

Certificate Issuance Service Operating Manual

For Companies

**STEP9.4.1 edition 1th Apr. 2024
NTT-W**

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1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals
PC	Chrome

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.

*The images may not be properly displayed depending on the model or browser.

*The operation was confirmed with the latest version as of the date when it was performed.

*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

◆ NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

Phone	06-6809-4327
Reception hours	24 hours

2 Receiving Certificates Sent Online

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

2.1 How to Receive Certificates Sent Online

Screen Images

Steps

How to Operate

Email Message

Information from Certificate Issuance Service
To whom it may concern,

We have received a request from ○○…
Following electronic certificate(s):
Certificate of Graduation

Please access the link below to check the certificate.

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

Please contact the applicant as necessary.
△△ △△ email@*****

1

When a user of Certificate Issuance Service issues a certificate for submitting to a company, the company will be notified by email as shown on the left.

2

Read the content of the email and access the URL.

2 Receiving Certificates Sent Online

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

Screen Images

Steps

How to Operate

3

Enter the email address of the recipient.

[Notes]

Enter **the email address of the recipient**. An error will occur and the next screen will not be displayed if the entered email address is incorrect.

4

Click "Proceed (進む)".

Please follow the steps below if you want to switch the displayed language. This is not necessary if you want to keep the displayed language as it is.

5

Click the language selection pull-down to switch languages.

6

Click the language you want to display in the pull-down.

7

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.

2 Receiving Certificates Sent Online

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

Screen Images

8

The screenshot shows a web interface with a 'Certificate Information' section on the left and a 'Preview' window on the right. The 'Certificate Information' section contains the following fields:

Check code	XXXX-XXXX-XXXX
Type	Certificate A
Submission destination name	Company A
Department to Submit	Department A
Person in charge	Person A
Email address to submit to	companyA@example.com

The 'Preview' window displays a document titled '学業成績・単位修得証明書' (Academic Performance and Unit Completion Certificate) with a table structure.

9

This image is a close-up of the 'Certificate information' section from the previous screenshot. It lists the following details:

Check code	XXXX-XXXX-XXXX
Type	Certificate A
Submission destination name	Company A
Department to Submit	Department A
Person in charge	Person A
Email address to submit to	companyA@example.com

Steps

How to Operate

8

Check the content of the submitted certificate displayed on the screen. The submitter of the certificate gets an email to notify that you have checked the content when this screen is opened for the first time. See below for details of the items on the screen.

9

Check the information of the certificate and designated recipient displayed on the upper left of the screen.

▶ Check code

A code to identify the certificate. This is necessary when contacting us to inquire about the submitted certificate.

[Notes]

The check code switches depending on the previewed certificates if there are multiple of them.

▶ Type

The type of the certificate is displayed.

▶ Submission destination name

The company name of the designated recipient entered by the submitter is displayed.

▶ Department to submit

The department name in charge entered by the submitter is displayed.

Nothing is displayed if the submitter didn't enter this field.

▶ Person in charge

The name of the person in charge entered by the submitter is displayed.

Nothing is displayed if the submitter didn't enter this field.

▶ Email address to submit to

The destination email address entered by the submitter is displayed.

2 Receiving Certificates Sent Online

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

Screen Images

Steps

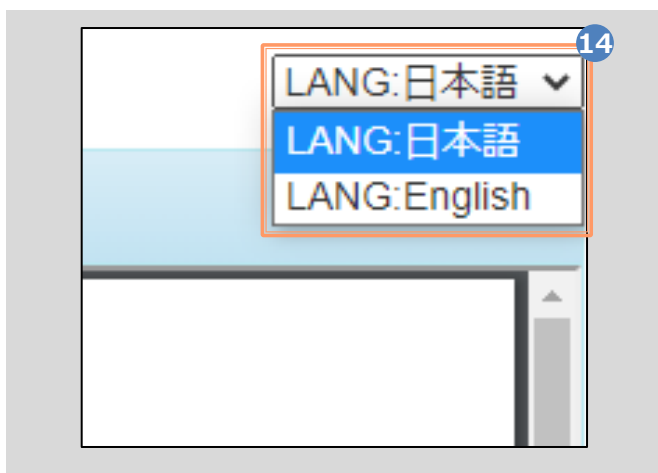
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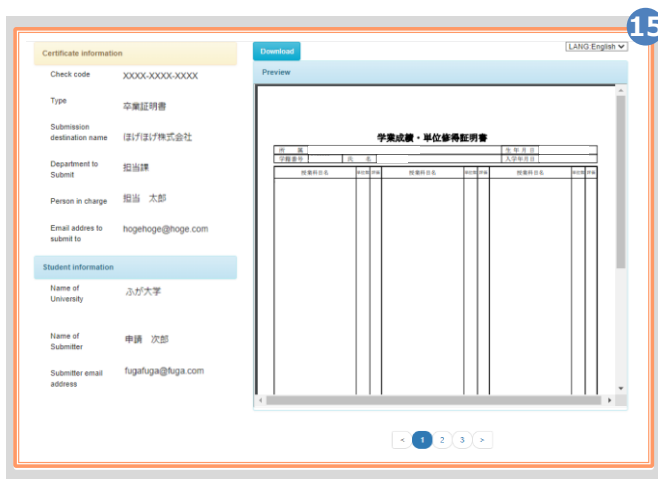
Please follow the steps below if you want to switch the displayed language. (This is not necessary if you want to keep the displayed language as it is)

Click the language selection pull-down to switch languages.



14

Click the language you want to display in the pull-down.



15

The screen switches in the language you selected.

3 Authenticity Check

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

3.1 What Is Authenticity Check

Screen Images

Steps

How to Operate



Digital watermarks are embedded in certificates issued at convenience stores. The person who receives the certificate (such as a company) can check the authenticity of the certificate.

As an authenticity confirmation procedure, launch the smartphone application "POPITA" (see the notes below) and hold it over the received certificate, and the screen will automatically access the confirmation site. You can confirm the authenticity of the certificate by entering the necessary information on the confirmation site that has transitioned.

Authenticity: Records created with legitimate authority are prevented from false input, rewriting, erasure, and confusion, and the responsibility for creation is clear from the motherboard's point of view.

Notes: please follow the steps below to install POPITA app in a smartphone.

1. iPhone

Search POPITA on App Store to install it.

2. Android

Search POPITA on Google Play to install it.

3 Authenticity Check

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

3.2 How to Use POPITA

Screen Images

Steps

How to Operate



【Screen】



【Certificate】



確認コード: XXXX-XXXX-XXXX

Confirmation code



1

Launch the app "POPITA" you installed.

2

POPITA launches the external camera.

3

Hover your camera on the certificate, making sure that the frame of the certificate fits within the frame of screen ②.
*No button operation is required.

4

The screen transitions to the page for authenticity check if reading is succeeded. Enter the required items.

5

Enter "Confirmation code (確認コード)" written in the certificate you received.
※The confirmation code is written on the bottom left of the certificate.

6

Click "Check (確認)" after entering the required items.

3 Authenticity Check

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

Screen Images

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How to Operate

The screenshot shows a web interface for 'The University' with the title '確認結果' (Confirmation Result). It is divided into two main sections: '証明書情報' (Certificate Information) and '学生情報' (Student Information). Both sections contain fields with placeholder text (XXXX-XXXX-XXXX, XXXXXXXXXX, etc.).

証明書情報	
確認コード	XXXX-XXXX-XXXX
証明書発行番号	証第C XXXXXX 号
種別	在学証明書

学生情報	
学籍番号	XXXXXXXXXX
卒業区分	在学生
学生氏名	XXXXXXXXXX
学生氏名(カタカナ)	XXXXXXXXXX
学部学科	XXXXXXXXXX
入学年	XXXX年XX月XX日
卒業年	
生年月日	XXXX年XX月XX日

7 The information of the certificate is displayed when the confirmation code properly matches.

The result message shown below will be displayed if the confirmation code is incorrect. Contact the university for the originality of the certificate if 7 "Certificate information (証明書情報)" and "Student information (学生情報)" are not displayed.

The screenshot shows the same '確認結果' (Confirmation Result) screen as above, but with a message box at the bottom indicating that the entered information has already been used and the certificate may be a copy or altered.

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改版履歷

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