Certificate Issuance Service Login Manual

Login Procedure for Graduates

STEP12.0.0 edition 12th Mar. 2025

NTT-W

Table of Contents

1 Introduction

*This manual is a guide for logging in to Certificate Issuance Service. Click " ⚙▾ " button at top right corner of the screen after logging in to access the detailed instructions on issuing certificates in our operating manual.

1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome Firefox Safari Edge
Smartphone, etc.	User	iPhone: Safari Android: Chrome

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.
*The images may not be properly displayed depending on the model or browser.
*The operation was confirmed with the latest version as of the date when it was performed.
*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service

Phone	06-6809-4327
Reception hours	24 hours

2 Log In to the Certificate Issuance Service

2.1 How to Apply to Use the Service *first time only

Screen Images	Steps	How to Operate
	1	Access the link in the official website of the university to go to the page to register for Certificate Issuance Service. When using this service for the first time, you need to apply to use it. Click "New registration procedure" from "New registration".

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.

1

New registration procedure

Screen Images	Steps	How to Operate

The University Mail address setting

Mail address

✉ Mail address

Check

✉ Mail address

ℹ 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**

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

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

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 is displayed on the screen, and a confirmation notification is sent to the registered email address.
Email message You can register your email address. Access the following URL and finish by setting your email address. **5** https://******.******. ******************************** ************************ Due date for the URL: 30 minutes -------------------- [Inquiries] *Inquiries about payment method, and operations and failure of the system*	**5**	Click the one-time URL in the email body text and register the applicant information. *The URL has an expiration time, so please complete the operation within the displayed time limit.
The University Permission for use Permission for use [Application Contents] 1. Enter the name you had when in school in "Name" and "Name in katakana". Ask at each university's office if you wish to register with different name. 2. Make sure your email settings allow "@ac.jp" to be received. Agree with the above when using this site.	**6**	Read the "Permission for use" displayed on the screen and select "I agree with the above".
☐ I agree with the above. **6** Agree **7**	**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

Screen Images (left panel):

Applicant's information ⑧

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

*Birth date
1990/09/09

University's information (When in school) ⑨

Name when in school
DENDEN TAROU

Name when in school in katakana
デンデン　タロウ

Name when in school in roman characters
DENDEN TAROU

University
University ▼

Department
Foreign Language ▼

Subject
Division of Foreign Language ▼

Student ID number
****

Graduation (completion) year and month
2015/03

● Graduation　○ Withdrawal　○ Expulsion

How to Operate (right panel):

⑧ Enter the information on the applicant.

*The input items vary depending on the operating environment.
*The items in red are required.

► Application type　　　　(Required)

Select "New" for new registration.

► Applicant's name　　　　(Required)

Enter the name of the applicant in kanji, katakana, and roman characters.
*Place a space between the family name and first name.

► Birth date　　　　(Required)

Enter the birth date of the applicant.
*In the western calendar year.

⑨ Enter the information on the applicant when in school.

*The input items vary depending on the operating environment.
*The items in red are required.

► Name when in school

Enter the name used when in school in kanji, katakana, and roman characters.
*Place a space between the family name and first name.

► University/Department/Subject　(Required)

Select the university, department, and subject.

► Student ID number

Enter the student ID number.

► Graduation (completion) year and month

Enter the graduation (completion) year and month.
*In the Western calendar year.

► Graduate/Withdrawal/Expulsion　(Required)

Select the applicable type.

2 Log In to the Certificate Issuance Service

Screen Images	Steps	How to Operate

10

Enter the current address and contact information.

*The input items vary depending on the operating environment.

► Postal code

Enter the postal code of the current address.

► Prefecture/City/Street and number/ Apartment name and room No.

Enter the current address.

► Phone number

Enter the home phone number.

► Mobile phone number

Enter the mobile phone number.

Current address

Postal code
100-0001

Prefecture
Tokyo

City
Chiyoda-ku

Street and number
1-1 Chiyoda

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

Phone number
03-1111-2222

Mobile phone number
090-1111-2222

11

Enter work information.

*The input items 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.

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

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

Screen Images	Steps	How to Operate

Screen Images

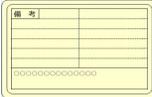Before attaching the image

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

12-* The image file is displayed after being attached.

[Back]

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

平成00年00月00日まで有効 運転免許証
優良
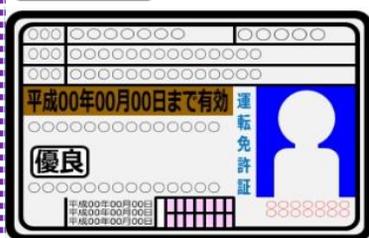
Image (back side) of an identification document
[Choose File] Photo_back.png

備 考

[Back]   [Check]

How to Operate

12 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.

12-* When a file is selected, the image of the document is displayed for the "Image of the identification document."
Check if the name, address, and birth date are readable.

Click the "Check" button.

13 *Be 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 for registration and click the "Application" button.

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 charac
DENDEN TAROU

Birth date
1990/09/09

Current address

Postal code
100-0001

Prefecture
Tokyo

City
Chiyoda-ku

Street and number
1-1 Chiyoda

Apartment name and room No.

Phone number
03-1111-2222

Mobile phone number
090-1111-2222

University's information (When in s

Name when in school
DENDEN TAROU

Name when in school in katakana
デンデン　タロウ

Name when in school in roman characters
DENDEN TAROU

University
University

Department
Foreign Language

Subject
Division of Foreign Language

Student number
*****

Graduation year and month (Requ
2015/03

Graduation, Withdrawal, Expulsior
Graduation

Work information

Workplace name

Postal code

Prefecture

City

Street and number

Apartment name and room No.

Phone number

Copy of an identification document

Type of identification document
Driving licence

Image of an identification document

Image (back side) of an identification

Back

Application **14**

15

Check that the Application reception screen is displayed.

The University **Application reception**

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

2 Log In to the Certificate Issuance Service

Screen Images	Steps	How to Operate

Email message

Title: Result of the application for use

The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.
*After you log in, change the password.

Initial password: ******** 16

Log in here 17
https://****.****.**.**/****/*/****.****

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

16 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.

*For the checking period, see the home page of the university.
*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.

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

18 For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result.

  *Leave the "Second password" field empty.

The University Graduate login

Mail address 18
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

If you have forgotten your password

Note

!Be sure to read the Notes.
- Be sure to log out and close your browser when you leave this site.
- You will log out automatically if you do not make any operation for a while after logging in.
- Change your passwords on a regular basis.
- Storing your passwords on the browser is not recommended for security reasons.

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

Login 19

Screen Images	Steps	How to Operate

20 The Password Setting screen opens, where you can change the initial password and set the second password.
Fill in the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.

*The password and the second password must be different.

Set password

Password
[✎ | Password]

Check
[✎ | Password]

Second password
[✎ | Second password]

Check
[✎ | Second password]

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.

[Set]

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

ℹ Setting the password has completed.

The password or second password has been set.

[OK]

22 Click the "OK" button.

The Certificate Issuance Service has now become available.

*Graduates who have multiple student ID numbers in case you graduated from both undergraduate and graduate school can add additional student ID number. Check the following:

► 2.3 "How to Add a 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

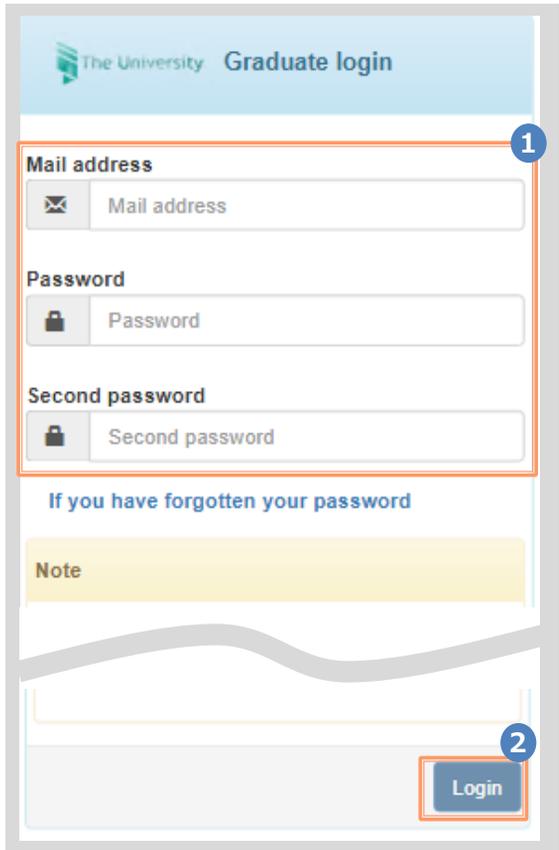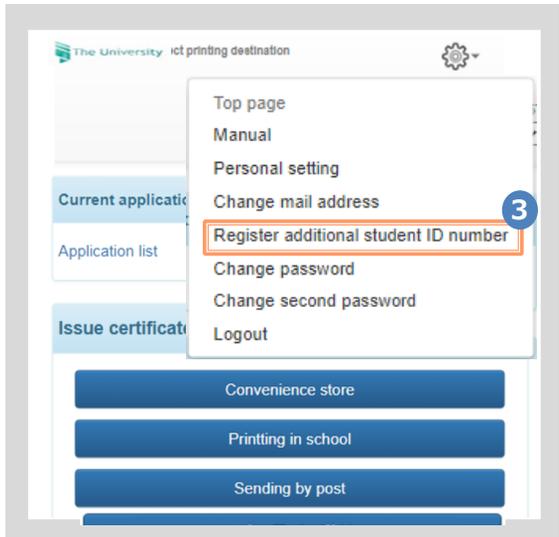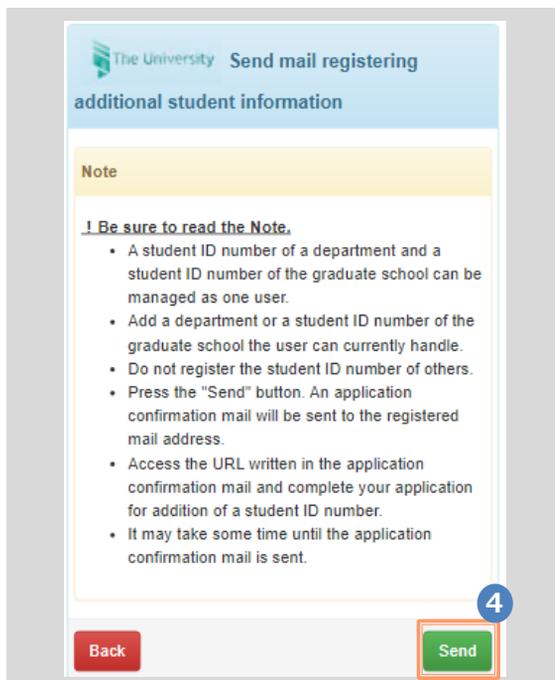| Screen Images	Steps	How to Operate
The University Graduate login **Mail address** ① ✉ Mail address **Password** 🔒 Password **Second password** 🔒 Second password If you have forgotten your password **Note** <u>!Be sure to read the Notes.</u> • Be sure to log out and close your browser when you leave this site. • You will log out automatically if you do not make any operation for a while after logging in. • Change your passwords on a regular basis. • Storing your passwords on the browser is not recommended for security reasons. • The fee cannot be refunded even if you complete your application by requesting wrong numbers or wrong types of Login ②	**1**	Enter the registered email address, password, and second password. *You need to apply to use this service before logging in for the first time. Check the following for instructions of how to log to Certificate Issuance Service: ► 2.1 How to Apply to Use the Service *Graduates who have multiple student ID numbers in case you graduated from both undergraduate and graduate school can add additional student ID number. Check the following: ► 2.3 How to Add a Student ID number
	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.

2.3 How to Add a Student ID Number

*Applicable for those who have multiple student ID numbers

Screen Images	Steps	How to Operate
	1	Perform registration for either undergraduate or graduate by following the instruction in 2.1 "How to Apply to Use the Service" in this manual. Enter the registered email address and password.
	2	Read the "Note" and click the "Login" button.
	3	Click the menu button " ⚙️ " in the upper right of the screen, and then click "Register additional student ID number"

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.
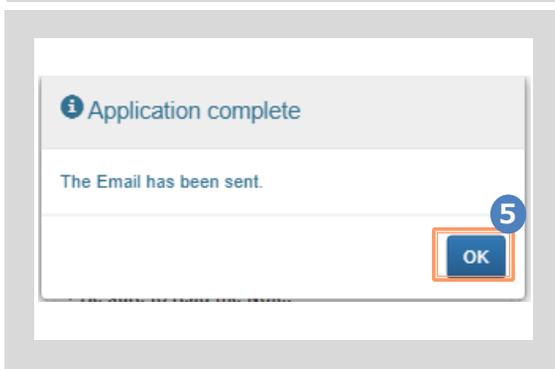
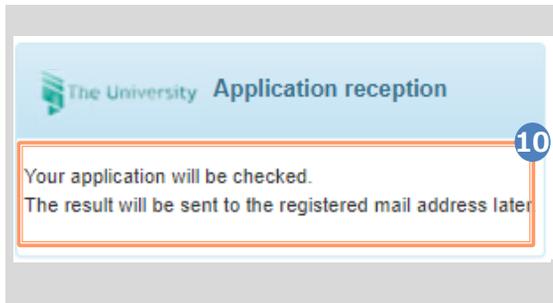| Screen Images	Steps	How to Operate

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

The University Send mail registering additional student information

Note

! Be sure to read the Note.
- A student ID number of a department and a student ID number of the graduate school can be managed as one user.
- Add a department or a student ID number of the graduate school the user can currently handle.
- Do not register the student ID number of others.
- Press the "Send" button. An application confirmation mail will be sent to the registered mail address.
- Access the URL written in the application confirmation mail and complete your application for addition of a student ID number.
- It may take some time until the application confirmation mail is sent.

Back | Send **4**

5 When the Application Completed screen is displayed, click the "OK" button.

🛈 Application complete

The Email has been sent.

OK **5**
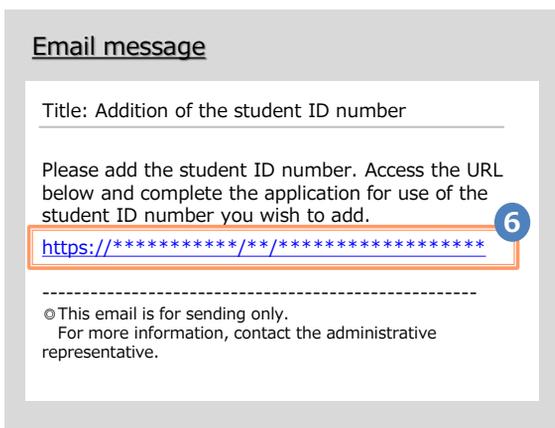
6 An email including a one-time URL is sent to the registered email address. When you receive it, click the one-time URL.

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

Email message

Title: Addition of the student ID number

Please add the student ID number. Access the URL below and complete the application for use of the student ID number you wish to add.
https://***********/**/**************** **6**

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

Screen Images	Steps	How to Operate

7

Enter the department or information on the applicant when in school.

*The input items vary depending on the operating environment.
*The input items in red are required.

► Name when in school

Enter the name used when in school in kanji, katakana, and roman characters.
*Place a space between the family name and first name.

► University/Department/Subject (Required)

Select the university, department, and subject.

► Student ID number

Enter the student ID number.

► Graduation (completion) year and month

Enter the graduation (completion) year and month.
*In the Western calendar year.

► Graduate/Withdrawal/Removal (Required)

Select the applicable type.

8 Click the "Check" button.

9 Check the inputs and click the "Application" button.

University's information (When in school)

Name when in school
YAMADA TAROU

Name when in school in katakana
ヤマダ タロウ

Name when in school in roman characters
YAMADA TAROU

University

Department

Subject

Student ID number
A12345678

Graduation (completion) year and month
--------- ----

● Graduation ○ Withdrawal ○ Expulsion

Check

University's information (When in school)

Name when in school

Name when in school in katakana

Name when in school in roman characters

University

Graduation

Back   Application

2 Log In to the Certificate Issuance Service

Screen Images	Steps	How to Operate

Screen Images:

The University **Application reception**

10

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

Email message

Title: Result of the application for use

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

11

Student ID number: *******

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

The University **Graduate login**

12

Mail address
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

If you have forgotten your password

Note

13 Login

Steps and How to Operate:

10 — A message is displayed stating that the application has been accepted.
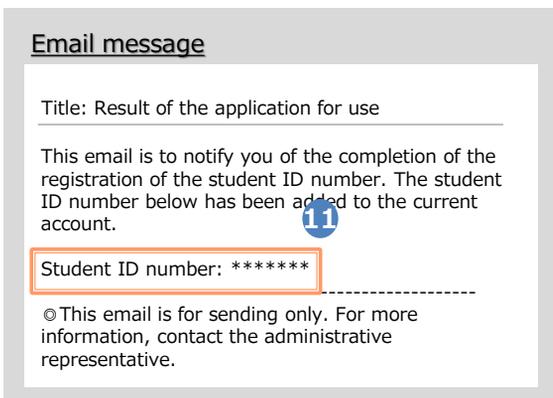
11 — After the application is approved, an email is sent to the registered email address. Check to see if the service has become available.

*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.
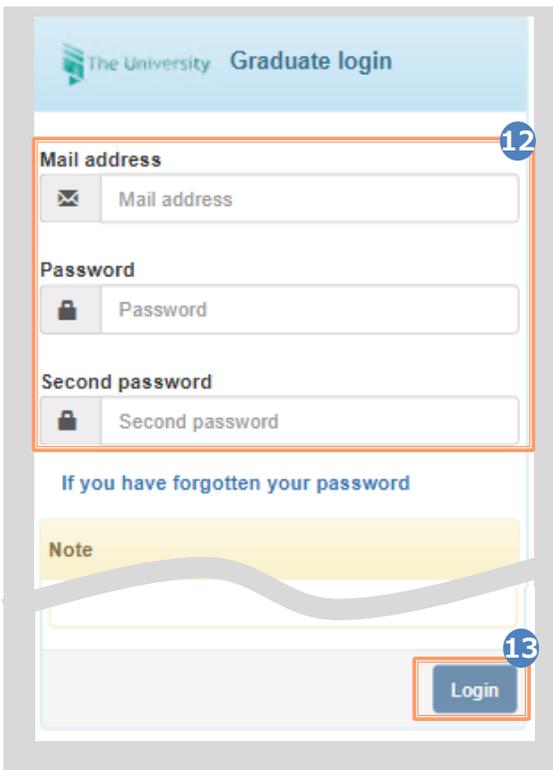
12 — Access the home page for the certificate issuance service and enter again the email address, password, and second password.

*Check the following for instructions of how to log in to Certificate Issuance Service:
► 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.

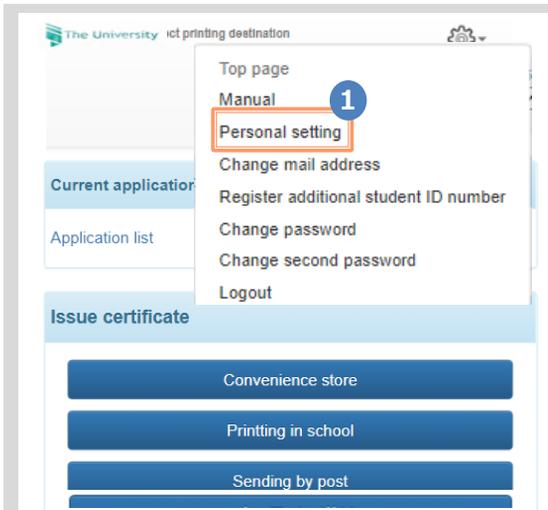| Screen Images	Steps	How to Operate

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

*The screen image on the left will be displayed when selecting "CVS" 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 want to use for printing a certificate before applying for the certificate.

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

2.4 How to Change the Login Information

(a) Change the personal information

Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Personal setting". *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In
	2	Fill the personal information items you want to change.
	3	Click the "Check" button.

2 Log In to the Certificate Issuance Service

Screen Images	Steps	How to Operate

4 Check the inputs and click the "Application" button.

Applicant's information

Applicant's name
DENDEN TAROU

Applicant's name in Katakana

Applicant's name in roman characters

Sex

Birth date
1999/09/09

Current address

Apartment name and room No.

'Phone number

Back | **4** Application

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

ⓘ Change complete

Applicant information has been changed.

5 OK

(b) Change the email address
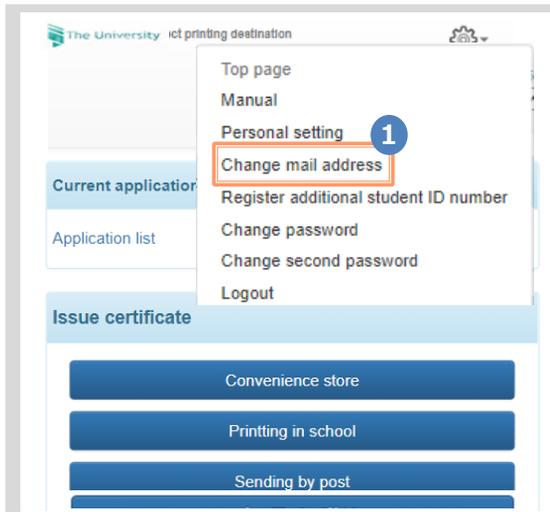
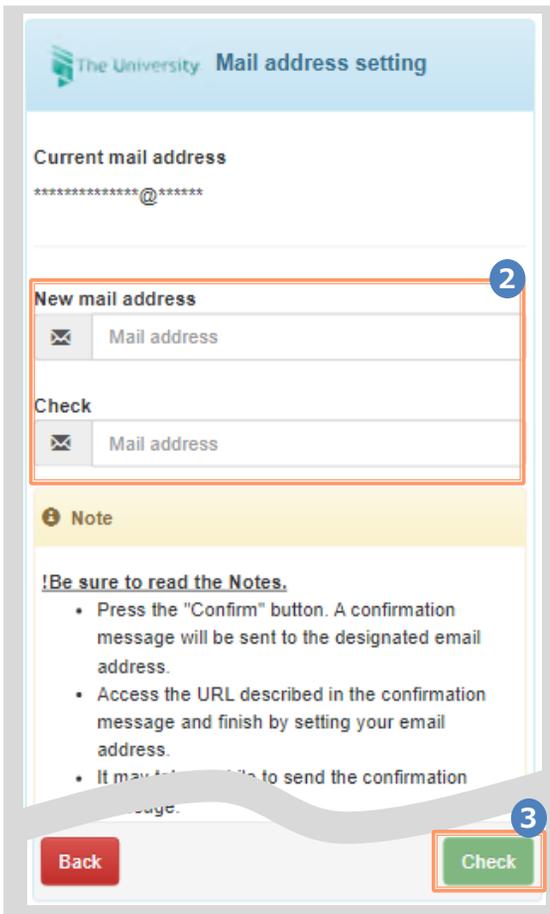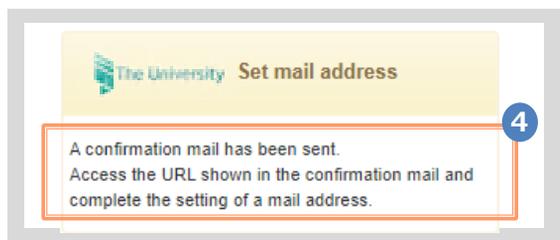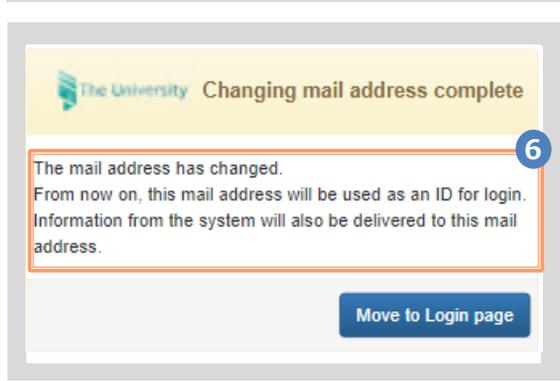| Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ " in the upper right of the screen, and then click "Change mail address." *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In
	2	Enter a new email address into the "New mail address" and "Check" fields.
	3	Read the "Note" and click the "Check" button.

Screen Images	Steps	How to Operate
The University **Set mail address** **4** A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.	**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 **5** *Please delete this message if you don't recognize *This email address is used only for sending purposes.	**5**	Click the one-time URL in the email body text to complete the changing of the email address. *The URL has an expiration time, so please complete the operation within the displayed time limit.
The University **Changing mail address complete** **6** The mail address has changed. From now on, this mail address will be used as an ID for login. Information from the system will also be delivered to this mail address. [Move to Login page]	**6**	A message is displayed on the screen stating that the email address has been changed.

(c) Change the password

| Screen Images	Steps	How to Operate
The University ict printing destination Top page Manual Personal setting Change mail address Register additional **1** ent ID number Change password Change second password Logout Current application Application list **Issue certificate** [Convenience store] [Printting in school]	**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." *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In

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

Screen Images	Steps	How to Operate
The University **Change password** **Current password** 🔒 Current password **New password** ✏️ New password **Check** ✏️ New password **Note** **! Be sure to read the Note.** Set a password according to these rules: • It must be made up of eight or more characters. • One or more half-width, uppercase alphabetic characters (A to Z) must be contained. • One or more half-width, lowercase alphabetic characters (a to z) must be contained. • One or more half-width numerals (0 to 9) must be contained. • Characters and numerals other than half-width alphanumeric characters must not be contained. **Back** **Change** ③	②	Enter the currently used password into the "Current password" field and a new password into the "New password" and "Change" fields.
	③	Read the "Notes" and click the "Change" button.
ℹ Change complete The password has been changed. **OK** ④	④	A message is displayed on the screen stating that the password has been changed. Click the "OK" button.

2 Log In to the Certificate Issuance Service

(d) Change the second password
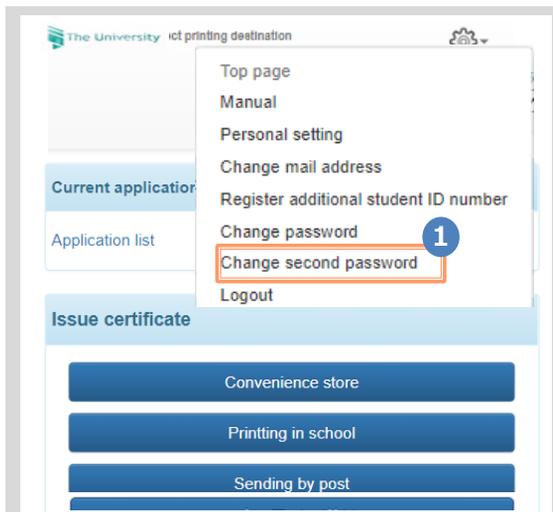
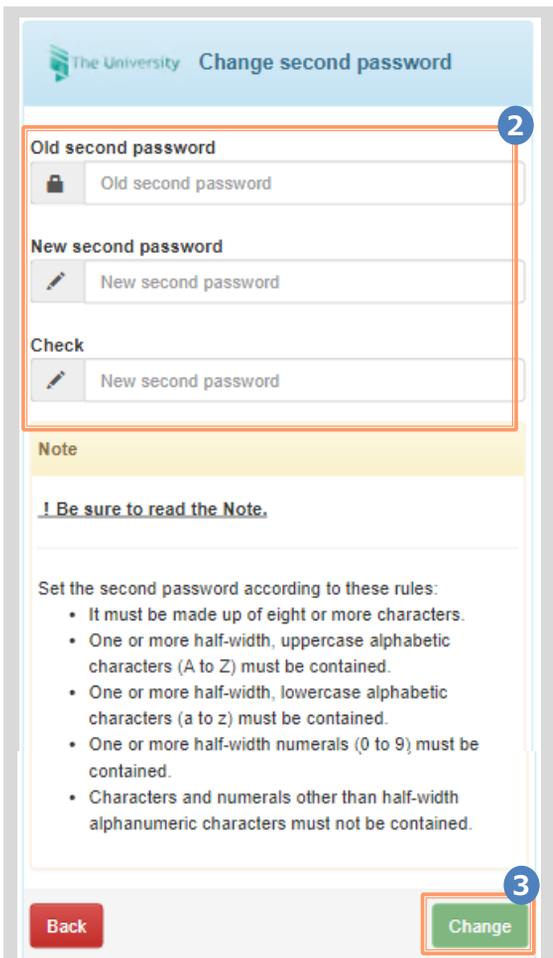| Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Change second password." *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In
	2	Enter the currently used second password into the "Old second Password" field. Then enter a new second password into the "New second password" and "Check" fields.
	3	Read the "Note" and click the "Change" button.
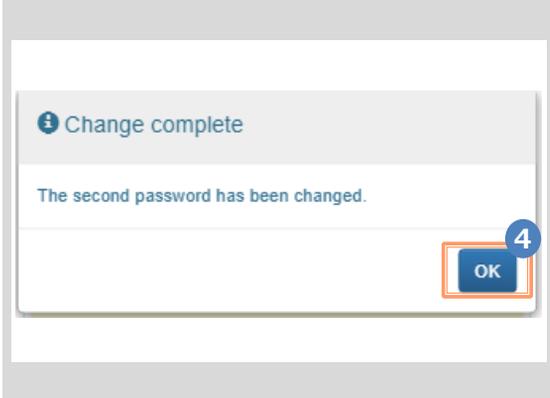
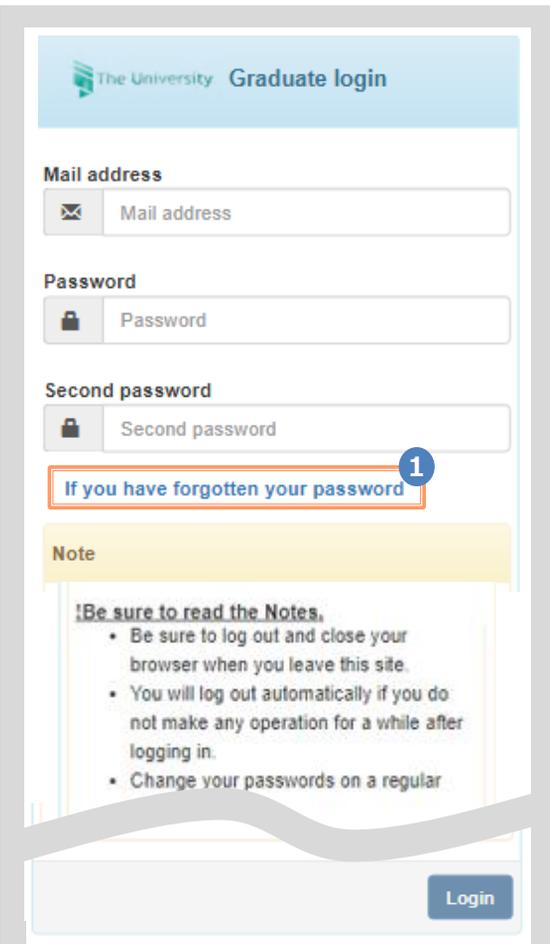| Screen Images	Steps	How to Operate
Change complete The second password has been changed. **OK** 4	**4**	A message is displayed on the screen stating that the second password has been changed. Click the "OK" button.

(e) If you forgot the password

The University **Graduate login** **Mail address** ✉ Mail address **Password** 🔒 Password **Second password** 🔒 Second password If you have forgotten your password 1 **Note** !Be sure to read the Notes. • Be sure to log out and close your browser when you leave this site. • You will log out automatically if you do not make any operation for a while after logging in. • Change your passwords on a regular **Login**	**1**	On the Graduates' Login screen of the certificate issuance service, click "If you have forgotten your password". *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In

2 Log In to the Certificate Issuance Service

Screen Images	Steps	How to Operate
The University Reset password ② Mail address ✉ Mail address ❶ 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? ③ Send	②	For resetting the password, enter the registered email address into the "Mail address" field.
	③	Read the "Note" and click the "Send" button.
The University Password reset mail sent ④ 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.	④	A message is displayed on the screen stating that a notification has been sent to the registered email address.
Email message Your password has been reset. Access the following URL to set the password again. ⑤ https://******.l*****. ********************************* Due date for the URL: 30 minutes -------------------- [Inquiries] *Inquiries about payment method, and operations and failure of the system*	⑤	Click the one-time URL in the email body text to open the screen for re-setting the password. *The URL has an expiration time, so please complete the operation within the displayed time limit.

Screen Images	Steps	How to Operate

Set password

Password

Password

Check

Password

Second password

Second password

Check

Second password

Note

! Be sure to read the Note.
- Set a password.
- You can change your password from a menu that is displayed after you log in.
- Characters and num... ...an half-width alphanumeric characters must not be contained.

Set

6 Fill the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the old password) of at least eight single-byte characters including both upper- and lowercase characters.

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

ⓘ Setting the password has completed.

The password or second password has been set.

OK

8 A message is displayed on the screen stating that the password and second password setting has been completed. Click the "OK" button.
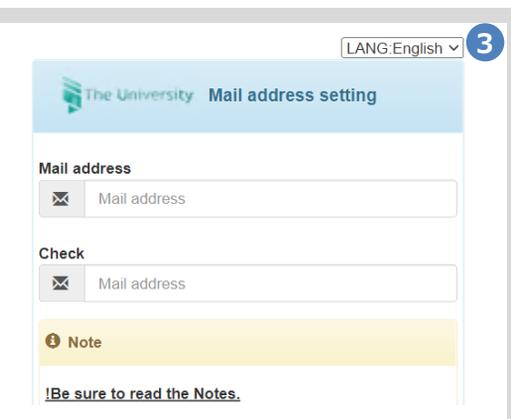
2.5 Switch Languages

(a) Mail Address Setting Screen

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

(b) Log In Screen

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

2 Log In to the Certificate Issuance Service

(c) Select Printing Destination Screen

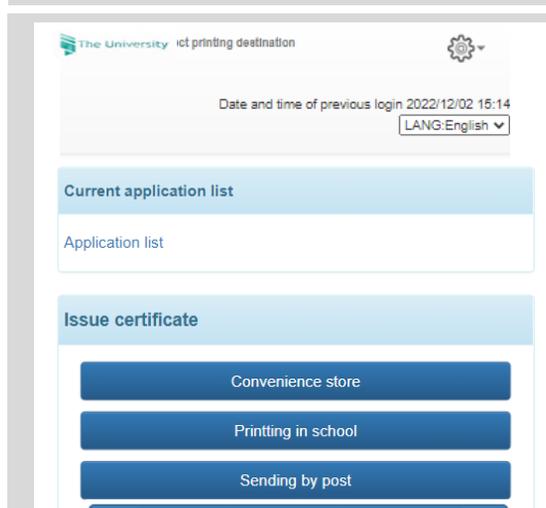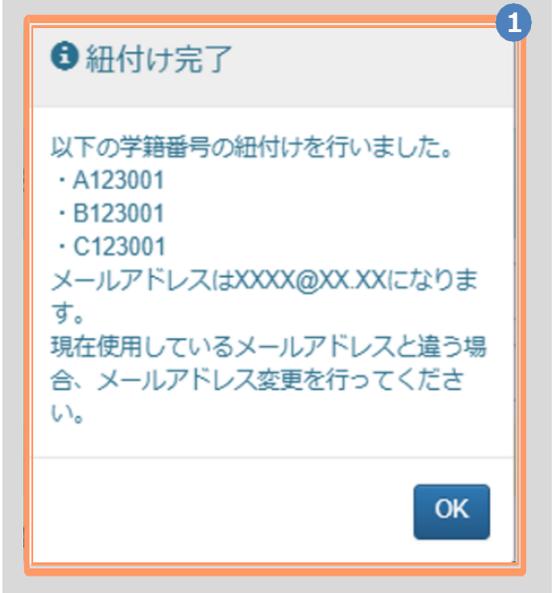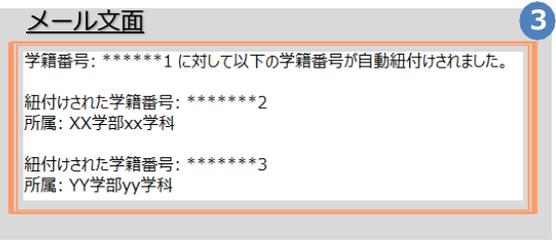| Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection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

3 Application for Certificates
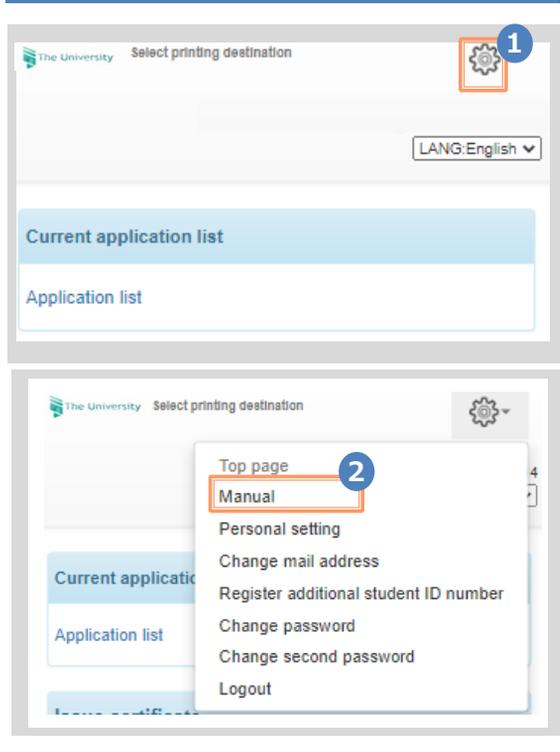
2.6   Automatic linking of multiple student IDs

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 紐付け完了 以下の学籍番号の紐付けを行いました。 ・A123001 ・B123001 ・C123001 メールアドレスはXXXX@XX.XXになります。 現在使用しているメールアドレスと違う場合、メールアドレス変更を行ってください。 OK	**1**	When Automatic linking is performed, the dialog shown on the left will be displayed at login. The dialog will display the e-mail address you will use after logging in, so please make sure the e-mail 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 and other information needed to print your certificate. Please be sure to check that your e-mail address is correct.
The University 印刷先選択 ⚙▾ ② *******@example.com 前回ログイン日時 - 現在の申請一覧 申請一覧	**2**	The e-mail address will also appear in the header section of the screen after login, so please check the contents.
メール文面 ③ 学籍番号: *******1 に対して以下の学籍番号が自動紐付けされました。 紐付けされた学籍番号: *******2 所属: XX学部xx学科 紐付けされた学籍番号: *******3 所属: YY学部yy学科	**3**	If you have a student ID number that can be linked to the system, the system will automatically link it to your student ID number even when your application is approved before you log in. In that case, you will receive the email shown on the left. Please check which student ID number is associated with your application.

3.1 How to Access the Operating Manual
*after first registration

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. *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In
	2	Click "Manual" to show the Operating Manual. Read the description and issue certificate(s) at a convenience store.

改版履歴

版数	年月日	変更箇所	内容
8.0版	2023.8.1	P4	電話番号変更のため修正
9.4.1版	2024.1.16	P30~P32	言語切り替え機能について記載
11.3.0版	2024.10.30	P2	Edgeを追加
	2025.2.21	全般	「郵送」「学内印刷」を追加