

Certificate Issuance Service Login Manual

Application Procedure for Graduates

**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

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 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 go to the Graduate Login page.

2

Registration is required for the first time. Click "New registration procedure" from "New registration."

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

卒業生の方

- ◆下記に記載の証明書・申込書の対応発行先
 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
 - ・成績証明書
 - ・卒業証明書

>> 卒業生の方の利用申請・ログインはこちらから

The University Graduate login

Mail address

Mail address

Password

Password

Second 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



*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 in the "Mail address" and "Check" fields.

4

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



*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 body of the email and register the applicant's information.

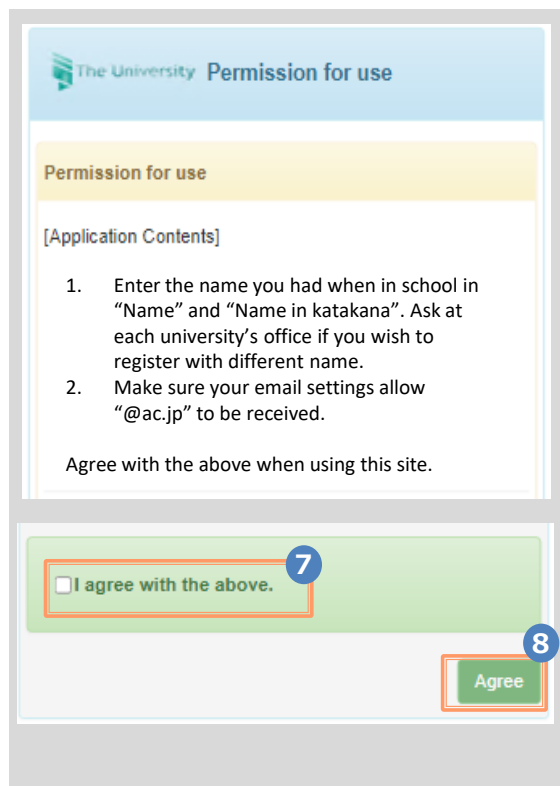
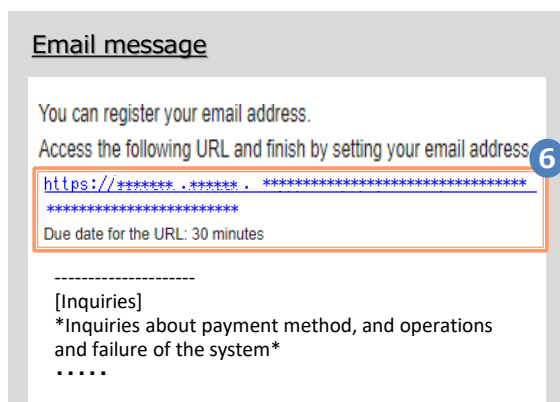
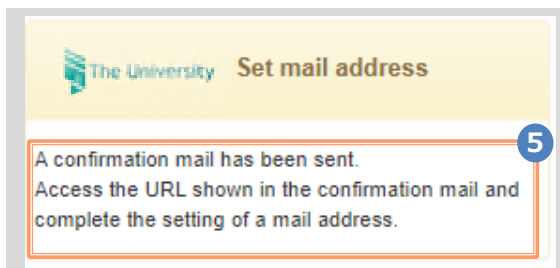
*The URL has an expiration time, so please complete the operation within the displayed time limit.

7

Read the "Permission for use" displayed on the screen and check "I agree with the above" box.

8

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

申請者情報

申請種別

- ☒ 新規
☐ 再申請（過去利用時のメールアドレスが利用できなくなった等）

*申請者氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

性別

☐ 男 ☐ 女

生年月日

1999/09/09

*最終在籍年月

2022年10月

大学情報(在学時情報)

在学時氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

大学名

大学

学部名

外国語学部

学科名

外国語学科

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.

▶ Gender

Select the gender of the person applying.

▶ Birth date (Required)

Enter the birth date of the applicant.

*In the western calendar year.

▶ Final month and year of enrollment (Required)

Enter the applicant's final year and month of enrollment.

*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.



*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 login form with two main sections. The first section, labeled '10', contains fields for '学部・学科' (Faculty/Department), '学籍番号' (Student ID), and '*卒業（修了）年月' (Graduation/Completion Year and Month). The second section, labeled '11', is titled '住所' (Address) and includes fields for '郵便番号' (Postal Code), '都道府県' (Prefecture/City/Street and Number/Apartment name and room No.), '市区町村' (City/Town/Village), '町名番地' (Municipality Name and Number), and 'アパート・マンション号室' (Apartment/Condo Name and Room No.). A green '検索' (Search) button is located next to the postal code field. A purple callout '11-※' points to the search button.

10

▶ Faculty・Department

Enter the faculty and department you were enrolled in.

▶ 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.

Enter the current address and contact information.

*Input fields vary depending on the operating environment.

▶ Postal code

Enter the postal code of your current address.

When you click 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 address of your workplace.

11

11-※



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

Screen Images

Steps

How to Operate

The screenshots show the following fields and steps:

- 住所 (Address):**
 - 郵便番号 (Postal Code): 100-0001 (Step 11-1)
 - 検索 (Search) button (Step 11-2)
 - 都道府県 (Prefecture): 東京都
 - 市区町村 (City/Town/Village): 千代田区
 - 町名番地 (Municipality Name and Block Number): 千代田 1丁目 1番地
 - アパート・マンション号室 (Apartment/Condo Number and Room): アパート・マンション号室
- 都道府県 (Prefecture):** 東京都 (Step 11-3)
- 市区町村 (City/Town/Village):** 千代田区 (Step 11-3)
- 町名番地 (Municipality Name and Block Number):** 千代田 (Step 11-3)
- アパート・マンション号室 (Apartment/Condo Number and Room):** アパート・マンション号室 (Step 11-3)
- 電話番号 (Phone Number):** (Step 11)
- 携帯電話番号 (Mobile Phone Number):** (Step 11)

11-※

Example of an address search by postal code

11-1

Enter the postal code in the format "XXX-XXXX".

11-2

Click the search button.

11-3

Please check the displayed address and add the apartment building name and other details.

*The postal code and address shown in the screen image are examples, so please check the actual screen.

11

▶ 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

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.

*The search method is the same as the postal code in the "Address" field.

▶ 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.

勤務先情報

勤務先名

郵便番号

都道府県

市区町村

町名番地

アパート・マンション号室

電話番号



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

Screen Images

Steps

How to Operate

Before attaching the image

Copy of an identification document

Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card
☐ Photo ID

Image of an identification document

Choose File No file chosen

Image (back side) of an identification document

Choose File No file chosen

Back

The image file is displayed after being attached.

After attaching the image

Copy of an identification document

Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card
☐ Photo ID

Image of an identification document

Choose File Photo.png



Image (back side) of an identification document

Choose File Photo_back.png

備考	

Back

Check

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.

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.

13-*

14

Click the "Check" button.

*Make sure to fill in all the required items. If any of these fields are left unfilled, it may take time for approval.



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

Screen Images

Steps

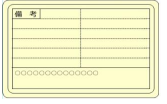
How to Operate

15

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

16

Check that the Application reception screen is displayed.

Applicant's information	Current address
Application Type New	Postal code 100-0001
Applicant's name (Required) DENDEN TAROU	Prefecture Tokyo
Applicant's name in katakana デンデン タロウ	City Chiyoda-ku
Applicant's name in roman characters DENDEN TAROU	Street and number 1-1 Chiyoda
Birth date 1990/09/09	Apartment name and room No.
	Phone number 03-1111-2222
	Mobile phone number 090-1111-2222
University's information (When in school)	Work information
Name when in school DENDEN TAROU	Workplace name
Name when in school in katakana デンデン タロウ	Postal code
Name when in school in roman characters DENDEN TAROU	Prefecture
University University	City
Department Foreign Language	Street and number
Subject Division of Foreign Language	Apartment name and room No.
Student number *****	Phone number
Graduation year and month (Required) 2015/03	Copy of an identification document
Graduation, Withdrawal, Expulsion Graduation	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.



*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: *****¹⁷

Log in here

https://****.****.****.****/****/****.****¹⁸

© This email is for sending only.

For more information, contact the administrative representative.

Steps

How to Operate

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

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

19

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

*Leave the "Second password" field unfilled.

20

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



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

Screen Images

Steps

How to Operate

21

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 and 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.

22

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

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 Register an Additional Student ID number"



*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 go to the Graduate Login page.

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:

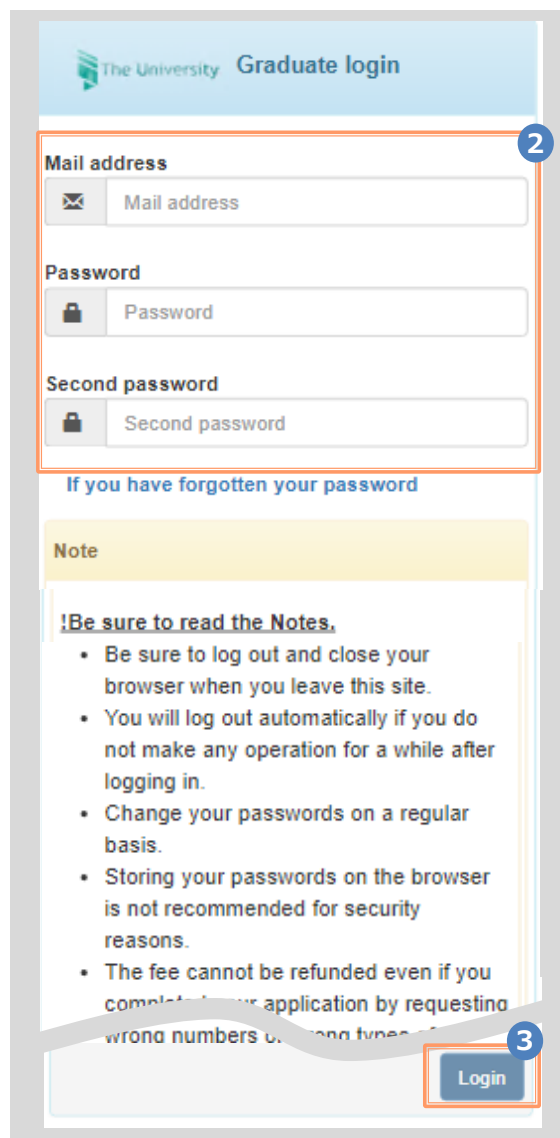
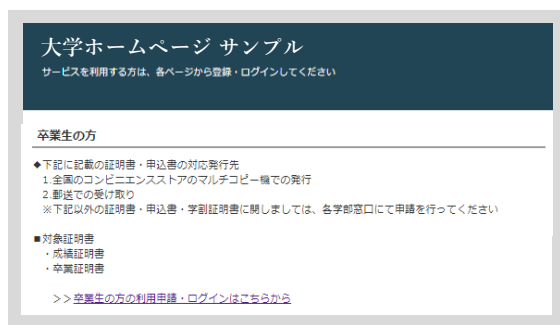
▶ 2.1 "How to Apply to Use the Service"

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

▶ 2.3 "How to Register an Additional Student ID number"

3

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



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

Screen Images

Steps

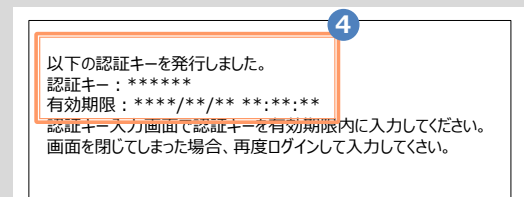
How to Operate

Two-factor authentication via email is performed when logging in.

You will receive an email containing an authentication key, so please enter the authentication key on the authentication key entry screen. Once you enter the authentication key, you will not need to enter it again for a certain period.

After a certain period has elapsed, an authentication key will be sent to you by email again, and you will be prompted to enter the authentication key. The operating procedure is as follows.

メール文面



4

If you have not yet entered the authentication key when logging in, or if you have had the authentication key reissued, you will receive an email containing the authentication key, so please enter it on the next authentication key entry screen before the expiration date stated in the email.

5

Review the contents of the "Notes" section and click the "Settings" button.



5-※

If you have lost the email containing the authentication key, click the "Reissue Authentication Key" button to receive another email containing the authentication key.

6

Review the contents of the "Notes" section and click the "Settings" button.

7

Once the message appears on the screen, authentication is complete. Click the "OK" button.



*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 Personal Information

Screen Images

Steps

How to Operate

The screenshot shows the login page of 'The University'. A gear icon in the top right corner is highlighted with a blue circle containing the number 1. A dropdown menu is open, showing options: 'Top page', 'Manual', 'Personal setting' (highlighted with a red box), 'Change mail address', 'Register additional student ID number', 'Change password', 'Change second password', and 'Logout'. Below the menu, there are buttons for 'Convenience store' and 'Sending by post'.

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”.

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

The screenshot shows the 'Applicant's information' form. A red box highlights the entire form area, and a blue circle with the number 2 is next to it. The form contains the following fields: 'Applicant's name' (DENDEN TAROU), 'Applicant's name in Katakana' (ヤマダ タロウ), 'Applicant's name in roman characters' (DENDEN TAROU), 'Sex' (Male selected, Female unselected), 'Birth date' (1999/09/09), 'Apartment name and room No.', and 'Phone number'. At the bottom, there are 'Back' and 'Check' buttons. The 'Check' button is highlighted with a blue circle containing the number 3.

2

Enter the personal information items you wish to change.

3

Click the “Check” button.



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

2.3 How to Change the Login Information

Screen Images

Steps

How to Operate

The University 申請者情報変更

申請者情報

住所

郵便番号 100-0001 検索

都道府県 東京都

市区町村 千代田区

町名番地 千代田 1 丁目 1 番地

アパート・マンション号室 アパート・マンション号室

電話番号

携帯電話番号

勤務先情報

勤務先名 〇〇株式会社

郵便番号 100-0001 検索

2

2-※

When you click the "Search" button, the address corresponding to the postal code will be displayed in the "Address" field.



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

2.3 How to Change the Login Information

Screen Images

Example of an address search by postal code

The screenshot shows a form titled '住所' (Address). It contains the following fields: '郵便番号' (Postal Code) with the value '100-0001', a green '検索' (Search) button, '都道府県' (Prefecture) with '東京都' (Tokyo), '市区町村' (City/Town/Village) with '千代田区' (Chiyoda-ku), '町名番地' (Municipality Number) with '千代田 1 丁目 1 番地' (Chiyoda 1-chome 1-ban), and 'アパート・マンション号室' (Apartment/Mansion Number/Room) with 'アパート・マンション号室' (Apartment/Mansion Number/Room). Callout 2-1 points to the postal code input field, and callout 2-2 points to the search button.

The screenshot shows the same address search form as above. Callout 2-3 points to the '都道府県' (Prefecture) dropdown menu, which currently displays '東京都' (Tokyo).

Steps

2-※

2-1

2-2

2-3

How to Operate

Example of an address search by postal code

Enter the postal code in the format "XXX-XXXX".

Click the search button.

Please check the displayed address and add the apartment building name, etc.

*The postal code and address shown in the screen image are examples, so please check the actual screen.



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

2.3 How to Change the Login Information

Screen Images

Steps

How to Operate



申請者情報

*申請者氏名
電電 花子

カタカナ
ヤマダ ケイ

アパート・マンション号室

電話番号

戻る 確認

3

Click the "Check" button.



申請者情報

申請者氏名
電電 花子

〒 所在地

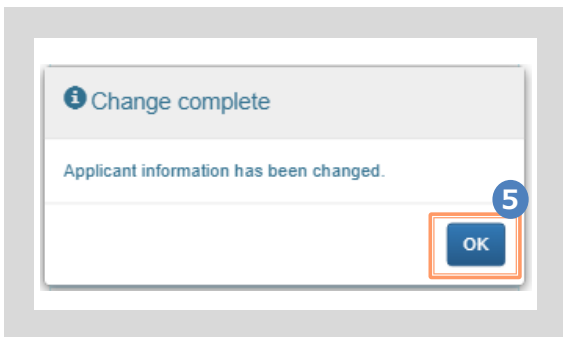
アパート・マンション号室

電話番号

戻る 変更

4

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



Change complete

Applicant information has been changed.

OK

5

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



*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.”

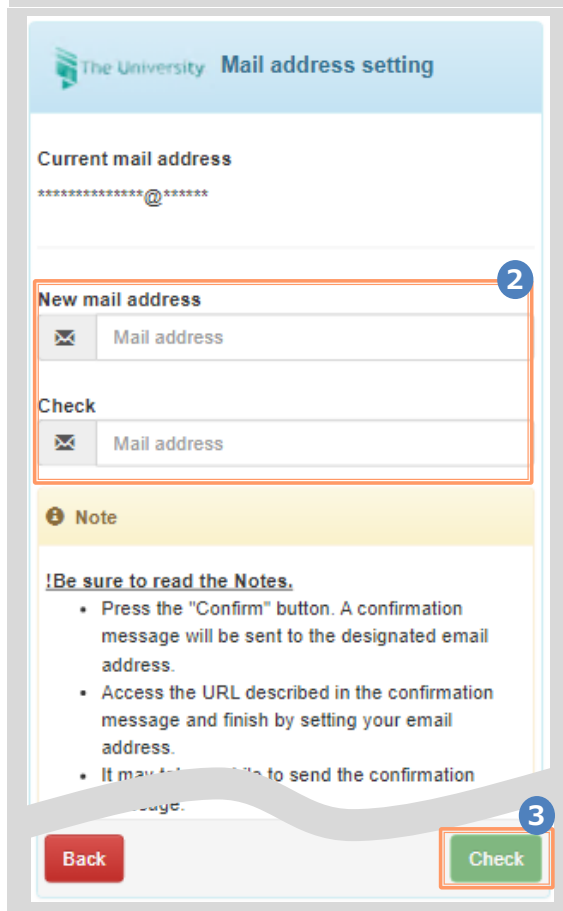
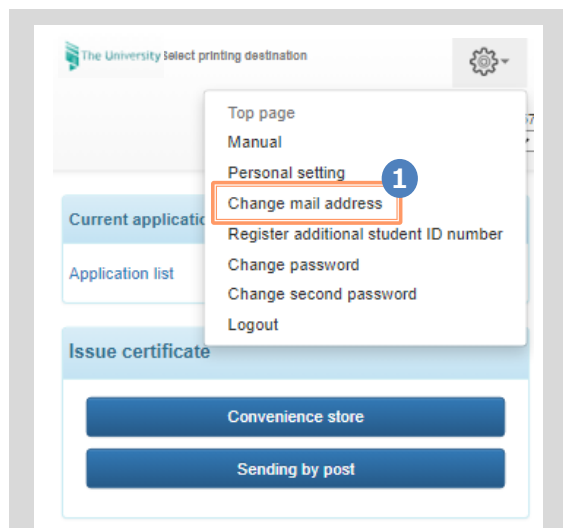
*See the following instructions on how to log in :
▶ 2.2 “How to Log In”

2

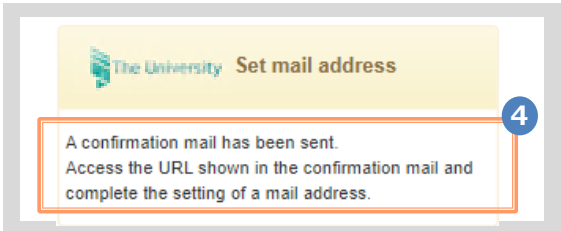
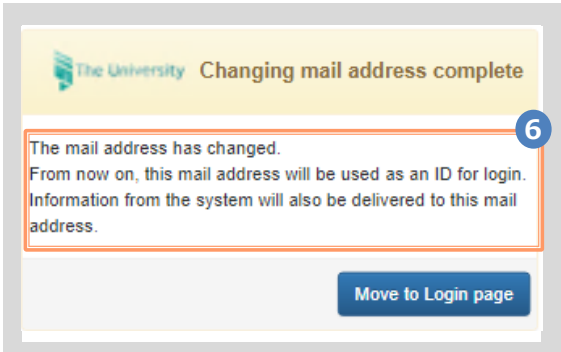
Enter a new email address in the “New mail address” and “Check” fields.

3

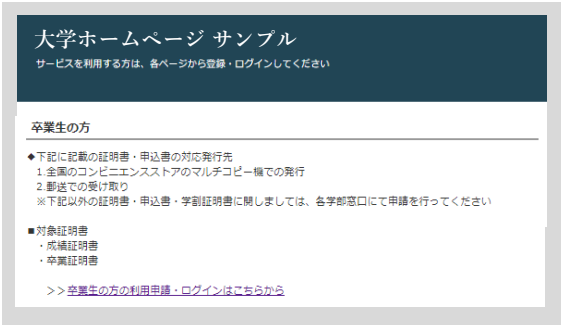
Read the “Note” and click the “Check” button.



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

Screen Images	Steps	How to Operate
	4	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
Email message 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 body of the email 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 go to the Graduate Login page.



*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 in the "Mail address" and "Check" fields.

4

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

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

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



*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 email address you entered.

6

Click the one-time URL in the body of the email and register the applicant information.

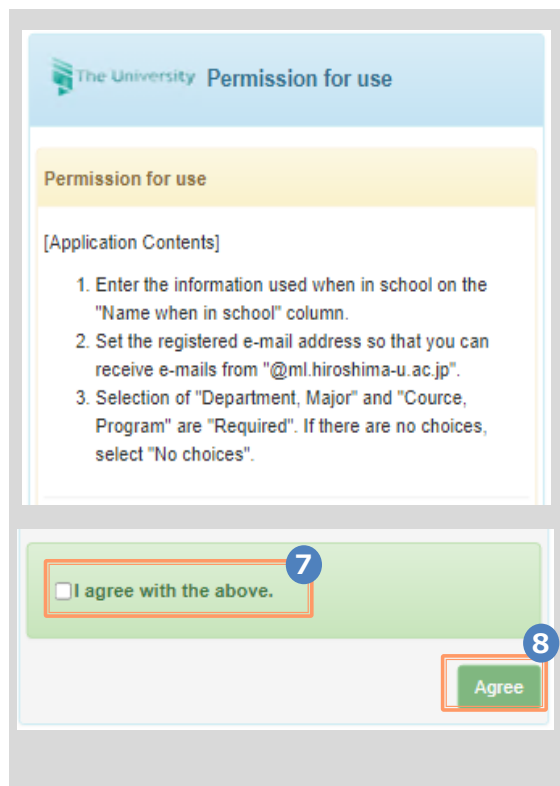
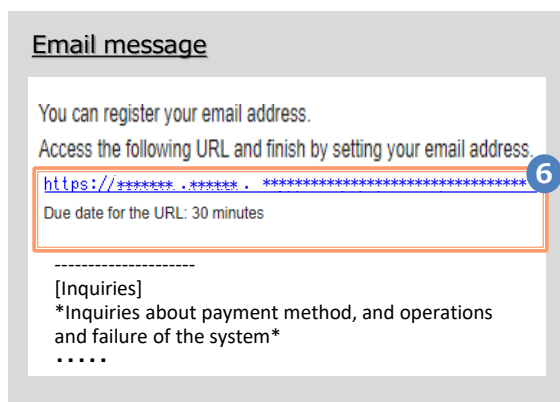
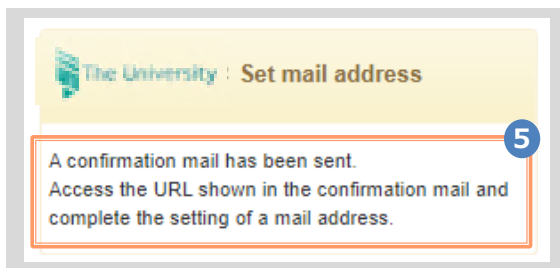
*The URL has an expiration time, so please complete the operation within the displayed time limit.

7

Read the "Permission for use" displayed on the screen and check the "I agree with the above" box.

8

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

申請者情報

申請種別

- ☒ 新規
☐ 再申請（過去利用時のメールアドレスが利用できなくなった等）

*申請者氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

性別

☐ 男 ☐ 女

生年月日

1999/09/09

*最終在籍年月

2022年10月

大学情報(在学時情報)

在学時氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

大学名

大学

学部名

外国語学部

学科名

外国語学科

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.

▶ Gender

Select the gender of the person applying.

▶ Birth date (Required)

Enter the birth date of the applicant.

*In the western calendar year.

▶ Final month and year of enrollment (Required)

Enter the applicant's final year and month of enrollment.

*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.



*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 login form with two main sections. The first section, labeled '10', contains fields for '学部・学科' (Faculty/Department), '学籍番号' (Student ID number), and '*卒業（修了）年月' (Graduation/Completion year and month). Below these are radio buttons for '卒業' (Graduation), '退学' (Withdrawal), and '除籍' (Expulsion). The second section, labeled '11', is titled '住所' (Address) and contains fields for '郵便番号' (Postal code), '都道府県' (Prefecture/City/Street and number/Apartment name and room No.), '市区町村' (City/Town/Village), '町名番地' (Municipality name and room No.), and 'アパート・マンション号室' (Apartment name and room No.). A green '検索' (Search) button is located next to the postal code field. A purple callout '11-※' points to the '検索' button.

10

▶ Faculty・Department

Enter the faculty and department you were enrolled in.

▶ 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.

11

Enter the current address and contact information.

*Input fields vary depending on the operating environment.

▶ Postal code

Enter the postal code of your current address.

When you click 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 address of your workplace.

11-※



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

Screen Images

Steps

How to Operate

The screenshots show the following form fields and steps:

- 住所 (Address) section:**
 - 郵便番号 (Postal Code): 100-0001 (Step 11-1)
 - 検索 (Search) button (Step 11-2)
 - 都道府県 (Prefecture): 東京都
 - 市区町村 (City/Town/Village): 千代田区
 - 町名番地 (Municipality Name and Number): 千代田 1丁目 1番地
 - アパート・マンション号室 (Apartment/Condo Number and Room): アパート・マンション号室
- 都道府県 (Prefecture) section:**
 - 都道府県 (Prefecture): 東京都 (Step 11-3)
 - 市区町村 (City/Town/Village): 千代田区
 - 町名番地 (Municipality Name and Number): 千代田
 - アパート・マンション号室 (Apartment/Condo Number and Room): アパート・マンション号室
- 電話番号 (Phone Number) section:**
 - 電話番号 (Phone Number): (Step 11)
 - 携帯電話番号 (Mobile Phone Number):

11-※

Example of an address search by postal code

11-1

Enter the postal code in the format "XXX-XXXX".

11-2

Click the search button.

11-3

Please check the displayed address and add the apartment building name and other details.

*The postal code and address shown in the screen image are examples, so please check the actual screen.

11

▶ 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

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.

*The search method is the same as the postal code in the "Address" field.

▶ 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.

勤務先情報

勤務先名

郵便番号

都道府県

市区町村

町名番地

アパート・マンション号室

電話番号



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

Screen Images

Before attaching the image

Copy of an identification document

Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card
☐ Photo ID

Image of an identification document

Choose File No file chosen

Image (back side) of an identification document

Choose File No file chosen

Back

The image file is displayed after being attached.

After attaching the image

Copy of an identification document

Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card
☐ Photo ID

Image of an identification document

Choose File Photo.png



Image (back side) of an identification document

Choose File Photo_back.png

備考	

Back

Check

Steps

How to Operate

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.

14

Click the "Check" button.

*Make sure to fill in all the required items. If any of these fields are left unfilled, it may take time for approval.



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

Screen Images

Steps

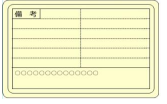
How to Operate

15

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

16

Check that the Application reception screen is displayed.

Applicant's information	Current address
Application Type New	Postal code 100-0001
Applicant's name (Required) DENDEN TAROU	Prefecture Tokyo
Applicant's name in katakana デンデン タロウ	City Chiyoda-ku
Applicant's name in roman characters DENDEN TAROU	Street and number 1-1 Chiyoda
Birth date 1990/09/09	Apartment name and room No.
	Phone number 03-1111-2222
	Mobile phone number 090-1111-2222
University's information (When in school)	Work information
Name when in school DENDEN TAROU	Workplace name
Name when in school in katakana デンデン タロウ	Postal code
Name when in school in roman characters DENDEN TAROU	Prefecture
University University	City
Department Foreign Language	Street and number
Subject Division of Foreign Language	Apartment name and room No.
Student number *****	Phone number
Graduation year and month (Required) 2015/03	Copy of an identification document
Graduation, Withdrawal, Expulsion Graduation	Type of identification document Driving licence
	Image of an identification document 
	Image (back side) of an identification document 
Back	Application

 The University Application reception

16

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



*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: *****¹⁷

Log in here

https://*****.*****.*****.*/*****¹⁸

© This email is for sending only.

For more information, contact the administrative representative.

Steps

How to Operate

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

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

19

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

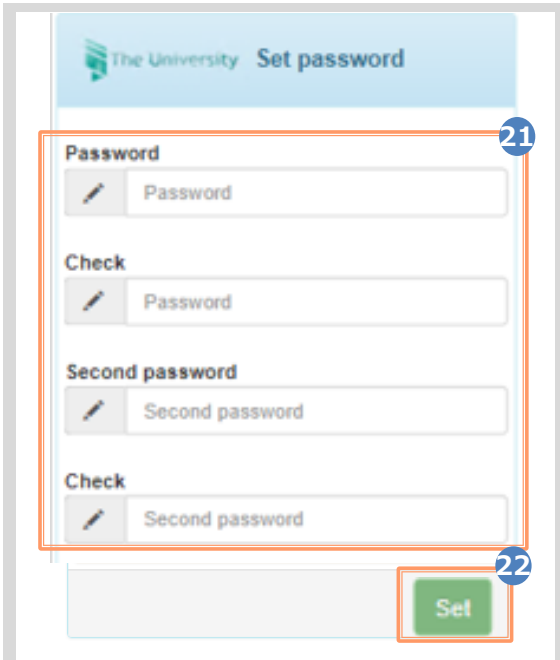
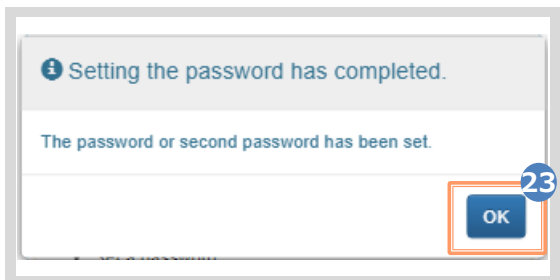
*Leave the "Second password" field unfilled.

20

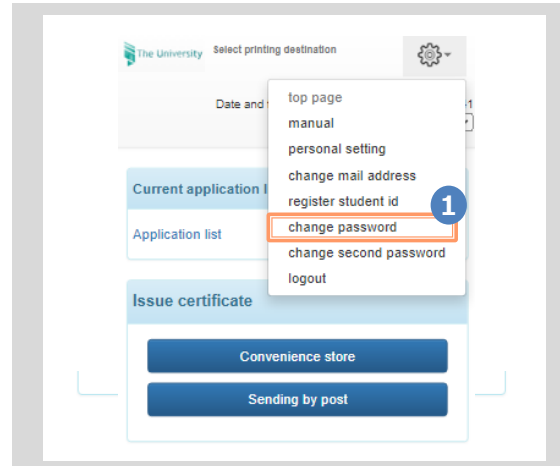
Read the "Note" and click the "Login" button.



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

Screen Images	Steps	How to Operate
	21	A screen will open where you can change the initial password and set the second password.
	22	Enter a new password other than the initial password in the Password and 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.
	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" ▶ 2.5 "How to Log In *login by Google ID authentication" *If you log in with GoogleID, password changes is not available.



*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" field.

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.

Current password

Current password

New password

New password

Check

New password

Note

I 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

Change complete

The password has been changed.

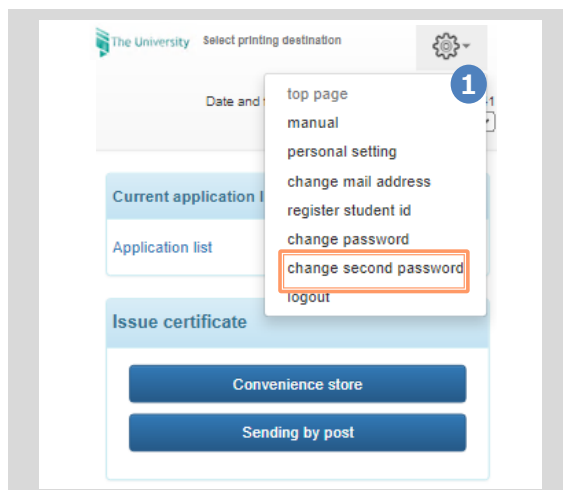
OK



*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”

▶ 2.5 “How to Log In *login by Google ID authentication”

*If you log in with GoogleID, change second password is not available.

2

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

Old second password

 Old second password

New second password

 New second password

Check

 New second password

Note

! Be sure to read the Note.

Set the second password according to these rules:

- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

Back **Change**

3

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



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

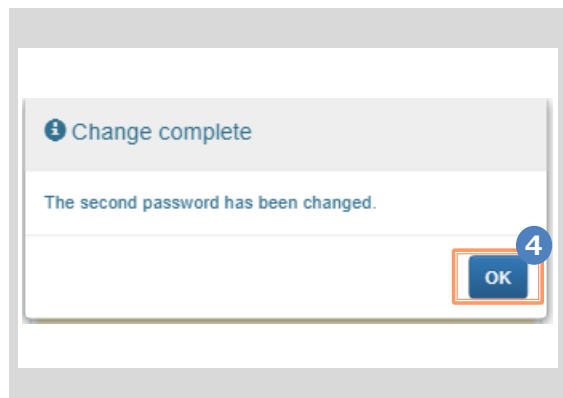
Screen Images

Steps

How to Operate

4

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



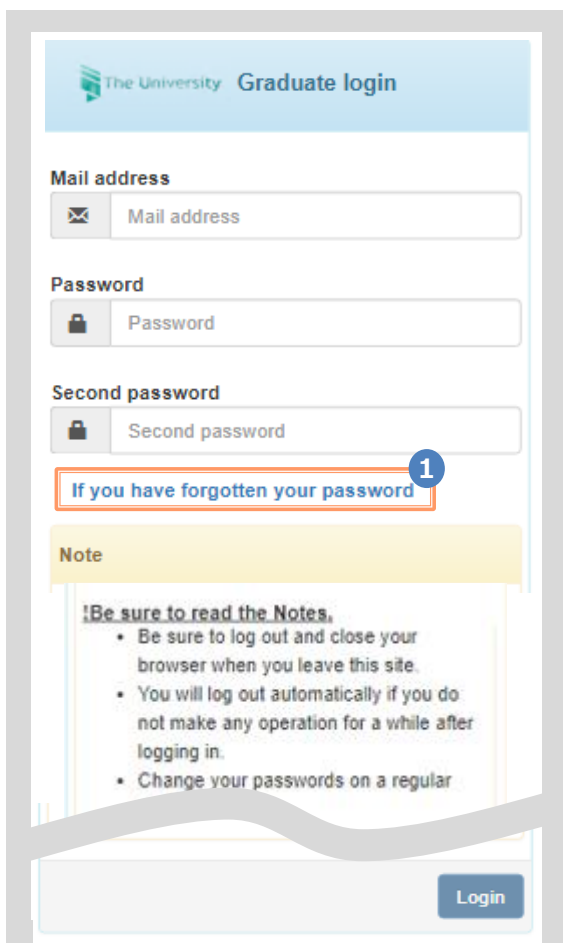
(f) If You Forgot the Password

1

Access the Graduate Login screen and click "If you have forgotten your password".

- *See the following instructions on how to log in:
- ▶ 2.2 "How to Log In"
 - ▶ 2.5 "How to Log In *login by Google ID authentication"

*If you log in with GoogleID, reset your password is not available.



*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 body of the email 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.

The University Reset password

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

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.

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

.....



*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 other than your previous 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.

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.



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

2.5 How to Log In with a Lifelong ID

(a) Google ID Authentication

Screen Images

Steps

How to Operate

1

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

2

Read the "Note" and click the "Log In" button.

*The screen transitions to the login page of the linked website when you click the "Log In" button.

3

Click your Google ID account.

If your Google ID account is not displayed on the screen, click "Use another account" according to the screen image shown on the left.

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

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

>> [在学生の方の初回登録・ログインはこちら](#)

The University 生涯IDログイン

 ログイン

注意事項

! 注意事項は必ずお読みください

- ・ ログインボタンをクリックするとGoogleのログイン画面がポップアップするので、大学から発行されている生涯IDでログインしてください
- ・ 別のGoogleアカウントでログイン済みの場合はGoogleのページにて右上のアイコンからログアウトを行ってから再度このページにアクセスしてください

 Sign in with Google

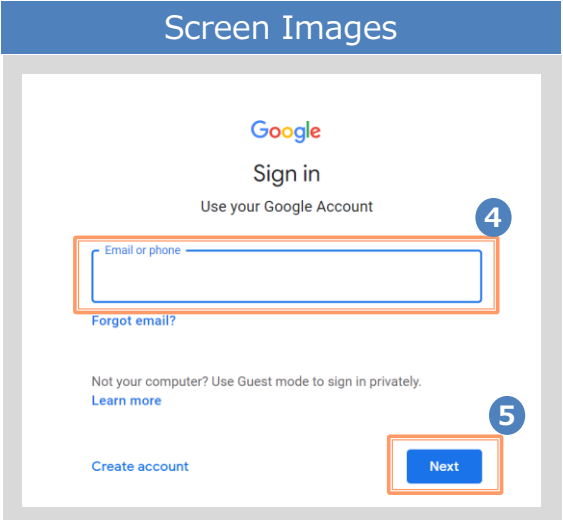
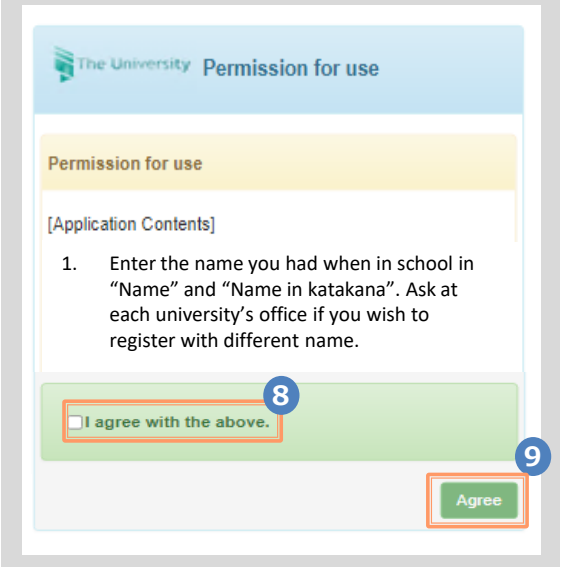
Choose an Account

to continue to 証明書発行サービス

 Use another account



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

Screen Images	Steps	How to Operate
 Google Sign in Use your Google Account 4: Email or phone input field 5: Next button	4	Enter the Google ID provided by the university. *Here, "Google ID" refers to "Gmail address".
 Google 大学 太郎 G XXXXXX@gmail.com 6: Enter your password input field 7: Next button	5	Double-check your Google ID and click "Next".
 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. 8: I agree with the above. checkbox 9: Agree button	6	Enter the password of your Google ID.
	7	Double-check your password and click "Next".
	8	Read the "Permission for use" displayed on the screen and select "I agree with the above" ※This step is required only on first login
	9	Click "Agree". ※This step is required only on first login



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

Screen Images

Steps

How to Operate

The University ユーザ情報新規登録

申請者情報

申請種別

☒ 新規
☐ 再申請 (過去利用時のメールアドレスが利用できなくなった等)

*申請者氏名

カタカナ

ローマ字

性別
☐ 男 ☐ 女

*生年月日

*最終在籍年月

住所

郵便番号

都道府県

市区町村

町名番地

アパート・マンション号室

10

Enter the applicant's information.

*This step is required only on first login

*Input fields vary depending on the operating environment.

*The fields marked in red are required.

▶ Application Type (Required)

Select "New" for new applications.

▶ Applicant's name (Required)

Enter the applicant's name.

*Place a space between the family name and first name.

▶ Applicant's name in Katakana and Roman characters

Enter the applicant's name in Katakana and Roman characters.

*Place a space between the family name and first name.

▶ Sex

Select the gender of the applicant.

▶ Date of Birth (Required)

Enter the applicant's date of birth.

*In the western calendar year.

▶ Date of last attendance (Required)

Enter the applicant's date of last attendance.

*In the western calendar year.

▶ postal code

Enter the applicant's postal code.

When you click the "Search" button, the address corresponding to the postal code will be displayed in the address field.

▶ Prefecture/ Municipality
Town name and address/Apartment room number

Enter the current address in each field.

11



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

Screen Images

Steps

How to Operate

11-※

Example of searching the address by postal code

11-1

Enter the postal code in the format of “XXX-XXXX”.

11-2

Click the “Search(検索)” button.

11-3

Check the address and add the apartment name and additional address details.

※The address on the image is a sample. Check the actual screen.

11

► Telephone number

Enter the applicant’s telephone number.

► Mobile phone number

Enter the applicant’s mobile phone number.

The form consists of three main sections. The first section, titled '住所' (Address), contains fields for '郵便番号' (Postal code), '都道府県' (Prefecture), '市区町村' (City/Town/Village), '町名番地' (Town name and number), and 'アパート・マンション号室' (Apartment/Condo number and room). The second section, also titled '住所', contains the same fields but with a red box highlighting the '都道府県', '市区町村', '町名番地', and 'アパート・マンション号室' fields. The third section, titled 'アパート・マンション号室', contains fields for '電話番号' (Telephone number) and '携帯電話番号' (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

12

► Workplace name

Enter the applicant's workplace name.

► postal code

Enter the workplace postal code.

Refer to **11-※** how to search by postal code.

► Prefecture/ Municipality

Town name and address/Apartment room number

Enter the workplace address in each field.

► Telephone number

Enter the workplace telephone number.

13

Click the "Check" button.

*Make sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.



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

Screen Images

Steps

How to Operate

14

Check the entered information and click the “Application ” button.

► Go to **3** “Application for Certificates.”

The University ユーザ情報新規登録確認

申請者情報

申請種別
新規

申請者氏名
電電 太郎

カタカナ
デンデン タロウ

戻る 申請



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

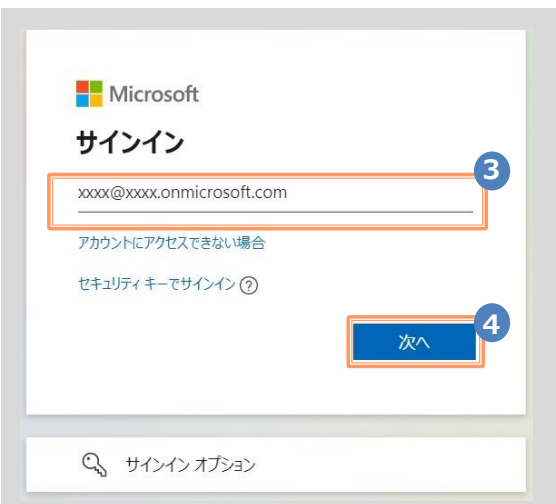
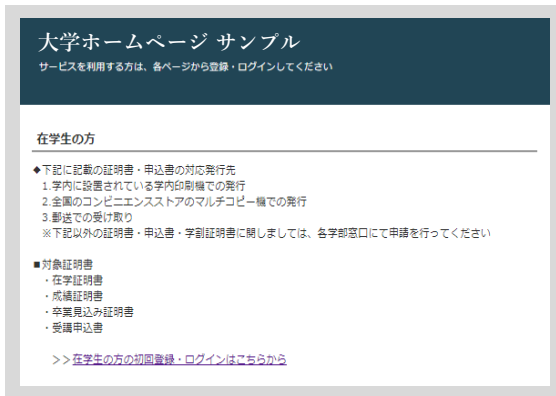
(b) Azure ID Authentication

(b-1) Azure ID Authentication *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 Login page.

2

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

3

Enter the Azure account issued by your university.

*Please note that you cannot log in using any Azure account other than the one issued by the university.

4

Click the "Next" button.



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

Screen Images

Steps

How to Operate



5

Enter the password of your Azure account.



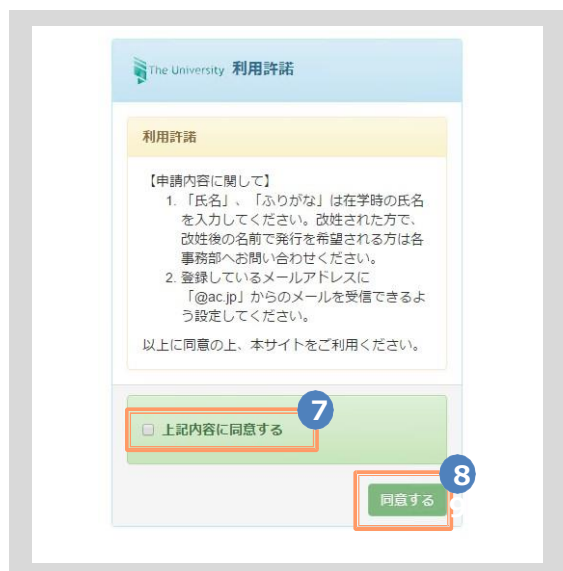
6

Click the "Sign In" button.

6-※

If the Account Protection screen is displayed, follow the university's instruction to set up.

※This screen may not be displayed depending on Azure settings.



7

Review the "License Agreement" displayed on the screen and check the box next to "I agree to the above terms."

8

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

申請者情報

申請種別

- ☒ 新規
☐ 再申請（過去利用時のメールアドレスが利用できなくなった等）

*申請者氏名

電電 太郎

カタカナ

デンデン タロウ

ローマ字

DENDEN TAROU

性別

☐ 男 ☐ 女

生年月日

1999/09/09

*最終在籍年月

2022年10月

住所

郵便番号

100-0001

検索

都道府県

東京都

市区町村

千代田区

町名番地

千代田1丁目1番地

アパート・マンション号室

アパート・マンション号室

9

Enter the applicant's information.

*This step is required only on first login

*Input fields vary depending on the operating environment.

*The fields marked in red are required.

▶ Application Type (Required)

Select "New(新規)" for new applications.

▶ Applicant's name (Required)

Enter the applicant's name.

*Place a space between the family name and first name.

▶ Applicant's name in Katakana and Roman characters

Enter the applicant's name in Katakana and Roman characters.

*Place a space between the family name and first name.

▶ Sex

Select the gender of the applicant.

▶ Date of Birth (Required)

Enter the applicant's date of birth.

*In the western calendar year.

▶ Date of last attendance (Required)

Enter the applicant's date of last attendance.

*In the western calendar year.

10

Enter the applicant's current address and contact information.

*The input fields may vary depending on your environment.

▶ postal code

Enter the applicant's postal code.

When you click the "Search" button, the address corresponding to the postal code will be displayed in the address field.

▶ Prefecture/ Municipality

Town name and address/Apartment room number

Enter the current address in each field.



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

Screen Images

Steps

How to Operate

10-※

Example of searching the address by postal code

10-1

Enter the postal code in the format of “XXX-XXXX”.

10-2

Click the “Search(検索)” button.

10-3

Check the address and add the apartment name and additional address details.

※The address on the image is a sample. Check the actual screen.

10

▶ Telephone number

Enter the applicant's telephone number.

▶ Mobile phone number

Enter the applicant's mobile phone number.

The form is titled '住所' (Address). It contains several input fields and a search button.

Step 10-1: The '郵便番号' (Postal Code) field is highlighted with an orange box and contains the sample value '100-0001'. A purple callout '10-1' points to this field.

Step 10-2: The '検索' (Search) button is highlighted with a green box and a purple callout '10-2'.

Step 10-3: The entire address section is highlighted with an orange box and a purple callout '10-3'. This section includes:

- '都道府県' (Prefecture): 東京都 (Tokyo)
- '市区町村' (City/Town/Village): 千代田区 (Chiyoda-ku)
- '町名番地' (Municipality Name and Lot Number): 千代田 1丁目 1番地 (Chiyoda 1-chome 1-ban)
- 'アパート・マンション号室' (Apartment/Mansion Number and Room): アパート・マンション号室 (Apartment/Mansion Number and Room)

Step 10: The bottom section of the form is highlighted with an orange box and a blue callout '10'. It contains:

- '電話番号' (Telephone Number) field
- '携帯電話番号' (Mobile Phone Number) field



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

Screen Images

Steps

How to Operate

11

► Workplace name

Enter the applicant's workplace name.

► postal code

Enter the workplace postal code.

Refer to **10-※** how to search by postal code.

► Prefecture/ Municipality

Town name and address/Apartment room number

Enter the workplace address in each field.

► Telephone number

Enter the workplace telephone number.

勤務先情報

勤務先名

郵便番号

検索

都道府県

市区町村

町名番地

アパート・マンション号室

電話番号

12

Click the "Check" button.

*Make sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.

戻る

確認



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

Screen Images

Steps

How to Operate

13

Check the entered information and click the “Application ” button.

► Go to **3** “Application for Certificates.”

The University ユーザ情報新規登録確認

申請者情報

申請種別
新規

申請者氏名
電電 太郎

カタカナ
デンデン タロウ

戻る 申請



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

(b-2) Log In with Azure ID *for subsequent logins

Screen Images

Steps

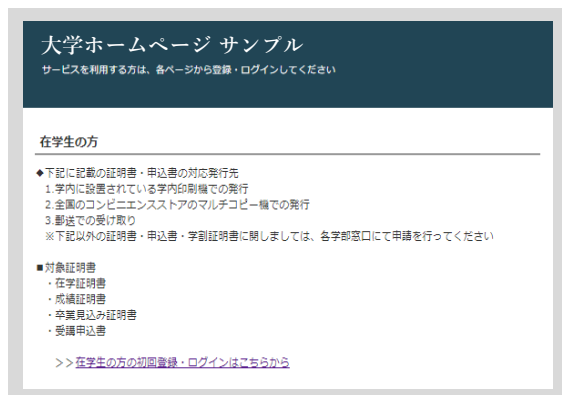
How to Operate

1

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

2

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



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

Screen Images

Steps

How to Operate

3

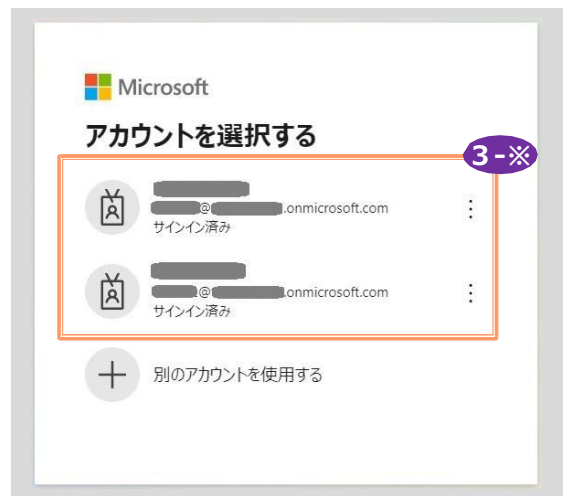
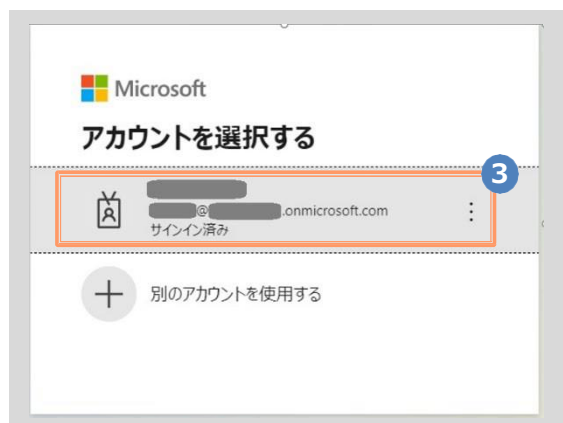
If you are already logged in to Azure, the screen on the left is displayed. Click your account.

*Only the university-provided account is authorized for login.

*If you are logged in with an account other than the university-provided account, click the "Use another account" and follow "(b-1) Azure ID Authentication *for first login".

3-※

If you are logged in with multiple Azure accounts, all accounts will be displayed. Click the university-provided account.

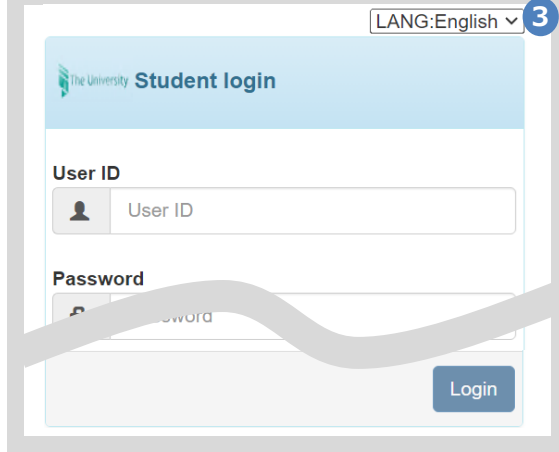


2 Log In to the Certificate Issuance Service

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

2.5 Switch Languages

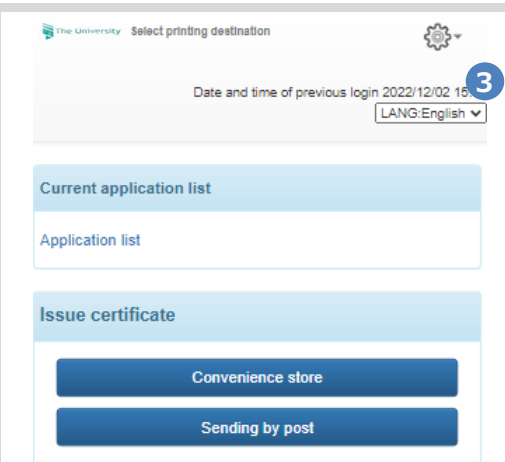
(a) Log In Screen

Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you 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.



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

2.6 How to Register an Additional Student ID Number

*Applicable for those who have multiple student ID numbers

Screen Images

Steps

How to Operate

1

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.

*If you log in with GoogleID, you cannot register an additional student ID number.

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”



*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.

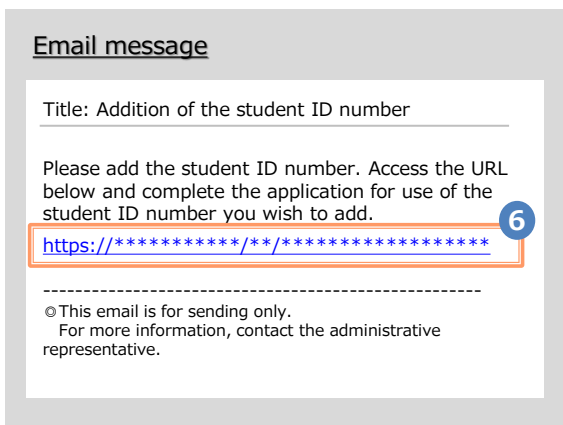
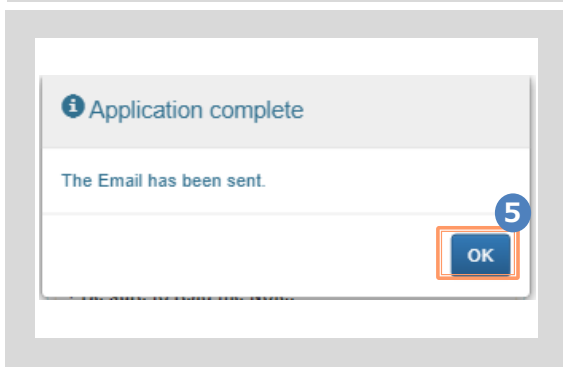
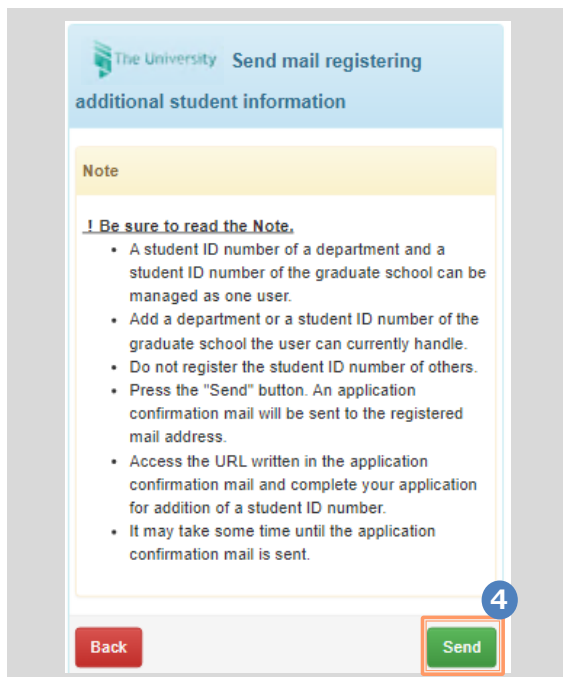
5

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.



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

Screen Images

Steps

How to Operate

7

Enter your information during your undergraduate or graduate enrollment you wish 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 entered information and click the “Application” button.



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

Screen Images

Steps

How to Operate

10

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

11

Once the application is approved, 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.

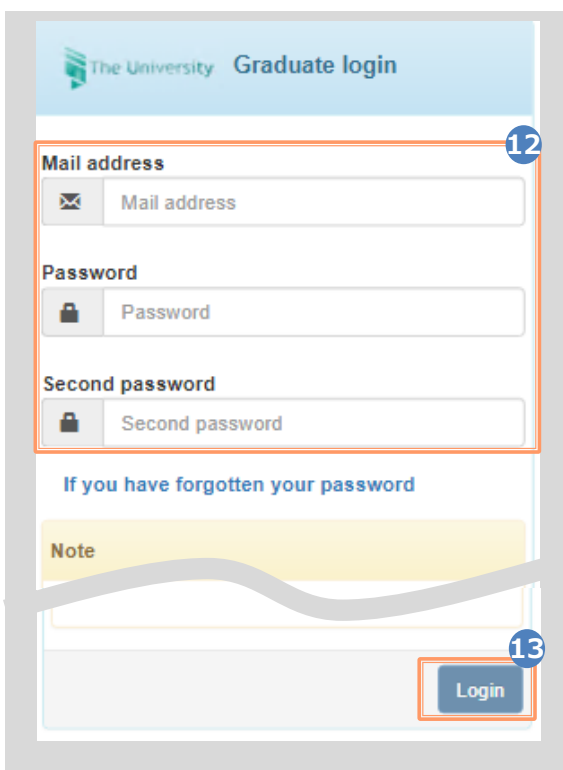
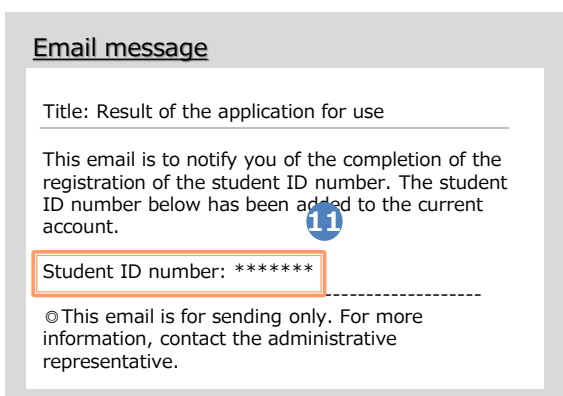
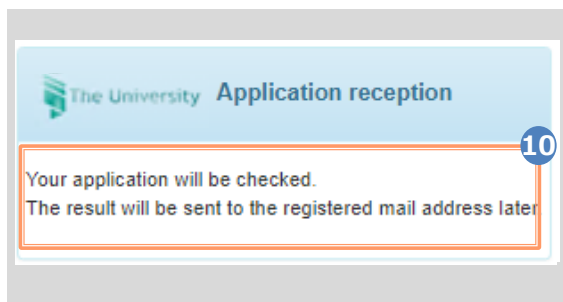
12

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.



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

Screen Images

Steps

How to Operate

14

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

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

15

Check that two student ID numbers are selectable.

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

► Go to **3** "Application for Certificates."



2 Log In to the Certificate Issuance Service

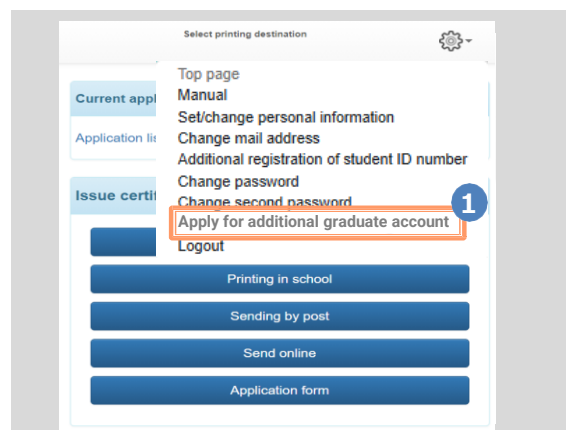
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.7 How to Apply for an Additional Graduate Account

Screen Images

Steps

How to Operate

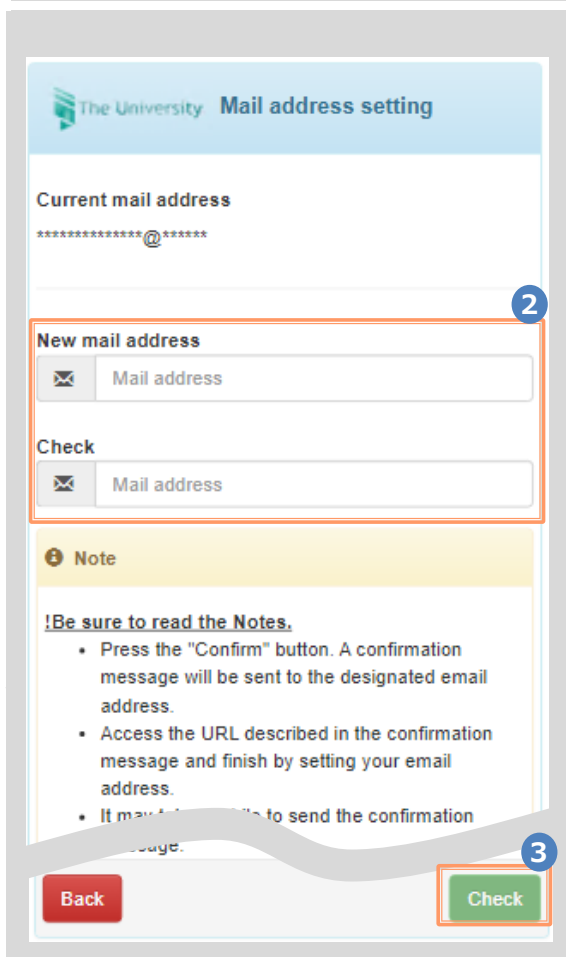


1

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".

*For details on how to log in:

► 2.3 How to log in



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.



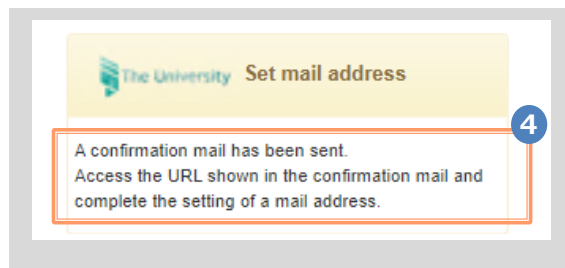
2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate



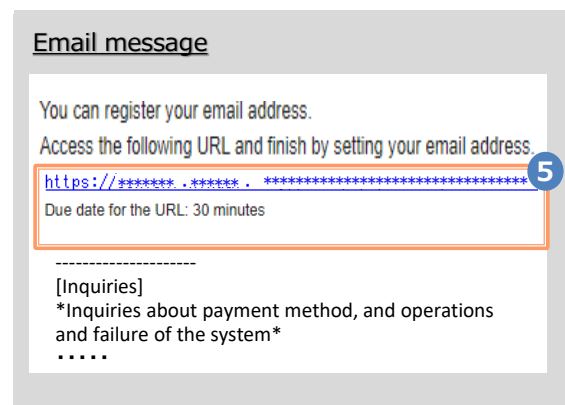
The University Set mail address

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

4

4

A message will appear on the screen and a confirmation notification will be sent to your 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

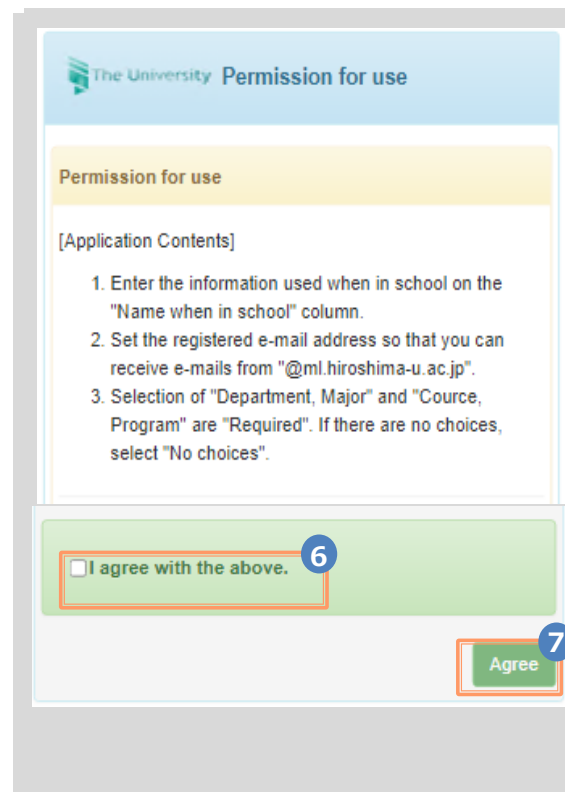
[Inquiries]
*Inquiries about payment method, and operations
and failure of the system*
.....

5

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.



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

6

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

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 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.

The screenshot displays a web form for certificate issuance. It is divided into two main sections: 'Applicant's Information' and 'Current address'. The 'Applicant's Information' section includes fields for 'Application Type' (with 'New' selected), 'Applicant's name' (in kanji, katakana, and roman characters), 'Gender' (with 'Male' selected), 'Birth date', and 'Graduation (completion) year and month'. The 'Current address' section includes fields for 'Postal code', 'Prefecture', 'City', 'Street and number', and 'Apartment name and room No.'. A 'Search' button is located next to the 'Postal code' field. Red boxes highlight the required fields in both sections. A blue circle with the number '8' is placed over the 'Applicant's Information' section, and a blue circle with the number '9' is placed over the 'Current address' section. A purple circle with '9-※' is also present near the 'Search' button.



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 'Prefecture' field highlighted (labeled 9-3). The third screenshot shows the 'Apartment name and room No.' field highlighted (labeled 9) and the 'Phone number' and 'Mobile phone number' fields highlighted (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

The screenshot shows a 'Work information' form. A red box labeled '10' highlights the input fields for Workplace name, Postal code, Prefecture, City, Street and number, Apartment name and room No., and Phone number. A red box labeled '11' highlights the 'Check' button at the bottom right. The 'Back' button is at the bottom left.

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.



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

12

Confirm the entered information and click the “Application” button.

12

13

Confirm that the “Application Complete” screen appears.

The screenshot displays a web form for certificate issuance. It is divided into two main sections: 'Applicant's information' 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 romaji (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 a 'Back' button. The 'Work information' section includes fields for Workplace name, Postal code, Prefecture, City, Street and number, Apartment name and room No., and Phone number. A green 'Application' button is highlighted with a red border and a blue circle containing the number 12.

The screenshot shows the 'Application Complete' screen. At the top, there is a blue header with the text 'The University Application Complete'. Below the header, a message states: 'A password for graduates has been sent to the email address you set. Please check your email.' A red border highlights the message area, and a blue circle containing the number 13 is positioned next to it.



*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.

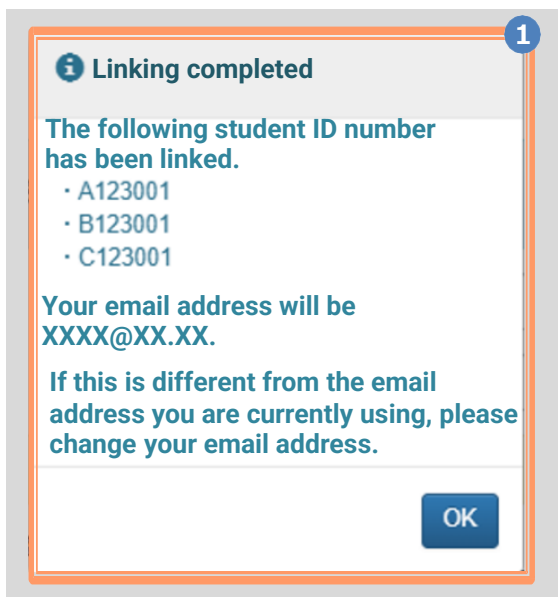
2.8 Automatic Linking of Multiple Student IDs

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

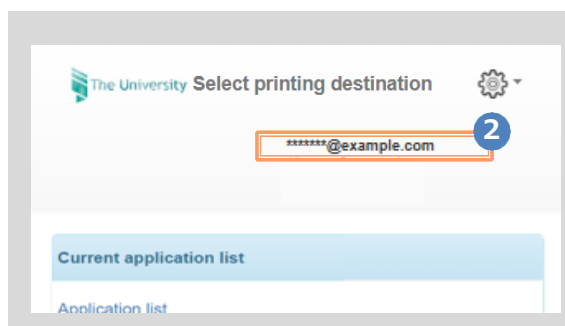
When Automatic linking is performed, the dialog shown on the left will be displayed at login.

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.



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

2.9 Regarding a certain number of failed authentication key entry attempts

Screen Images	Steps	How to Operate
 The first screenshot shows a red error dialog box titled '認証失敗' (Authentication Failed). The text inside states that the authentication key has been disabled due to a certain number of failed attempts and that a new key will be emailed upon clicking the 'Authenticate' button. A '閉じる' (Close) button is at the bottom right. The second screenshot shows the 'The University 認証キー入力' (The University Authentication Key Entry) screen. It has a text input field for the '認証キー' (Authentication Key). Below it, a yellow box contains '注意事項' (Notes) with four points: 1. Enter the key emailed to you. 2. Use it within the validity period. 3. You'll be emailed again if the period expires. 4. Different devices/Windows login IDs require re-issuance. At the bottom, there is an orange '認証キー再発行' (Reissue Authentication Key) button and a green '認証' (Authenticate) button. The third screenshot shows a confirmation dialog box titled '認証キー再発行' (Reissue Authentication Key). The text says '認証キーを再発行しメール通知しました。メールをご確認ください。' (The authentication key has been reissued and email notification has been sent. Please confirm the email). An 'OK' button is at the bottom right.	1 2 3	If you enter the authentication key incorrectly a certain number of times on the authentication key entry screen, the authentication key will be disabled. If the authentication key is disabled, a dialog indicating this will be displayed when you click the "Authenticate" button. Press the "Reissue Authentication Key" button. When the message appears on the screen, you will receive another email containing the authentication key. For the procedure after reissuing, please refer to steps ④-⑦.



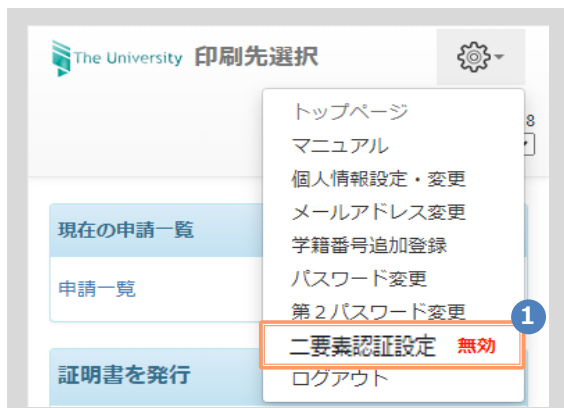
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.11 About two-factor authentication settings

Screen Images

Steps

How to Operate

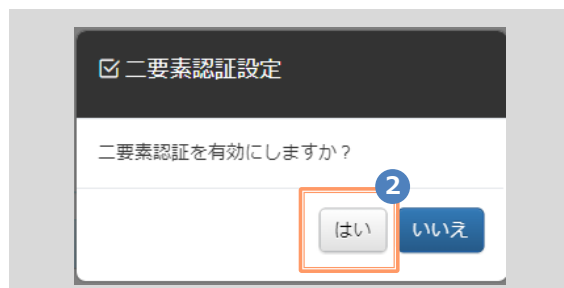


1

Log in to the certificate issuance service and select the menu button  in the upper-right corner of the screen to display the menu and check your current two-factor authentication settings. To change the two-factor authentication settings, click 「Two-factor authentication settings」.

※For instructions on how to log in to the certificate issuance service, please refer to the following.

▶ 「2.3 How to Log In」



2

A confirmation message will appear, so click "Yes".



3

When the message appears on the screen, the change to the two-factor authentication settings is complete. Click the "OK" button.



4

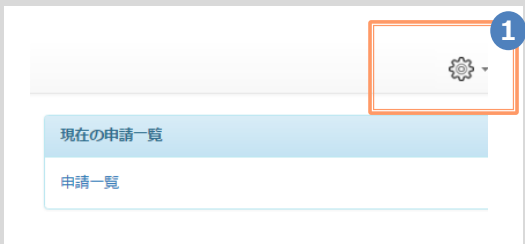
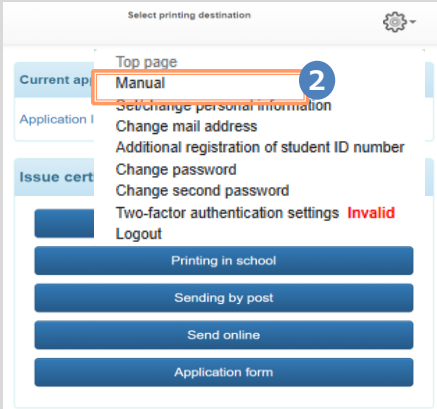
Once again, display the menu from the menu button  in the upper right corner of the screen, and confirm that the two-factor authentication settings have been changed.



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. ▶ 「2.3 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.

