

Certificate Issuance Service Operating Manual

Login Procedure for Students in School

8.6.1-4th edition Sep 14, 2023
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
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	06-6809-4327
Reception hours	24 hours



*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.

*The screen indicated with ② may be displayed instead of this screen depending on the operating environment.

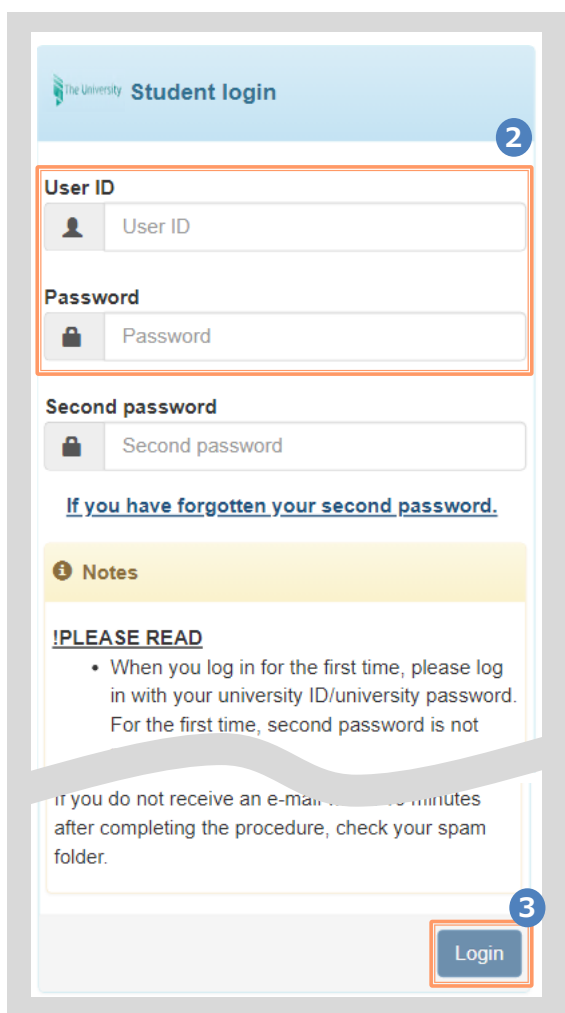
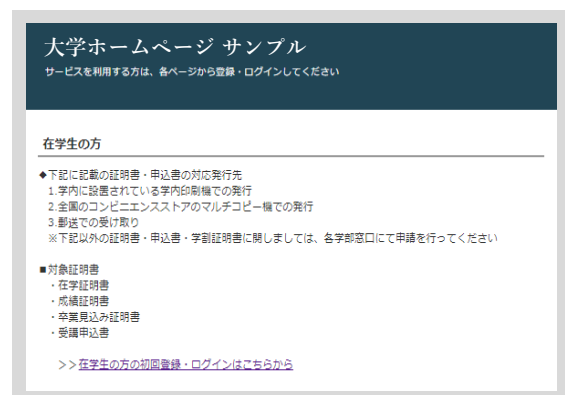
2

Enter the user ID and password used at the University.

*Leave the "Second password" field empty and continue.

3

Read the "Notes" and then 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

4

For the first login, the screen is displayed for registering an email address. Enter the email address you wish to register in the "Mail address" and "Check" fields.

5

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

6

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

The University Mail address setting

Mail address

Check

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

The University Set mail address

A confirmation mail has been sent.
Access the URL shown in the confirmation mail and complete the setting of a mail address.

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

Screen Images

Steps

How to Operate

Email Message

You can register your email address.

Access the following URL and finish by setting your email address

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

Due date for the URL: 30 minutes

[Inquiries]

Inquiries about payment method, and operations and failure of the system

.....

7

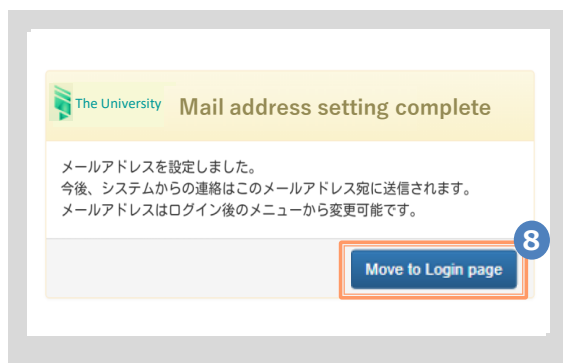
Click the one-time URL in the email body text to complete the registration of the email address.

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

8

When the “Mail address setting completed” screen is displayed, click the “Move to Login Page” button to perform login.

► Go to 2.2 “How to Set the Second Password.”



8

2.2 How to Set the Second Password (For First Login)

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

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 a university.

*Proceed with the operation with the "Second password" field left empty.

*For the first login, an email address needs to be registered. For how to register it, see the following: 2.1 "Registration of New Email Address"

3

3

Read the "Notes" and then click the "Login" button.

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

在学生の方

◆下記に記載の証明書・申込書の対応発行先

1. 学内に設置されている学内印刷機での発行
2. 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
3. 郵送での受け取り

※下記以外の証明書・申込書・学副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

- ・在学証明書
- ・成績証明書
- ・卒業見込み証明書
- ・受講申込書

>> [在学生の方の初回登録・ログインはこちらから](#)

The University Student login

User ID

User ID

Password

Password

Second password

Second password

[If you have forgotten your second password.](#)

Notes

!PLEASE READ

- When you log in for the first time, please log in with your university ID/university password. For the first time, second password is not required.

If you do not receive an e-mail within 10 minutes after completing the procedure, check your spam

Login

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

Screen Images

Steps

How to Operate

Set second password

Second password

Old second password

Check

New second password

Note

! Be sure to read the Note.

Set the second 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.

Set

4

Set the password dedicated for certificate issuance service. Fill the "Second password" and "Check" fields with a password of at least eight single-byte characters, including both upper- and lowercase characters.

*Do NOT set the password used for the KISS system.

5

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

6

A message is displayed showing that the second password has been set.

Setting the second password complete

The second password has been set.

OK

► Go to 2.3 "How to Log in."



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

2.3 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", "Password" used at a university, and the registered "Second password".

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

- ▶ Registration of an email address:
2.1 "Registration of New Email Address"
- ▶ Setting of the second password:
2.2 "How to Set the Second Password"

3

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

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

在学生の方

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- ・受講申込書

>> [在学生の方の初回登録・ログインはこちらから](#)

The University Student login

User ID

Password

Second password

If you have forgotten your second password.

Notes

!PLEASE READ

- When you log in for the first time, please log in with your university ID/university password. For the first time, second password is not required.
- Be sure to log out and close the browser after

you do not receive an e-mail after completing the procedure, check your spam folder.

Login



*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 email address

Screen Images

Steps

How to Operate

1

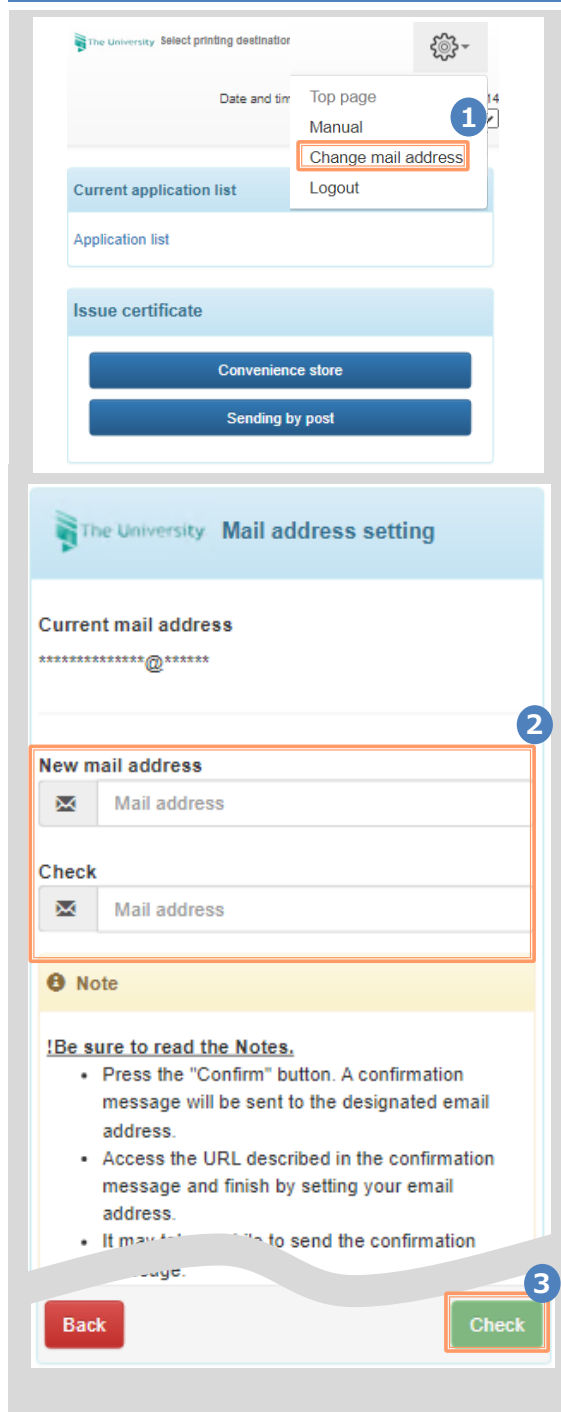
Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change mail address”.

2

Enter a new email address you wish to register into the “New mail address” and “Check” fields.

3

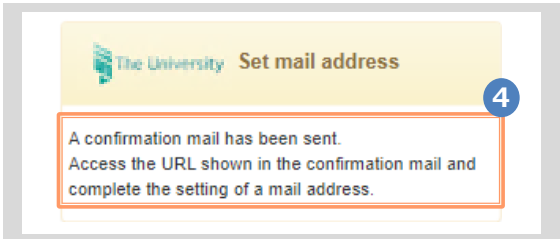
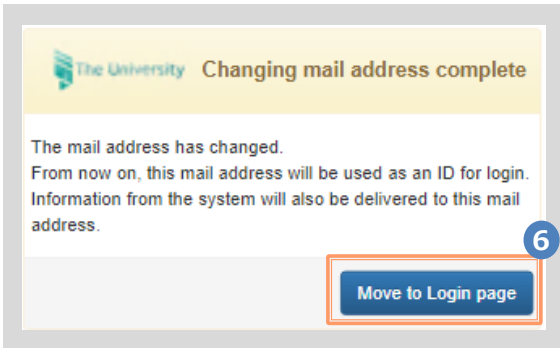
Read the “Note” and click the “Check” button.



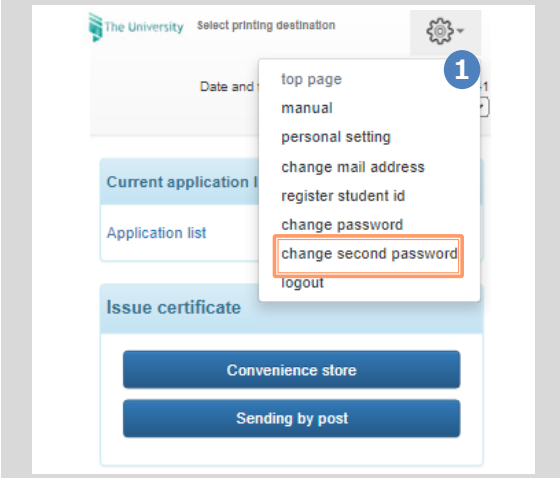
The first screenshot shows the 'Select printing destination' menu with the following options: Top page, Manual, Change mail address (highlighted), and Logout. Below the menu is a section for 'Current application list' and 'Application list'. At the bottom, there is a section for 'Issue certificate' with buttons for 'Convenience store' and 'Sending by post'.

The second screenshot shows the 'Mail address setting' page. It has a 'Current mail address' field with a masked email address. Below it is a 'New mail address' section with a 'Mail address' input field. There is also a 'Check' section with a 'Mail address' input field. At the bottom, there is a 'Note' section with instructions and a '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	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
<p>Email Message</p> <p>You can change your email address. Access the following URL and change your email address:</p> <p>https://*****.*****.*****</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 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.

(b) 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."

*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 second password

Old second password

New second password

Check

Note

! Be sure to read the Note.

Set the second 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 currently used second password into the "Current second password" field and a new second password you wish to register into the "New second password" and "Check" fields.

3

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

4

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

Change complete

The second password has been changed.

OK



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

(c) If you forgot the second password

Screen Images

Steps

How to Operate

1

On the Students' Login screen of the certificate issuance service, click "If you have forgotten your second password."

2

To reset the second password, enter the registered email address into the "Mail address" field.

3

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

! 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 received.

Use the information in the reset mail to reset your second password. The reset URL is an alphanumeric character string.



*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 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 second password.

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

6

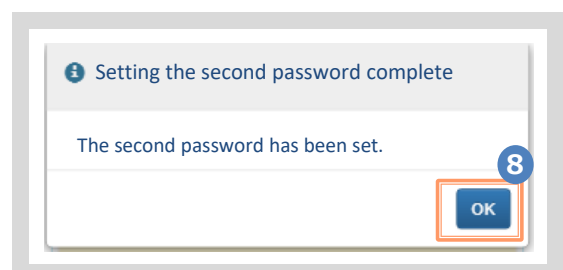
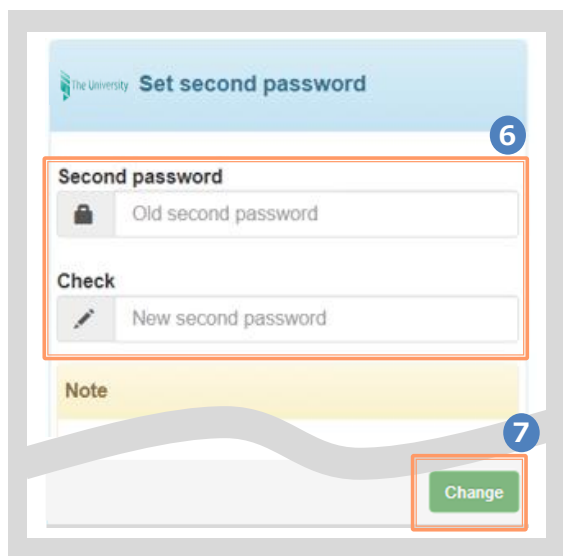
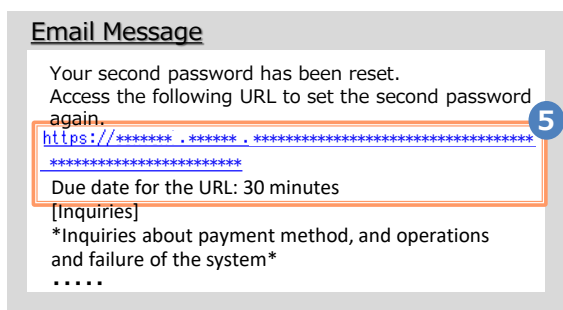
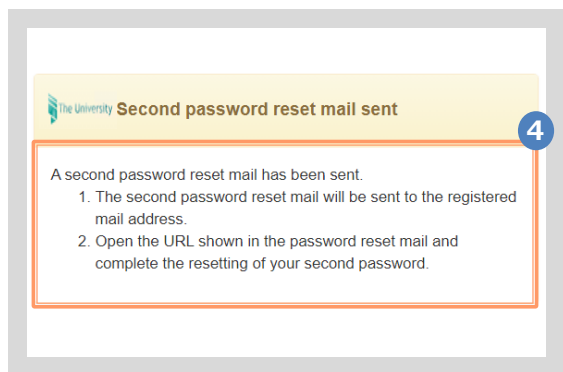
Set a password specifically for the certificate issuance service. Enter at least 8 characters in mixed alphanumeric case in the "Second password" and "Check" fields.

7

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

8

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



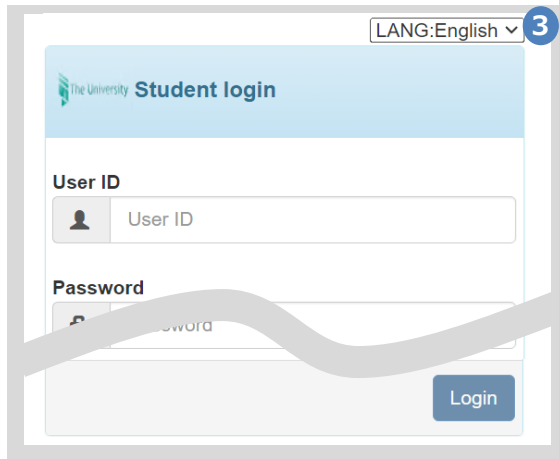


2 Log In to the Certificate Issuance Service

2.5 Switch Languages

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



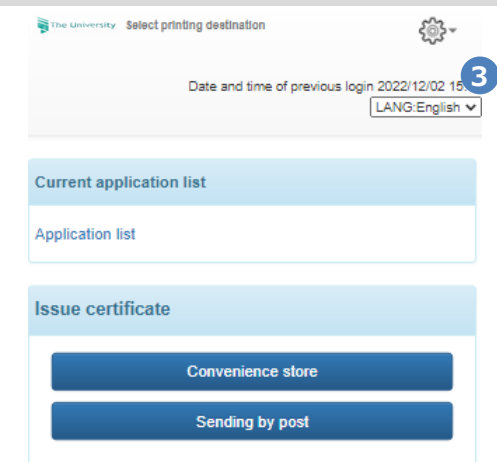
(a) Log In screen

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
	<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. The language selection pull-down is displayed only on Select Printing Destination screen after login, so come back to Select Printing Destination screen in order to switch languages.</p>



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



1

Log in to the certificate issuance service and select the menu button "  " in the upper right of the screen.



2

Click "Manual" to display the Operating Manual. Read the description and issue certificate(s) at a CVS.





改版履歴

版数	年月日	変更箇所	内容
8.6.0版	2023.8.1	P2,P16	電話番号変更のため修正
8.6.1版	2023.9.14	全体	日英ごとにマニュアルを分割
8.6.1版	2023.9.14	P14~P15	ページ追加（言語切り替え方法）