

Certificate Issuance Service login Manual

Application Procedure for Students in School

**September 2026
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



*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 go to the Student Login page.

2

Enter the "User ID" and "Password" you use at university.

大学ホームページ サンプル

サービスを利用する方は、各ページから登録・ログインしてください

在学生の方

◆下記に記載の証明書・申込書の対応発行先

1. 学内に設置されている学内印刷機での発行
2. 全国のコンビニエンスストアのマルチコピー機での発行
3. 郵送での受け取り

※下記以外の証明書・申込書・学割証明書に關しましては、各学部窓口にて申請を行ってください

■対象証明書

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

>> [在学生の方の切回登録・ログインはこちらから](#)

Nanzan University

サインイン

someone@example.com

パスワード

サインイン



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

Screen Images

Steps

How to Operate

3

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.

4

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

5

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

The University Mail address setting

Mail address

✉ 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**

The University Set mail address

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



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

Screen Images

Steps

How to Operate

Email Message

You can register your email address.

Access the following URL and finish by setting your email address.

[https:// ***** *****](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 body of the email to complete the registration of the email address.

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

7

When the "Mail address setting complete" screen is displayed, click the "Move to Login Page" button to log in.

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



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

2.3 How to Log In

Screen Images

Steps

How to Operate

1

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

2

Enter the "User ID", "Password" you use at university.

*For the first login, you need to register an email address.

For how to register it, see the following:

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

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>> [在学生の方の初回登録・ログインはこちらから](#)

Nanzan University

サインイン

サインイン



*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 in the “New mail address” and “Check” fields.

3

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

The University Select printing destination

Date and time

Top page

Manual

Change mail address

Logout

Current application list

Application list

Issue certificate

Convenience store

Sending by post

The University Mail address setting

Current mail address

*****@*****

New 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 some time to send the confirmation message.

Back

Check



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

Screen Images

Steps

How to Operate

4

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

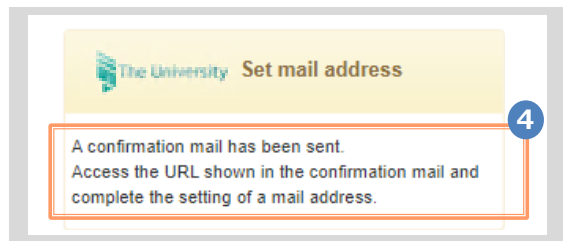
5

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

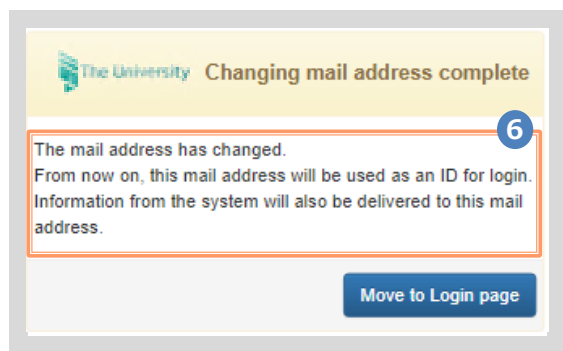
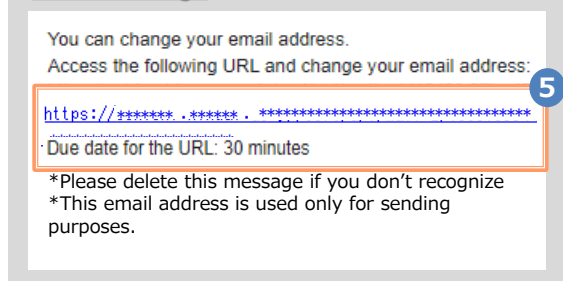
*The URL has an expiration time, so please complete the operation within the displayed time limit.

6

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



Email message

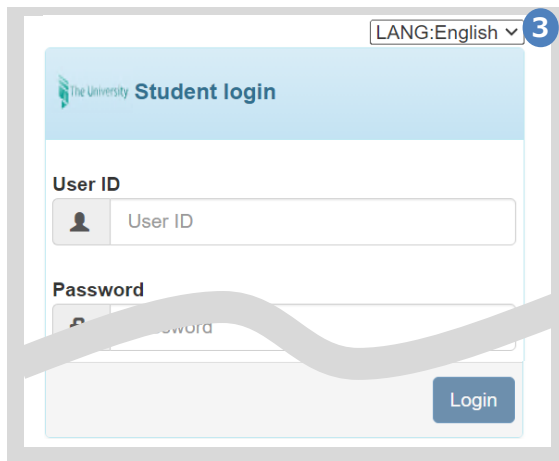


2 Log In to the Certificate Issuance Service

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

2.4 Switch Languages

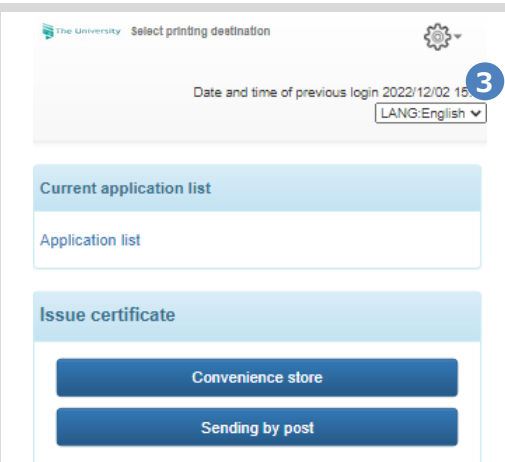
(a) Log In Screen

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



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

(b) Select Printing Destination Screen

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

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

2.5 How to Apply for an Additional Graduate Account

Screen Images

Steps

How to Operate

Select printing destination

Top page
Manual
Set/change personal information
Change mail address
Additional registration of student ID number
Change password
Change second password
Apply for additional graduate account
Logout

Printing in school
Sending by post
Send online
Application form

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".

*For details on how to log in:
▶ 2.3 How to log in

The University Mail address setting

Current mail address
*****@*****

New 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 some time to send the confirmation message.

Back Check

2

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

3

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



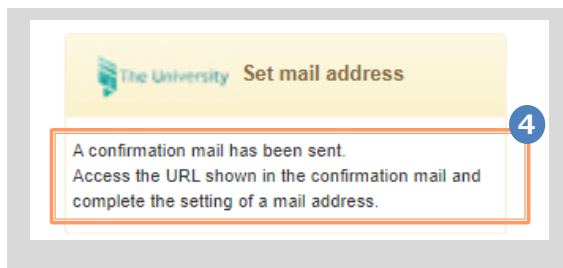
2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

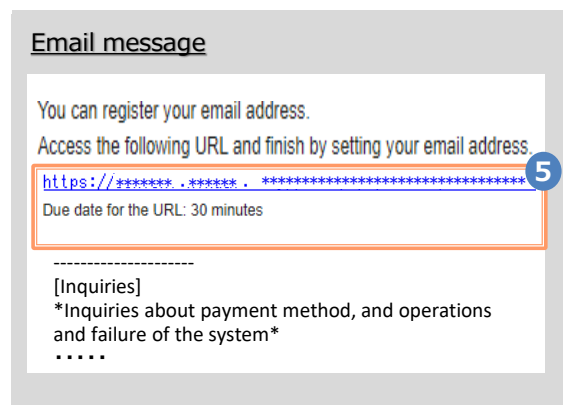
How to Operate



The University Set mail address

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

4



Email message

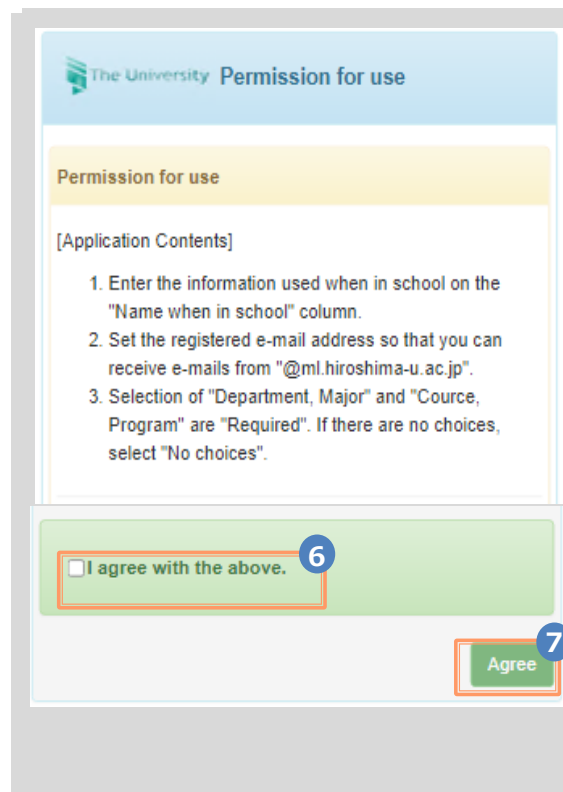
You can register your email address.
Access the following URL and finish by setting your email address.

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

Due date for the URL: 30 minutes

[Inquiries]
*Inquiries about payment method, and operations
and failure of the system*
.....

5



The University Permission for use

Permission for use

[Application Contents]

1. Enter the information used when in school on the "Name when in school" column.
2. Set the registered e-mail address so that you can receive e-mails from "@ml.hiroshima-u.ac.jp".
3. Selection of "Department, Major" and "Course, Program" are "Required". If there are no choices, select "No choices".

☐ I agree with the above.

Agree

6

7

4

A message will appear on the screen and a confirmation notification will be sent to your registered email address.

5

Click the one-time URL in the body of the email to proceed to the applicant information registration.

*The URL has a time limit. Please complete the operation within the indicated time limit.

6

Confirm the "Permission for use" displayed on the screen and check the "I agree to the above".

7

Click the "Agree" button.



*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 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.

*Enter in the Western calendar.

► Year and month of graduation (required)

Enter the month and year of graduation.

*Enter in the Western calendar.

9

Enter your current address and contact information.

*The entry items vary depending on the usage 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.

Applicant's Information

Application Type
☒ New
☐ Reapplication (e.g., Email address used in the past is no longer available)

*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

Gender
☐ Male ☐ Female

*Birth date
 1990/09/09

Graduation (completion) year and month
 2015/03

Current address

Postal code 100-0001 Search

Prefecture
 Tokyo

City
 Chiyoda-ku

Street and number
 1-1 Chiyoda

Apartment name and room No.
 Apartment name and room No.



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

The first screenshot shows the 'Current address' section with the postal code '100-0001' entered in the 'Postal code' field (labeled 9-1) and the 'Search' button highlighted (labeled 9-2). The second screenshot shows the same form with the 'Search' button clicked, and the address fields (Prefecture, City, Street and number, Apartment name and room No.) highlighted with an orange box (labeled 9-3). The third screenshot shows the 'Apartment name and room No.' field filled with 'アパート 101号室' and the 'Phone number' and 'Mobile phone number' fields highlighted with an orange box (labeled 9).

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.

*Please note that 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.

*Please note that 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.

► Mobile phone number

Enter the mobile phone number.

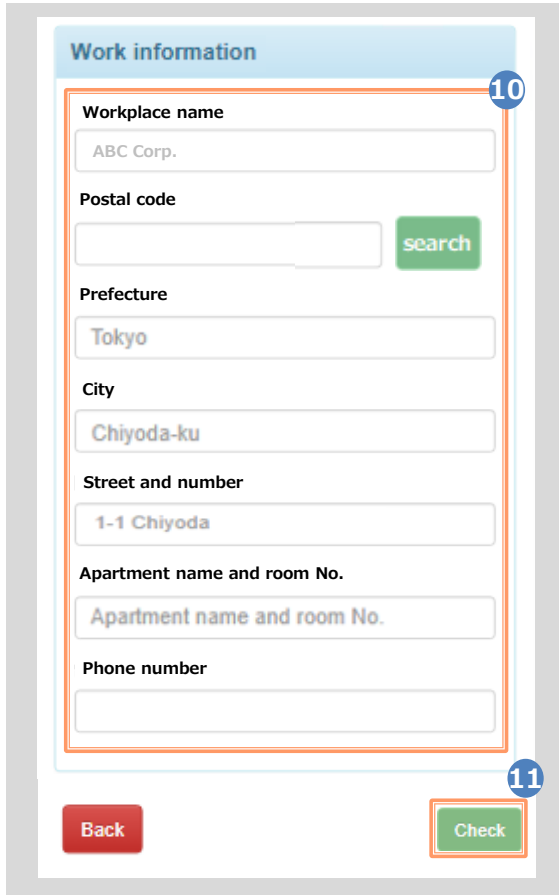


*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate



Work information

Workplace name
ABC Corp.

Postal code

Prefecture
Tokyo

City
Chiyoda-ku

Street and number
1-1 Chiyoda

Apartment name and room No.
Apartment name and room No.

Phone number

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.

*Be sure to fill in the required items.



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

Screen Images

Steps

How to Operate

12

Confirm the entered information and click the "Application" button.

12

13

Confirm that the "Application Complete" screen appears.

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
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

Work information

Workplace name

Postal code

Prefecture

City

Street and number

Apartment name and room No.

Phone number

Back **Application**

The University Application Complete

A password for graduates has been sent to the email address you set. Please check your email.



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

Screen Images

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.

Steps

How to Operate

14

The result of the application for use will be sent to the registered email address. Find the initial password in the email.

*Please check the university's website for their confirmation period.

15

Click the URL for "Log in here" in the body of the email to access the login screen.

16

Enter the registered email address in the Mail address field and the initial password shown in the email announcing the application result in the Password field.

*Leave the "Second password" field left unfilled.

17

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

18

A screen will open where you can change the initial password and set the second password.

Enter a new password other than the initial password in the Password, Second password, and all corresponding check fields. The password must contain at least eight half-width characters, including a mix of uppercase letters, lowercase letters, and numbers.

*The password and the second password must be different.

19

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

20

Click the "OK" button.

Now you can log in to the "Certificate Issuance Service" from the Graduates Login page.

The University Set password

18

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.

width alphanumeric characters must not be contained.

19

Set

Setting the password has completed.

The password or second password has been set.

20

OK



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

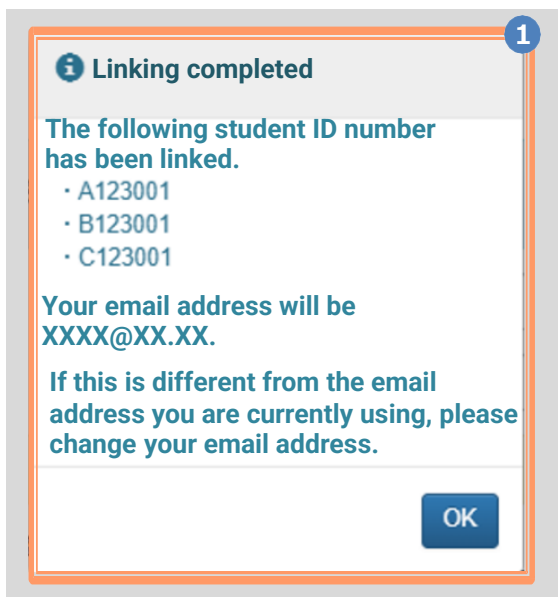
2.6 Automatic Linking of Multiple Student IDs

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

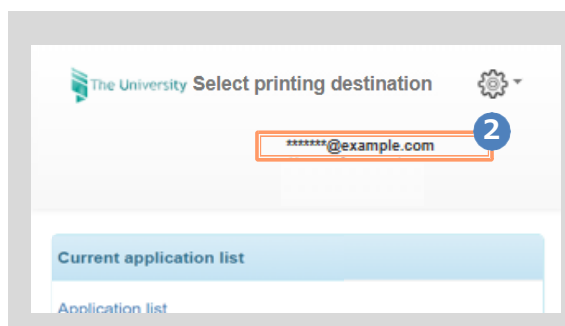
When Automatic linking is performed, the dialog shown on the left will be displayed at login.

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



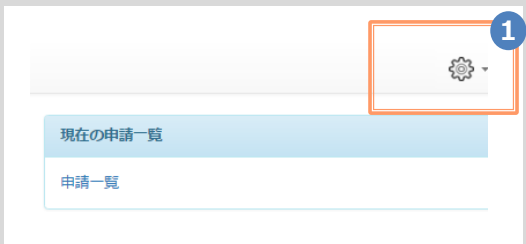
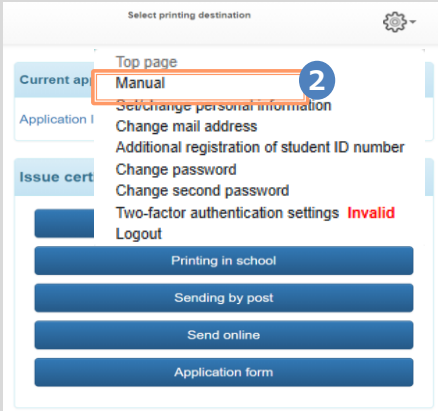
The email address will also appear in the header section of the screen after logging in, so please confirm it.



How to Check the Operation Manual (After Initial Registration Is Complete)

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

3.1 How to check the operation manual

画面イメージ	順序	操作方法
	1	Log in to the certificate issuance service and click the menu button “” in the upper-right corner of the screen. ※For instructions on how to log in to the certificate issuance service, please refer to the following. ► 「2.2 How to Log In」
	2	Click "Manual" to display the operation manual. Please review the information provided and issue the certificate at a convenience store.

