

Certificate Issuance Service Login Manual

Login Procedure for Current Students

STEP9.4.1 edition 16th Jan. 2024
NTT-W

Table of Contents

1 Introduction


1.1	What is Certificate Issuance Service	2
1.2	Notes on Operation	4
1.3	Operating Steps and Estimated Timeframe	5

2 Log In to Certificate Issuance Service

2.1	How to Register an Email Address *for first login	6
2.2	How to Log In	9
2.3	How to Change the Login Information	10
	(a) Change the email address	10
2.4	Switch Languages	12
	(a) Select Printing Destination Screen	12

3 How to Access the Operating Manual

3.1	How to Access the Operating Manual *after first registration	13
-----	--	----

*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 : 400 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.

1 Introduction

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.

■ 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. The steps of operation are different at each convenience store.

1 Introduction

1.2 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

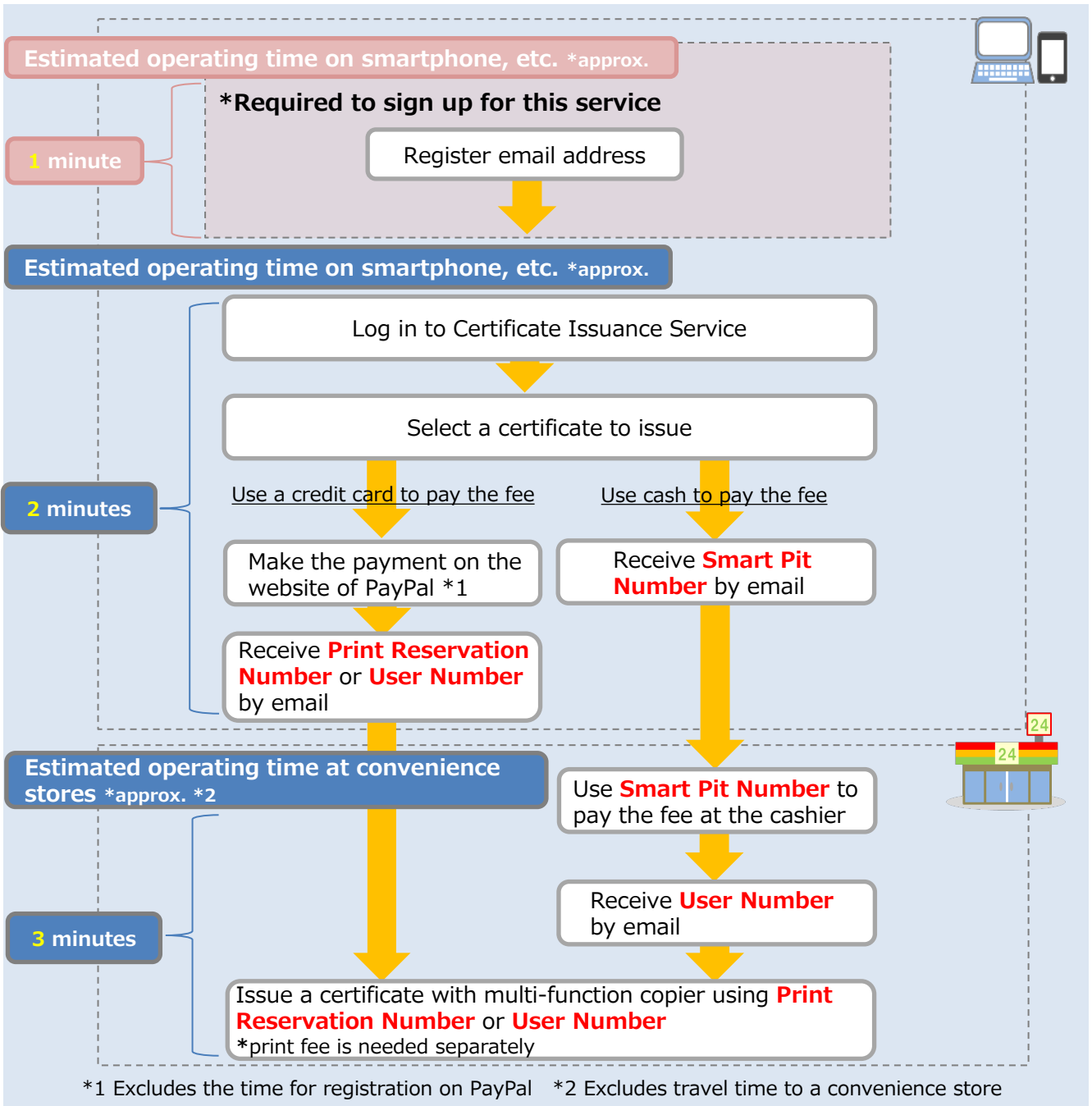
Phone	06-6809-4327
Reception hours	24 hours

1 Introduction

1.3 Operating Steps and Estimated Timeframe

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

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



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

2.1 How to Register an Email Address *for first login

Screen Images

Steps

How to Operate

京都大学統合認証システム

ユーザ名(ECS-ID または SPS-ID)

パスワード

ログインを記憶しません。
 サービスへの属性送信同意を再確認します。

ログイン

パスワードをお忘れの方はこちら
お困りの方はこちら

京都大学情報環境機構 情報環境支援センター

1

Access the link in the official website of the university to go to the page to register for Certificate Issuance Service.
Enter your ECS-ID and password you use at university.

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

The University : Mail address setting

Mail address

Check

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

4

For the first login, the screen is displayed for registering an email address. Enter the email address you wish to register in the "Mail address" and "Check" fields.

5

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

6

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

The University : Set mail address

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

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

Screen Images

Steps

How to Operate

Email Message

You can register your email address.

Access the following URL and finish by setting your email address

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

Due date for the URL: 30 minutes

[Inquiries]

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

.....


7

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

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

8

When the “Mail address setting completed” screen is displayed, click the “Move to Login Page” button to perform login.

 The University Mail address setting complete

メールアドレスを設定しました。

今後、システムからの連絡はこのメールアドレス宛に送信されます。

メールアドレスはログイン後のメニューから変更可能です。

Move to Login page

8

*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

京都大学統合認証システム

ユーザ名(ECS-ID または SPS-ID)

パスワード

ログインを記憶しません。
 サービスへの属性送信同意を再確認します。

ログイン

パスワードをお忘れの方はこちら
お困りの方はこちら

京都大学情報環境機構 情報環境支援センター

1

Enter your ECS-ID and password you use at university.

*For the first login, an email address needs to be registered. Check the following for the instructions:

Registering an email address:

▶ 2.1 How to Register an Email Address

2

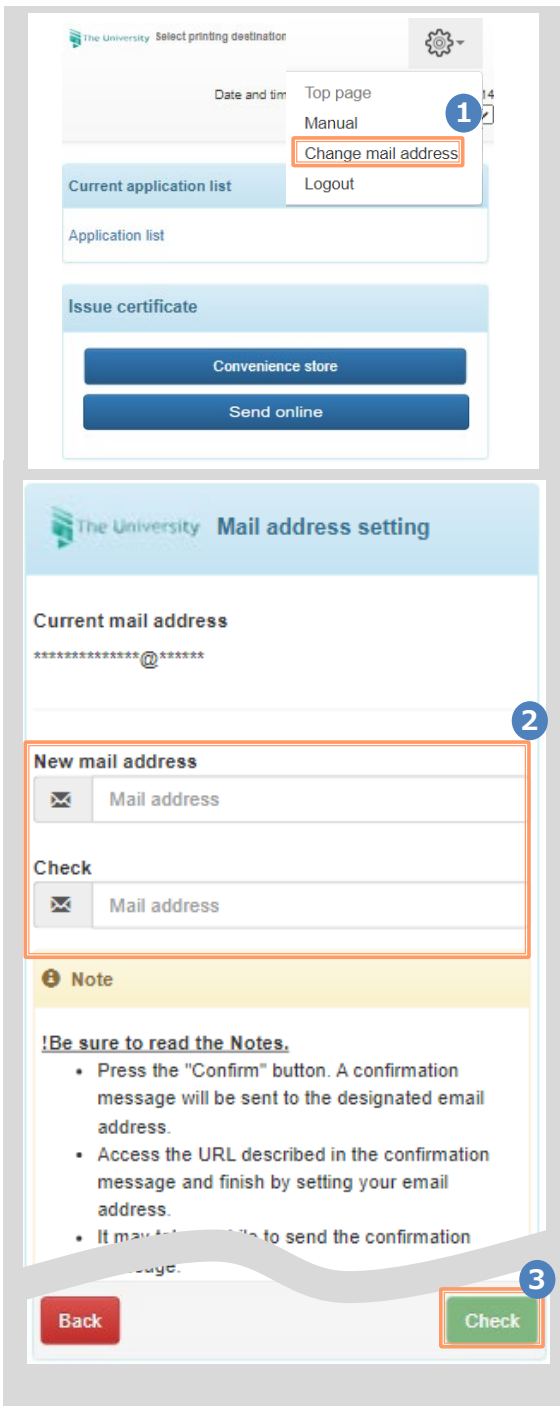
Read the “Note” and click the “Login” button.

2 Log In to the Certificate Issuance Service

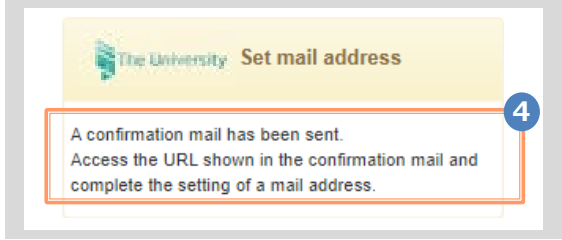
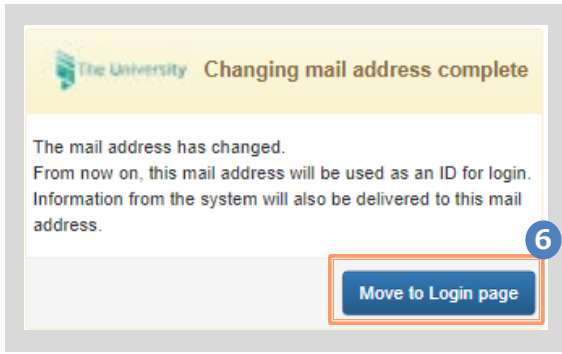
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.3 How to Change the Login Information

(a) Change the email address

Screen Images	Steps	How to Operate
	<ol style="list-style-type: none"><li data-bbox="668 440 725 517">1<li data-bbox="668 873 725 950">2<li data-bbox="668 1684 725 1761">3	<p data-bbox="796 448 1359 583">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”.</p> <p data-bbox="796 622 1410 710">*Check the following for instructions of how to log to Certificate Issuance Service: ▶ 2.2 How to Log In</p> <p data-bbox="796 884 1345 981">Enter a new email address you wish to register into the “New mail address” and “Check” fields.</p> <p data-bbox="796 1684 1296 1754">Read the “Note” and click the “Check” button.</p>

*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.
<p>Email Message</p> <p>You can change your email address. Access the following URL and change your email address:</p> <p>https://*****.*****.*****</p> <p>Due date for the URL: 30 minutes</p> <p>*Please delete this message if you don't recognize *This email address is used only for sending purposes.</p>	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.
	6	A message is displayed on the screen showing that the email address has been changed.

2 Log In to the Certificate Issuance Service

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

2.4 Switch Languages

(a) Select Printing Destination Screen

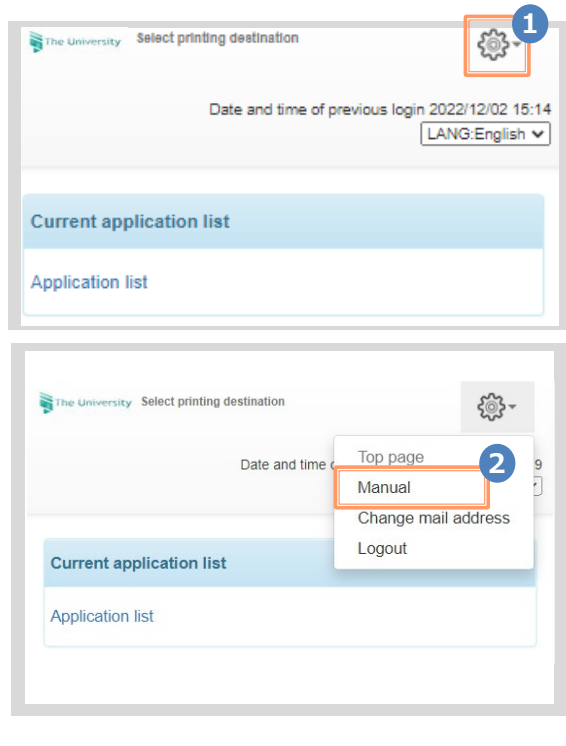

Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. The language selection pull-down is displayed only on Select Printing Destination screen after login, so you need to come back to this screen to switch languages.

3 How to Access the Operating Manual

*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
	<p>1</p> <p>2</p>	<p>Log in to the certificate issuance service and select the menu button “” in the upper right of the screen.</p> <p>*Check the following for instructions of how to log to Certificate Issuance Service: ▶ 2.2 How to Log In</p> <p>Click “Manual” to display the Operating Manual. Read the description and issue certificate(s) at a convenience store.</p>

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	P12	言語切り替え機能について追加