Certificate Issuance Service Login Manual

Login Procedure for Graduates

STEP9.4.1 edition 16th Jan. 2024

NTT-W

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3 How to Access the Operating Manual

*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 What is Certificate Issuance Service

"Certificate Issuance Service" allows you to apply and pay online for various kinds of certificates that universities issue and receive them using a multi-function copier installed at convenience stores nationwide.

1. Available convenience stores

7-Eleven, FamilyMart and Lawson in Japan with a multi-function copier installed.
 *Overseas stores are unavailable.

2. Available payment methods

■ Credit cards: PayPal *creating a PayPal personal account in advance is required
■ Payment by cash : Smart Pit (a service that allows you to make a payment at convenience stores)

3. Service hours

24 hours a day, 7 days a week
 *Excludes the following duration: maintenance of services, closure periods of universities' operation.

4. Fee

■ Fee for issuance : 500 yen per each copy
 *Print fee is needed separately depending on the number of copies.

5. Payment deadline *if you select Smart Pit or transportation IC card

7 days after applying

6. Print deadline

7 days after applying
*Please note that you will not be able to print out or get a refund of fee at midnight on 8th days after applying.

7. Notes on using this service

1. Sealed envelope

If you need certificates printed at convenience stores in a sealed envelope, please contact the student affairs section of the Faculty or Graduate School concerned.

2. Multi-function copiers at each convenience store

■ 7-Eleven

Installed a multi-function copier compatible with Net Print service of FUJIFILM Business Innovation Corp., Ltd

■ FamilyMart, Lawson

Installed a multi-function copier compatible with Network Print Service of Sharp Marketing Japan Corp., Ltd   *unavailable to use at some stores

3. Available payment methods

■ You need to create a PayPal personal account in advance if you pay by PayPal.

■ Smart Pit is available at FamilyMart and Lawson. Payment can be done at the cashier after you issue an application ticket by using multi-media terminals at each store.

1 Introduction

1.2 Apply to Use the Service

You need to apply to use this service. Please check the website of the university for service hours of processing applications.

1.3 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome Firefox Safari
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
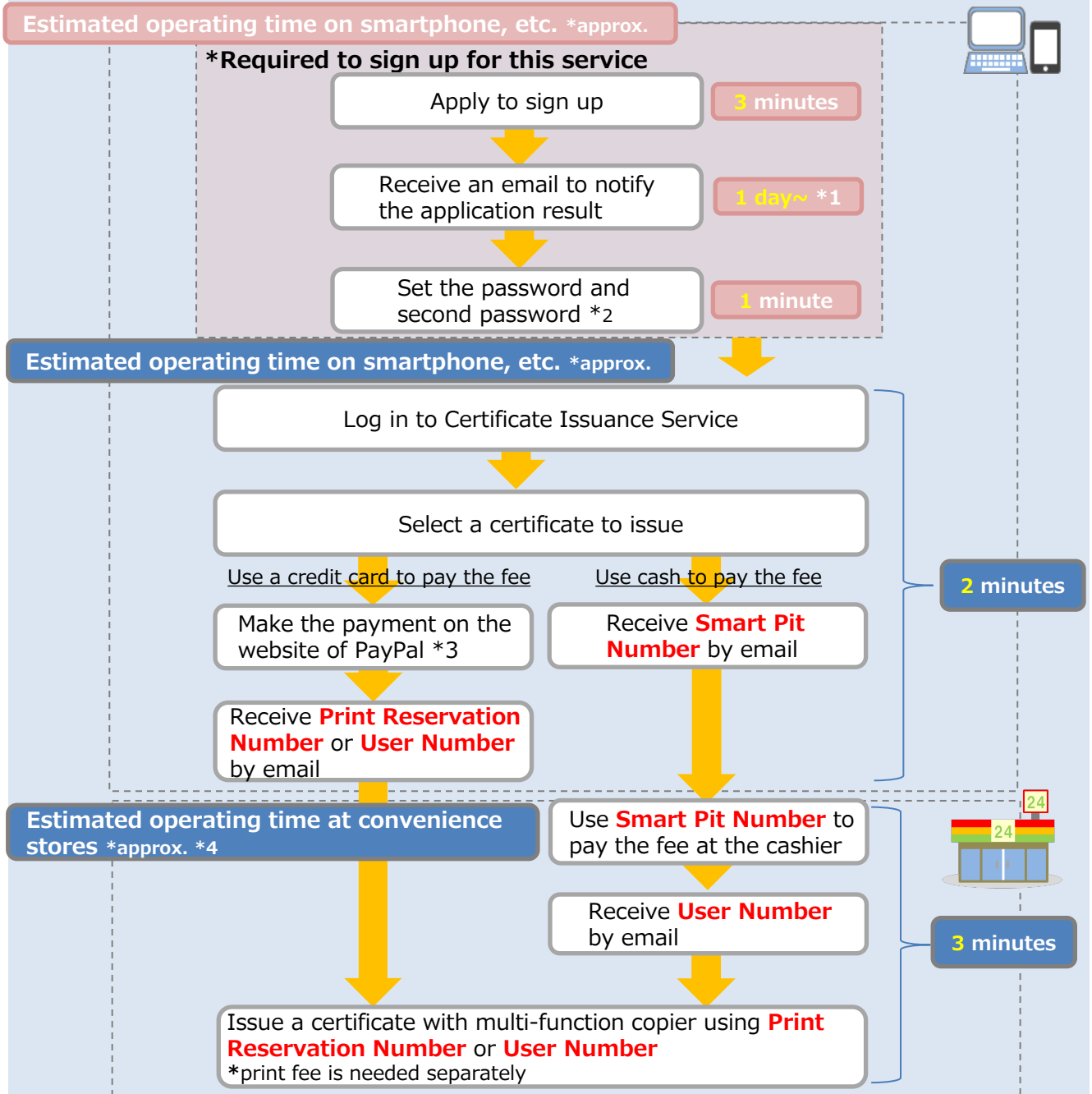
◆NTT West Call Center for Certificate Issuance Service

Phone	06-6809-4327
Reception hours	24 hours

1 Introduction

1.4 Operating Steps and Estimated Timeframe

The following shows the process of getting a certificate using this service and estimated time required for each step.

Print out at convenience stores *check other chapters from 2 for more detailed steps

Estimated operating time on smartphone, etc. *approx.

***Required to sign up for this service**

| Apply to sign up | **3 minutes** |

| Receive an email to notify the application result | **1 day~ *1** |

| Set the password and second password *2 | **1 minute** |

Estimated operating time on smartphone, etc. *approx.

Log in to Certificate Issuance Service

Select a certificate to issue

Use a credit card to pay the fee | Use cash to pay the fee

Make the payment on the website of PayPal *3 | Receive **Smart Pit Number** by email

Receive **Print Reservation Number** or **User Number** by email

2 minutes

Estimated operating time at convenience stores *approx. *4

Use **Smart Pit Number** to pay the fee at the cashier

Receive **User Number** by email

3 minutes

Issue a certificate with multi-function copier using **Print Reservation Number** or **User Number** *print fee is needed separately

*1 Applications made on weekday mornings are processed by 5 p.m. on the same day. Others are processed by the next morning of the business day (We don't process during holidays and closure periods) *2 If you have multiple student IDs, perform "Register additional student ID" after logging in (ex. you graduated from both undergraduate and graduate school) *3 Excludes the time for registration on PayPal *4 Excludes travel time to a convenience store

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
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** ①	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 screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

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

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?
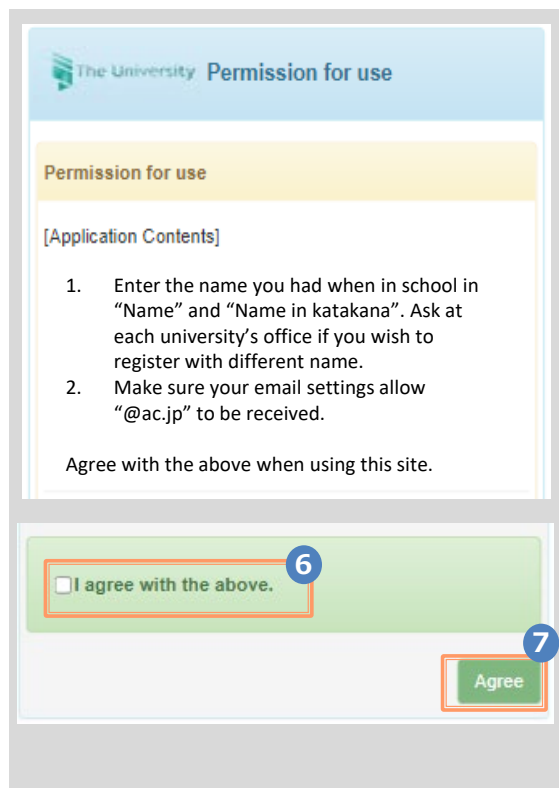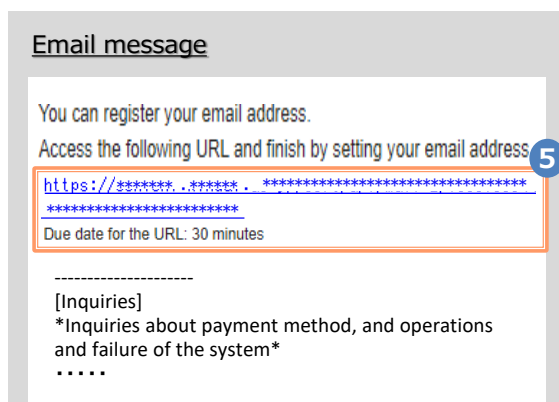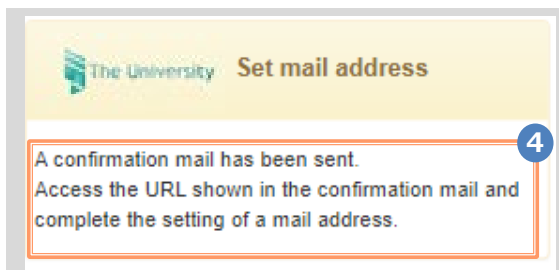
Back   Check

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
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**	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 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. Agree	**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

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

Steps / How to Operate

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.

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

Screen Images	Steps	How to Operate

Screen Images:

Current address ⑩

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

Work information ⑪

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

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.

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.

*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

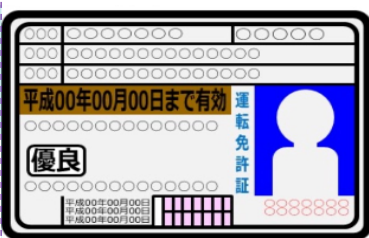Image of an identification document
[Choose File] No file chosen

Image (back side) of an identification document
[Choose File] No file chosen

[Back]

12-*
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

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]

---

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, Expulsion
Graduation

Work information

Workplace name

Postal code

Prefecture

City

Street and number

Apartment name and room No.

Phone number

Copy of an identification document

Type of identification document
Driving licence

Image of an identification document

Image (back side) of an identification

Back | **Application**

15 Check that the Application reception screen is displayed.

The University **Application reception**

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.

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

Login

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.

19

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

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
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.

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

Set

22 Click the "OK" button.

The Certificate Issuance Service has now become available.

Setting the password has completed.

The password or second password has been set.

OK

*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

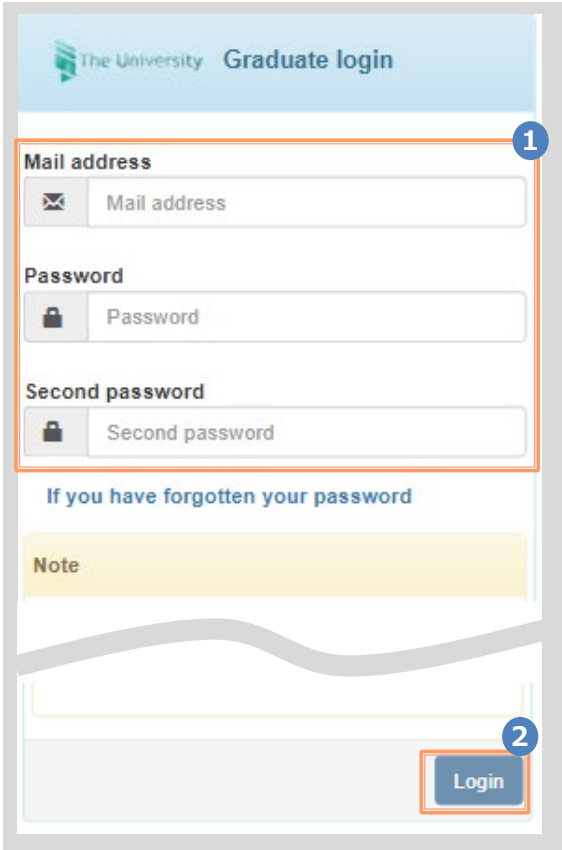| Screen Images	Steps	How to Operate
	1	Enter the registered email address, password, and second password. *You need to apply to use this service before logging in for the first time. Check the following for instructions of how to log to Certificate Issuance Service: ► 2.1 How to Apply to Use the Service *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.

Screen image contents:

The University Graduate login

Mail address ①
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

If you have forgotten your password

Note

!Be sure to read the Notes.
- Be sure to log out and close your browser when you leave this site.
- You will log out automatically if you do not make any operation for a while after logging in.
- Change your passwords on a regular basis.
- Storing your passwords on the browser is not recommended for security reasons.
- The fee cannot be refunded even if you complete your application by requesting wrong numbers or wrong types of

Login ②

*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

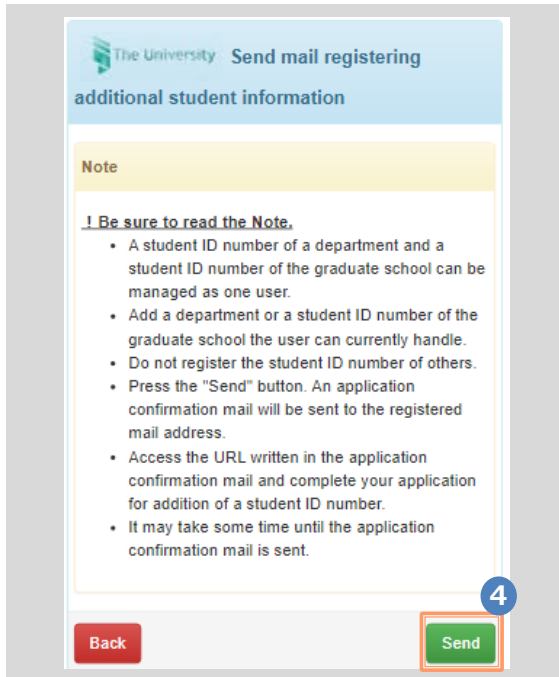***Applicable for those who have multiple student ID numbers**

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"

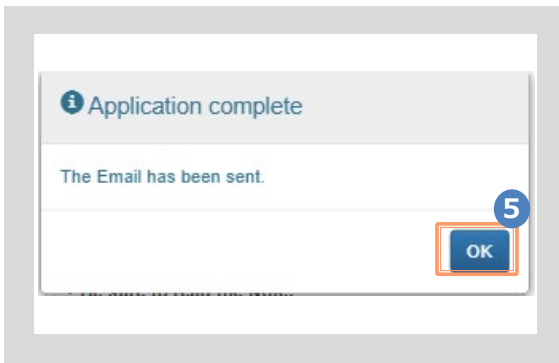*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.
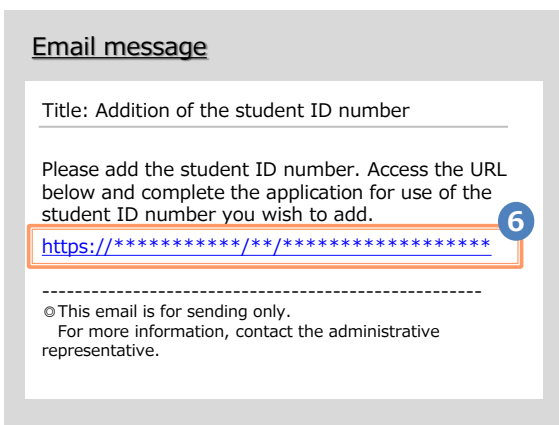
Screen Images	Steps	How to Operate

Screen 1:

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   **4** Send

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

Screen 2:

ℹ **Application complete**

The Email has been sent.

5 OK

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

Screen 3:

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.
6
https://***********/**/****************

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

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.

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
The University **Application reception** — **10** Your application will be checked. The result will be sent to the registered mail address later	**10**	A message is displayed stating that the application has been accepted.
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.	**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.
The University **Graduate login** — **12** Mail address / Password / Second password — If you have forgotten your password — Note	**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 Login	**13**	Read the "Note" and click the "Login" button.
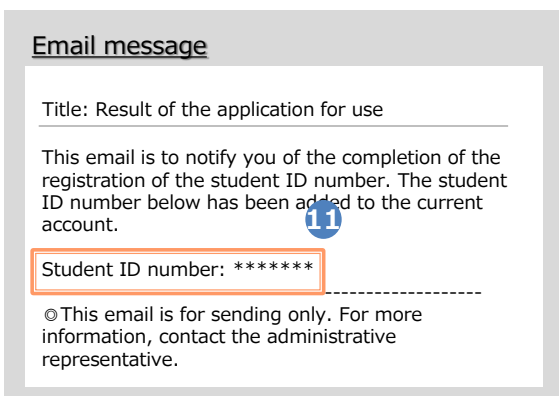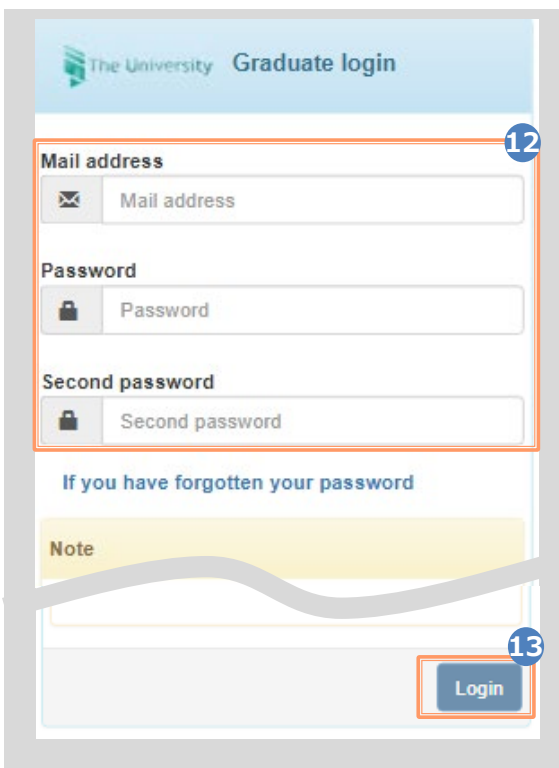
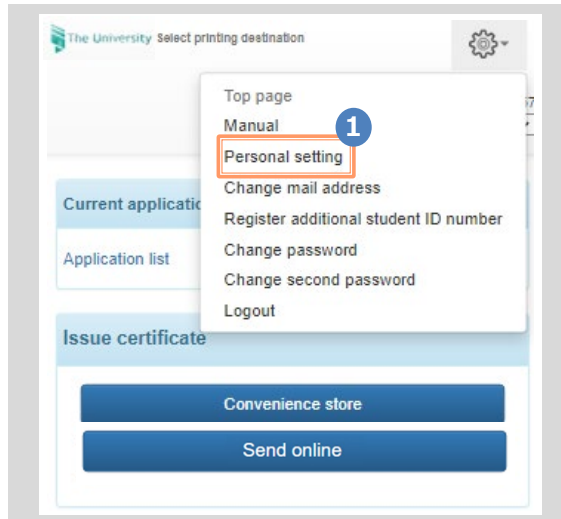*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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
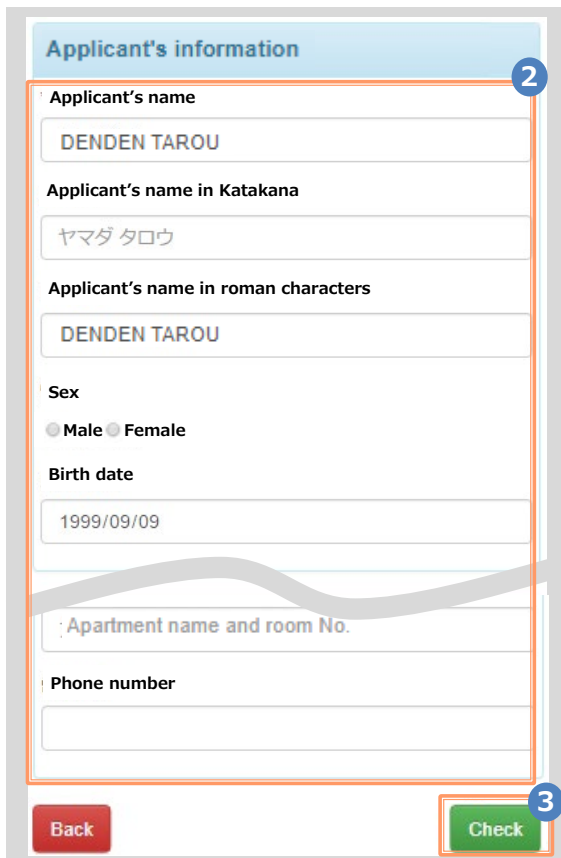
| Screen Images	Steps	How to Operate
The University Select printing destination ⚙- Top page / Manual / **1 Personal setting** / Change mail address / Register additional student ID number / Change password / Change second password / Logout Current applicatio Application list Issue certificate Convenience store Send online	**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
Applicant's information **2** 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 ○ Female Birth date 1999/09/09 : Apartment name and room No. Phone number	**2**	Fill the personal information items you want to change.
Back **Check 3**	**3**	Click the "Check" button.

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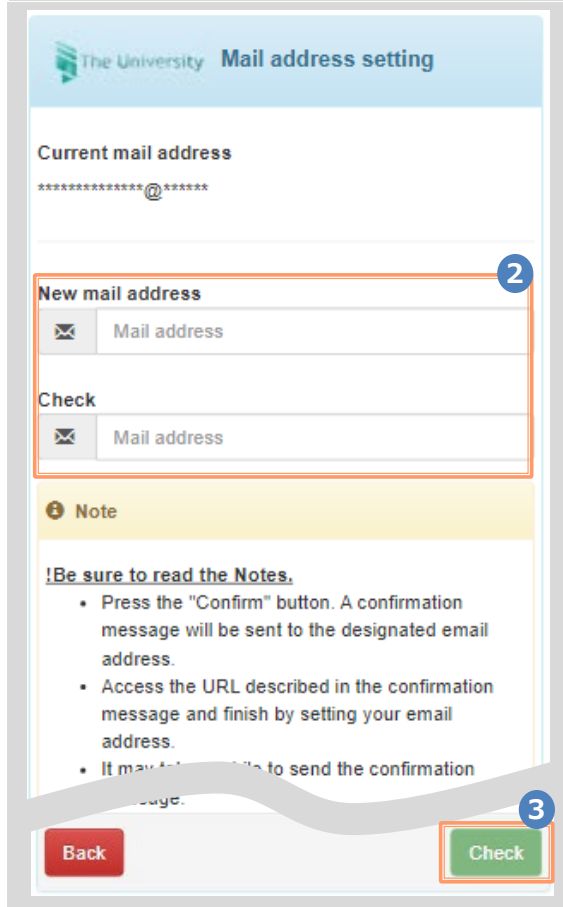
Screen Images	Steps	How to Operate

④ 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 | Application ④

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.

OK ⑤

(b) Change the email address
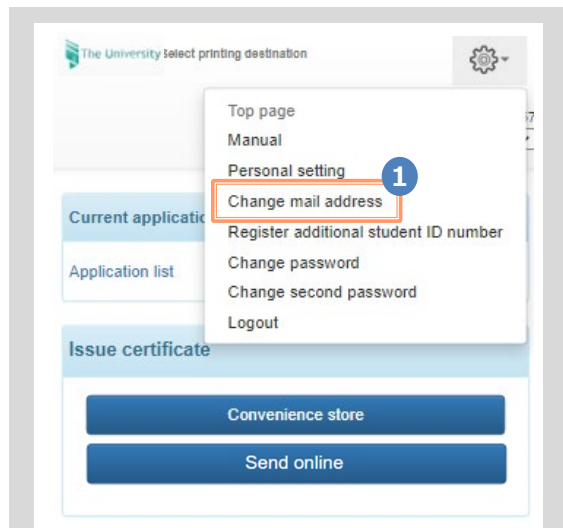
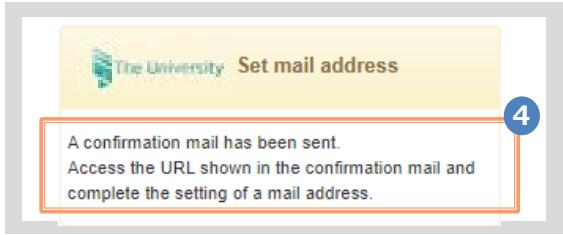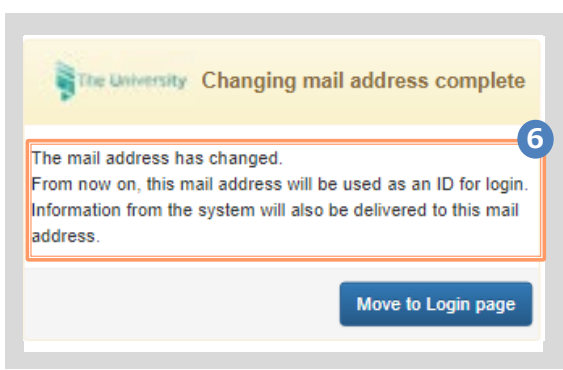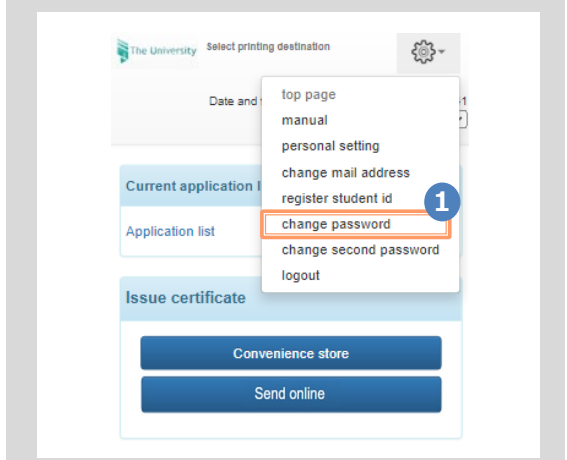| Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Change mail address." *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In
	2	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 Select printing destination ⚙ Date and top page manual personal setting Current application change mail address register student id ① Application list change password change second password logout Issue certificate Convenience store Send online	**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

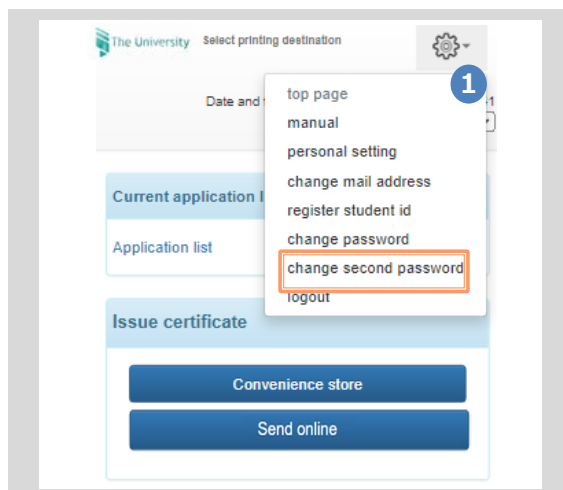| Screen Images	Steps	How to Operate
	2	Enter the currently used password into the "Current password" field and a new password into the "New password" and "Change" fields.
	3	Read the "Notes" and click the "Change" button.
	4	A message is displayed on the screen stating that the password has been changed. Click the "OK" button.

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

ⓘ Change complete

The password has been changed.

OK

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

(d) Change the second password
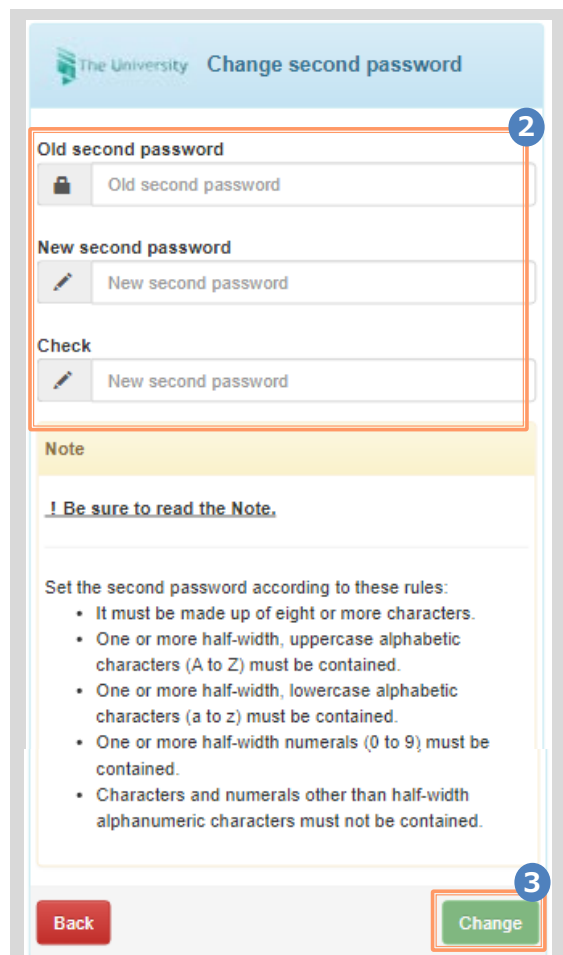
Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ " in the upper right of the screen, and then click "Change second password." *Check the following for instructions of how to log in to Certificate Issuance Service: ► 2.2 How to Log In
	2	Enter 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.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.
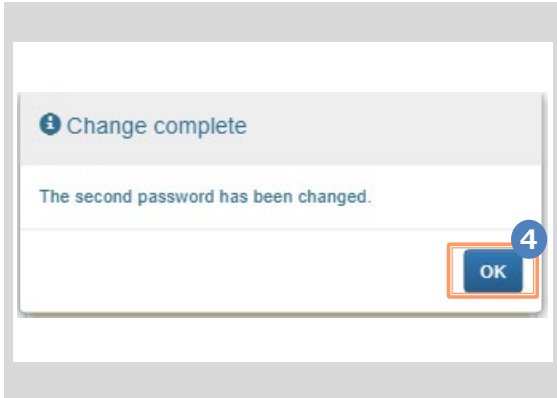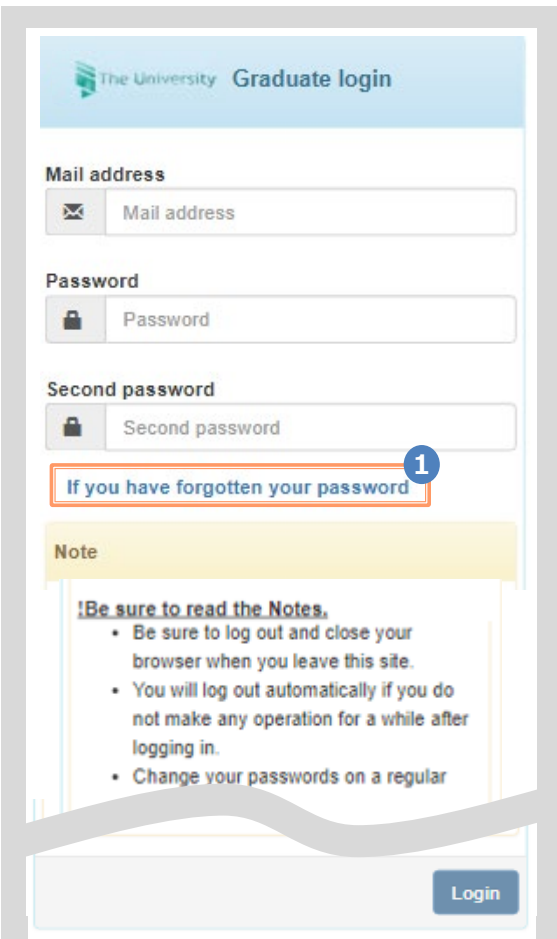
Screen Images	Steps	How to Operate
	4	A message is displayed on the screen stating that the second password has been changed. Click the "OK" button.

ⓘ Change complete

The second password has been changed.

④
OK

(e) If you forgot the password

	Steps	How to Operate
	1	On the Graduates' Login screen of the certificate issuance service, click "If you have forgotten your password".

The University **Graduate login**

Mail address
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

①
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

Login

*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 **Reset password** **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? **Send**	**2** **3**	For resetting the password, enter the registered email address into the "Mail address" field. Read the "Note" and click the "Send" button.
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.	**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. 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

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.

The University 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 numbers.....than half-width alphanumeric characters must not be contained.

Set

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.

ℹ Setting the password has completed.

The password or second password has been set.

OK

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.

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

(b) Log In Screen

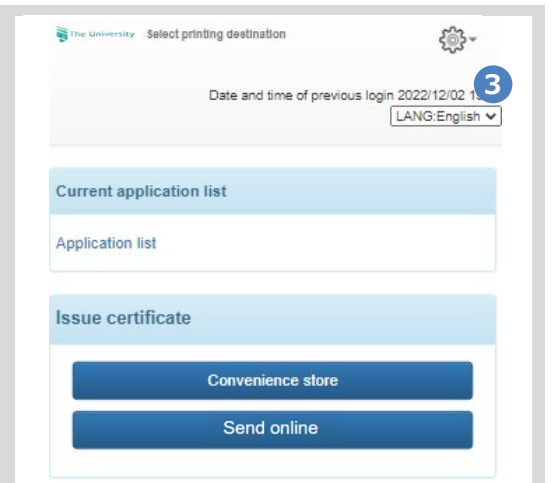| Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.

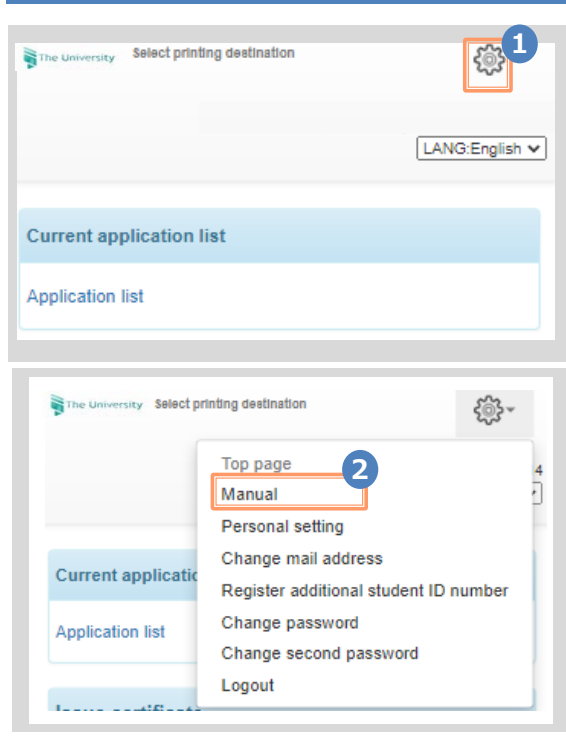*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(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.

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

3.1 How to Access the Operating Manual
*after first registration

Screen Images	Steps	How to Operate
The University Select printing destination ① LANG:English Current application list Application list	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
The University Select printing destination ⚙ Top page Manual ② Personal setting Change mail address Register additional student ID number Change password Change second password Logout Current application Application list	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