

Certificate Issuance Service Operating Manual

Login Procedure for Graduates

8.6.1-2th edition Aug. 1, 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 "Permission for 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

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

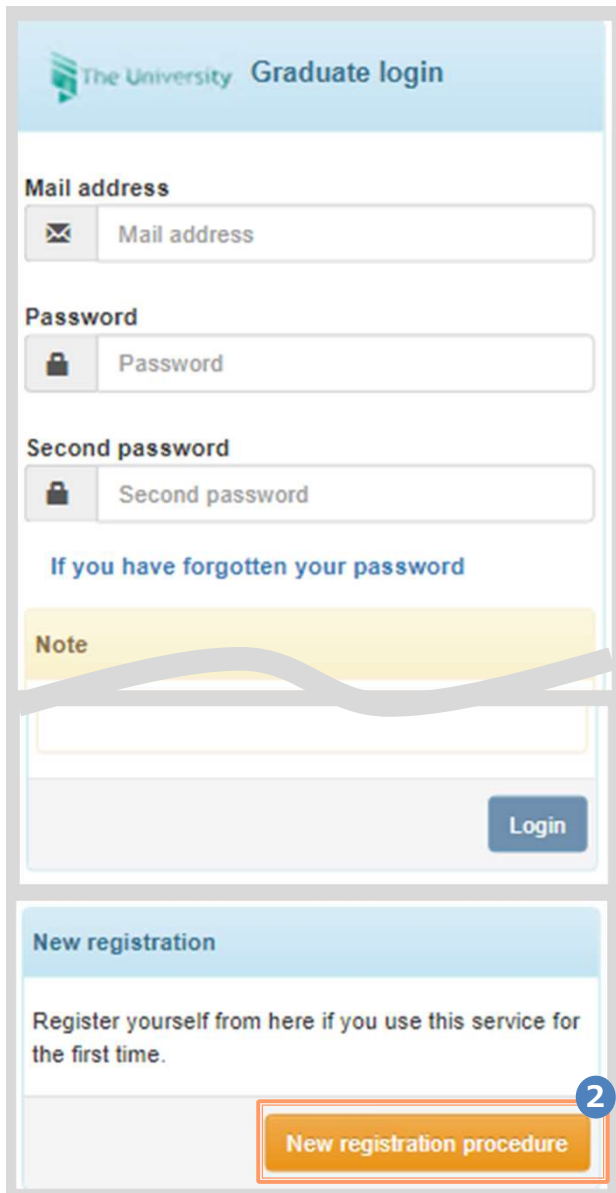
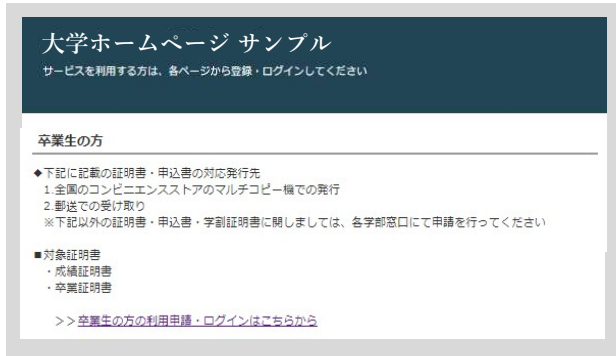
How to Operate

1

Access the 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" from "New registration."



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

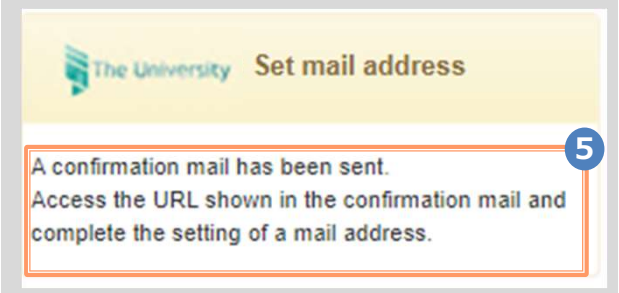
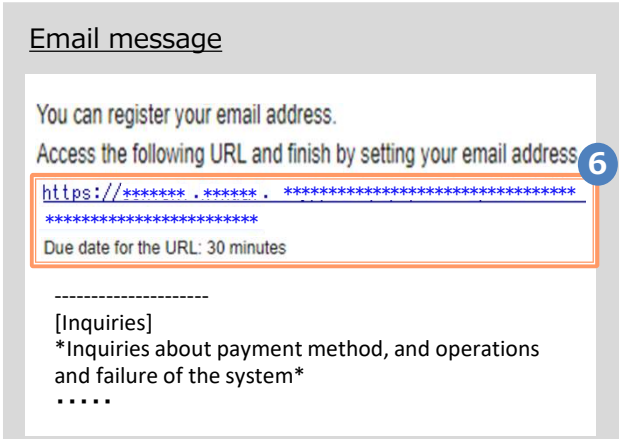
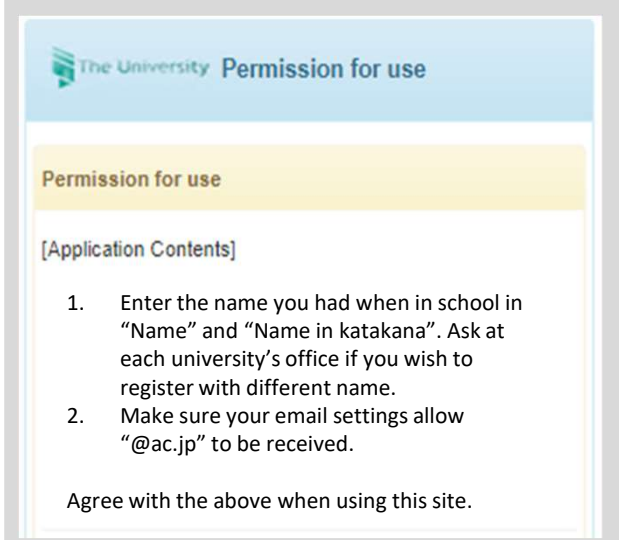
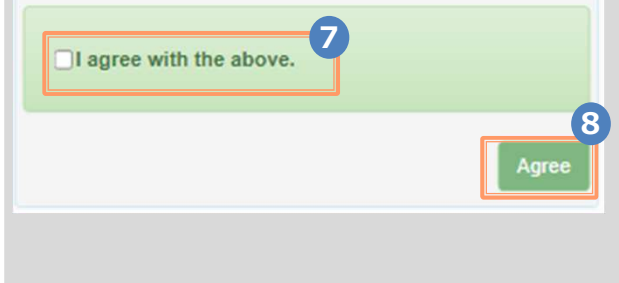
Enter an email address you wish to register into the "Mail address" and "Check" fields.

4

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

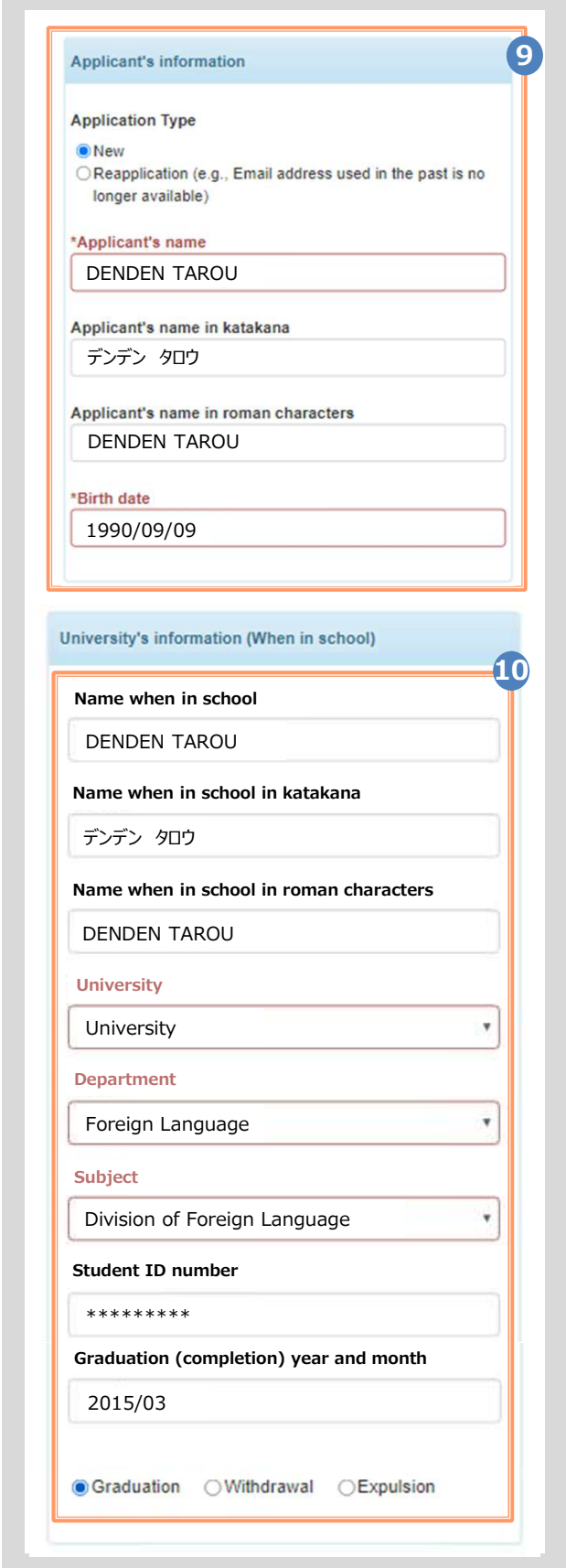
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
	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 "Permission for use" displayed on the screen and select "I agree with the above"
	8	Click the "Agree" button.

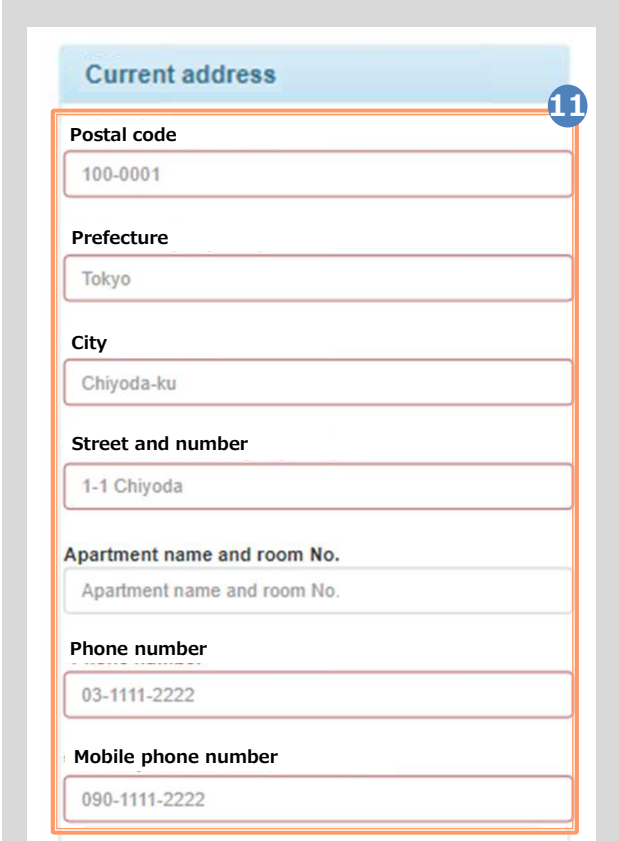
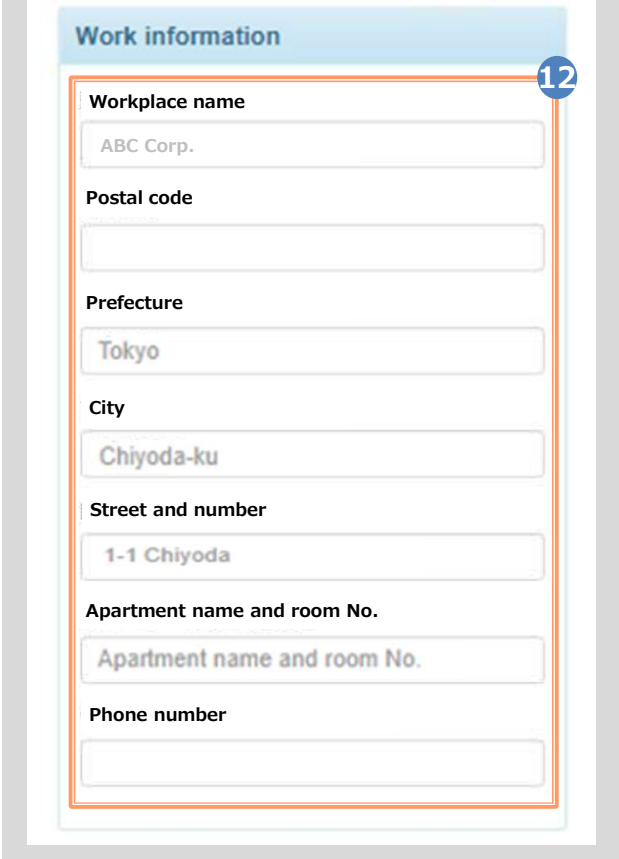
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
 <p>Applicant's information 9</p> <p>Application Type <input checked="" type="radio"/> New <input type="radio"/> Reapplication (e.g., Email address used in the past is no longer available)</p> <p>*Applicant's name DENDEN TAROU</p> <p>Applicant's name in katakana デンデン タロウ</p> <p>Applicant's name in roman characters DENDEN TAROU</p> <p>*Birth date 1990/09/09</p> <p>University's information (When in school) 10</p> <p>Name when in school DENDEN TAROU</p> <p>Name when in school in katakana デンデン タロウ</p> <p>Name when in school in roman characters DENDEN TAROU</p> <p>University University</p> <p>Department Foreign Language</p> <p>Subject Division of Foreign Language</p> <p>Student ID number *****</p> <p>Graduation (completion) year and month 2015/03</p> <p><input checked="" type="radio"/> Graduation <input type="radio"/> Withdrawal <input type="radio"/> Expulsion</p>	<p>9</p> <p>10</p>	<p>Enter the information on the applicant.</p> <p>*The input items vary depending on the operating environment. *The items in red are required.</p> <p>▶ Application type (Required) Select "New" for new registration.</p> <p>▶ 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.</p> <p>▶ Birth date (Required) Enter the birth date of the applicant. *In the western calendar year.</p> <p>Enter the information on the applicant when in school.</p> <p>*The input items vary depending on the operating environment. *The items in red are required.</p> <p>▶ 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.</p> <p>▶ University/Department/Subject (Required) Select the university, department, and subject.</p> <p>▶ Student ID number Enter the student ID number.</p> <p>▶ Graduation (completion) year and month Enter the graduation (completion) year and month. *In the Western calendar year.</p> <p>▶ Graduate/Withdrawal/Expulsion (Required) Select the applicable type.</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.

Screen Images	Steps	How to Operate
	11	<p>Enter the current address and contact information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none">▶ 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	<p>Enter work information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none">▶ 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.

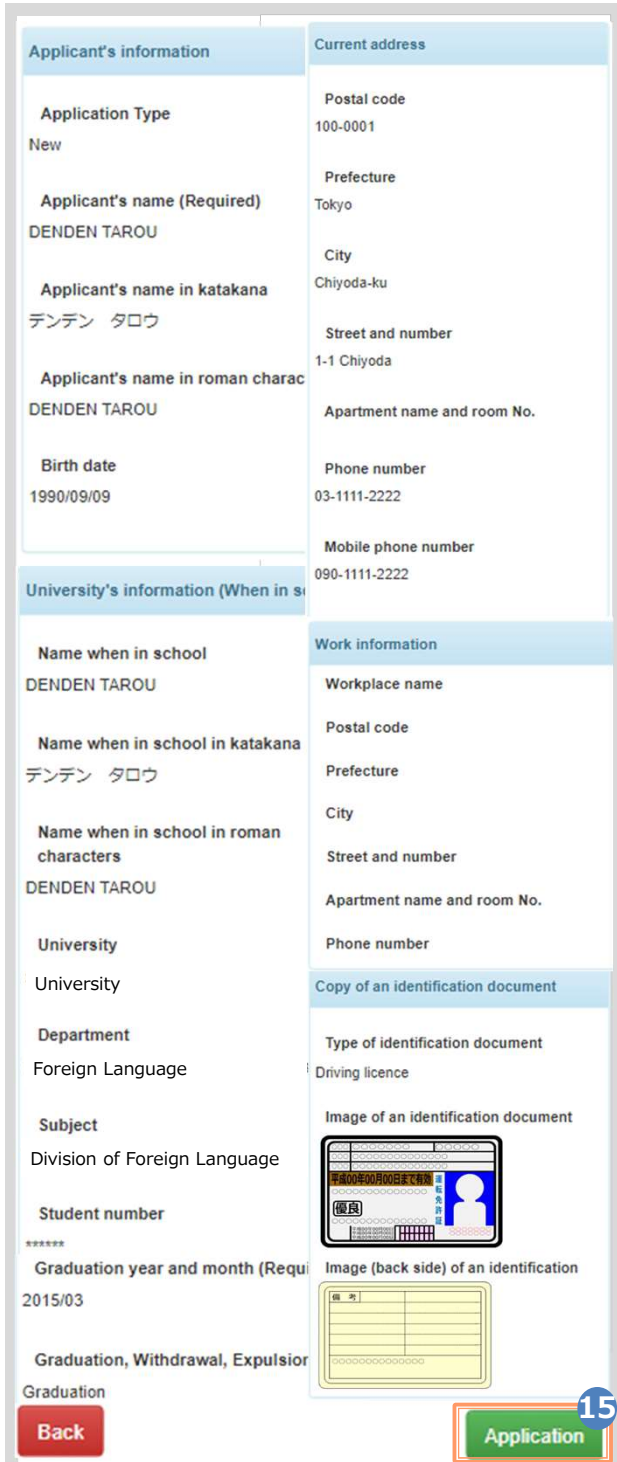
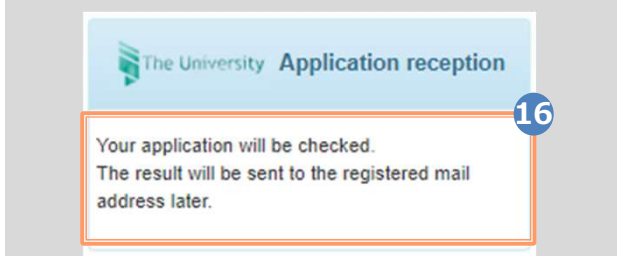
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<p><u>Before attaching the image</u></p> <p>Copy of an identification document</p> <p>Type of identification document</p> <p><input checked="" type="radio"/> Driving licence <input type="radio"/> Passport <input type="radio"/> Insurance card <input type="radio"/> Photo ID</p> <p>Image of an identification document</p> <p>Choose File No file chosen</p> <p>Image (back side) of an identification document</p> <p>Choose File No file chosen</p> <p>Back</p> <p>The image file is displayed after being attached.</p>	<p>13</p>	<p>The copy of an identification document is required. Attach the file for identifying the applicant.</p> <ul style="list-style-type: none">▶ Type of identification document <p>Select the type of an attached document for identifying the applicant.</p> <ul style="list-style-type: none">▶ Image of an identification document <p>Click the "Choose File" 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.</p> <p>Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.</p> <p>Note that an image file having the "jpg," "gif," or "png" extension can be registered.</p>
<p><u>After attaching the image</u></p> <p>Copy of an identification document</p> <p>Type of identification document</p> <p><input checked="" type="radio"/> Driving licence <input type="radio"/> Passport <input type="radio"/> Insurance card <input type="radio"/> Photo ID</p> <p>Image of an identification document</p> <p>Choose File Photo.png</p> <p>Image (back side) of an identification document</p> <p>Choose File Photo_back.png</p> <p>備考</p> <p>Back</p> <p>Check</p>	<p>13-*</p> <p>14</p>	<p>When a file is selected, the image of the document is displayed for the "Image of the identification document."</p> <p>Check if the name, address, and birth date are readable.</p> <p>Click the "Check" button.</p> <p>*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.</p>

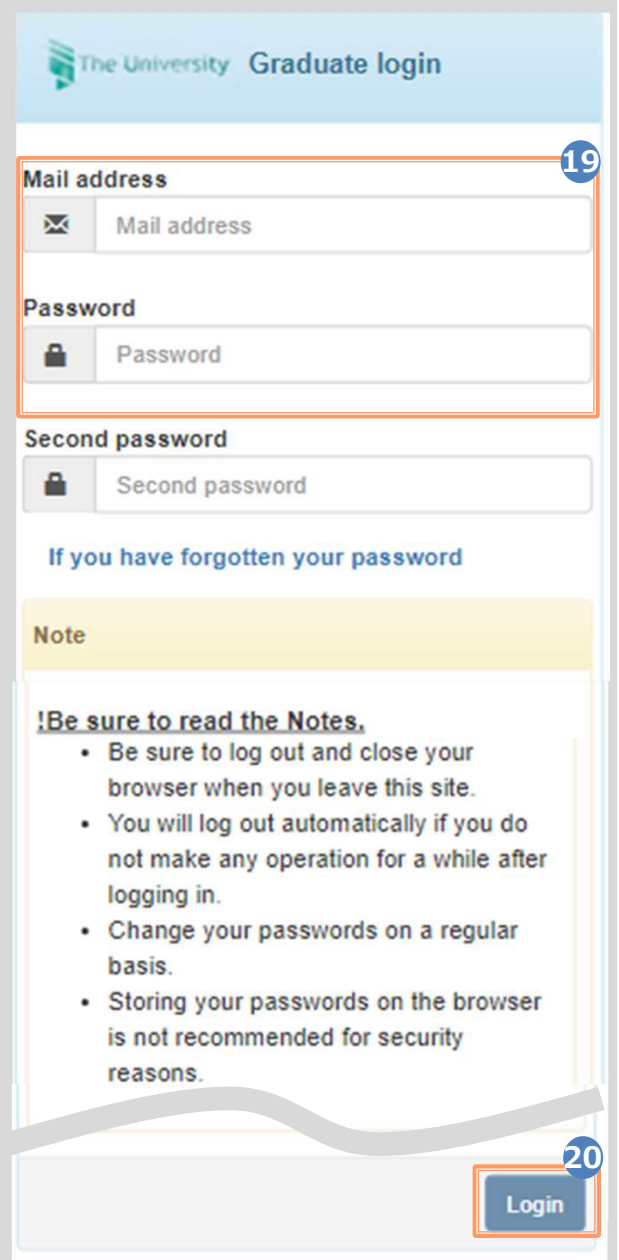
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
 <p>Applicant's information</p> <p>Application Type New</p> <p>Applicant's name (Required) DENDEN TAROU</p> <p>Applicant's name in katakana デンデン タロウ</p> <p>Applicant's name in roman characters DENDEN TAROU</p> <p>Birth date 1990/09/09</p> <p>University's information (When in school)</p> <p>Name when in school DENDEN TAROU</p> <p>Name when in school in katakana デンデン タロウ</p> <p>Name when in school in roman characters DENDEN TAROU</p> <p>University University</p> <p>Department Foreign Language</p> <p>Subject Division of Foreign Language</p> <p>Student number *****</p> <p>Graduation year and month (Required) 2015/03</p> <p>Graduation, Withdrawal, Expulsion Graduation</p> <p>Current address</p> <p>Postal code 100-0001</p> <p>Prefecture Tokyo</p> <p>City Chiyoda-ku</p> <p>Street and number 1-1 Chiyoda</p> <p>Apartment name and room No.</p> <p>Phone number 03-1111-2222</p> <p>Mobile phone number 090-1111-2222</p> <p>Work information</p> <p>Workplace name</p> <p>Postal code</p> <p>Prefecture</p> <p>City</p> <p>Street and number</p> <p>Apartment name and room No.</p> <p>Phone number</p> <p>Copy of an identification document</p> <p>Type of identification document Driving licence</p> <p>Image of an identification document</p> <p>Image (back side) of an identification</p> <p>Buttons: Back, Application</p>	<p>15</p>	<p>Check the entered information for registration and click the "Application" button.</p>
 <p>The University Application reception</p> <p>Your application will be checked. The result will be sent to the registered mail address later.</p>	<p>16</p>	<p>Check that the Application reception screen is displayed.</p>

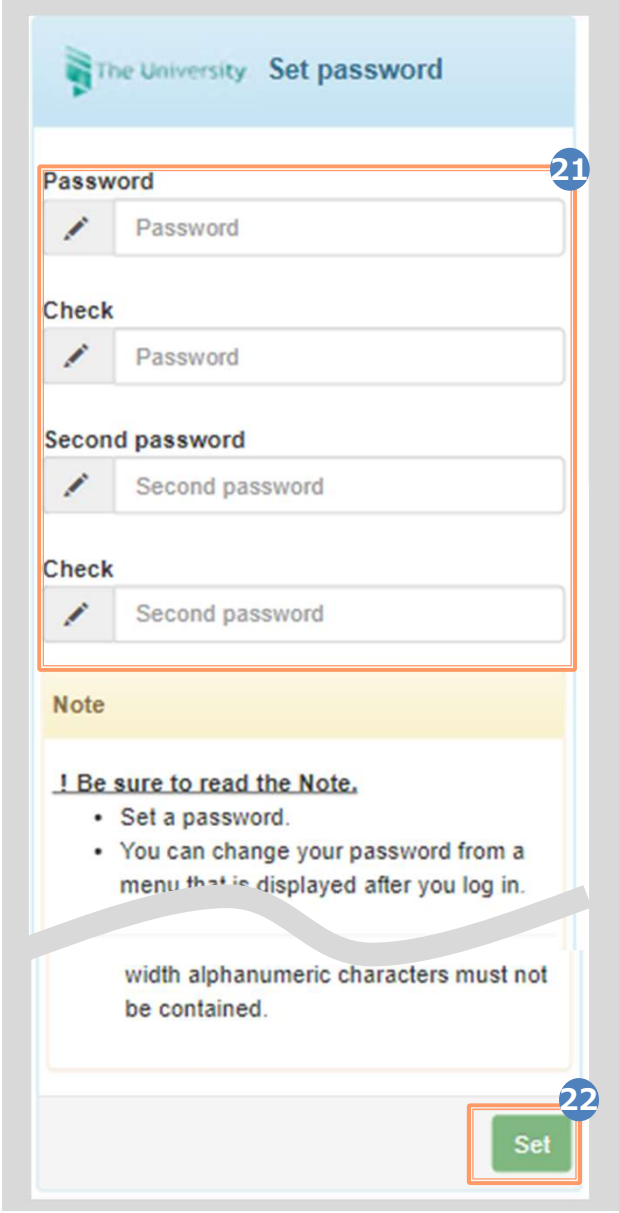
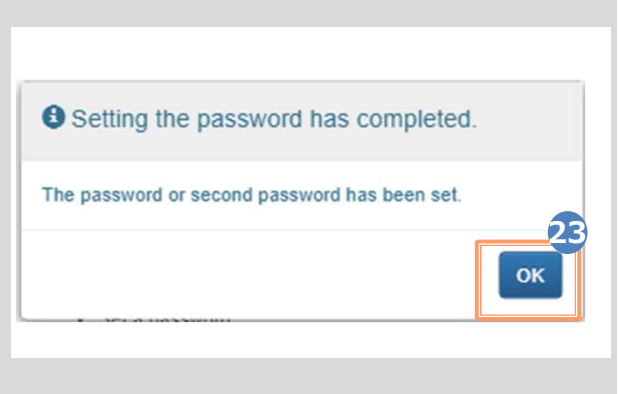
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<p>Email message</p> <p>Title: Result of the application for use</p> <p>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.</p> <p>Initial password: *****¹⁷</p> <p>Log in here ¹⁸</p> <p>https://****.****.*/****/****.****</p> <p>© This email is for sending only. For more information, contact the administrative representative.</p>	<p>17</p> <p>18</p>	<p>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.</p> <p>*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.</p>
 <p>19</p> <p>20</p>	<p>19</p> <p>20</p>	<p>Click the URL for “Log in here” in the email body text to access the login screen.</p> <p>For the “Mail address” field, enter the registered email address, and for the “Password” field, enter the initial password shown in the email announcing the application result.</p> <p>*Leave the “Second password” field empty.</p> <p>Read the “Note” and click the “Login” button.</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.

Screen Images	Steps	How to Operate
	<p>21</p> <p>22</p>	<p>The Password Setting screen opens, where you can change the initial password and set the second password. Fill in the "Password" and "Second password" 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.</p> <p>*The password and the second password must be different.</p>
	<p>23</p>	<p>Click the "OK" button.</p> <p>The Certificate Issuance Service has now become available.</p> <p>*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:</p> <ul style="list-style-type: none">▶ 2.3 "How to Add a Student ID number"

2 Log In to the Certificate Issuance Service

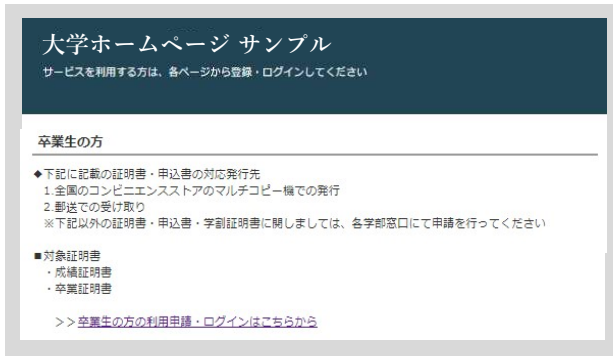
2.2 How to Log In

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

Screen Images

Steps

How to Operate



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, password, and second password.

*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"

The University Graduate login

2

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.
- The fee cannot be refunded even if you completed your application by requesting wrong numbers or wrong types of

3

Login

3

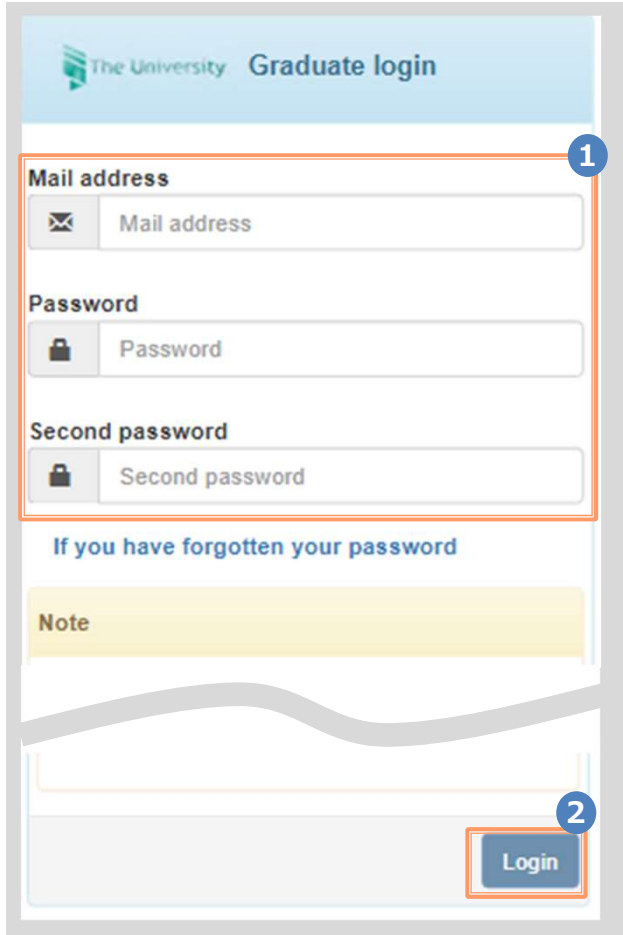
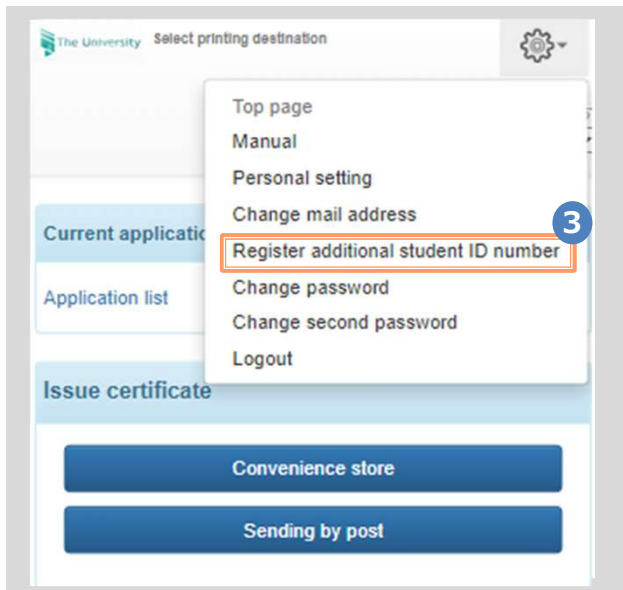
Read the "Note" and click the "Login" button.

2 Log In to the Certificate Issuance Service

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

2.3 How to Add a Student ID Number

*Applicable for those who have multiple student ID numbers

Screen Images	Steps	How to Operate
	<p>1</p> <p>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.</p>	<p>Read the "Note" and click the "Login" button.</p>
	<p>3</p>	<p>Click the menu button "⚙" in the upper right of the screen, and then click "Register additional student ID number"</p>

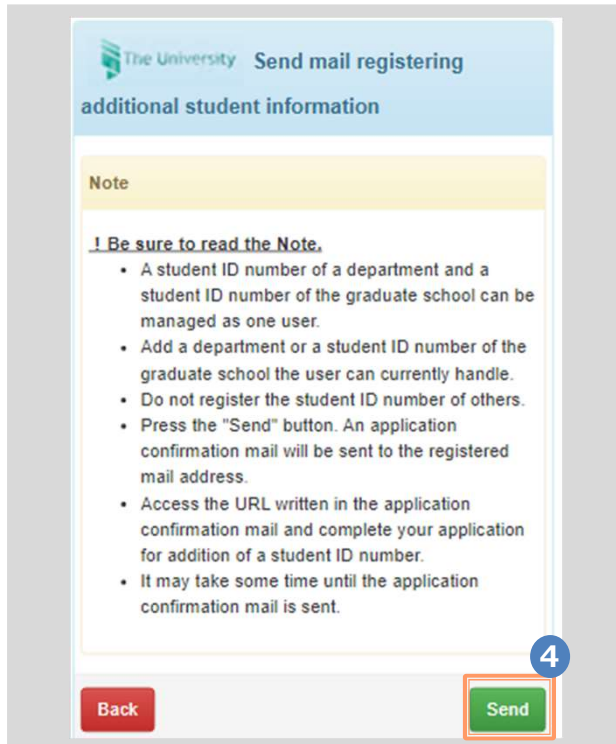
2 Log In to the Certificate Issuance Service

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

Screen Images

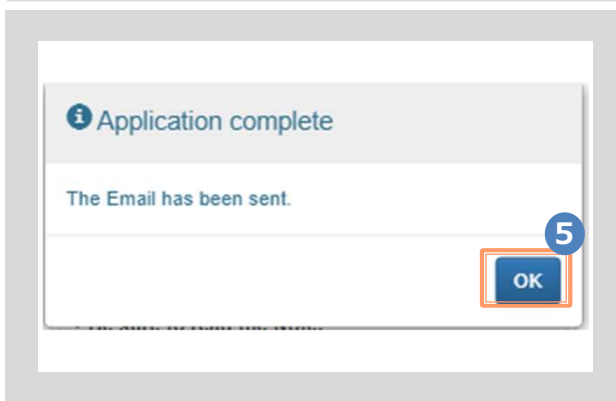
Steps

How to Operate



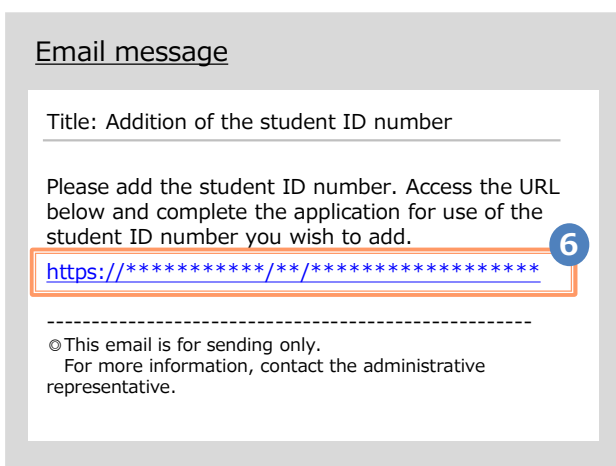
4

Read the "Note" and click the "Send" 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 it, click the one-time URL.

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

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

University's information (When in school)

Name when in school
YAMADA TAROU

Name when in school in katakana
ヤマダ タロウ

Name when in school in roman characters
YAMADA TAROU

University

Department

Subject

Student ID number
A12345678

Graduation (completion) year and month

Graduation Withdrawal Expulsion

Check

University's information (When in school)

Name when in school

Name when in school in katakana

Name when in school in roman characters

University

Graduation

Back

Application

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

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 inputs 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

The University Select printing destination

LANG:English

Current application list

Application list

Issue certificate

Convenience store

Sending by post

14

Select one of the printing methods from the "Issue Certificates".

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

The University Select certificate (printing at a convenience store)

Date and time of previous login 2022/11/29 14:52

Select application certificate

Student ID number : *****

Student ID number : *****

Certificates

Type of certificate	Commission	Number of copies
Certificate of Completion (Japanese)	800 yen	0
Certificate of Completion (English)	800 yen	0

Others

Type of certificate	Commission	Number of copies
Medical Examination Certificate	200 yen	0
Certificate of Academic Record	200 yen	0
Certificate of Graduation	200 yen	0

Back Proceed

15

Check that two student ID numbers are selectable.

Select the student ID number you want 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.

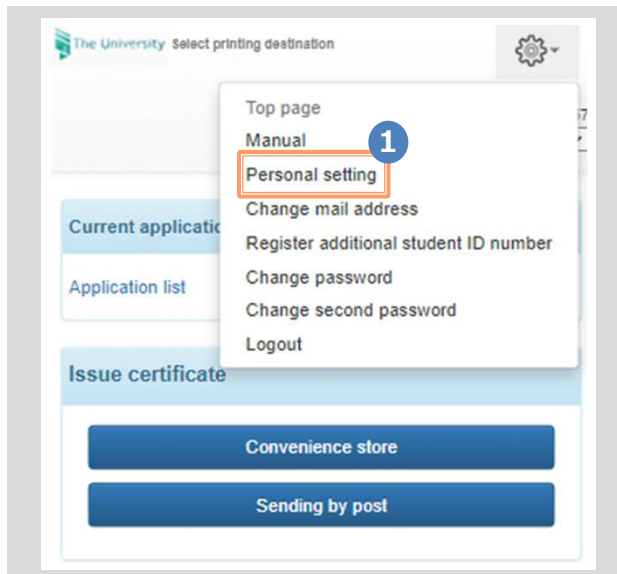
2.4 How to Change the Login Information

(a) Change the personal information


Screen Images

Steps

How to Operate

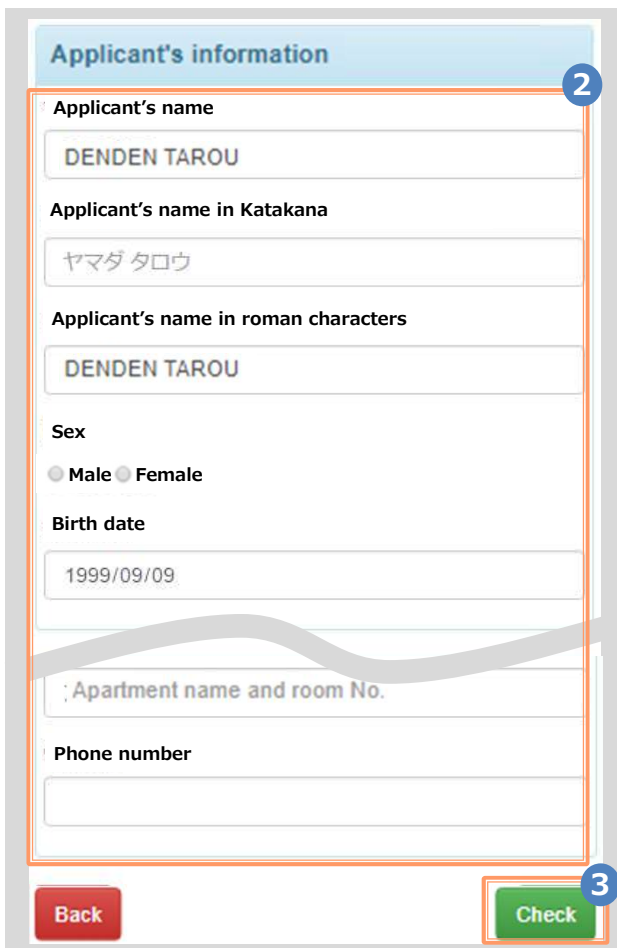


1

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

*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 “Check” 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

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

4

Check the inputs and click the "Application" button.

Change complete

Applicant information has been changed.

OK

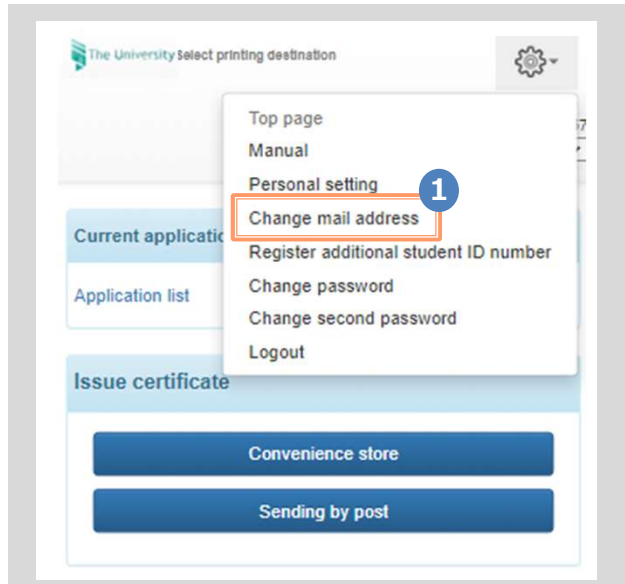
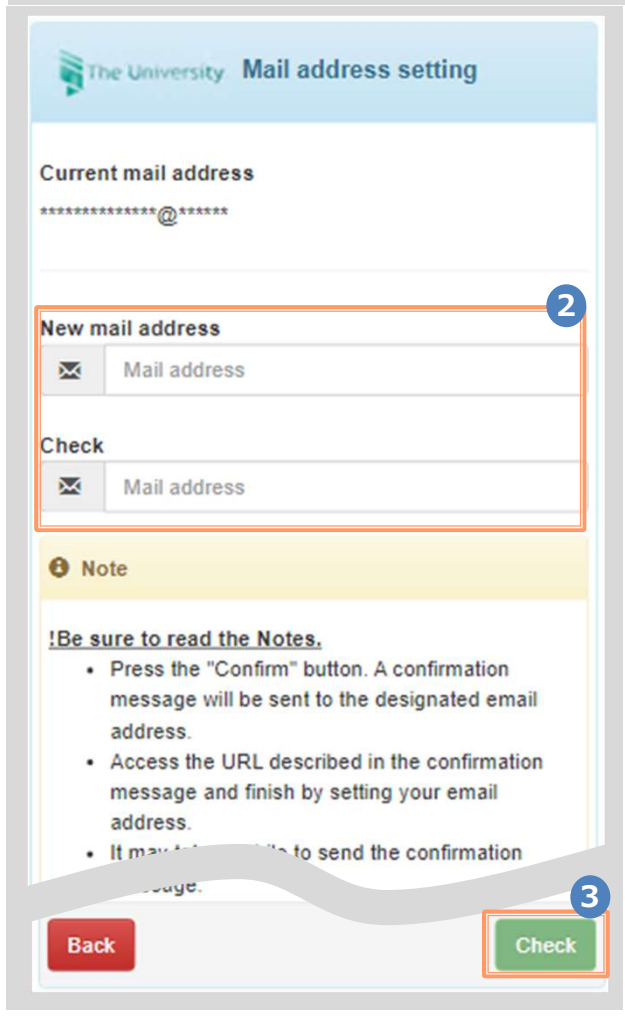
5

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

2 Log In to the Certificate Issuance Service

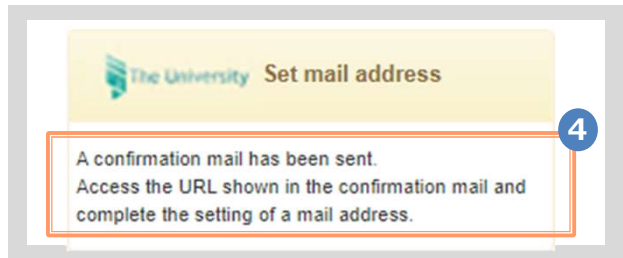
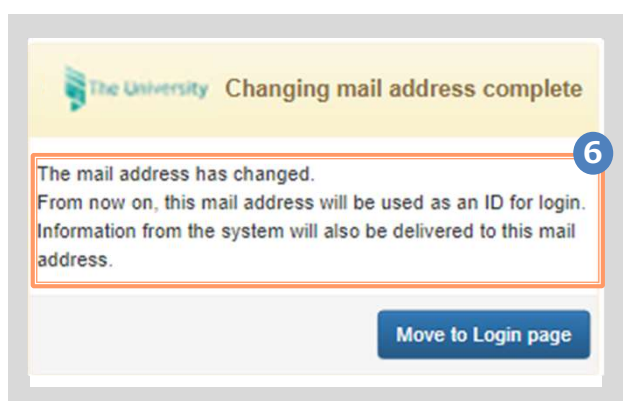
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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


Screen Images	Steps	How to Operate
 A screenshot of a web application interface. At the top left, it says 'The University Select printing destination'. On the right, there is a gear icon. A dropdown menu is open, showing options: 'Top page', 'Manual', 'Personal setting', 'Change mail address', 'Register additional student ID number', 'Change password', 'Change second password', and 'Logout'. The 'Change mail address' option is highlighted with a red box and a blue circle containing the number '1'. Below the menu, there are sections for 'Current application', 'Application list', and 'Issue certificate'. At the bottom, there are two buttons: 'Convenience store' and 'Sending by post'.	<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>*For how to log in to the Certificate Issuance Service, see the following: ▶ 2.2 "How to Log In"</p>
 A screenshot of the 'Mail address setting' page. At the top left, it says 'The University Mail address setting'. Below the title, there is a section for 'Current mail address' with a masked email address. Below that is a section for 'New mail address' with a text input field labeled 'Mail address'. Below that is a 'Check' section with another text input field labeled 'Mail address'. A yellow note box contains instructions: '!Be sure to read the Notes.' followed by three bullet points. At the bottom, there are two buttons: 'Back' (red) and 'Check' (green). The 'New mail address' and 'Check' fields are highlighted with a red box and a blue circle containing the number '2'. The 'Check' button is highlighted with a red box and a blue circle containing the number '3'.	<p>2</p> <p>3</p>	<p>Enter a new email address into the "New mail address" and "Check" fields.</p> <p>Read the "Note" and click the "Check" button.</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.

Screen Images	Steps	How to Operate
 <p>The University Set mail address</p> <p>A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.</p>	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: 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.
 <p>The University Changing mail address complete</p> <p>The mail address has changed. From now on, this mail address will be used as an ID for login. Information from the system will also be delivered to this mail address.</p> <p>Move to Login page</p>	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
 <p>大学ホームページ サンプル</p> <p>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</p> <p>卒業生の方</p> <ul style="list-style-type: none"> ◆下記に記載の証明書・申込書の対応発行先 <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> ・成績証明書 ・卒業証明書 <p>>> 卒業生の方の利用申請・ログインはこちらから</p>	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 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

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 into the "Mail address" and "Check" fields.

4

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

The University Mail address setting

Mail address

Check

Note

!Be sure to read the Notes.

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

Back

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.

Screen Images

Steps

How to Operate

The screenshot shows two main sections of a web form. The first section, 'Applicant's information', is highlighted with a blue circle containing the number 9. It includes fields for 'Application Type' (with 'New' selected), '*Applicant's name' (DENDEN TAROU), 'Applicant's name in katakana' (デンデン タロウ), 'Applicant's name in roman characters' (DENDEN TAROU), and '*Birth date' (1990/09/09). The second section, 'University's information (When in school)', is highlighted with a blue circle containing the number 10. It includes fields for 'Name when in school' (DENDEN TAROU), 'Name when in school in katakana' (デンデン タロウ), 'Name when in school in roman characters' (DENDEN TAROU), 'University' (University), 'Department' (Foreign Language), 'Subject' (Division of Foreign Language), 'Student ID number' (*****), 'Graduation (completion) year and month' (2015/03), and radio buttons for 'Graduation', 'Withdrawal', and 'Expulsion'.

9

Enter the information on the applicant.

*The input items vary depending on the operating environment.

*The items 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 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

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.

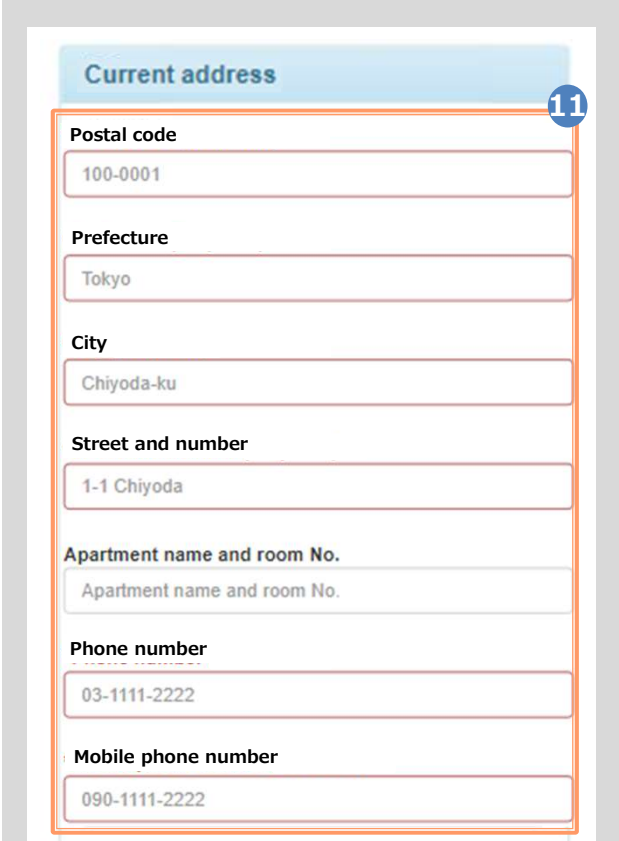
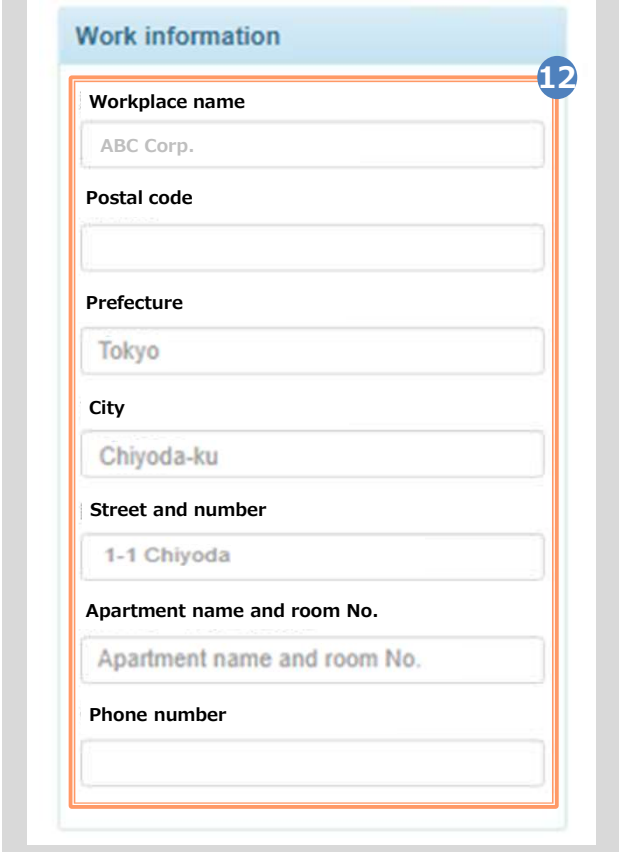
*In the Western calendar year.

▶ Graduate/Withdrawal/Expulsion (Required)

Select the applicable type.

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
 <p>Current address</p> <p>Postal code 100-0001</p> <p>Prefecture Tokyo</p> <p>City Chiyoda-ku</p> <p>Street and number 1-1 Chiyoda</p> <p>Apartment name and room No. Apartment name and room No.</p> <p>Phone number 03-1111-2222</p> <p>Mobile phone number 090-1111-2222</p>  <p>Work information</p> <p>Workplace name ABC Corp.</p> <p>Postal code</p> <p>Prefecture Tokyo</p> <p>City Chiyoda-ku</p> <p>Street and number 1-1 Chiyoda</p> <p>Apartment name and room No. Apartment name and room No.</p> <p>Phone number</p>	<p>11</p> <p>12</p>	<p>Enter the current address and contact information.</p> <p>*The input items vary depending on the operating environment.</p> <p>▶ Postal code Enter the postal code of the current address.</p> <p>▶ Prefecture/City/Street and number/ Apartment name and room No. Enter the current address.</p> <p>▶ Phone number Enter the home phone number.</p> <p>▶ Mobile phone number Enter the mobile phone number.</p> <p>Enter work information.</p> <p>*The input items vary depending on the operating environment.</p> <p>▶ Workplace name Enter your workplace name.</p> <p>▶ Postal code Enter the postal code of your workplace.</p> <p>▶ Prefecture/city/street and number/ Apartment name and room No. Enter the address of your workplace.</p> <p>▶ Phone number Enter the phone number of your workplace.</p>


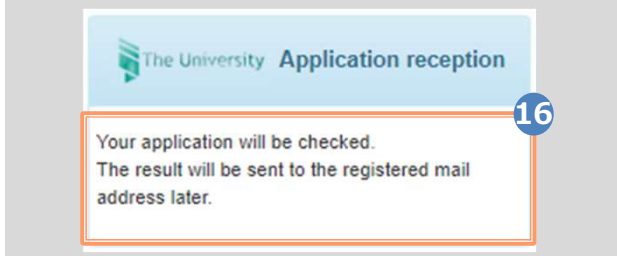
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<p><u>Before attaching the image</u></p> <p>Copy of an identification document</p> <p>Type of identification document</p> <p><input checked="" type="radio"/> Driving licence <input type="radio"/> Passport <input type="radio"/> Insurance card <input type="radio"/> Photo ID</p> <p>Image of an identification document</p> <p>Choose File No file chosen</p> <p>Image (back side) of an identification document</p> <p>Choose File No file chosen</p> <p>Back</p> <p>13</p> <p>13-*</p> <p>The image file is displayed after being attached.</p>	<p>13</p>	<p>The copy of an identification document is required. Attach the file for identifying the applicant.</p> <ul style="list-style-type: none">▶ Type of identification document▶ Image of an identification document <p>Select the type of an attached document for identifying the applicant.</p> <p>Click the "Choose File" 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.</p> <p>Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.</p> <p>Note that an image file having the "jpg," "gif," or "png" extension can be registered.</p>
<p><u>After attaching the image</u></p> <p>Copy of an identification document</p> <p>Type of identification document</p> <p><input checked="" type="radio"/> Driving licence <input type="radio"/> Passport <input type="radio"/> Insurance card <input type="radio"/> Photo ID</p> <p>Image of an identification document</p> <p>Choose File Photo.png</p> <p>Image (back side) of an identification document</p> <p>Choose File Photo_back.png</p> <p>備考</p> <p>Back</p> <p>Check</p> <p>14</p>	<p>13-*</p> <p>14</p>	<p>When a file is selected, the image of the document is displayed for the "Image of the identification document."</p> <p>Check if the name, address, and birth date are readable.</p> <p>Click the "Check" button.</p> <p>*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.</p>

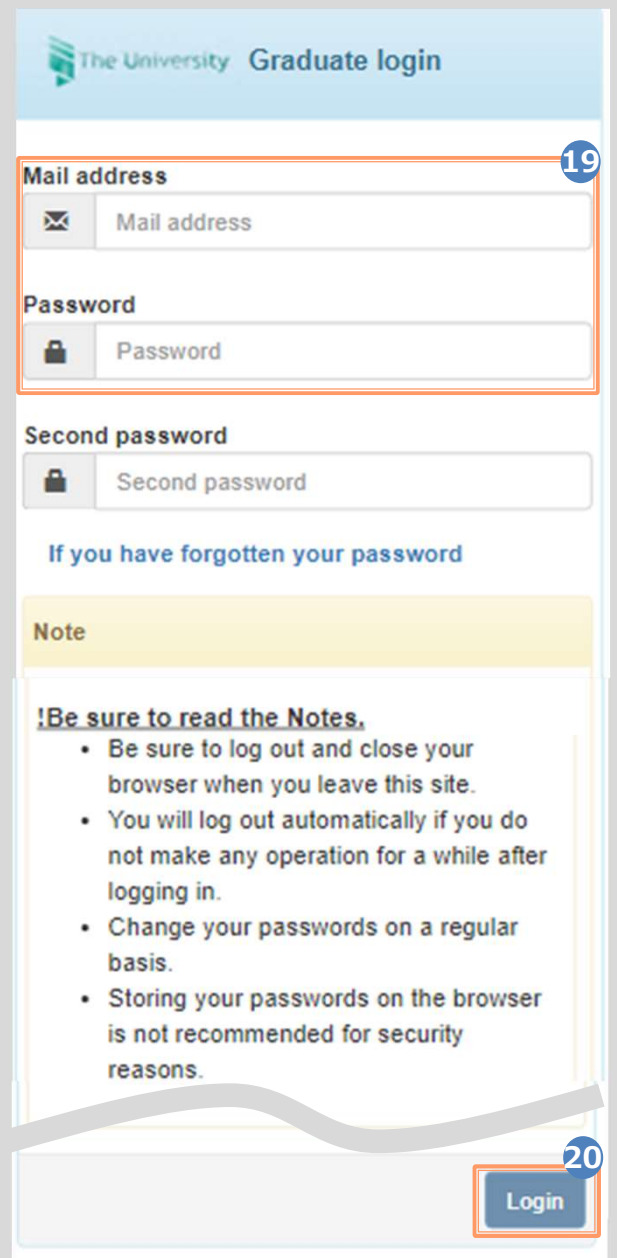
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
 <p>The screenshot shows a web form with two columns. The left column is titled 'Applicant's information' and contains fields for Application Type (New), Applicant's name (DENDEN TAROU), Applicant's name in katakana (デンデン タロウ), Applicant's name in roman characters (DENDEN TAROU), and Birth date (1990/09/09). The right column is titled 'Current address' and contains fields for Postal code (100-0001), Prefecture (Tokyo), City (Chiyoda-ku), Street and number (1-1 Chiyoda), Apartment name and room No., Phone number (03-1111-2222), and Mobile phone number (090-1111-2222). Below these are sections for 'University's information (When in school)' and 'Work information', both with similar fields. There are also sections for 'Copy of an identification document' and 'Image of an identification document' with a sample image of a Japanese ID card. At the bottom, there is a 'Back' button and an 'Application' button. A blue vertical line with a '15' in a circle is on the right side of the form.</p>	15	Check the entered information for registration and click the "Application" button.
 <p>The screenshot shows a confirmation screen titled 'The University Application reception'. It contains the text: 'Your application will be checked. The result will be sent to the registered mail address later.' A blue vertical line with a '16' in a circle is on the right side of the screen.</p>	16	Check that the Application reception screen is displayed.

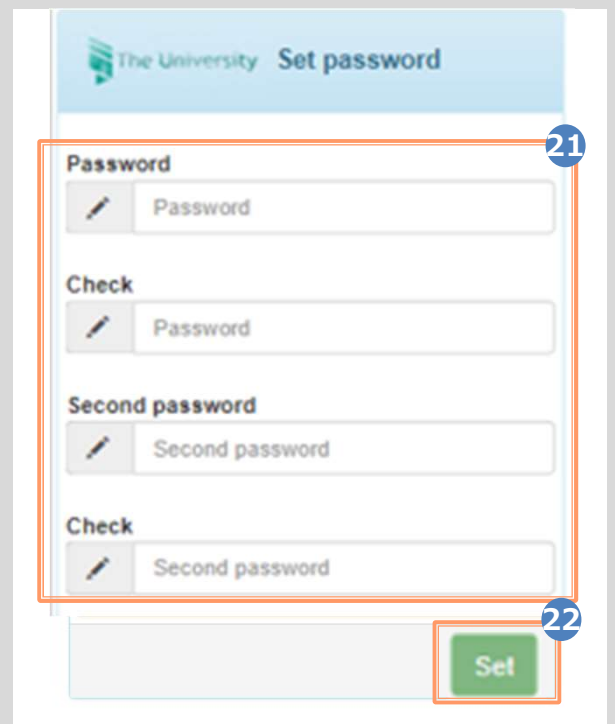
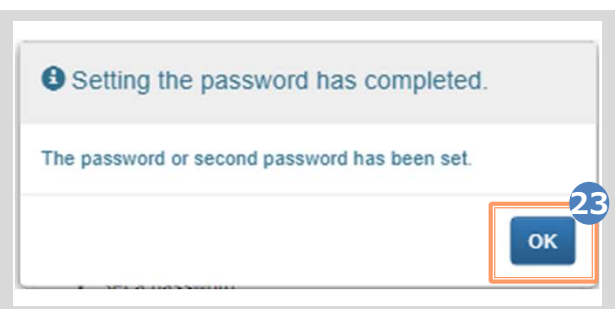
2 Log In to the Certificate Issuance Service

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

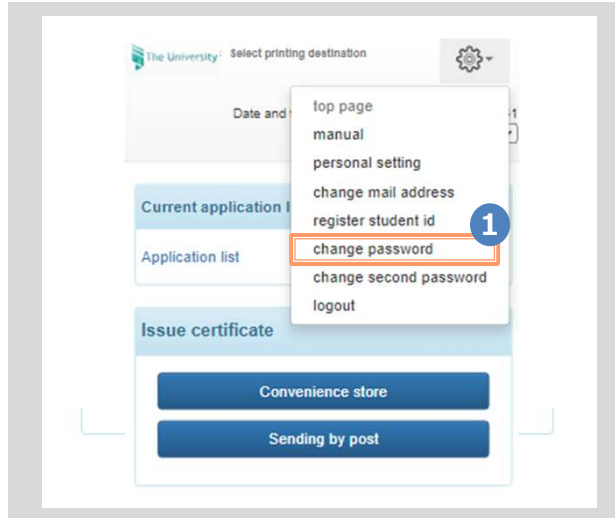

Screen Images	Steps	How to Operate
<p>Email message</p> <p>Title: Result of the application for use</p> <p>The application for use of the certificate issuance service has been accepted. Use the initial password below to log in. *After you log in, change the password.</p> <p>Initial password: *****¹⁷</p> <p>Log in here ¹⁸</p> <p>https://****.****.*/****/****.****</p> <p>----- © This email is for sending only. For more information, contact the administrative representative.</p>	<p>17</p>	<p>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.</p> <p>*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.</p>
 <p>19</p> <p>20</p>	<p>18</p> <p>19</p> <p>20</p>	<p>Click the URL for "Log in here" in the email body text to access the login screen.</p> <p>For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result.</p> <p>*Leave the "Second password" field empty.</p> <p>Read the "Note" and click the "Login" button.</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.

Screen Images	Steps	How to Operate
	<p>21</p>	<p>The Password Setting screen opens, where you can change the initial password and set the second password. Fill in the “Password” and “Second password” 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.</p> <p>*The password and the second password must be different.</p>
	<p>22</p> <p>23</p>	<p>Read the “Note” and click the “Set” button.</p> <p>Click the “OK” button.</p> <p>The Certificate Issuance Service has now become available.</p>

(d) Change the password

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 password.”</p> <p>*For how to log in to the Certificate Issuance Service, see the following: ▶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.

Screen Images

Steps

How to Operate

The University Change password

Current password

Current password

New password

New password

Check

New password

Note

! 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 currently used password into the “Current password” field and a new password into the “New password” and “Change” fields.

3

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

4

Change complete

The password has been changed.

OK

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

2 Log In to the Certificate Issuance Service

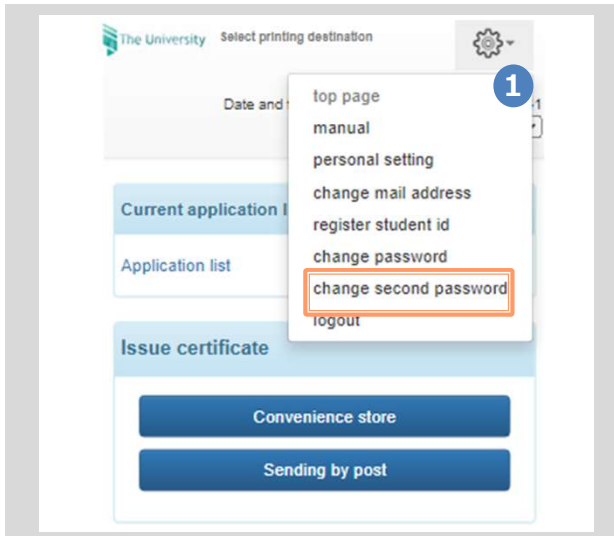
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(e) Change the second password


Screen Images

Steps

How to Operate

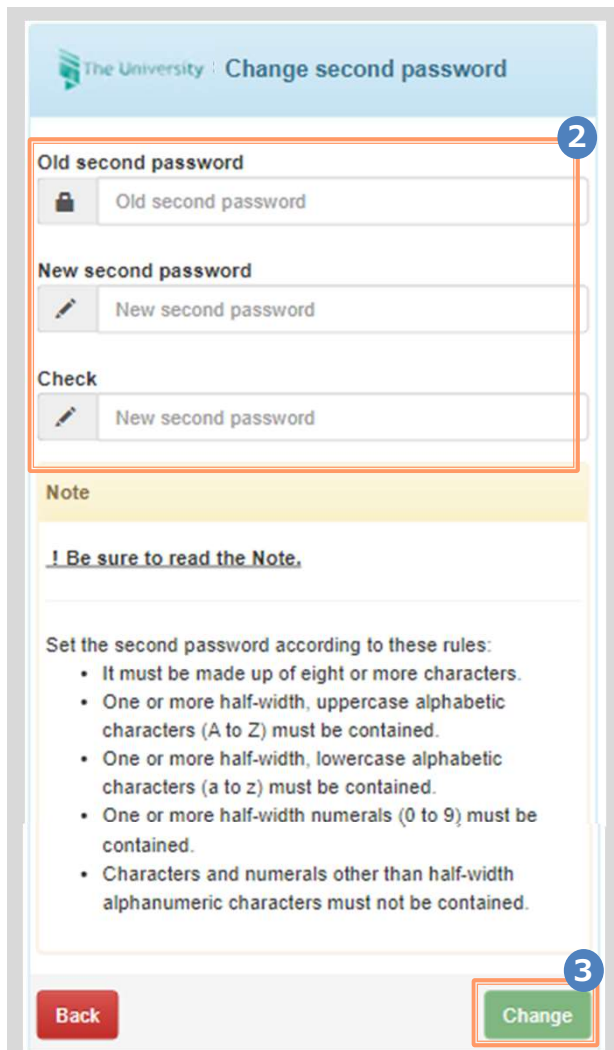


1

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.”

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

▶ 2.2 “How to Log In”



2

Enter the currently used second password into the “Old second Password” field. Then enter a new second password into the “New second password” and “Check” fields.

3

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

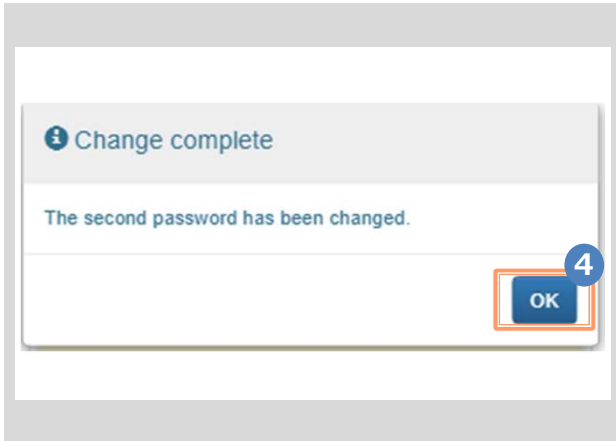
2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

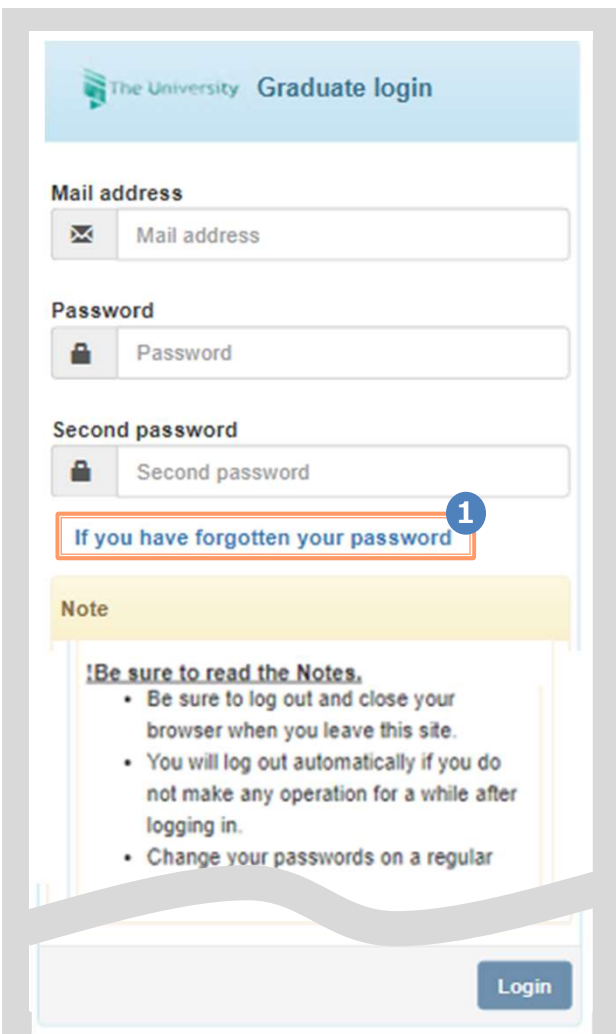
How to Operate



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

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

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

- ▶ 2.2 "How to Log In"

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 Reset password

Mail address

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 into the "Mail address" field.

3

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

4

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.

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

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 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.

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 Set password

6

Password

Check

Second password

Check

Note

! Be sure to read the Note.

- Set a password.
- You can change your password from a menu that is displayed after you log in.
- Characters and numbers that contain half-width alphanumeric characters must not be contained.

7

Set

Setting the password has completed.

The password or second password has been set.

8

OK

6

Fill the "Password" and "Second password" 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 "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

2.5 Switch Languages

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

(a) Mail Address Setting screen

Screen Images

Steps

How to Operate

The screenshot shows the 'メールアドレス設定' (Mail Address Setting) screen in Japanese. At the top right, there is a dropdown menu labeled 'LANG:日本語'. A red box highlights this menu, and a circled '1' is placed next to it. Below the menu are two input fields for 'メールアドレス' (Email Address) and '確認' (Check). A yellow box contains a '注意事項' (Note) section with the text: '! 注意事項は必ずお読みください' and a bullet point: '・「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。'

1

Click the language selection pull-down to switch languages.

The screenshot shows the same 'メールアドレス設定' screen. The dropdown menu is expanded, showing three options: 'LANG:日本語', 'LANG:日本語', and 'LANG:English'. A red box highlights the expanded menu, and a circled '2' is placed next to it. The rest of the screen content is identical to the previous screenshot.

2

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

The screenshot shows the 'Mail address setting' screen in English. At the top right, the dropdown menu is set to 'LANG:English'. The input fields are labeled 'Mail address' and 'Check'. The yellow box contains a 'Note' section with the text: '!Be sure to read the Notes.' and a bullet point: '・「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。'



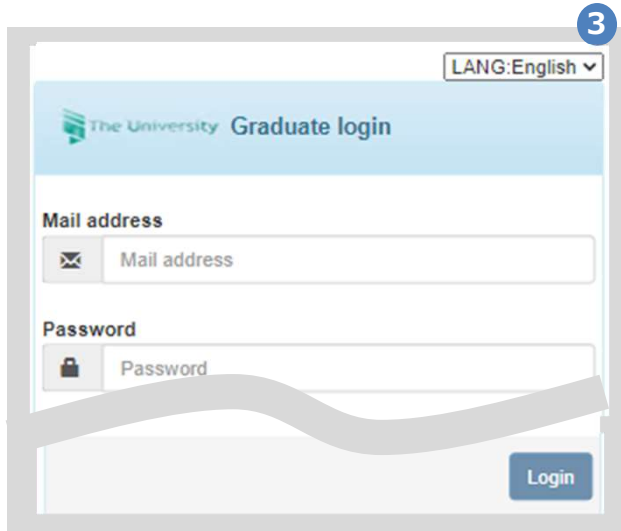
3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.

2 Log In to the Certificate Issuance Service

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



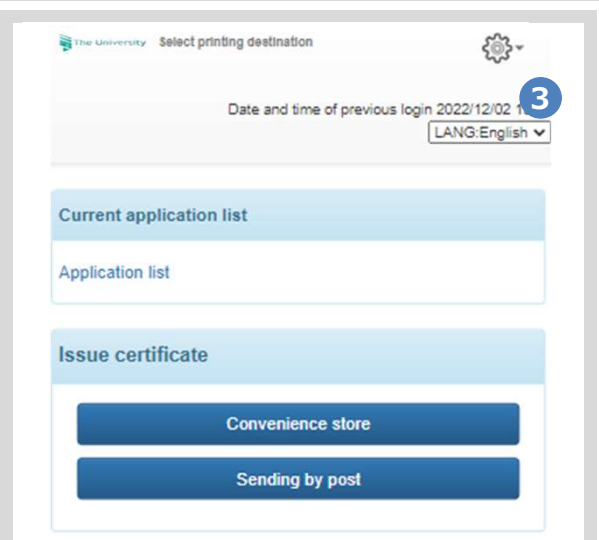
(b) Log In screen

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.

2 Log In to the Certificate Issuance Service

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

(c) Select Printing Destination screen

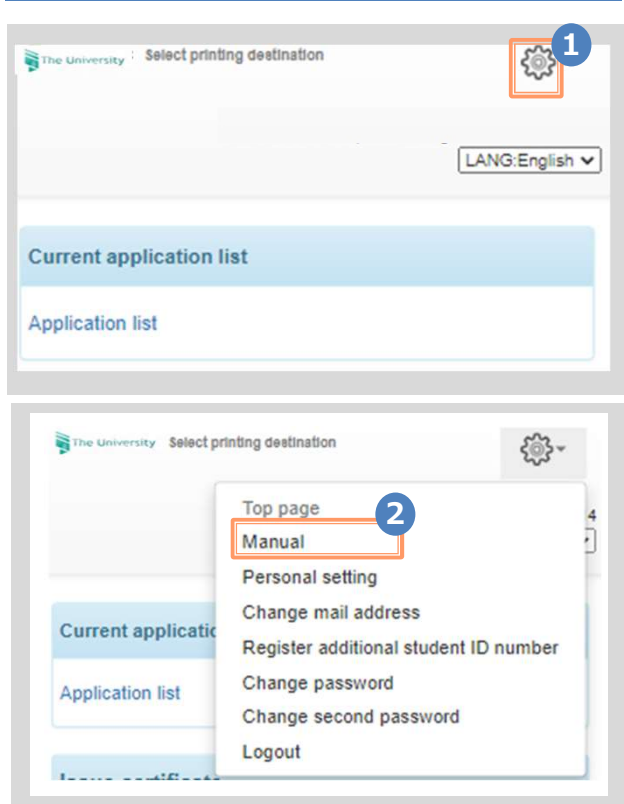

Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection pull-down is displayed only on Log In and Select Printing Destination screens, so you need to log out or come back to Select Printing Destination screen in order to switch languages.

3

How to Access 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 Access 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” to show the Operating Manual. Read the description and issue certificate(s) at a convenience store.</p>

改版履歴

版数	年月日	変更箇所	内容
8.6.1-2版	2023.8.1	P2	電話番号変更のため修正