

Certificate Issuance Service Log In Manual

Log In Procedure for Graduates

**Oct. 2025
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 Edge
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

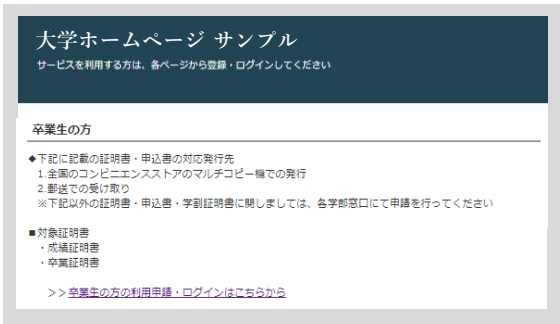
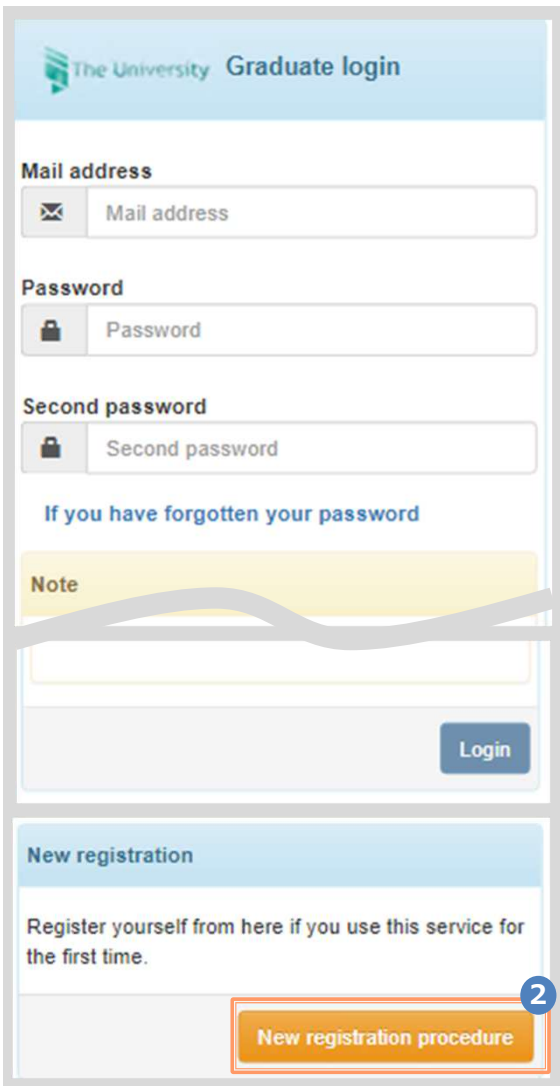
◆NTT West Call Center for Certificate Issuance Service

Phone	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 link to certificate issuance service on the university's website and access the Graduates Login page.
	2	Registration is required for the first time. 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

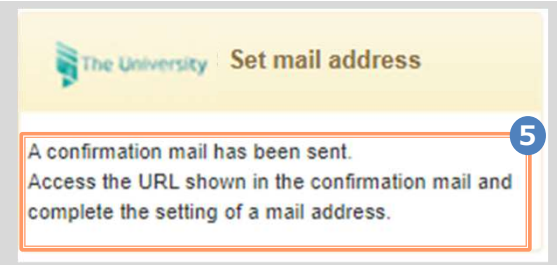
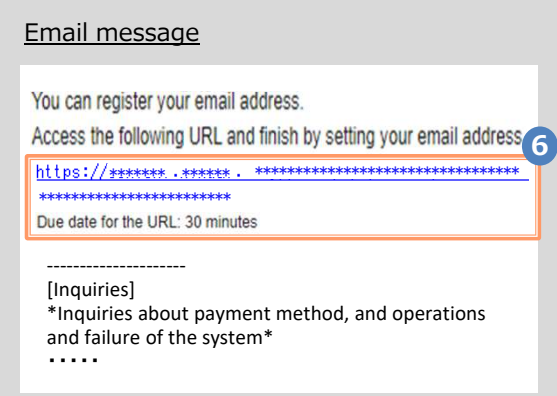
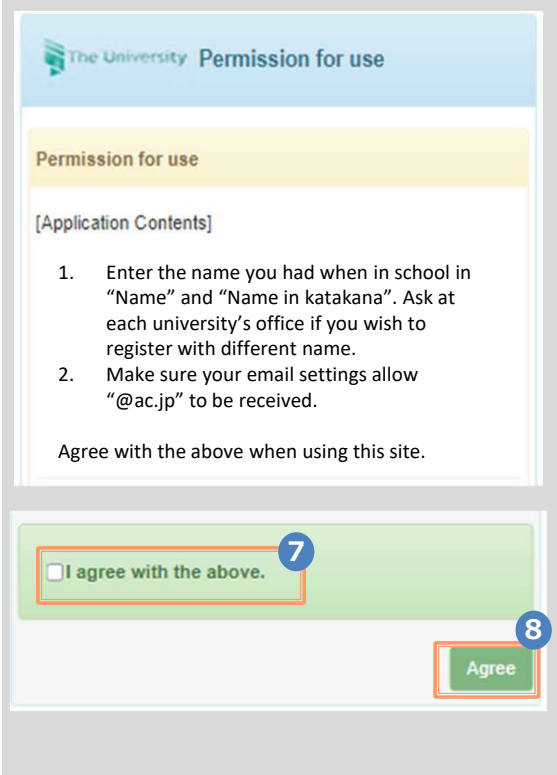
Enter the email address you wish to register in the "Mail address" and "Check" fields.

4

After confirming the notes, click the "Check" button.

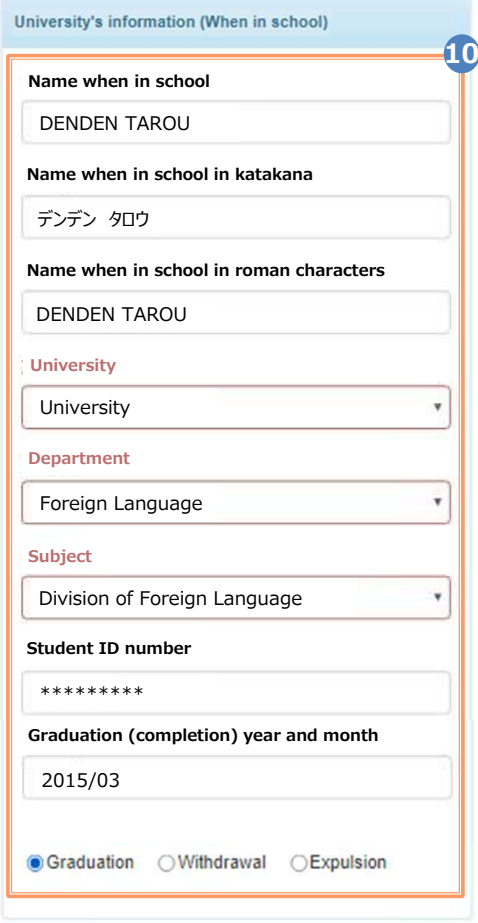
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
 A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.	5	A message is displayed on the screen, and a confirmation mail is sent to the registered email address.
 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*	6	Click the one-time URL in the email message and register the applicant information. *The URL has an expiration time, so please complete the operation within the displayed time limit.
 The University Permission for use Permission for use [Application Contents] 1. Enter the name you had when in school in "Name" and "Name in katakana". Ask at each university's office if you wish to register with different name. 2. Make sure your email settings allow "@ac.jp" to be received. Agree with the above when using this site. ☐ I agree with the above. Agree	7	Read the "Permission for use" displayed on the screen and check the "I agree with the above."
	8	Click the "Agree" button.

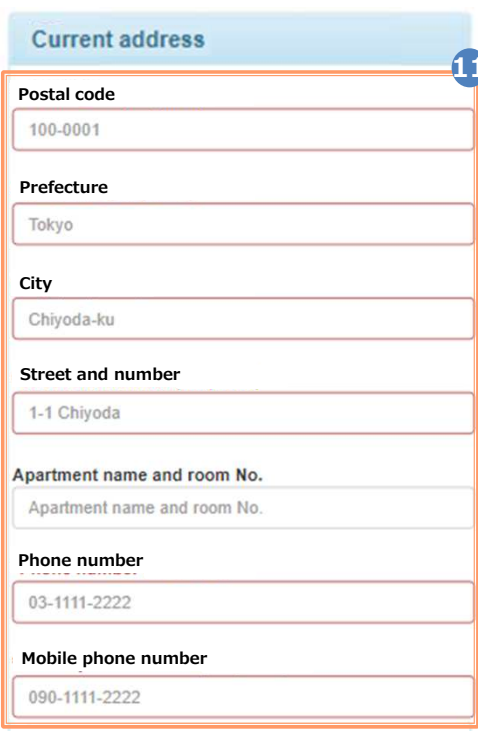
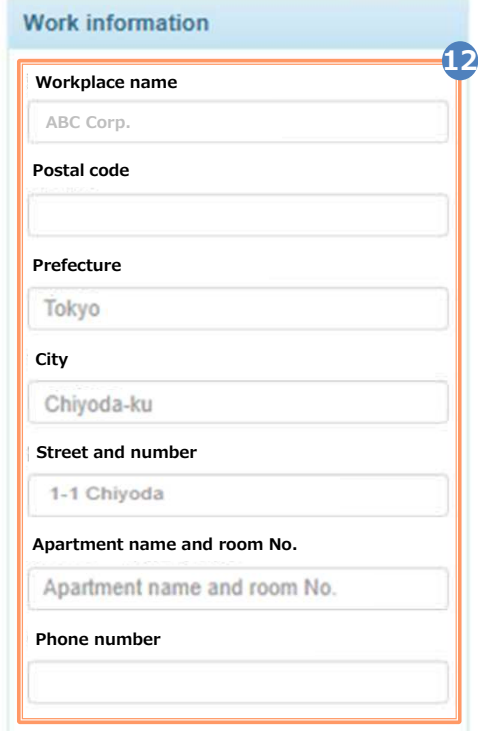
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
 	9	Enter the information of the applicant. *Input fields vary depending on the operating environment. *The fields marked 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 of the applicant when in school. *Input fields vary depending on the operating environment. *The fields marked 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
	11	Enter the current address and contact information. *Input fields vary depending on the operating environment. ► 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	Enter work information. *Input fields vary depending on the operating environment. ► 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.

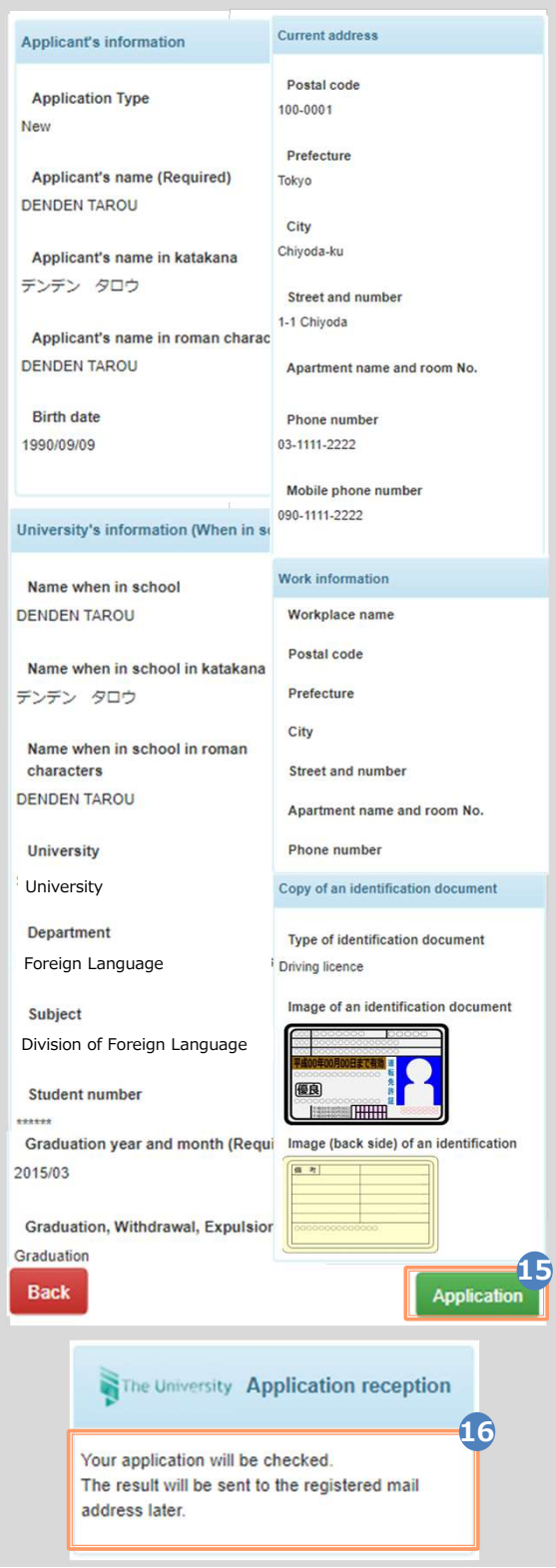
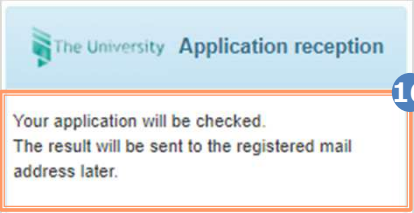
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<u>Before attaching the image</u> 13 13-*	13 The copy of an identification document is required. Attach the file for identifying the applicant.	► Type of identification document Select the type of an attached document for identifying the applicant. ► Image of an identification document 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. 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.
<u>After attaching the image</u> 13-* 14	14 Click the “Check” button.	When a file is selected, the image of the document is displayed for the “Image of the identification document.” Check if the name, address, and birth date are readable. *Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.

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 a web form for certificate issuance. It is divided into two main sections: 'Applicant's information' and 'University's information (When in school)'. The 'Applicant's information' section includes 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), Birth date (1990/09/09), Current address (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, Mobile phone number: 090-1111-2222), and Work information (Workplace name, Postal code, Prefecture, City, Street and number, Apartment name and room No., Phone number). The 'University's information' section 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 (Foreign Language), Department (Foreign Language), Subject (Division of Foreign Language), Student number (*****), Graduation year and month (Required) (2015/03), and Graduation, Withdrawal, Expulsion (Graduation). At the bottom, there are two buttons: 'Back' and 'Application'. A red box highlights the 'Application' button, and a blue circle with the number 15 is next to it. A blue circle with the number 16 is next to the 'Application' button. A blue circle with the number 16 is next to the 'Application' button.	15	Check the entered information for registration and click the "Application" button.
 The screenshot shows the 'Application reception' screen. It features a blue header with the text 'The University Application reception'. Below the header, there is a red box containing the text: 'Your application will be checked. The result will be sent to the registered mail address later.' A blue circle with the number 16 is next to the red box.	16	Check that the Application reception screen is displayed.

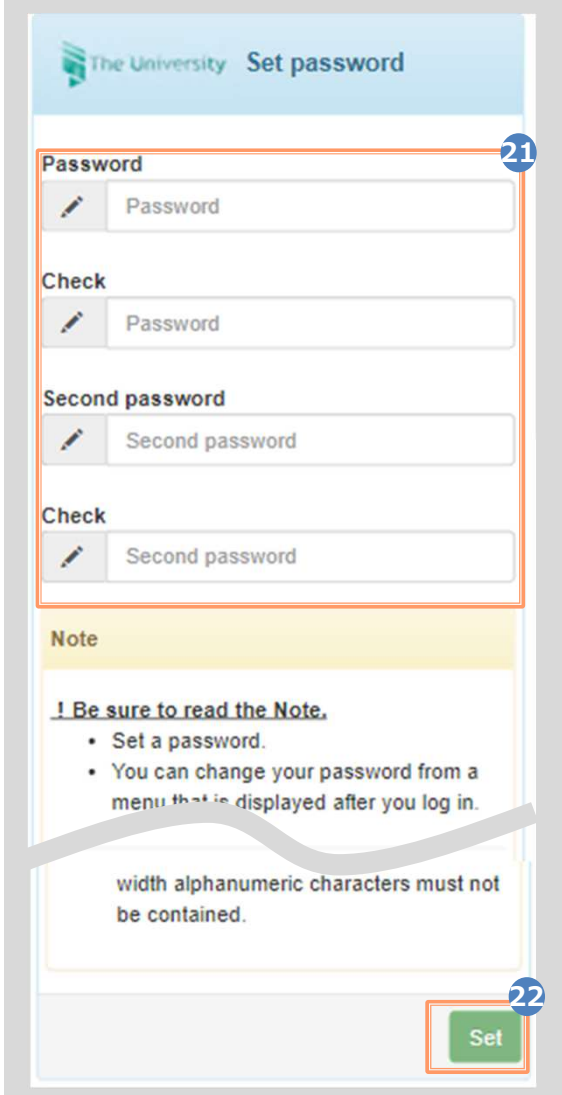
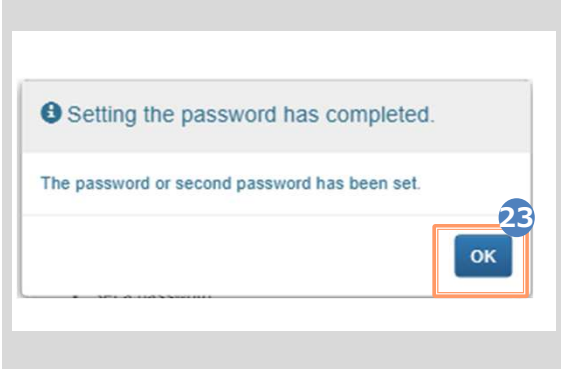
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
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://****.****.****.****/****/****.****¹⁸ ----- © This email is for sending only. For more information, contact the administrative representative.	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. *The image on the left will be displayed when the application is approved. The application may be rejected or require resubmission.
The University Graduate login 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. Login²⁰	18 19 20	Click the URL for "Log in here" in the email message to access the login screen. 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. *Leave the "Second password" field empty. 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.

Screen Images	Steps	How to Operate
	21	The Password Setup screen will open, allowing you to change the initial password and set the second password. Enter a new password (different from the old passwords) in the "Password" and "Second password" fields and their confirmation field. The password must contain at least 8 single-byte alphanumeric characters, including both uppercase and lowercase letters. *The password and the second password must be different.
	23	Click the "OK" button. The Certificate Issuance Service has now become available. *Graduates who have multiple student ID number, for example undergraduate and graduate, can add it by the following instructions : ► 2.3 "How to Add a Student ID number"

2 Log In to the Certificate Issuance Service

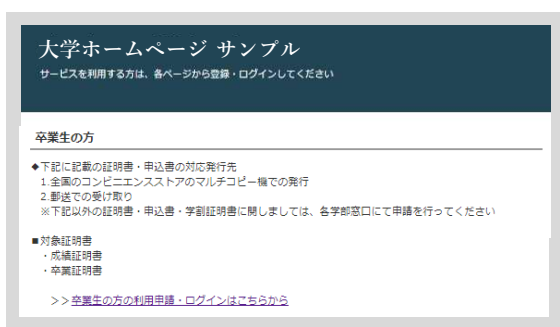
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.2 How to Log In

Screen Images

Steps

How to Operate



1

Access the link to the certificate issuance service on the university's website and access the Graduates Login page.

The University Graduate login

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 complete your application by requesting wrong numbers or wrong types of certificates.

Login

2

Enter the registered email address, password, and second password.

*For the first login, registration is required before using the service.

See the following instructions on how to apply:

▶ 2.1 "How to Apply to Use the Service"

*Graduates who have multiple student ID number, for example undergraduate and graduate, can add it by the following instructions:

▶ 2.3 "How to Add a Student ID number"

3

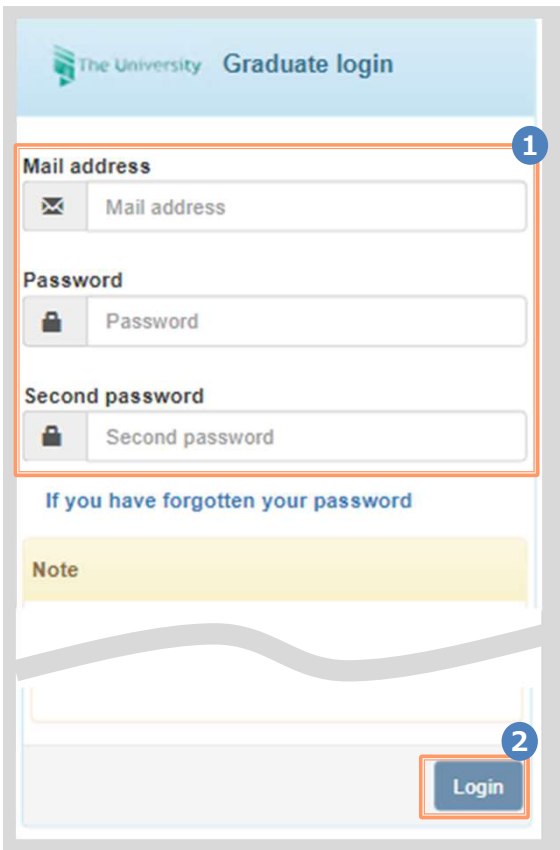
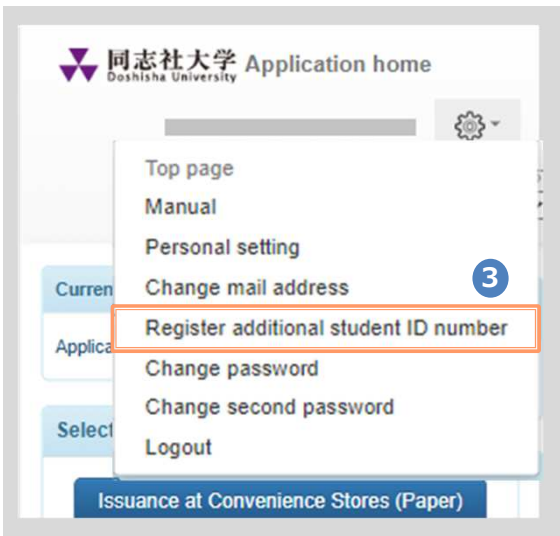
Read the "Note" and click the "Login" button.

2 Log In to the Certificate Issuance Service

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

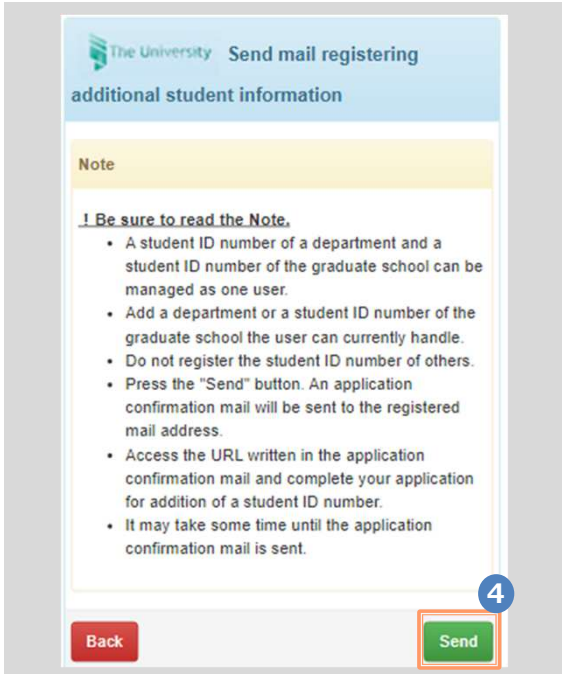
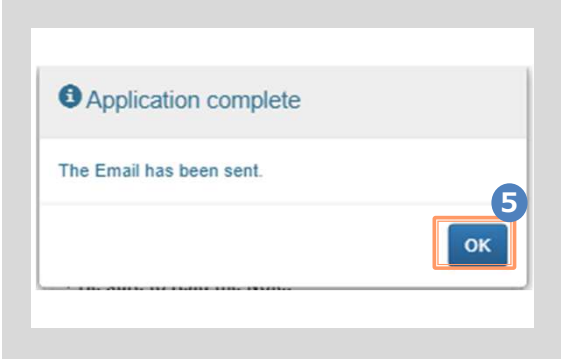
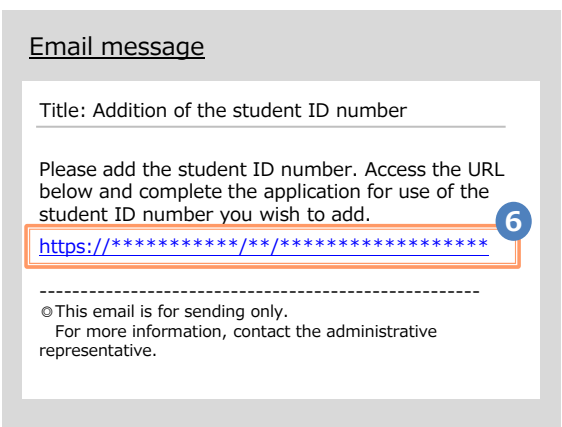
2.3 How to Add a Student ID Number

*Applicable for those who have multiple student ID numbers

Screen Images	Steps	How to Operate
	1	Perform the 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 “Note” and click the “Login” button.
	3	Click the menu button “⚙️” in the upper right of the screen, and then click “Register additional student ID number”

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 complete 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

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
[dropdown]

Department
[dropdown]

Subject
[dropdown]

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

Steps

7

Enter your information during your undergraduate or graduate enrollment you want to add.

*Input fields vary depending on the operating environment.

*The fields marked 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 information you entered and click the "Application" button.

2

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

Screen Images

Steps

How to Operate



Your application will be checked.
The result will be sent to the registered mail address later.

Email message

Title: Result of the application for use

This email is to notify you of the completion of the registration of the student ID number. The student ID number below has been added to the current account.

Student ID number: *****

© This email is for sending only. For more information, contact the administrative representative.



Mail address

Mail address

Password

Password

Second password

Second password

[If you have forgotten your password](#)

Note

Login

10

A message is displayed stating that the application has been completed.

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 require resubmission.

12

Access the website of the certificate issuance service and enter the email address, password, and second password again.

*See the following instructions on how to log in:
► 2.2 "How to Log In"

13

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.

Screen Images

Steps

How to Operate

Current application list

Application list

Selection of application types

Issuance at Convenience Stores (Paper)

Issuance via On-campus Machines (Paper)

Issuance via Online System (PDF)

Issuance via Postal Mail (Paper)

Payment of Various Fees

14

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

*The screen image on the left will be displayed when selecting "Issuance at Convenience Stores (Paper)" 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)

*****@example.com
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.

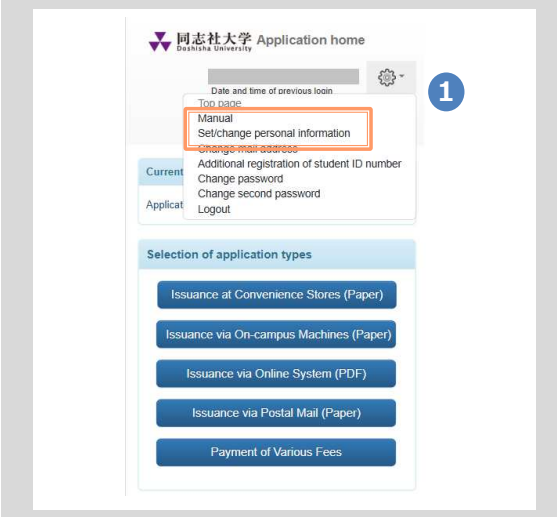
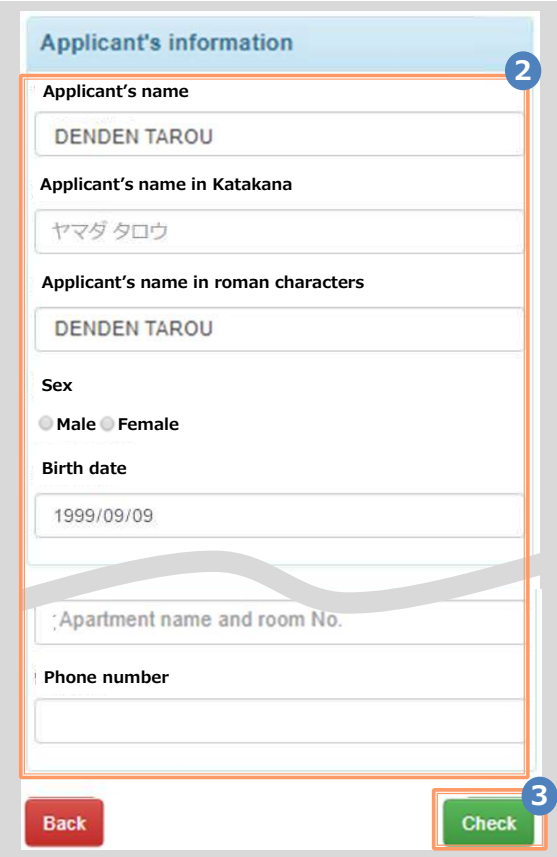
Select the student ID number you want to use for printing a certificate before applying for the certificate.

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 “Set/change Personal information”.
	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 information you entered and click the "Application" button.

Change complete

Applicant information has been changed.

OK

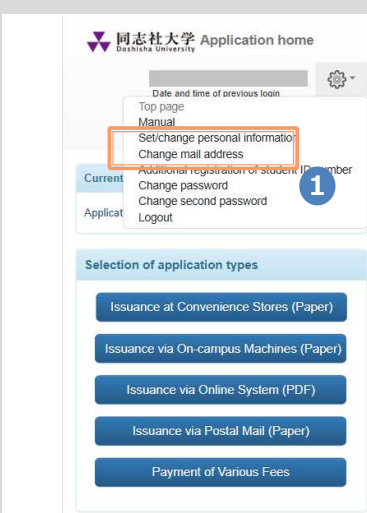
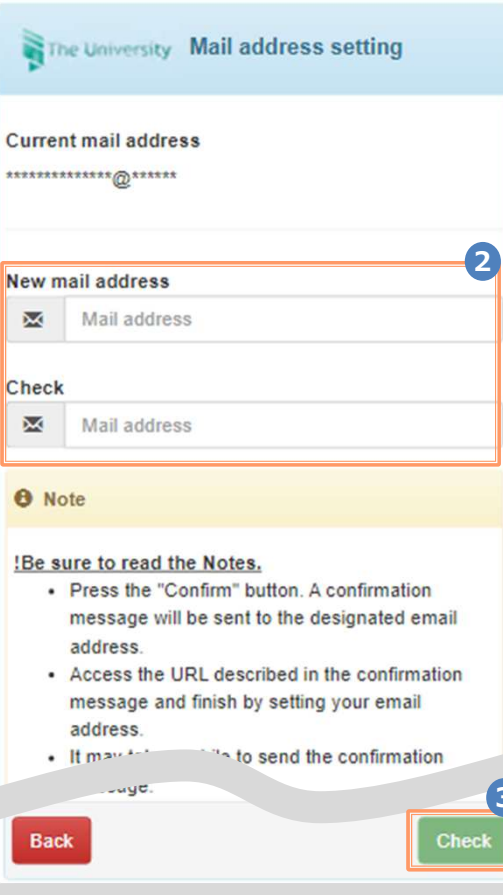
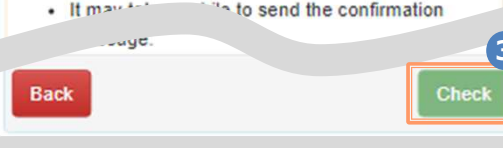
5

The Change Complete screen is displayed. Click the "OK" button.

2 Log In to the Certificate Issuance Service

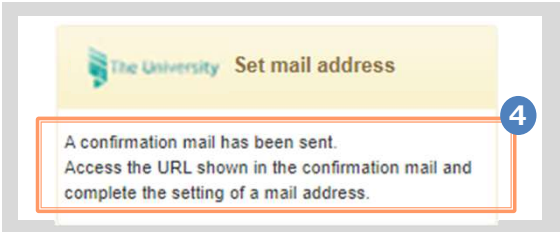
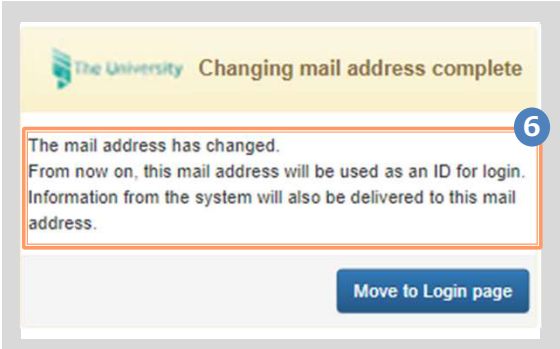
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Change the Email Address *if you can log in

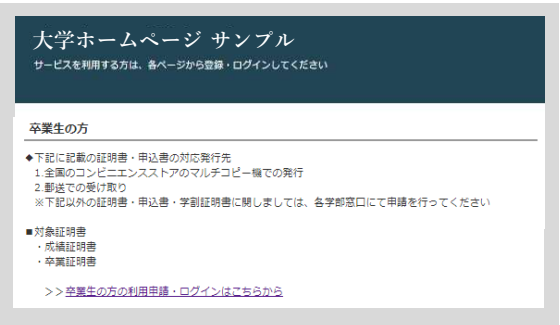
Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button "⚙️" in the upper right of the screen, and then click "Change mail address."
	2	Enter a new email address in the "New mail address" and "Check" fields.
	3	Read the "Note" and click the "Check" 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
	4	A message is displayed on the screen, and a confirmation mail is sent to the registered email address.
<u>Email message</u> You can change your email address. Access the following URL and change your email address: https://*****.*****.***** ***** Due date for the URL: 30 minutes *Please delete this message if you don't recognize *This email address is used only for sending purposes.	5	Click the one-time URL in the email message to complete changing 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 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 link to certificate issuance service on the university's website and access the Graduates Login page.

2

*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".

3

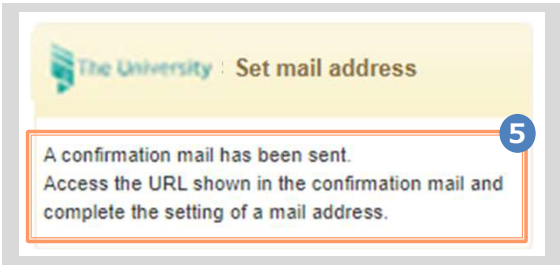
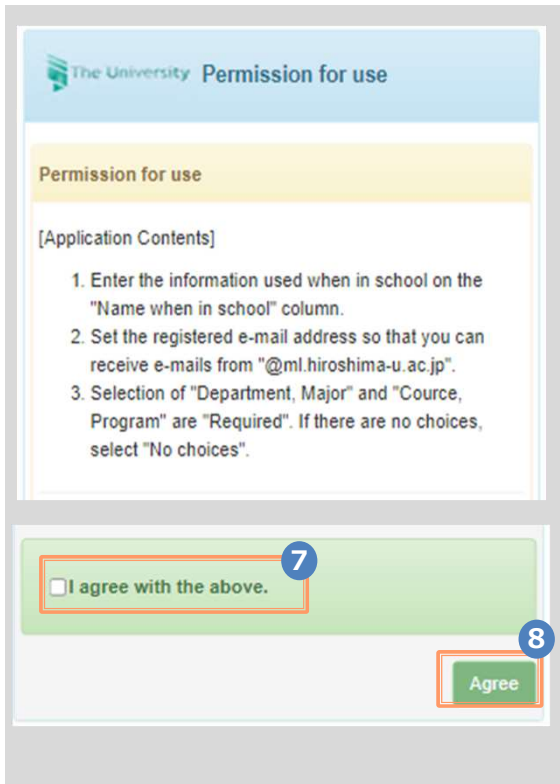
Enter an email address you wish to change into the "Mail address" and "Check" fields.

4

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

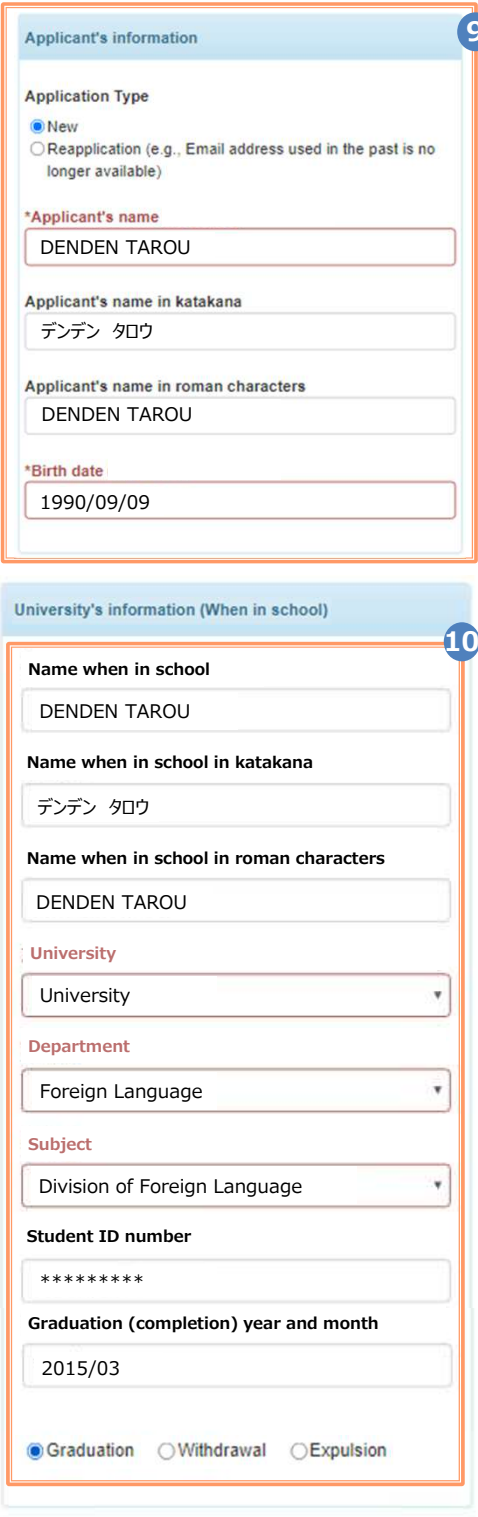
2 Log In to the Certificate Issuance Service

*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 mail is sent to the email address you entered.
<u>Email message</u> 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*	6	Click the one-time URL in the email message 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 check the "I agree with the above."
	8	Click the "Agree" button.

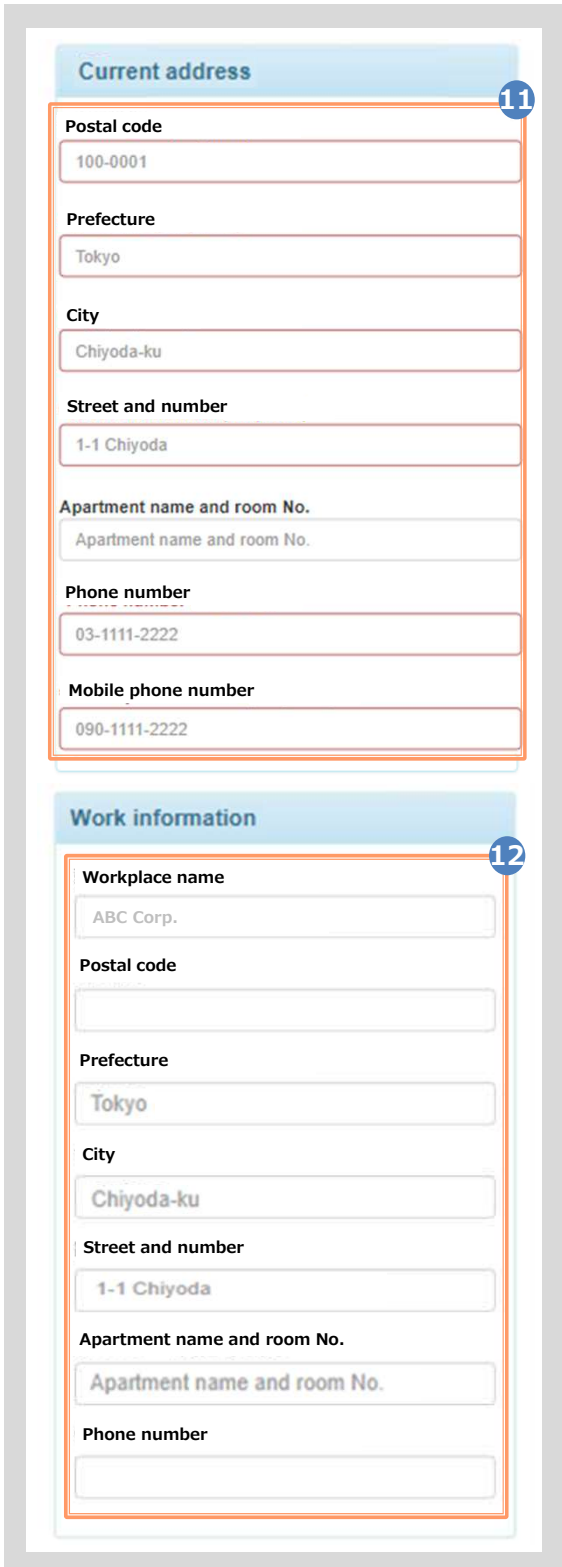
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
 The screenshot shows a two-part form. Step 9, 'Applicant's information', includes fields for Application Type (New selected), Applicant's name (DENDEN TAROU), name in katakana (デンデン タロウ), name in roman characters (DENDEN TAROU), and Birth date (1990/09/09). Step 10, 'University's information (When in school)', includes fields for Name when in school (DENDEN TAROU), name in katakana (デンデン タロウ), name in roman characters (DENDEN TAROU), University (University selected), Department (Foreign Language selected), Subject (Division of Foreign Language selected), Student ID number (*****), Graduation (completion) year and month (2015/03), and a selection for Graduation, Withdrawal, or Expulsion (Graduation selected).	9 10	Enter the information of the applicant. *Input fields vary depending on the operating environment. *The fields marked 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. Enter the information of the applicant when in school. *Input fields vary depending on the operating environment. *The fields marked 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
	11	Enter the current address and contact information. *Input fields vary depending on the operating environment. ▶ 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	Enter work information. *Input fields vary depending on the operating environment. ▶ 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.

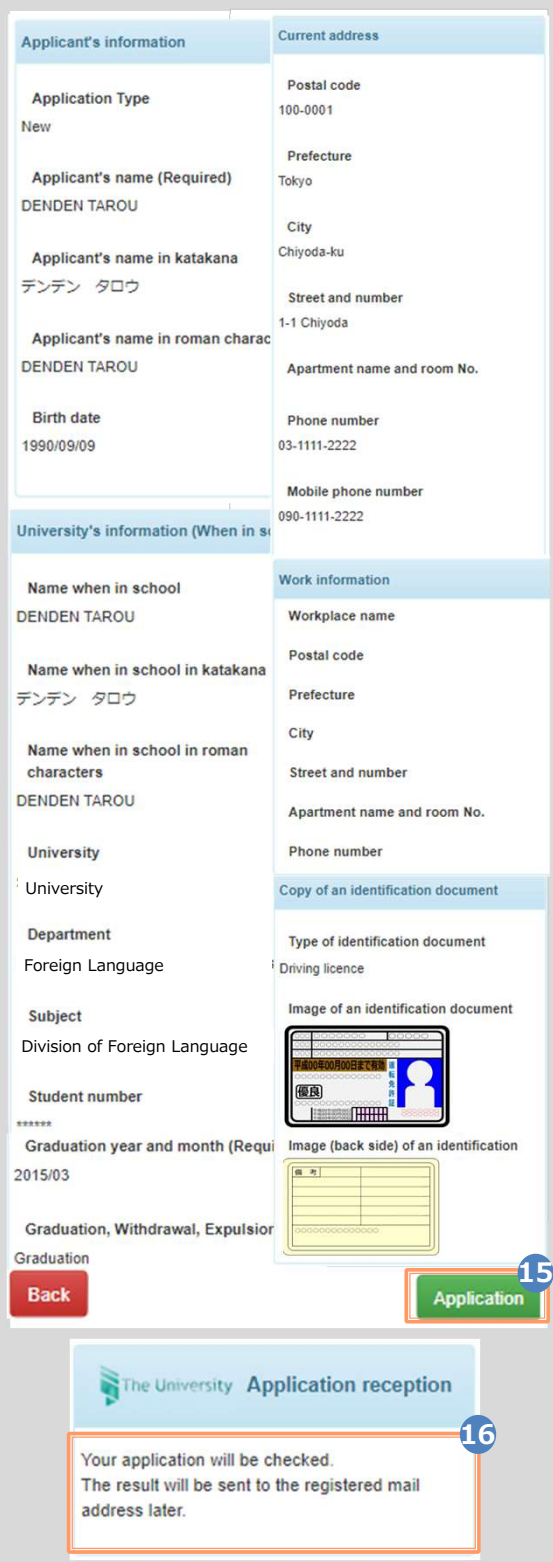
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<u>Before attaching the image</u> <u>After attaching the image</u>	13 The copy of an identification document is required. Attach the file for identifying the applicant. ► Type of identification document Select the type of an attached document for identifying the applicant. ► Image of an identification document 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. 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.” Check if the name, address, and birth date are readable.	Click the “Check” button. 14 *Make sure to fill in all required items. If any of these items are left unfilled, it may take time for approval.

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 screenshot displays a web application form for certificate issuance. It is divided into two main columns. The left column contains 'Applicant's information' and 'University's information (When in school)'. The right column contains 'Current address' and 'Work information'. Below these are sections for 'Copy of an identification document' and 'Image of an identification document'. At the bottom, there is a 'Back' button and an 'Application' button. A blue vertical line with a circle containing the number 15 is positioned to the right of the form. A blue circle containing the number 16 is positioned to the right of the 'Application' button. A blue circle containing the number 16 is positioned to the right of the 'The University Application reception' box.

Applicant's information

Application Type
New

Applicant's name (Required)
DENDEN TAROU

Applicant's name in katakana
デンデン タロウ

Applicant's name in roman characters
DENDEN TAROU

Birth date
1990/09/09

Current address

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

Mobile phone number
090-1111-2222

University's information (When in school)

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 number

Graduation year and month (Required)
2015/03

Graduation, Withdrawal, Expulsion
Graduation

Work information

Workplace name

Postal code

Prefecture

City

Street and number

Apartment name and room No.

Phone number

Copy of an identification document

Type of identification document
Driving licence

Image of an identification document

Image (back side) of an identification

Back **Application**

The University Application reception

Your application will be checked.
The result will be sent to the registered mail address later.

15

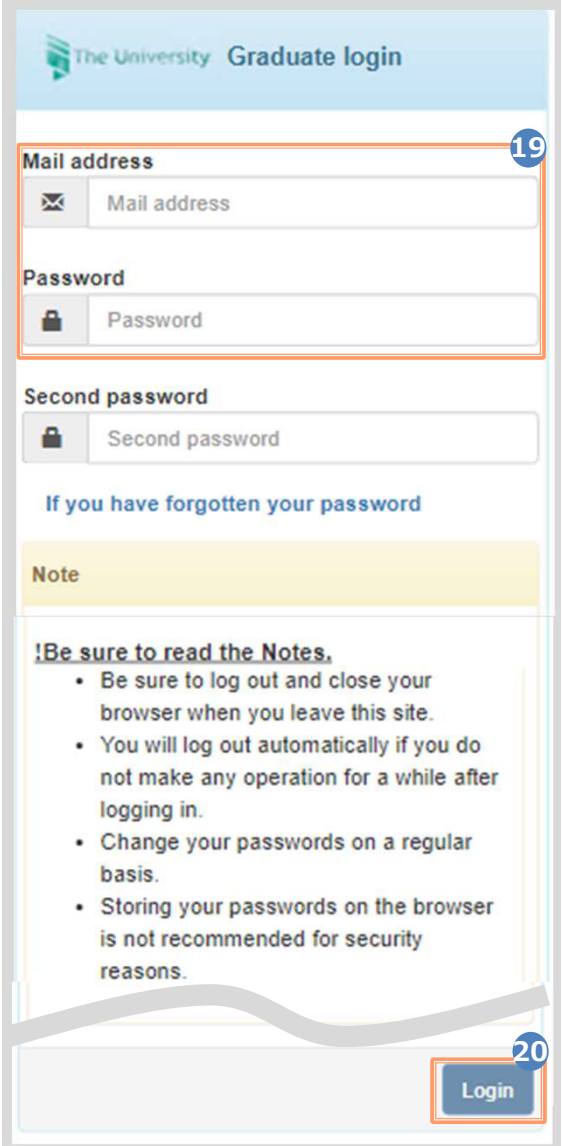
Check the entered information for registration and click the "Application" button.

16

Check that the Application reception screen is displayed.

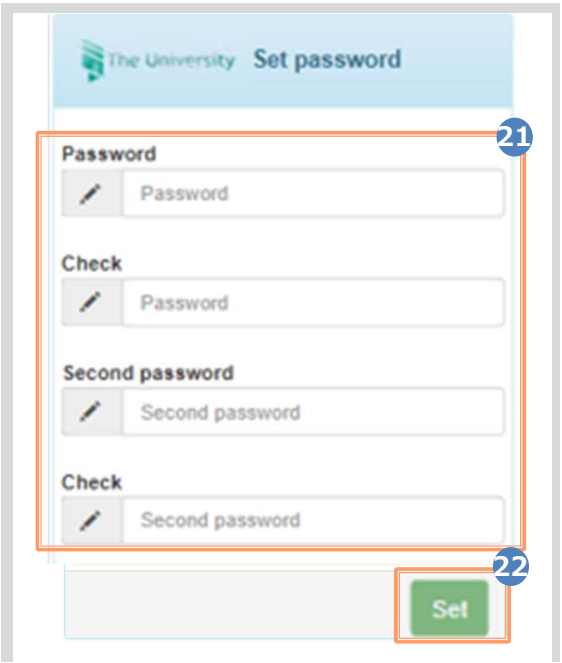
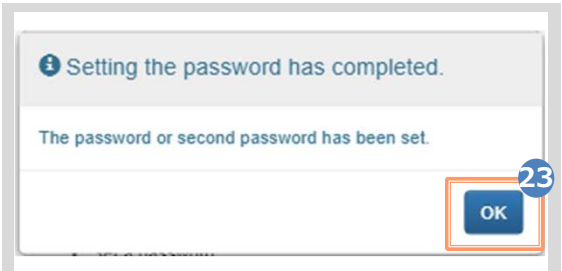
2 Log In to the Certificate Issuance Service

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

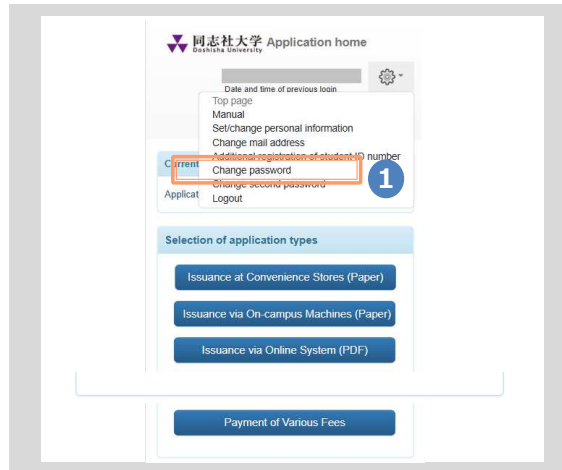
Screen Images	Steps	How to Operate
Email message Title: Result of the application for use The application for use of the certificate issuance service has been accepted. Use the initial password below to log in. *After you log in, change the password. Initial password: *****¹⁷ Log in here https://****.****.****.****/****/****.****¹⁸ ----- © This email is for sending only. For more information, contact the administrative representative.	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. *The image on the left will be displayed when the application is approved. The application may be rejected or require resubmission.
	18 19 20	Click the URL for "Log in here" in the email message to access the login screen. 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. *Leave the "Second password" field empty.
		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.

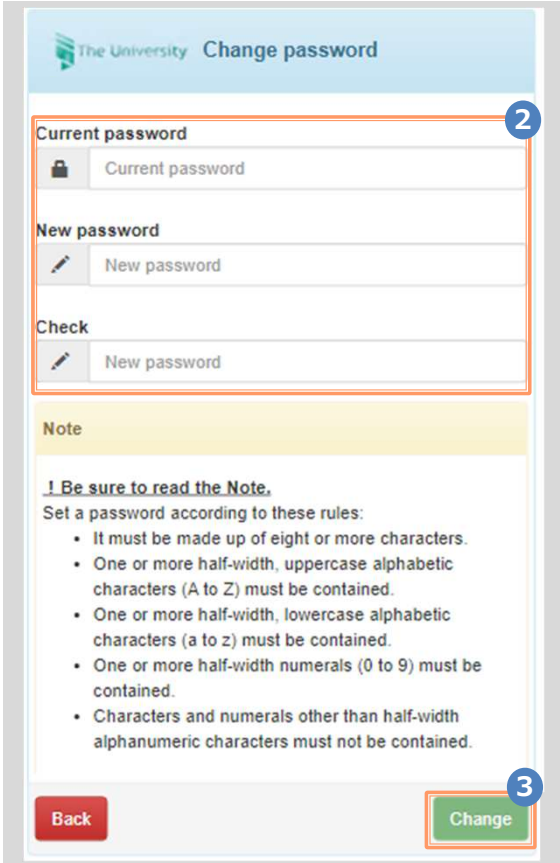
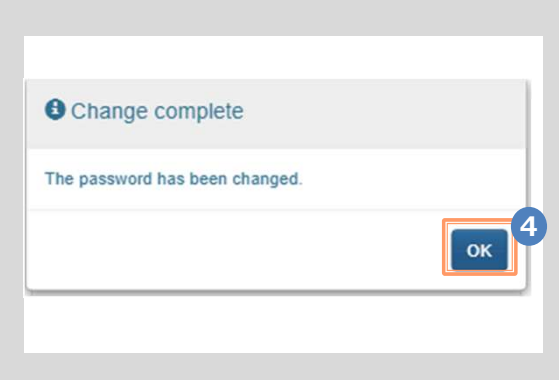
Screen Images	Steps	How to Operate
	21	The Password Setting screen opens, where you can change the initial password and set the second password.
	22	Enter a new password (different from the old passwords) in the "Password" and "Second password" fields and their confirmation field. The password must contain at least 8 single-byte alphanumeric characters, including both uppercase and lowercase letters. *The password and the second password must be different.
	23	Read the "Note" and click the "Set" button.
		Click the "OK" button. The Certificate Issuance Service has now become available.

(d) Change the 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 password."
		*See the following instructions on how to log in: ▶ 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
	2	Enter the current password in the "Current password" field and a new password in the "New password" and "Check" fields.
	3	Read the "Notes" and click the "Change" button.
	4	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

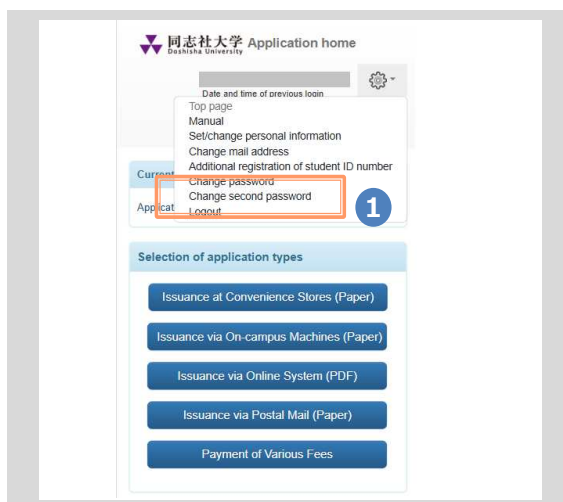
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(e) Change the Second Password

Screen Images

Steps

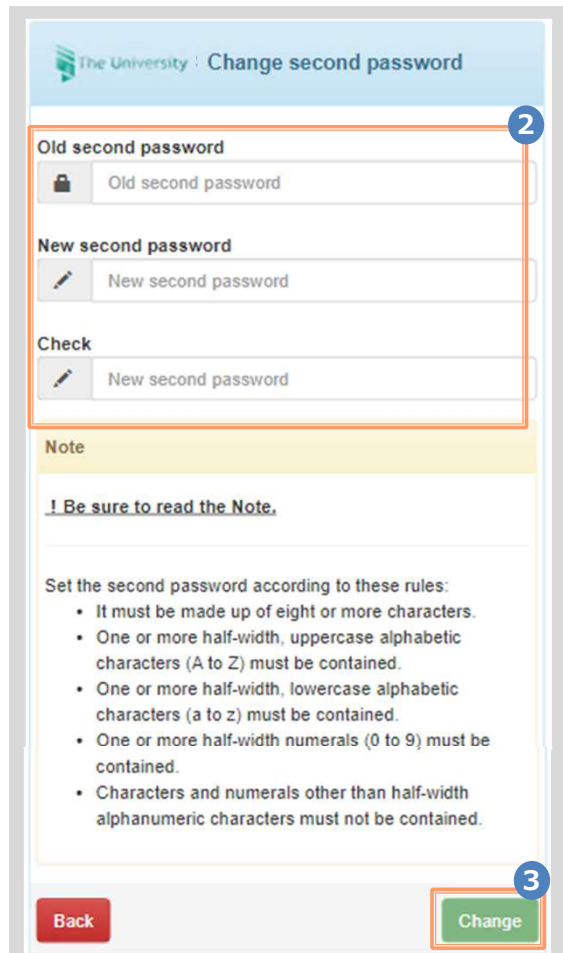
How to Operate



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.”

*See the following instructions on how to log in:
▶ 2.2 “How to Log In”



2

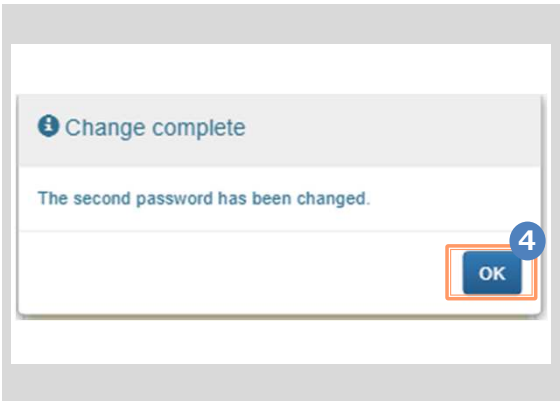
Enter the current second password in the “Old second Password” field and a new second password in the “New second password” and “Check” fields.

3

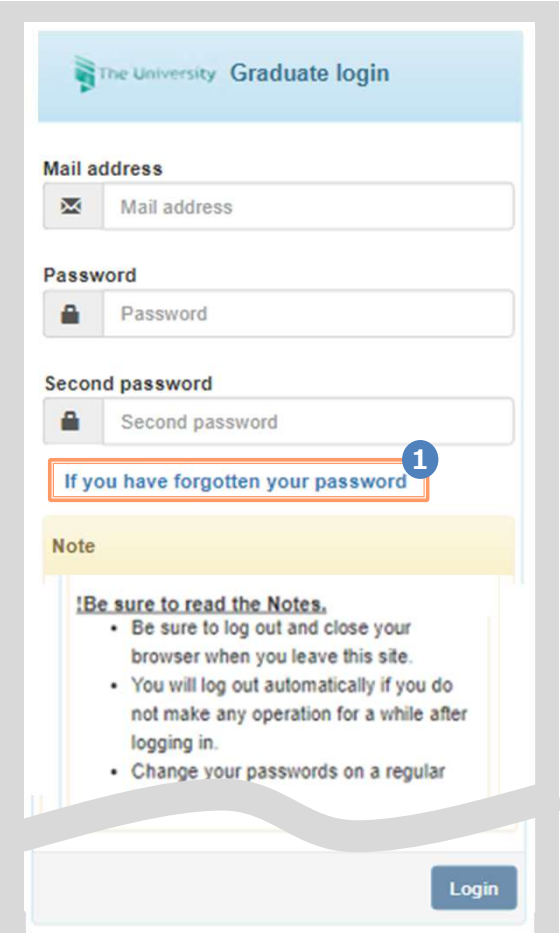
Read the “Note” and click the “Change” button.

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



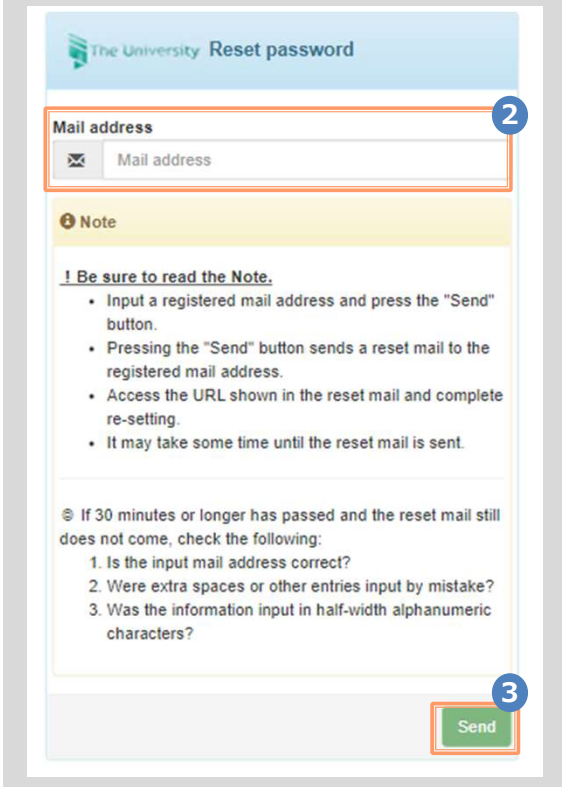
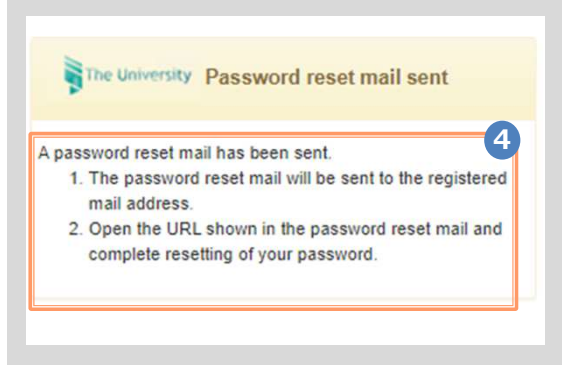
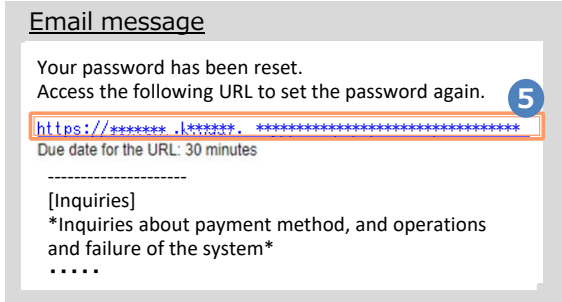
1

Access the Graduates Login page and click "If you have forgotten your password".

*See the following instructions on how to log in:
► 2.2 "How to Log In"

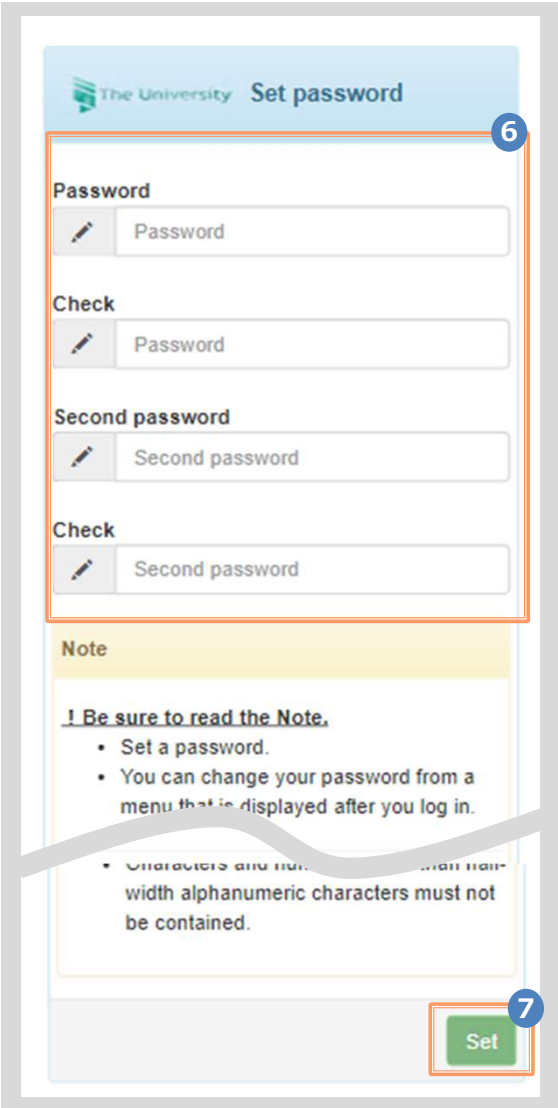
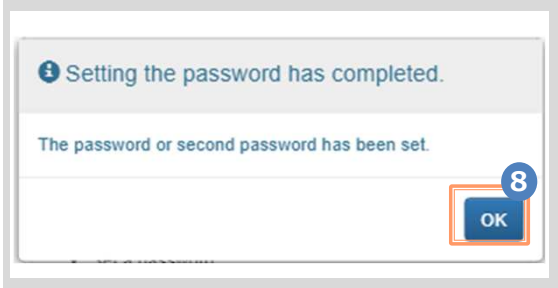
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
	2	For resetting the password, enter the registered email address in the "Mail address" field.
	3	Read the "Note" and click the "Send" 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 message to open the screen for resetting 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.

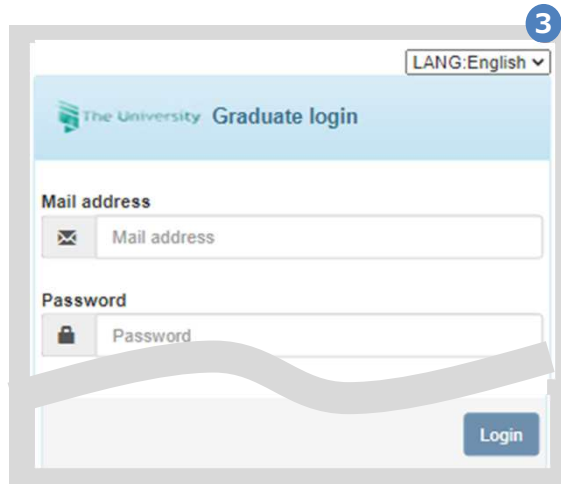
Screen Images	Steps	How to Operate
	6	Enter a new password (different from the old passwords) in the “Password” and “Second password” fields and their confirmation field. The password must contain at least 8 single-byte alphanumeric characters, including both uppercase and lowercase letters.
	7	Read 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

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

2.5 Switch Languages

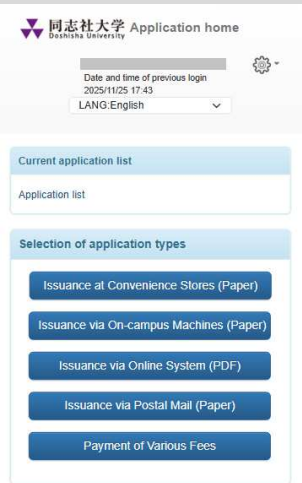
(a) Log In Screen

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.

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) Select Printing Destination Screen

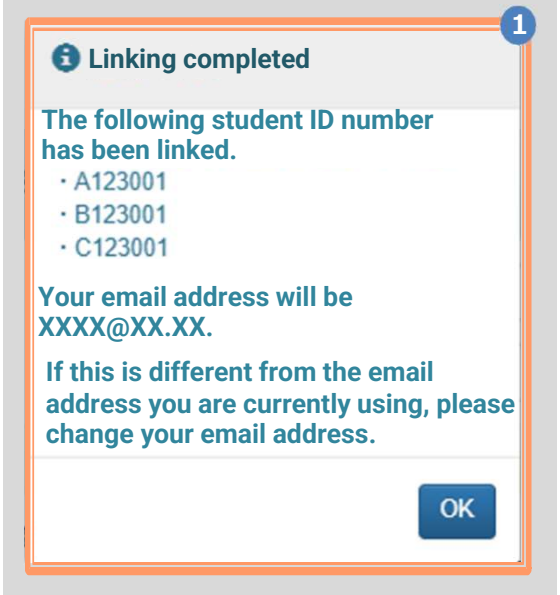
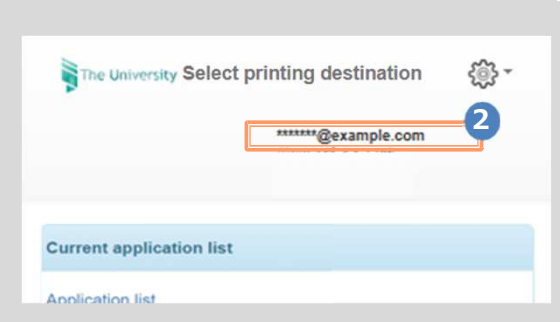
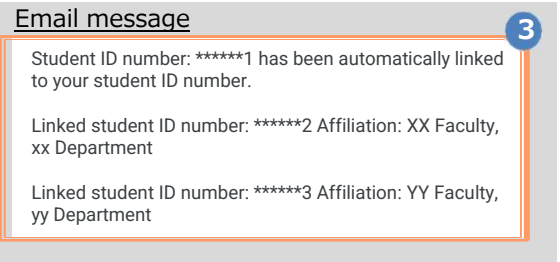
Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection 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 to switch languages.

2 Log In to the Certificate Issuance Service

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

2.6 Automatic Linking of Multiple Student IDs

If there are other student ID numbers available at the time of login, the system may automatically link them. (This student ID number is the number of the department from which you graduated before.) In this case, the following dialog box will appear.

Screen Images	Steps	How to Operate
	1	When Automatic linking is performed, the dialog shown on the left will be displayed at login. The dialog will display the email address you will use after logging in, so please make sure the email address is correct. If the email address is not correct, please change it. ► 2.4 How to Change the Login Information (a) Change the Personal Information *If your email address is incorrect, you will not receive the information needed to print your certificate. Please make sure that your email address is correct.
	2	The email address will also appear in the header section of the screen after logging in, so please confirm it.
	3	If you have a student ID number that can be linked to your application, the system will automatically link it even when your application before logging in is approved. In that case, you will receive the email shown on the left. Please check which student ID number is associated with your application.