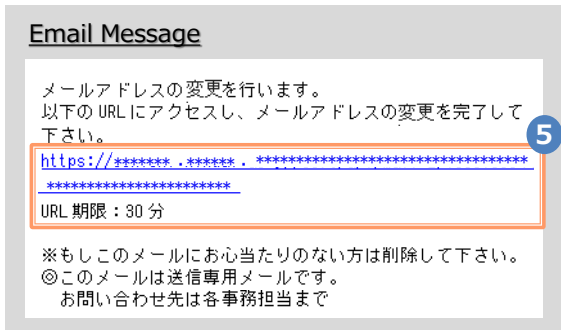
Steps

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



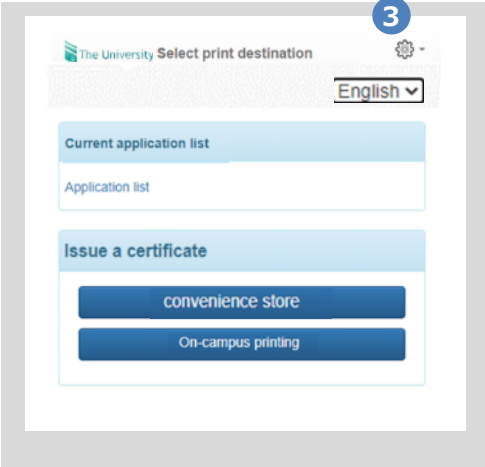
A message is displayed on the screen showing that the email address has been changed.



2.4 Switch Languages

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

(a) Select Printing Destination screen

Screen Images	Steps	How to Operate
	<p>1</p>	<p>Click the language selection pull-down to switch languages.</p>
	<p>2</p>	<p>Click the language you want to display in the pull-down.</p>
	<p>3</p>	<p>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 Select Printing Destination screen, you need to come back to this screen in order to switch languages.</p>





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

