

Certificate Issuance Service Log In Manual

Log In Procedure for Students in School

**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

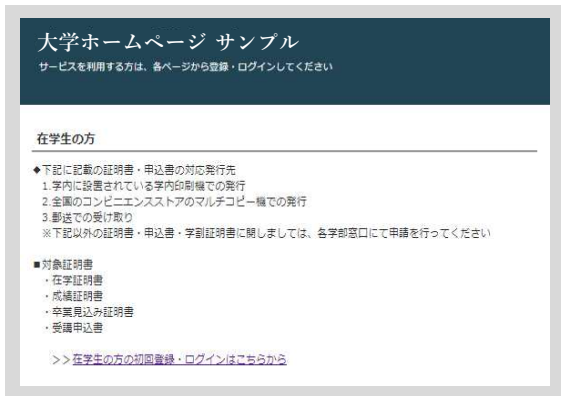
◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

Phone	06-6809-4327
Reception hours	24 hours

2 Log In to the Certificate Issuance Service

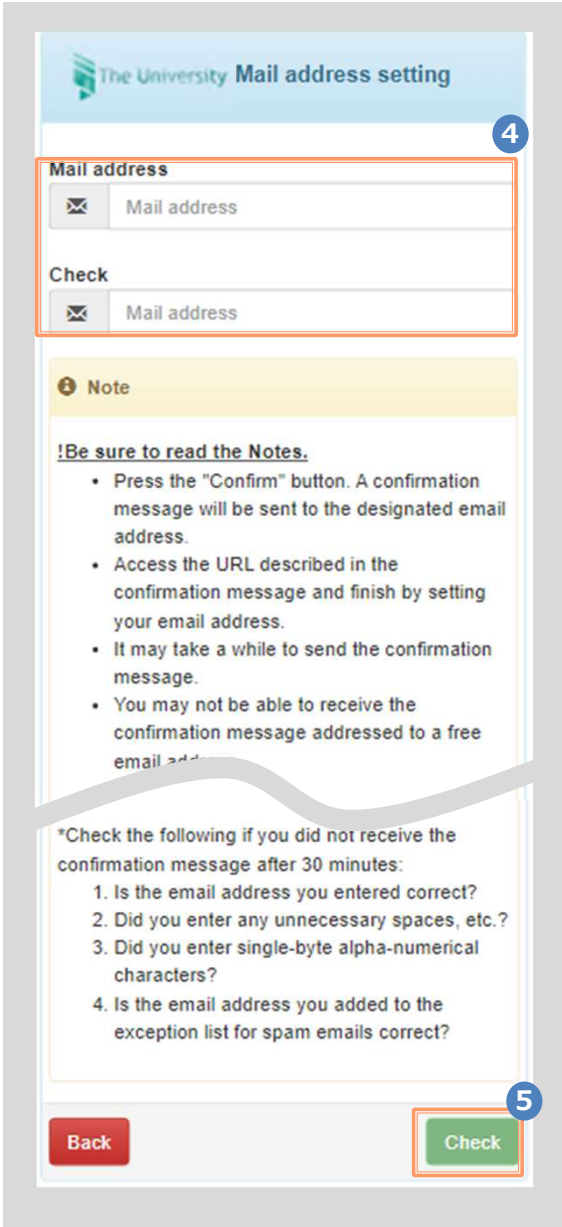
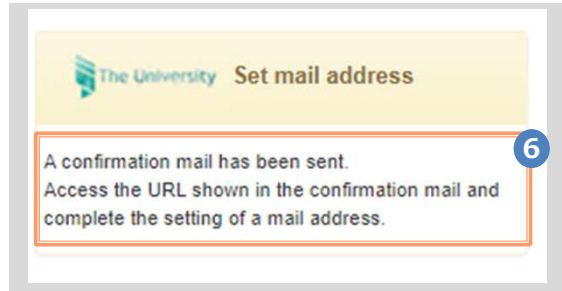
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.1 Registration of New Email Address *for first login

Screen Images	Steps	How to Operate
	1	Access the link to the certificate issuance service on the university's website and access the Student Login page.
	2	Enter the "User ID (ユーザID)" and "Password (パスワード)" you use at university.
	3	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
	4	For the first login, the screen is displayed for registering an email address. Enter the email address you wish to register in the "Mail address" and "Check" fields.
	5	Read the "Note" and then click the "Check" button.
	6	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.

2 Log In to the Certificate Issuance Service

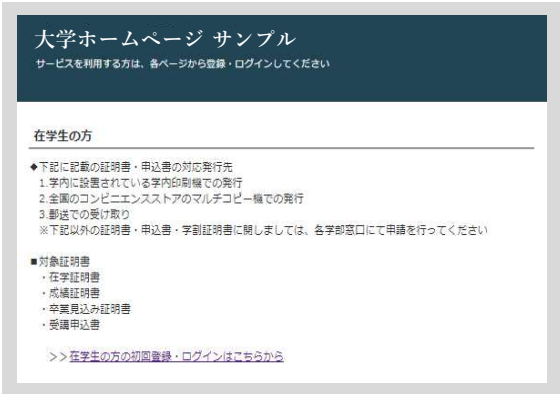
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
Email Message 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* ***** The University Mail address setting complete The mail address has been set. From now on, information from the system will be delivered to this mail address. You can change the mail address in the menu after login. Move to Login page	7 8	Click the one-time URL in the email message to complete the registration of the email address. *The URL has an expiration time, so please complete the operation within the displayed time limit. When the “Mail address setting complete” screen is displayed, click the “Move to Login Page” button to log in.

2 Log In to the Certificate Issuance Service

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2.2 How to Log In

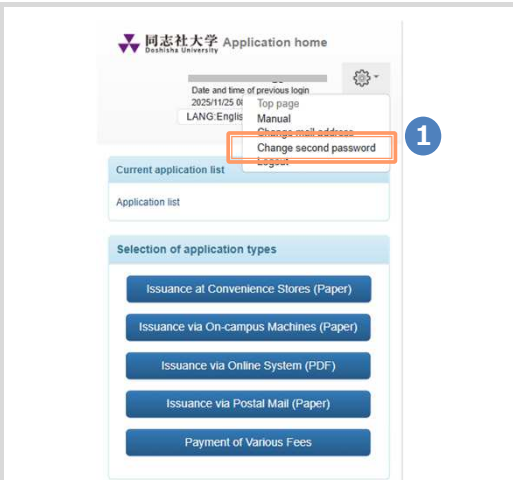
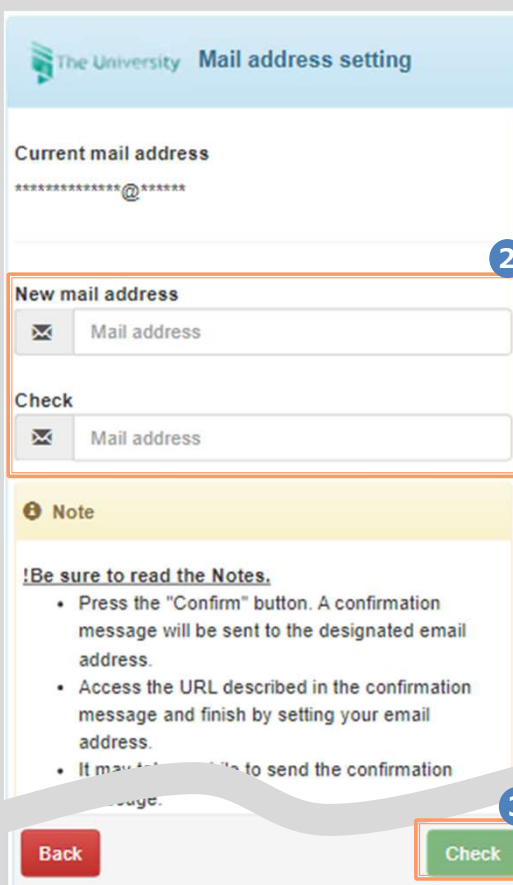
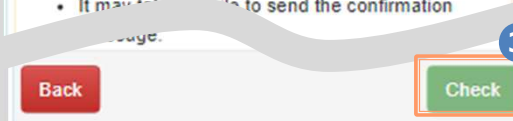
Screen Images	Steps	How to Operate
 大学ホームページ サンプル サービスを利用する方は、各ページから登録・ログインしてください 在学生の方 ◆下記に記載の証明書・申込書の対応発行先 1. 学内に設置されている学内印刷機での発行 2. 全館のコンビニエンスストアのマルチコピー機での発行 3. 郵送での受け取り ※下記以外の証明書・申込書・学位証明書に申しましては、各学部窓口にて申請を行ってください ■対象証明書 ・在学証明書 ・成績証明書 ・卒業見込み証明書 ・受検申込書 >> 在学生の方の切問登録・ログインはこちら	1	Access the link to the certificate issuance service on the university's website and access the Student Login page.
 Web Single Sign-On ユーザID パスワード ☐ ログインを記憶しません。 ☐ 送信する情報を再度表示して送信の可否を選択します。 Login パスワードを忘れた方はこちら	2	Enter the "User ID (ユーザID)", "Password (パスワード)" you use at university.
	3	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.

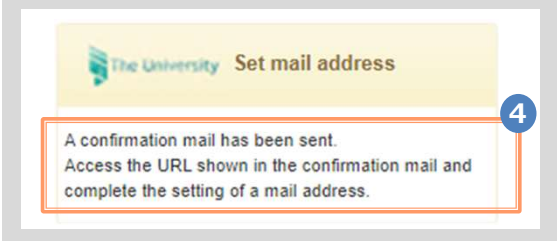
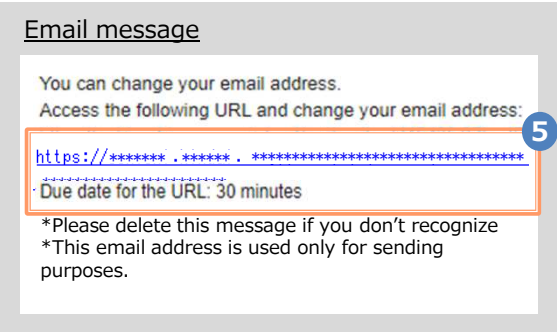
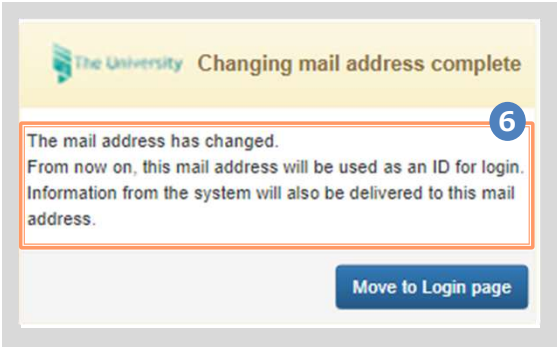
2.3 How to Change the Login Information

(a) Change the Email Address

Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button "⚙" in the upper right of the screen, and then click "Change mail address". *See below for information on how to log in to the Certificate Issuance Service: ▶ 2.2 "How to Log In"
	2	Enter a new email address you wish to register into the "New mail address" and "Check" fields.
	3	Read the "Note" and click the "Check" button.

2 Log In to the Certificate Issuance Service

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

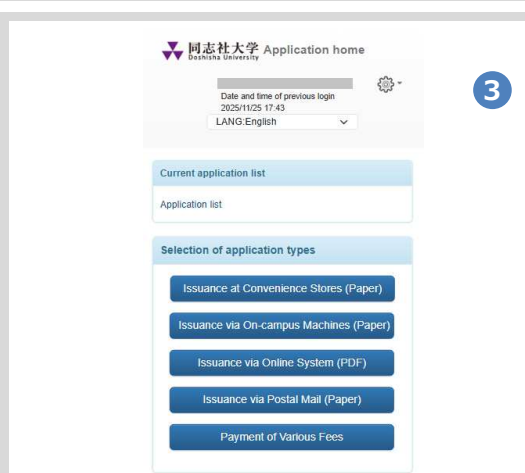
Screen Images	Steps	How to Operate
	4	A message is displayed on the screen, and a confirmation mail is sent to the registered email address.
	5	Click the one-time URL in the email message to complete the changing of the email address. *The URL has an expiration time, so please complete the process within the displayed time limit.
	6	A message is displayed on the screen showing that the email address has been changed.

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 Switch Languages

(a) Select Printing Destination Screen

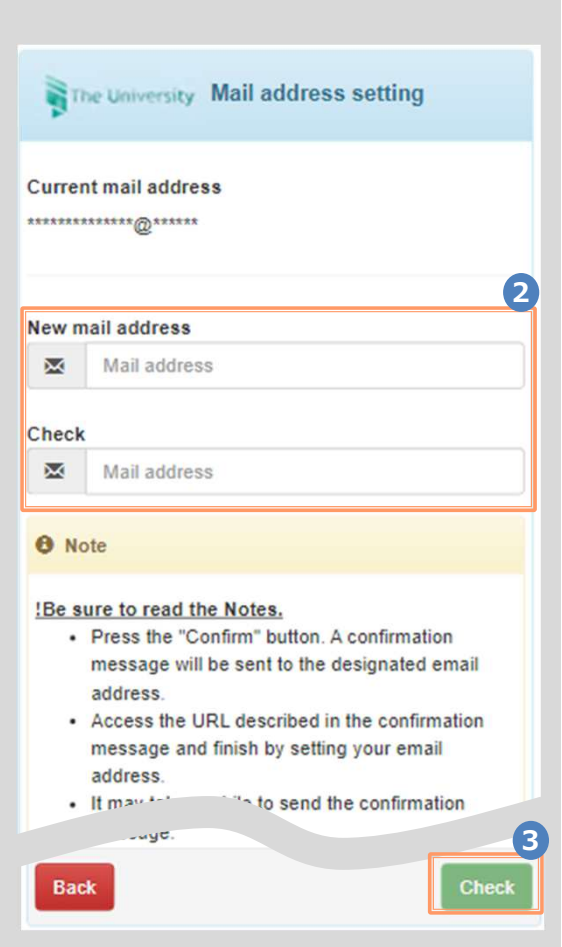
Screen Images	Steps	How to Operate
 A screenshot of the '同志社大学 申請ホーム' (Doshisha University Application Home) page in Japanese. At the top right, there is a gear icon and a language selection pull-down menu. The pull-down menu is open, showing 'LANG. 日本語' (selected), 'LANG. 日本語', and 'LANG. English'. Below the menu, there are sections for '現在の申請一覧' (Current application list), '申請一覧' (Application list), and '申請種別の選択' (Selection of application types). Under '申請種別の選択', there are five buttons: 'コンビニ発行 (紙媒体)' (Convenience store issuance (Paper)), '学内発行機発行 (紙媒体)' (On-campus machine issuance (Paper)), 'オンライン発行 (PDF)' (Online issuance (PDF)), '郵送発行 (紙媒体)' (Mail issuance (Paper)), and '諸費用納入' (Payment of various fees).	1	Click the language selection pull-down to switch languages.
 A screenshot of the '同志社大学 申請ホーム' (Doshisha University Application Home) page in English. The language selection pull-down menu is open, showing 'LANG. 日本語', 'LANG. 日本語', and 'LANG. English' (selected). The rest of the page content is in English, including '現在の申請一覧', '申請一覧', and '申請種別の選択' with buttons for 'Issuance at Convenience Stores (Paper)', 'Issuance via On-campus Machines (Paper)', 'Issuance via Online System (PDF)', 'Issuance via Postal Mail (Paper)', and 'Payment of Various Fees'.	2	Click the language you want to display in the pull-down.
 A screenshot of the '同志社大学 Application home' page in English. The language selection pull-down menu is open, showing 'LANG. 日本語', 'LANG. 日本語', and 'LANG. English' (selected). The rest of the page content is in English, including 'Current application list', 'Application list', and 'Selection of application types' with buttons for 'Issuance at Convenience Stores (Paper)', 'Issuance via On-campus Machines (Paper)', 'Issuance via Online System (PDF)', 'Issuance via Postal Mail (Paper)', and 'Payment of Various Fees'.	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. The language selection pull-down is displayed only on Select Printing Destination screen after login, so come back to Select Printing Destination screen to switch languages.

2 Log In to the Certificate Issuance Service

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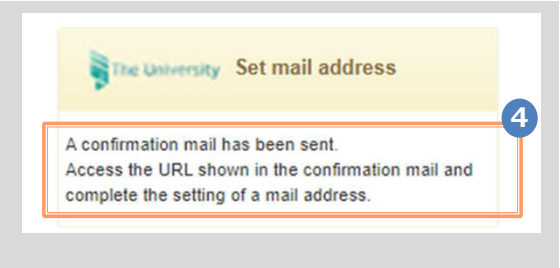
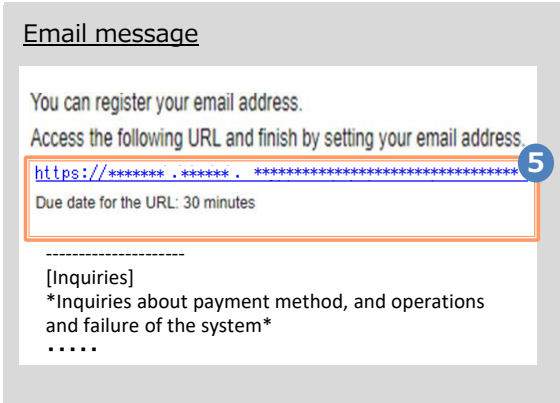
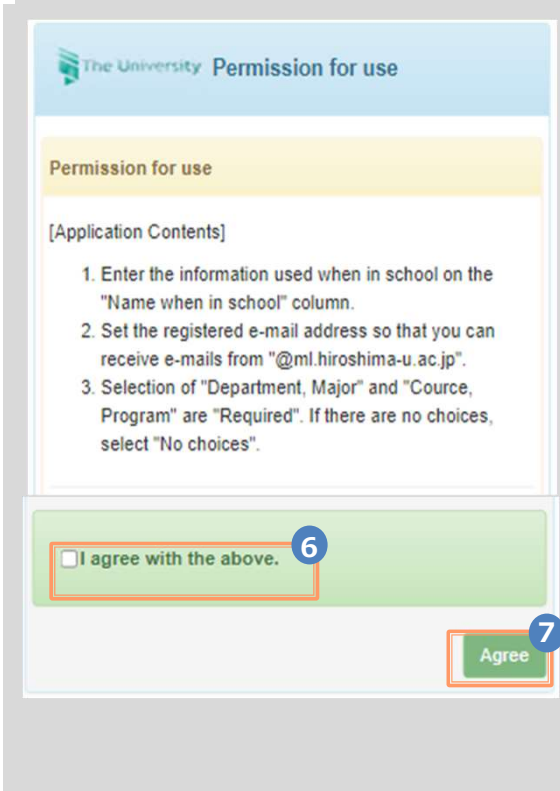
2.5 How to Apply for Additional Graduate Account

(a) Change the email address

Screen Images	Steps	How to Operate
	1	Log in to the Certificate Issuance Service from the Student Login page, select the menu button  in the upper right corner of the screen, and click "Apply for additional graduate account".
	2	Enter the email address you wish to register in the "New email address" and "Confirmation" fields.
	3	After confirming the notes, click the "Check" button.

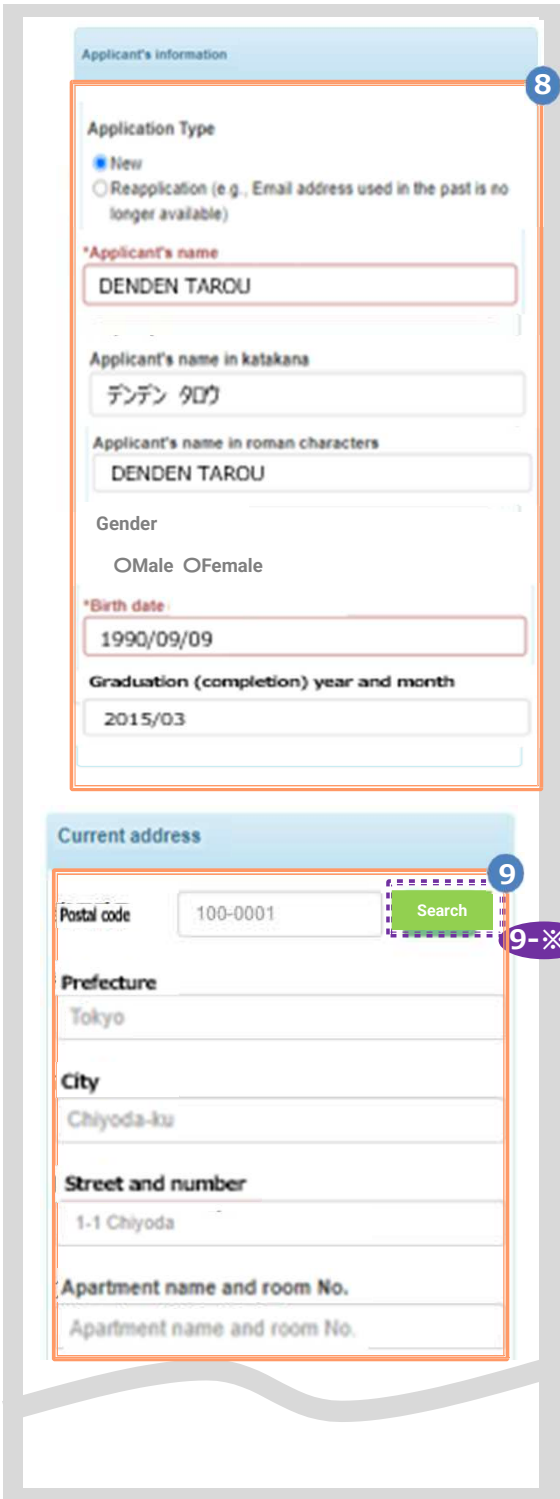
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
	4	A message will appear on the screen, and a confirmation mail will be sent to your registered email address.
	5	Click the one-time URL in the email message to proceed to the applicant information registration. *The URL has an expiration time, so please complete the process within the displayed time limit.
	6	Confirm the "Permission for use" displayed on the screen and check the "I agree with the above." box.
	7	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
	8	Enter information about 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 romaji, respectively. *Please put a space between the last name and the first name. ▶ Gender Select the gender of the applicant. ▶ Date of Birth (required) Enter the date of birth of the applicant in the Western calendar. ▶ Graduation year and month (required) Enter the year and month of graduation in the Western calendar.
	9	Enter your current address and contact information. *Input fields vary depending on the operating environment. ▶ Postal code Enter the postal code of the current address. *After clicking the "Search" button, the address corresponding to the postal code will be displayed in the "Address" field. ▶ Prefecture/City/Street and number/ Apartment name and room No. Enter the current address.

2

Log In to the Certificate Publishing Service

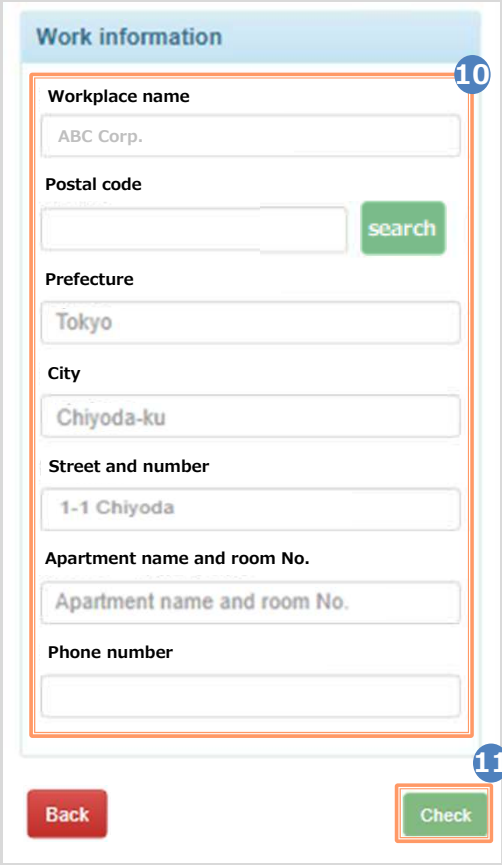
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	9-※	Example of address search by postal code
	9-1	Enter your postal code in the format "XXX-XXXX" in the postal code field.
	9-2	Click the Search button. *The postal code and address in the screen image are examples, so please check the actual screen.
	9-3	Check the displayed address and add the name of the apartment building, etc. *The postal code and address in the screen image are examples, so please check the actual screen.
	9	► Phone number Enter the home phone number.
	9	► Mobile phone number Enter the mobile phone number.

2

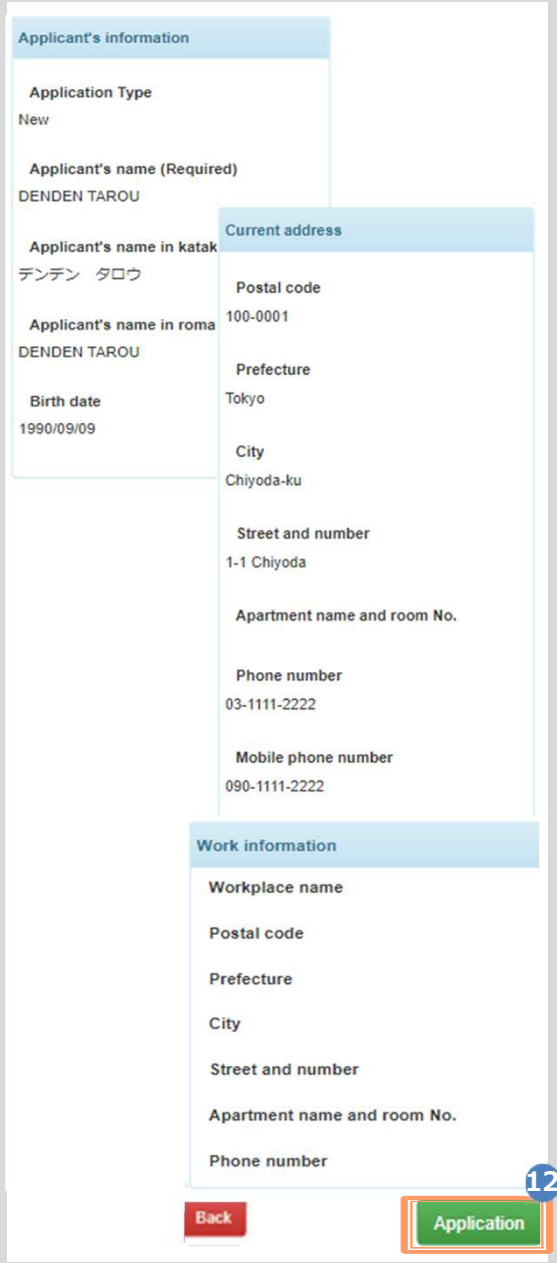
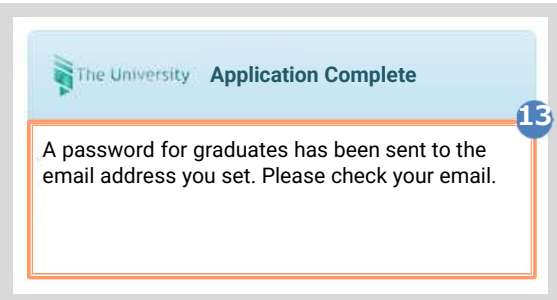
Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
	10 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. 11	Click the "Check" button. *Make sure to complete all required fields.

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 three main sections: 'Applicant's information', 'Current address', and 'Work information'. The 'Applicant's information' section includes fields for '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' (DENDEN TAROU), and 'Birth date' (1990/09/09). The 'Current address' section includes 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). The 'Work information' section includes fields for 'Workplace name', 'Postal code', 'Prefecture', 'City', 'Street and number', 'Apartment name and room No.', and 'Phone number'. At the bottom of the form, there are two buttons: 'Back' (red) and 'Application' (green). The 'Application' button is highlighted with a red box and a blue circle containing the number 12.	12	Confirm the information you entered and click the "Application" button.
 The screenshot shows the 'Application Complete' screen. It features the 'The University' logo and the text 'Application Complete'. Below this, a message is displayed: 'A password for graduates has been sent to the email address you set. Please check your email.' The message is highlighted with a red box and a blue circle containing the number 13.	13	Confirm that the "Application Complete" screen is displayed.

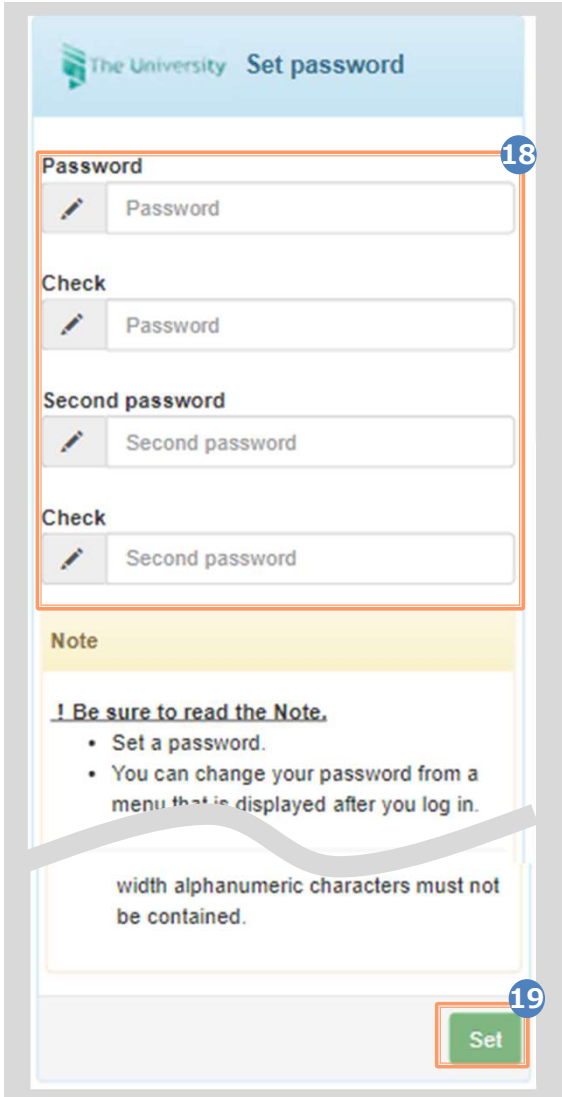
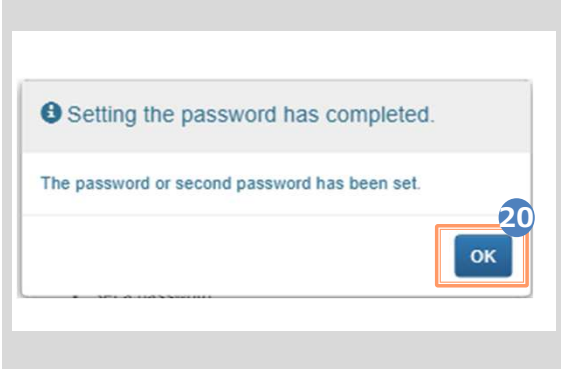
2 Log In to the Certificate Issuance Service

*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: *****¹⁴ Log in here https://****.****.****.****/****/****.****¹⁵ ----- © This email is for sending only. For more information, contact the administrative representative.	14 15	The result of your service application is sent to the registered email address. Find the initial password in the email. *Please check the university website for the confirmation period. Click the URL for “Log in here” in the email message to access the login screen.
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. Login¹⁷	16 17	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

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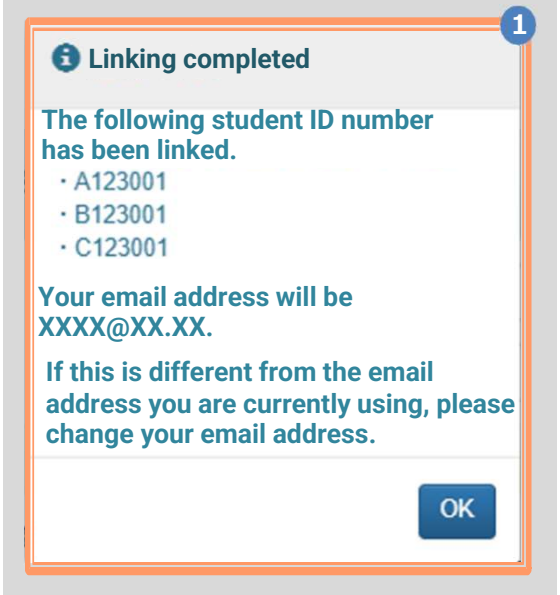
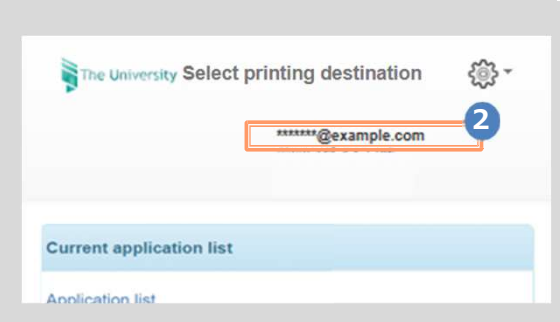
Screen Images	Steps	How to Operate
	18	The Password Setup screen will open, allowing you to change the initial password and set the second password. Enter a new password (different from the old passwords) in the "Password" and "Second password" fields and their confirmation field. The password must contain at least 8 single-byte alphanumeric characters, including both uppercase and lowercase letters. *The password and the second password must be different.
	20	Click the "OK" button. Now you can log in to the "Certificate Issuance Service" from the Graduates Login page.

2 Log In to the Certificate Issuance Service

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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. ► 2.3 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.