

# **Certificate Issuance Service Operating Manual**

Application Procedure for Graduates

**January 12, 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               | User  | Chrome<br>FireFox<br>Safari<br>Edge |
| Smartphone, etc. | User  | iPhone: Safari<br>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

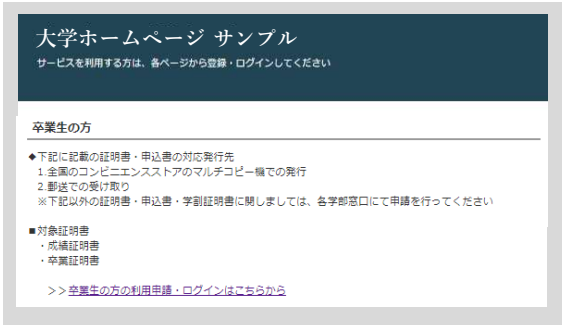
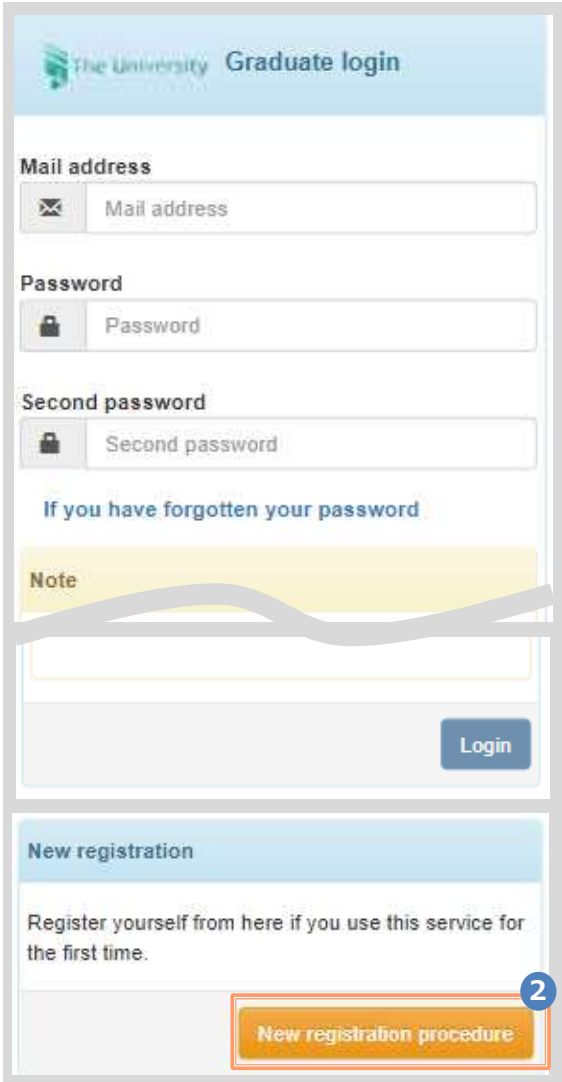
|                 |              |
|-----------------|--------------|
| Phone           | 06-6809-4327 |
| Reception hours | 24 hours     |



# 2 Log In to the Certificate Issuance Service

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

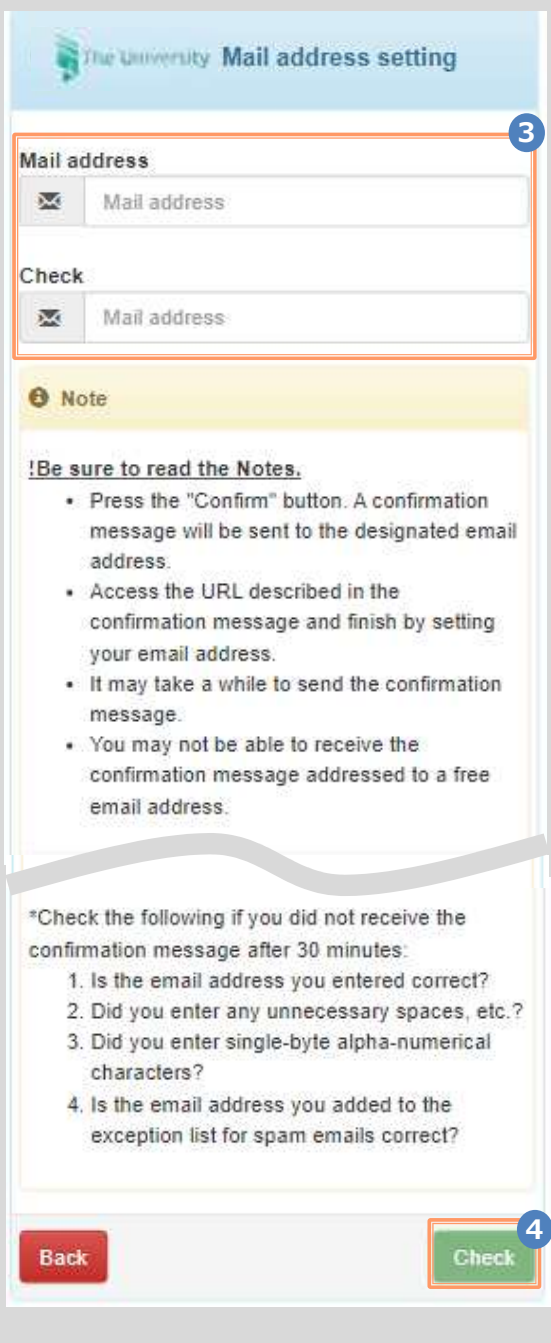
## 2.1 How to Apply to Use the Service \*first time only

| Screen Images  | Steps    | How to Operate  |
|--|----------|---|
|  <p>大学ホームページ サンプル<br/>サービスを利用する方は、各ページから登録・ログインしてください</p> <p>卒業生の方</p> <ul style="list-style-type: none"><li>◆下記に記載の証明書・申込書の対応発行先<br/>1 全国のコピーエンスストアのマルチコピー機での発行<br/>2 郵送での受け取り<br/>※下記以外の証明書・申込書・学割証明書につきましては、各学部窓口にて申請を行ってください</li><li>■対象証明書<br/>・成績証明書<br/>・卒業証明書</li></ul> <p>&gt;&gt; 卒業生の方の利用申請・ログインはこちらから</p>   | <p>1</p> | <p>Access the link to certificate issuance service found on the website of the university and access the Graduates Login page.</p>          |
|  <p>The University Graduate login</p> <p>Mail address<br/>Mail address</p> <p>Password<br/>Password</p> <p>Second password<br/>Second password</p> <p>If you have forgotten your password</p> <p>Note</p> <p>Login</p> <p>New registration<br/>Register yourself from here if you use this service for the first time.</p> <p>New registration procedure</p> | <p>2</p> | <p>When using this service for the first time, you need to apply to use it. Click "New registration procedure" from "New registration."</p> |



## 2 Log In to the Certificate Issuance Service

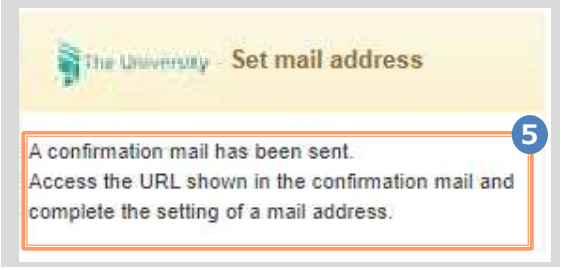
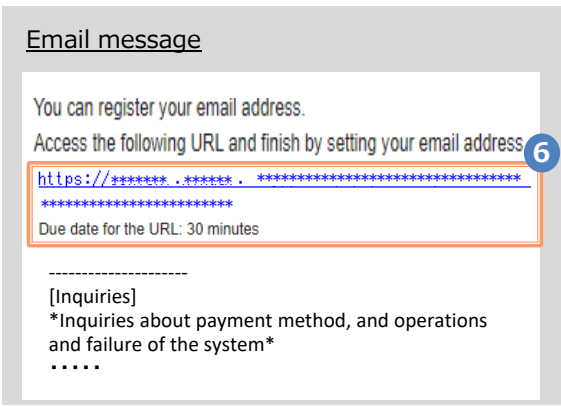
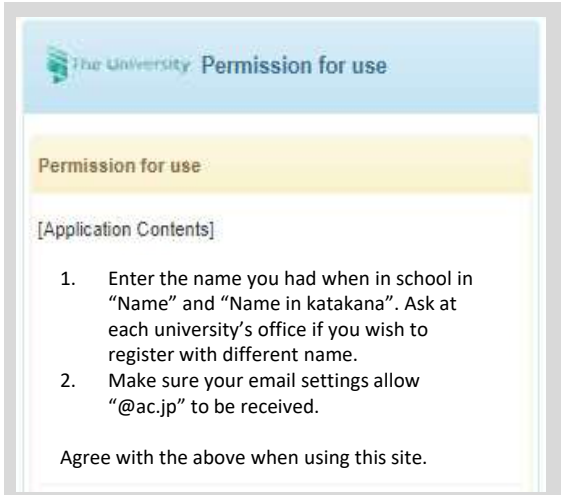

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

| Screen Images  | Steps             | How to Operate  |
|--|-------------------|---|
|  <p>The screenshot shows a mobile application interface for 'The University Mail address setting'. At the top, there's a header with the university logo and the title. Below it, there are two input fields: 'Mail address' and 'Check', both with an envelope icon and a placeholder 'Mail address'. A red box highlights these two fields, with a blue circle containing the number '3' next to it. Below the input fields is a 'Note' section with a yellow background and a plus icon. The note contains the text '!Be sure to read the Notes.' followed by a bulleted list of instructions. At the bottom of the screen, there are two buttons: a red 'Back' button and a green 'Check' button. The 'Check' button is highlighted with a red box, and a blue circle containing the number '4' is next to it.</p> | <p>3</p> <p>4</p> | <p>Enter an email address you wish to register into the "Mail address" and "Check" fields.</p> <p>Read the "Note" and click the "Check" button.</p> |



# 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|                        | 5     | A message is displayed on the screen, and a confirmation notification is sent to the registered email address.  |
| <p>Email message</p>  | 6     | Click the one-time URL in the email body text and register the applicant information.<br>*The URL has an expiration time, so please complete the operation within the displayed time limit. |
|                      | 7     | Read the "Permission for use" displayed on the screen and select "I agree with the above"   |
|                      | 8     | Click the "Agree" button.   |



## 2 Log In to the Certificate Issuance Service

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

### Screen Images

The screenshot displays a web form with two main sections. The first section, 'Applicant's information', is highlighted with a blue border and a circled '9'. It contains fields for 'Application Type' (with 'New' selected), '\*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), and '\*Birth date' (1990/09/09). The second section, 'University's information (When in school)', is highlighted with a blue border and a circled '10'. It contains fields for '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' (dropdown), 'Department' (Foreign Language), 'Subject' (Division of Foreign Language), 'Student ID number' (\*\*\*\*\*), 'Graduation (completion) year and month' (2015/03), and radio buttons for 'Graduation', 'Withdrawal', and 'Expulsion'.

### Steps

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### How to Operate

Enter the information of 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.

10

Enter the information of 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)

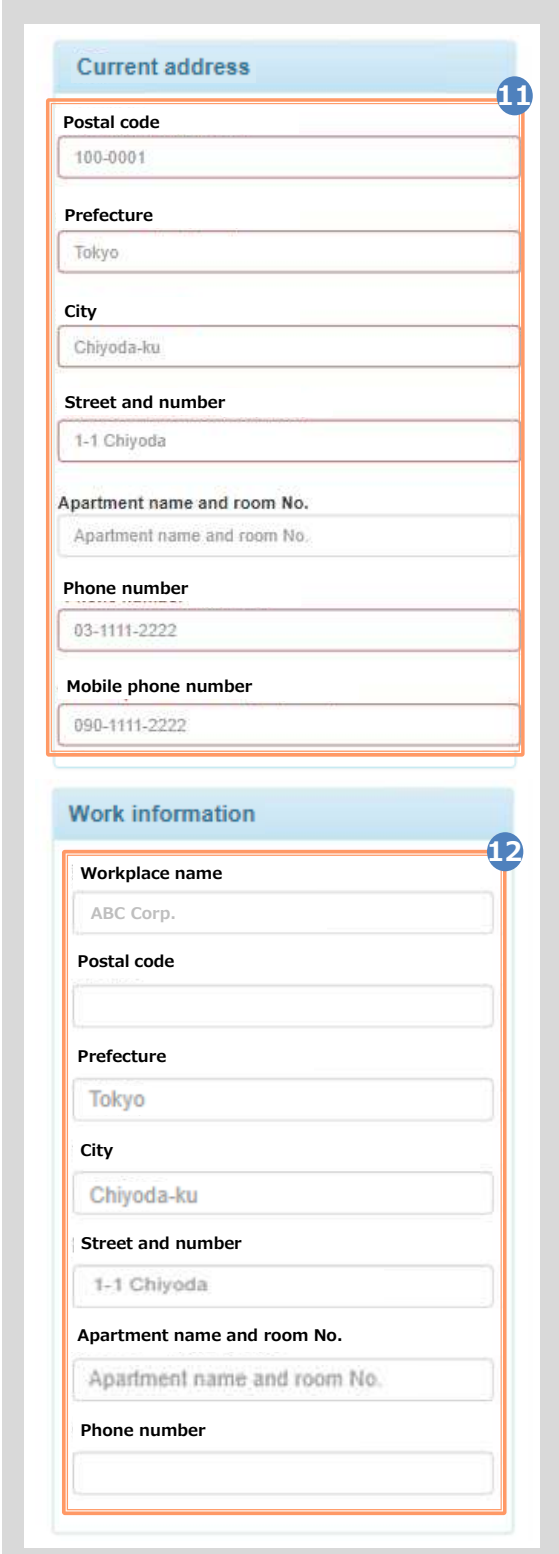
Select the applicable type.



# 2

## Log In to the Certificate Issuance Service

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

| Screen Images  | Steps                             | How to Operate  |
|--|-----------------------------------|---|
|  | <p><b>11</b></p> <p><b>12</b></p> | <p>Enter the current address and contact information.</p> <p>*The input items vary depending on the operating environment.</p> <p>▶ <b>Postal code</b></p> <p>Enter the postal code of the current address.</p> <p>▶ <b>Prefecture/City/Street and number/ Apartment name and room No.</b></p> <p>Enter the current address.</p> <p>▶ <b>Phone number</b></p> <p>Enter the home phone number.</p> <p>▶ <b>Mobile phone number</b></p> <p>Enter the mobile phone number.</p> <p>Enter work information.</p> <p>*The input items vary depending on the operating environment.</p> <p>▶ <b>Workplace name</b></p> <p>Enter your workplace name.</p> <p>▶ <b>Postal code</b></p> <p>Enter the postal code of your workplace.</p> <p>▶ <b>Prefecture/city/street and number/ Apartment name and room No.</b></p> <p>Enter the address of your workplace.</p> <p>▶ <b>Phone number</b></p> <p>Enter the phone number of your workplace.</p> |





## 2 Log In to the Certificate Issuance Service

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

Screen Images

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

After attaching the image

Copy of an identification document

Type of identification document

Driving licence  
  Passport  
  Insurance card  
  Photo ID

Image of an identification document

Choose File Photo.png

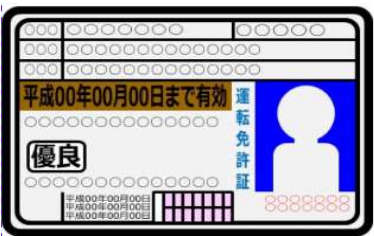


Image (back side) of an identification document

Choose File Photo\_back.png

備考

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

Back      Check

Steps

13

The copy of an identification document is required. Attach the file for identifying the applicant.

► Type of identification document

Select the type of an attached document for identifying the applicant.

► Image of an identification document

Click the "Choose File" button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver's license, add the image of the back side.

Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.

Note that an image file having the "jpg," "gif," or "png" extension can be registered.

13-\*

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

14

Click the "Check" button.

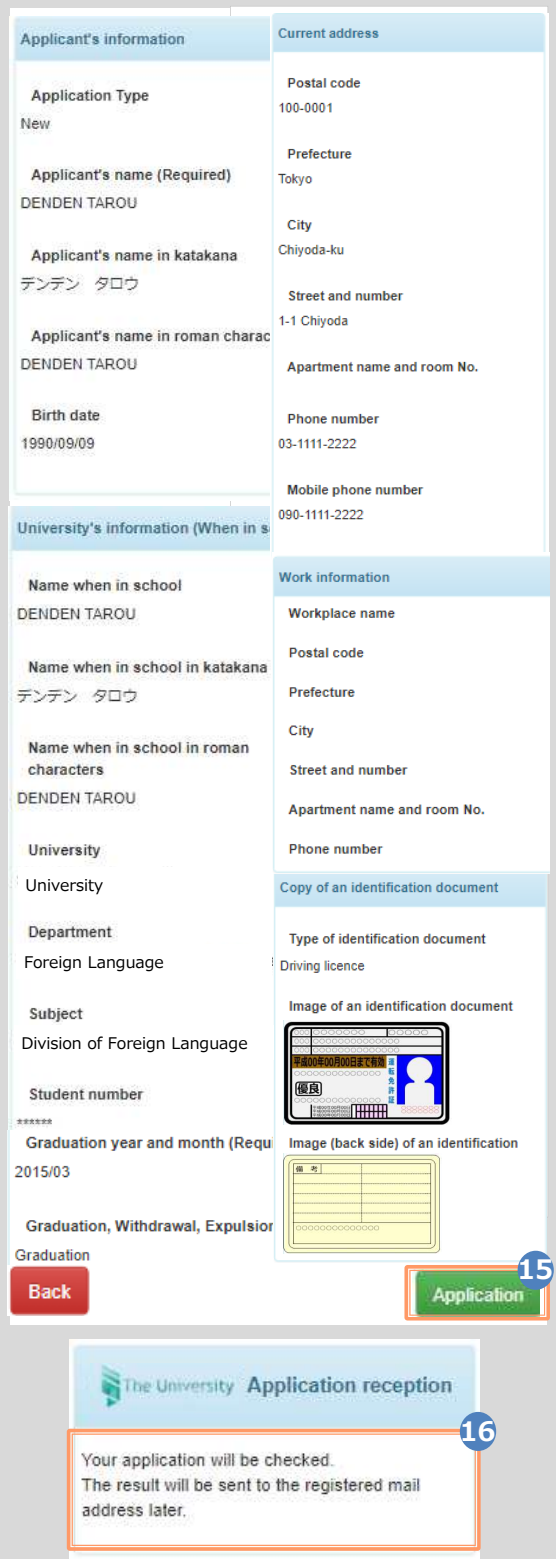
\*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.



# 2

## Log In to the Certificate Issuance Service

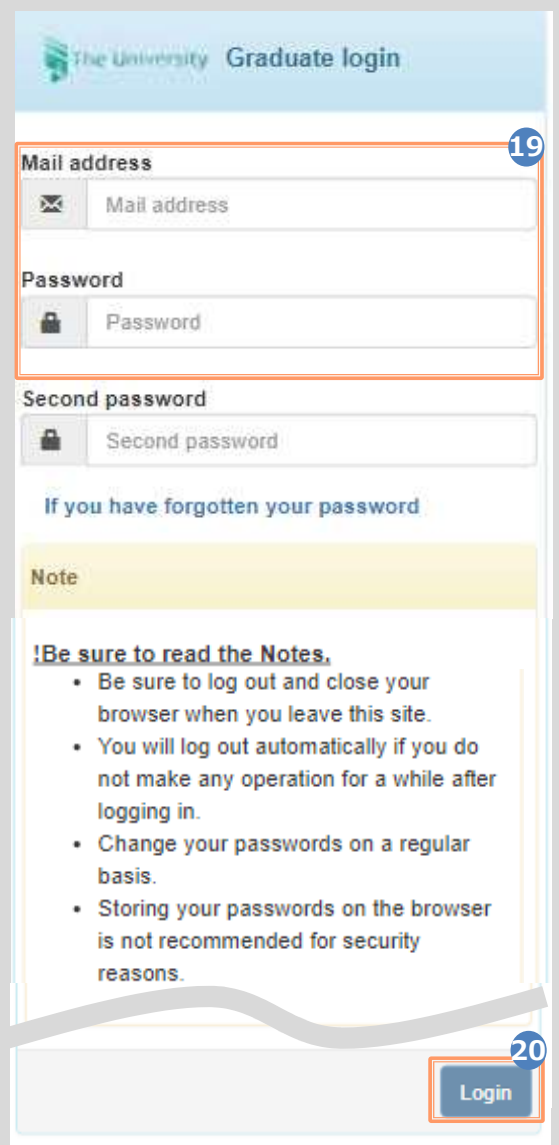
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

| Screen Images   | Steps | How to Operate   |
|---|-------|--|
|  <p>The screenshot shows a web form with two columns. The left column contains 'Applicant's information' and 'University's information (When in school)'. The right column contains 'Current address' and 'Work information'. At the bottom, there are two buttons: a red 'Back' button and a green 'Application' button. A blue circle with the number '15' is placed over the 'Application' button.</p> | 15    | Check the entered information for registration and click the "Application" button. |
|   | 16    | Check that the Application reception screen is displayed.                          |



# 2 Log In to the Certificate Issuance Service

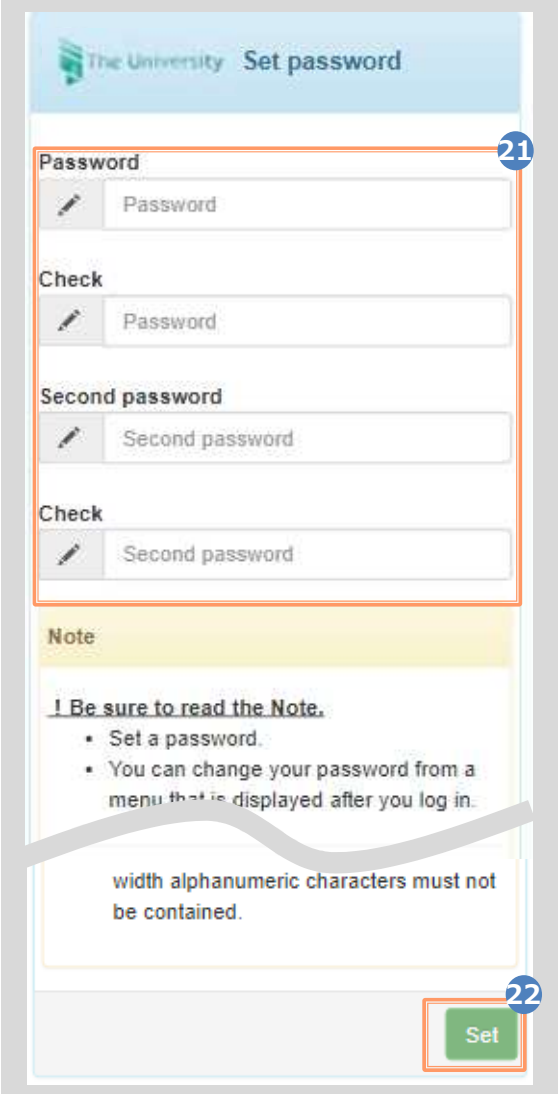
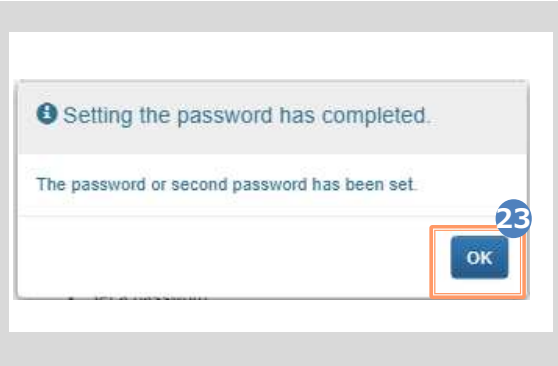
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

| Screen Images  | Steps  | How to Operate  |
|--|--|---|
| <p><b>Email message</b></p> <p>Title: Result of the application for use</p> <p>The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.<br/>*After you log in, change the password.</p> <p>Initial password: ***** <b>17</b></p> <p>Log in here <b>18</b></p> <p><a href="https://****.****.****.****/*****/****.****">https://****.****.****.****/*****/****.****</a></p> <p>-----<br/>© This email is for sending only.<br/>For more information, contact the administrative representative.</p> | <p><b>17</b></p>                                   | <p>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.</p> <p>*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.</p>  |
|    | <p><b>18</b></p> <p><b>19</b></p> <p><b>20</b></p> | <p>Click the URL for "Log in here" in the email body text to access the login screen.</p> <p>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.</p> <p>*Leave the "Second password" field empty.</p> <p>Read the "Note" and click the "Login" button.</p> |



## 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|   | 21    | <p>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.</p> <p>*The password and the second password must be different.</p> |
|  | 23    | <p>22 Read the “Note” and click the “Set” button.</p> <p>23 Click the “OK” button.</p> <p>The Certificate Issuance Service has now become available.</p> <p>*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, can add the student ID number by referring to the following:</p> <ul style="list-style-type: none"><li>▶ 2.3 “How to Add a Student ID number”</li></ul>  |



# 2 Log In to the Certificate Issuance Service

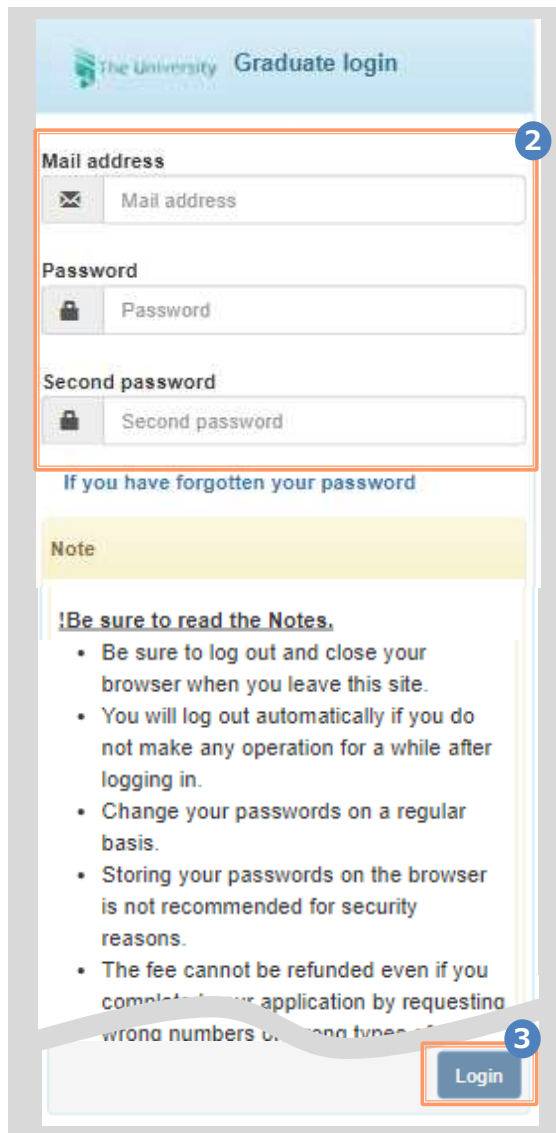
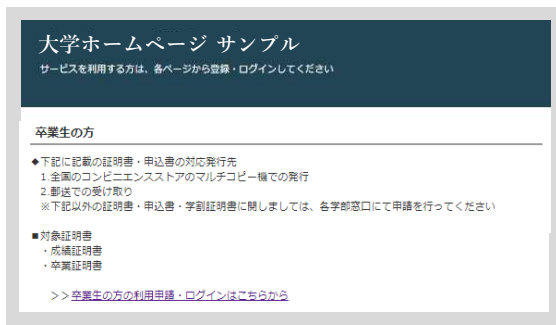
## 2.2 How to Log In

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

### Screen Images

### Steps

### How to Operate



1

Access the link to certificate issuance service found on the website of the university and access the Graduates Login page.

2

Enter the registered email address, password, and second password.

\*For login for the first time, you need to apply to use this service. For how to apply for it, see the following:

▶ 2.1 "How to Apply to Use the Service"

\*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, should see the following:

▶ 2.3 "How to Add a Student ID number"

3

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

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

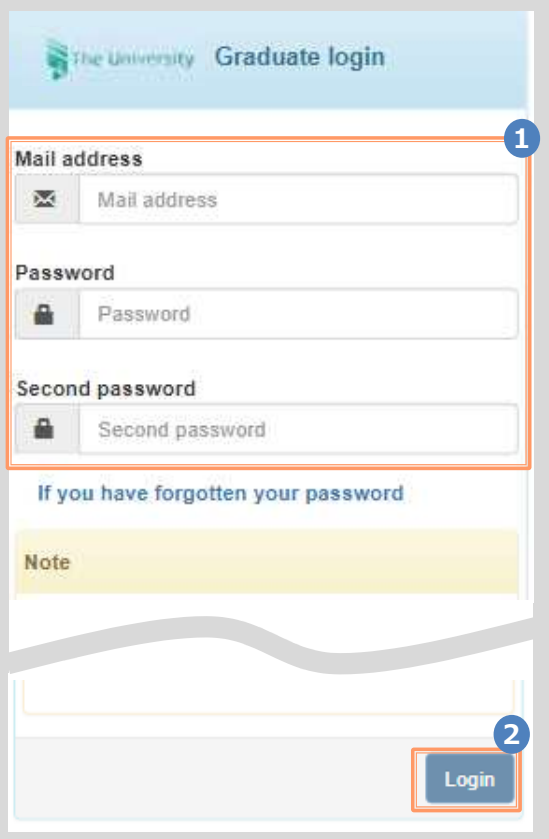
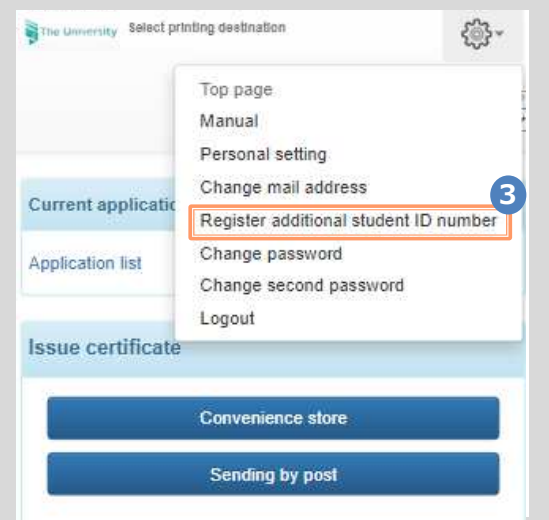


## 2 Log In to the Certificate Issuance Service

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

### 2.3 How to Add a Student ID Number

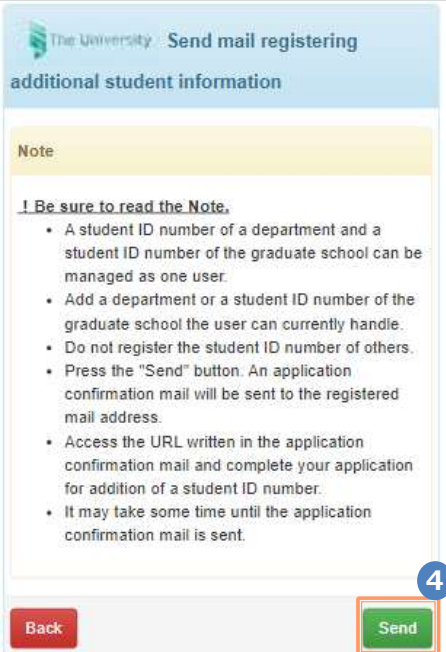
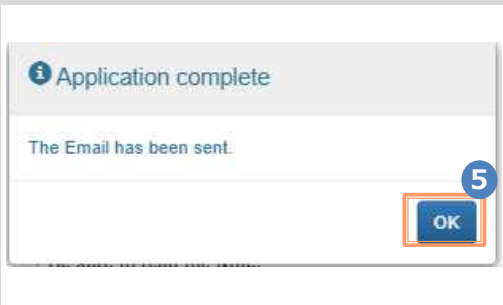
\*applicable for those who have multiple student ID numbers

| Screen Images   | Steps             | How to Operate  |
|---|-------------------|---|
|   | <p>1</p>          | <p>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.</p> |
|  | <p>2</p> <p>3</p> | <p>Read the “Note” and click the “Login” button.</p> <p>Click the menu button “⚙️” in the upper right of the screen, and then click “Register additional student ID number”</p>                         |



# 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|   | 4     | Read the "Note" and click the "Send" button.  |
|    | 5     | When the Application Completed screen is displayed, click the "OK" button.  |
| <p><u>Email message</u></p> <p>Title: Addition of the student ID number</p> <p>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.</p> <p><a href="https://*****/**/*****">https://*****/**/*****</a></p> <p>-----<br/>© This email is for sending only.<br/>For more information, contact the administrative representative.</p> | 6     | An email including a one-time URL is sent to the registered email address. When you receive it, click the one-time URL.<br><br>*The URL has an expiration time, so please complete the operation within the displayed time limit. |



# 2

## Log In to the Certificate Issuance Service

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

### Screen Images

### Steps

### How to Operate

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

7

Enter your information as of the time you were enrolled at undergraduate or graduate you want to add.

\*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.

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

Graduation  Withdrawal  Expulsion

Back Application

9

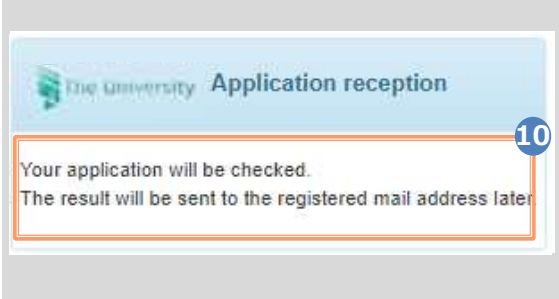
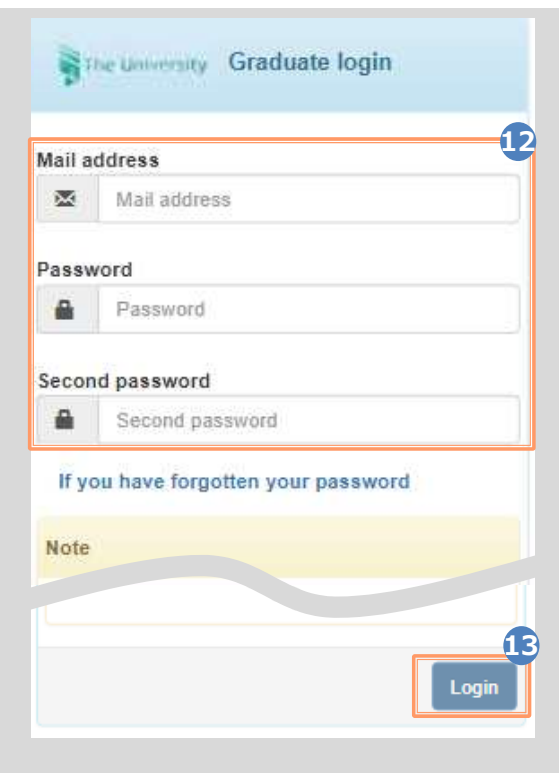
Check the inputs and click the "Application" button.





# 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate   |
|---|-------|--|
|    | 10    | A message is displayed stating that the application has been accepted.   |
| <p><u>Email message</u></p> <p>Title: Result of the application for use</p> <p>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.</p> <p>Student ID number: *****</p> <p>© This email is for sending only. For more information, contact the administrative representative.</p> | 11    | After the application is approved, an email is sent to the registered email address. Check to see if the service has become available.<br><br>*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 website of the certificate issuance service and enter the email address, password, and second password again.<br><br>*For how to log in, see the following:<br>▶ 2.2 "How to Log In"  |
|   | 13    | Read the "Note" and click the "Login" button.  |



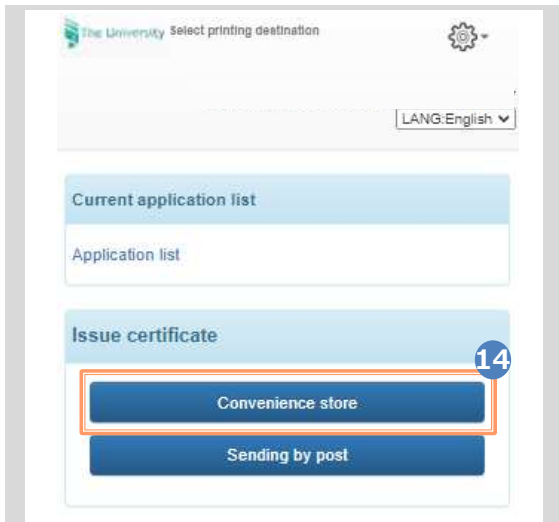
## 2 Log In to the Certificate Issuance Service

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

### Screen Images

### Steps

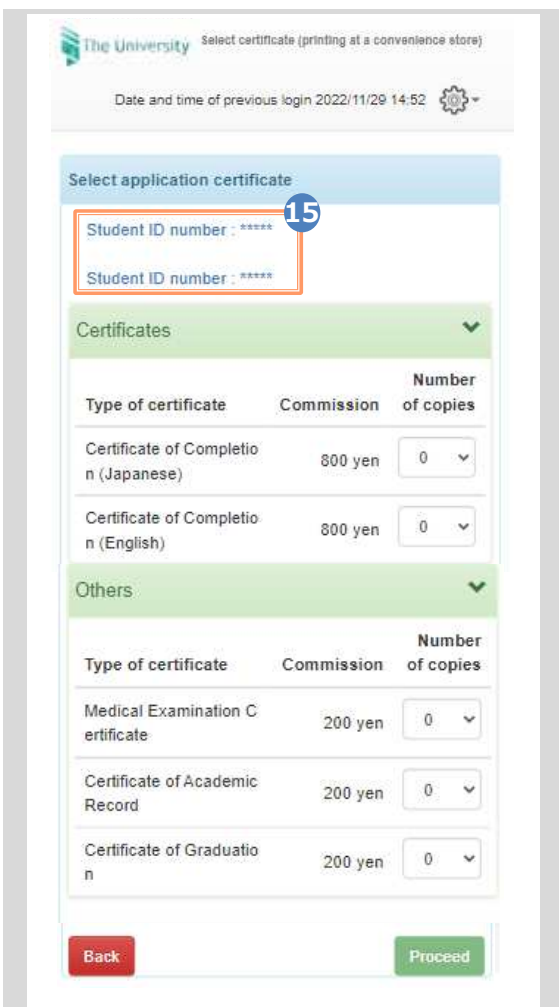
### How to Operate



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.



| Type of certificate                  | Commission | Number of copies |
|--------------------------------------|------------|------------------|
| Certificate of Completion (Japanese) | 800 yen    | 0                |
| Certificate of Completion (English)  | 800 yen    | 0                |

| Type of certificate             | Commission | Number of copies |
|---------------------------------|------------|------------------|
| Medical Examination Certificate | 200 yen    | 0                |
| Certificate of Academic Record  | 200 yen    | 0                |
| Certificate of Graduation       | 200 yen    | 0                |

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.

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

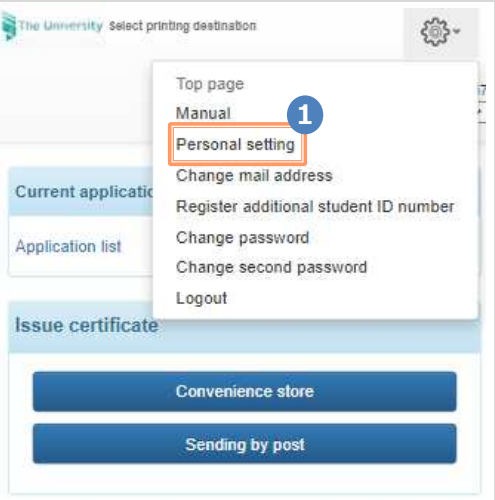

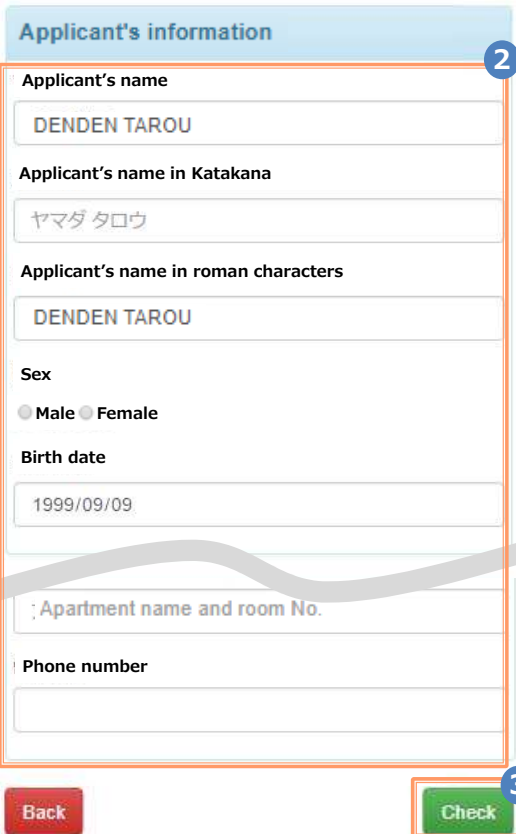


# 2 Log In to the Certificate Issuance Service

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

## 2.4 How to Change the Login Information

### (a) Change the Personal Information

| Screen Images   | Steps                           | How to Operate   |
|---|---------------------------------|--|
|  <p>The screenshot shows a web interface for 'The University'. A gear icon in the top right corner is clicked, opening a dropdown menu. The 'Personal setting' option is highlighted with a red box and a circled '1'. Other menu items include 'Top page', 'Manual', 'Change mail address', 'Register additional student ID number', 'Change password', 'Change second password', and 'Logout'. Below the menu are buttons for 'Convenience store' and 'Sending by post'.</p>  | <p><b>1</b></p>                 | <p>Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Personal setting”.</p> <p>*For how to log in, see the following:<br/>         ▶ 2.2 “How to Log In”</p> |
|  <p>The screenshot shows the 'Applicant's information' form. The entire form is outlined with a red box and a circled '2'. The form contains the following fields: 'Applicant's name' (DENDEN TAROU), 'Applicant's name in Katakana' (ヤマダ タロウ), 'Applicant's name in roman characters' (DENDEN TAROU), 'Sex' (radio buttons for Male and Female), 'Birth date' (1999/09/09), 'Apartment name and room No.', and 'Phone number'. At the bottom, there are 'Back' and 'Check' buttons. The 'Check' button is highlighted with a red box and a circled '3'.</p> | <p><b>2</b></p> <p><b>3</b></p> | <p>Fill the personal information items you want to change.</p> <p>Click the “Check” button.</p>  |

## 2 Log In to the Certificate Issuance Service

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

### Screen Images

### Steps

### How to Operate

**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

Check the inputs and click the "Application" button.

**Change complete**

Applicant information has been changed.

OK

5

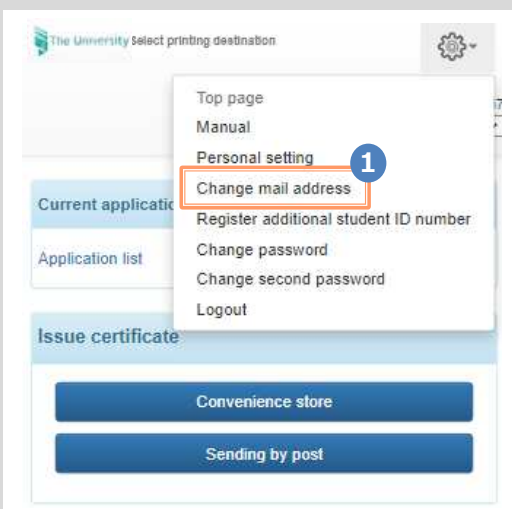

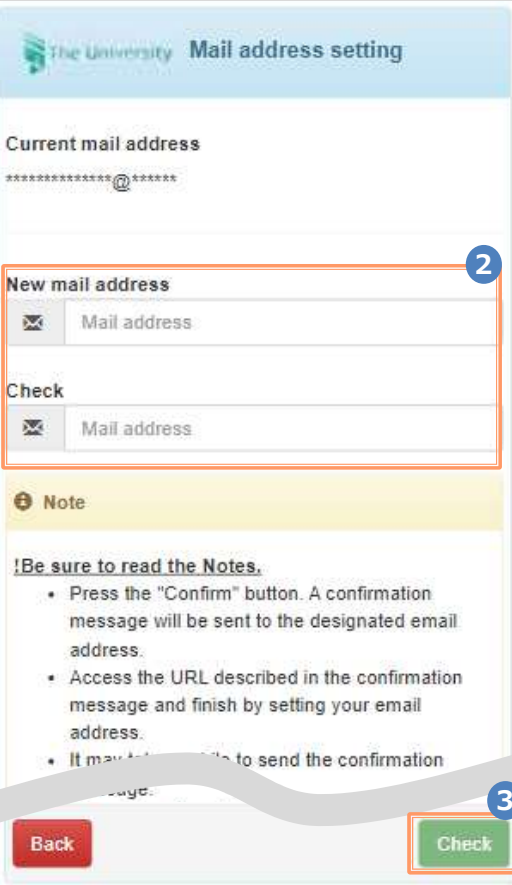
The Change Completed screen is displayed stating that the information has been changed. Click the "OK" button.



## 2 Log In to the Certificate Issuance Service

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

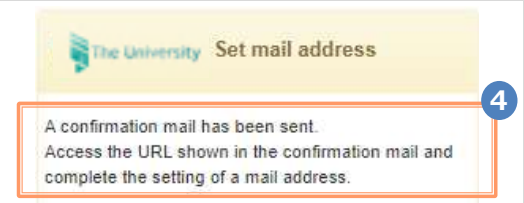
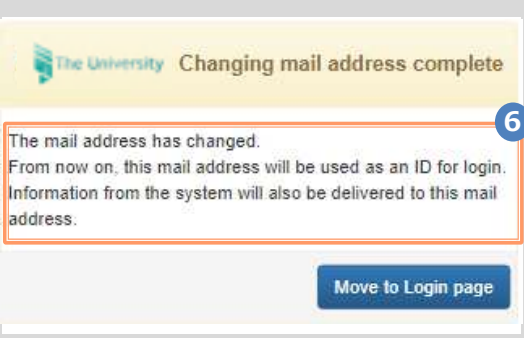
### (b) Change the Email Address \*if you can log in

| Screen Images   | Steps             | How to Operate   |
|---|-------------------|--|
|  A screenshot of a web application interface. At the top right, there is a gear icon for settings. A dropdown menu is open, showing options: 'Top page', 'Manual', 'Personal setting', 'Change mail address', 'Register additional student ID number', 'Change password', 'Change second password', and 'Logout'. The 'Change mail address' option is highlighted with a red box and a blue circle containing the number '1'. Below the menu, there are sections for 'Current application', 'Application list', and 'Issue certificate' with buttons for 'Convenience store' and 'Sending by post'. | <p>1</p>          | <p>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>*For how to log in, see the following:<br/>▶ 2.2 “How to Log In”</p> |
|  A screenshot of the 'Mail address setting' page. It shows the 'Current mail address' field with a masked email address. Below it is the 'New mail address' section, which includes a 'Mail address' input field and a 'Check' section with another 'Mail address' input field. A red box and a blue circle with the number '2' highlight these two input fields. At the bottom, there is a 'Note' section with instructions and a 'Check' button highlighted with a red box and a blue circle with the number '3'. A 'Back' button is also visible at the bottom left.                            | <p>2</p> <p>3</p> | <p>Enter a new email address into the “New mail address” and “Check” fields.</p> <p>Read the “Note” and click the “Check” button.</p>  |




# 2 Log In to the Certificate Issuance Service

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

| Screen Images  | Steps | How to Operate  |
|--|-------|---|
|   | 4     | A message is displayed on the screen and a confirmation notification is sent to the registered email address.   |
| <p><u>Email message</u></p> <p>You can change your email address.<br/>Access the following URL and change your email address:<br/><a href="https://*****.*****.*****">https://*****.*****.*****</a><br/>*****</p> <p>Due date for the URL: 30 minutes</p> <p>*Please delete this message if you don't recognize<br/>*This email address is used only for sending purposes.</p> | 5     | Click the one-time URL in the email body text to complete changing the email address.<br>*The URL has an expiration time, so please complete the operation within the displayed time limit. |
|   | 6     | A message is displayed on the screen stating that the email address has been changed.   |

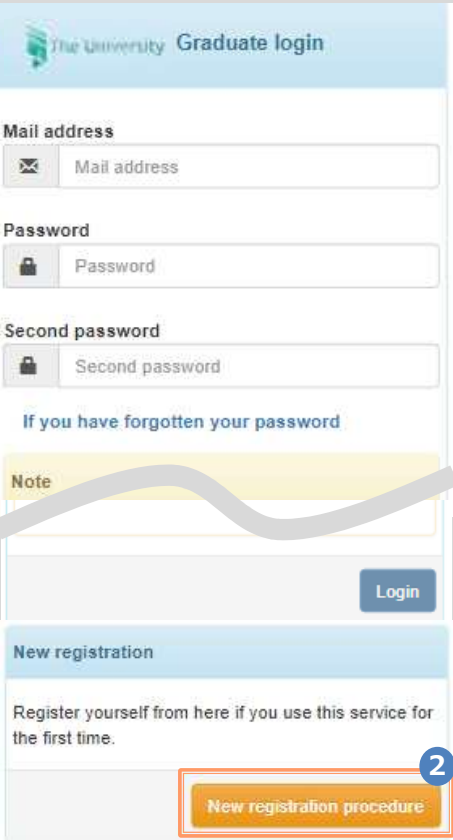
## (C) Change the Email Address \*If the email address you used in the past can no longer be used, etc.

| Screen Images   | Step | How to Operate  |
|---|------|---|
|  | 1    | Access the link to certificate issuance service found on the website of the university and access the Graduates Login page. |



## 2 Log In to the Certificate Issuance Service

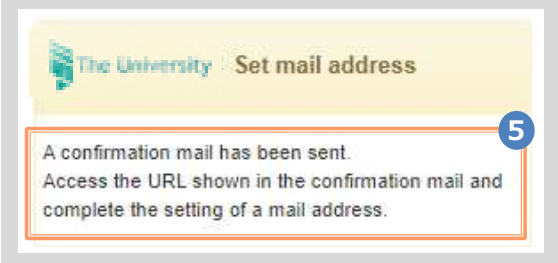
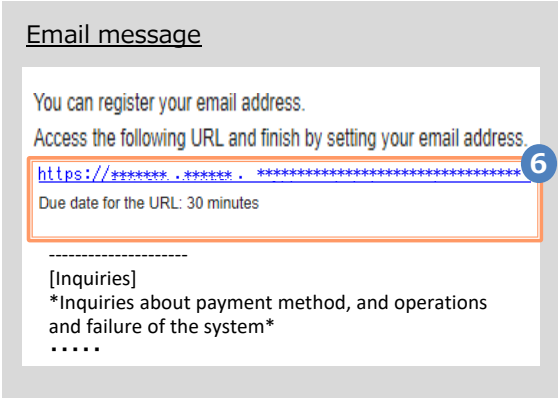
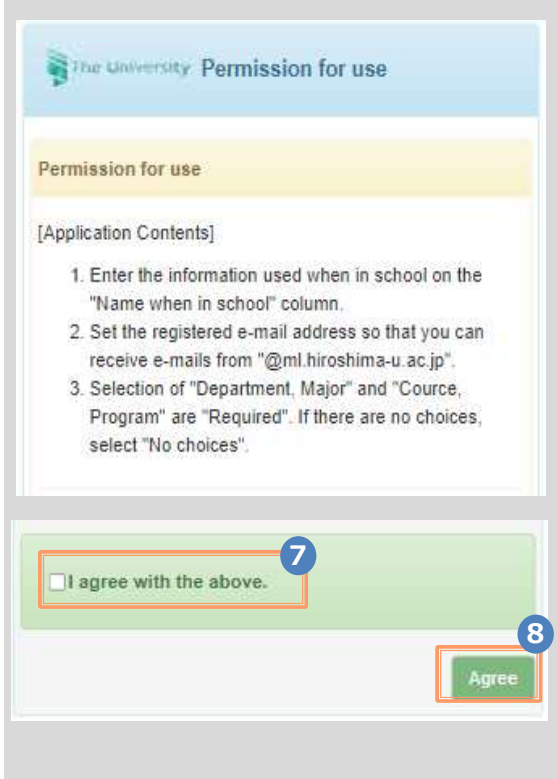
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|   | 2     | Click "New registration procedure" from "New registration".                           |
|  | 3     | Enter an email address you wish to change into the "Mail address" and "Check" fields. |
|   | 4     | Read the "Note" and click the "Check" button.   |



## 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|  <p>The University: Set mail address</p> <p>5 A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.</p>   | 5     | A message is displayed on the screen, and a confirmation notification is sent to the email address you entered.   |
|  <p>Email message</p> <p>You can register your email address. Access the following URL and finish by setting your email address.</p> <p>6 <a href="https://*****.*****.*****">https://*****.*****.*****</a></p> <p>Due date for the URL: 30 minutes</p> <p>[Inquiries]<br/>*Inquiries about payment method, and operations and failure of the system*</p>   | 6     | Click the one-time URL in the email body text and register the applicant information.<br>*The URL has an expiration time, so please complete the operation within the displayed time limit. |
|  <p>The University: Permission for use</p> <p>Permission for use</p> <p>[Application Contents]</p> <ul style="list-style-type: none"><li>1. Enter the information used when in school on the "Name when in school" column.</li><li>2. Set the registered e-mail address so that you can receive e-mails from "@ml.hiroshima-u.ac.jp".</li><li>3. Selection of "Department, Major" and "Course, Program" are "Required". If there are no choices, select "No choices".</li></ul> <p>7 <input type="checkbox"/> I agree with the above.</p> <p>8 Agree</p> | 7     | Read the "Permission for use" displayed on the screen and select "I agree with the above".  |
|   | 8     | Click the "Agree" button.   |

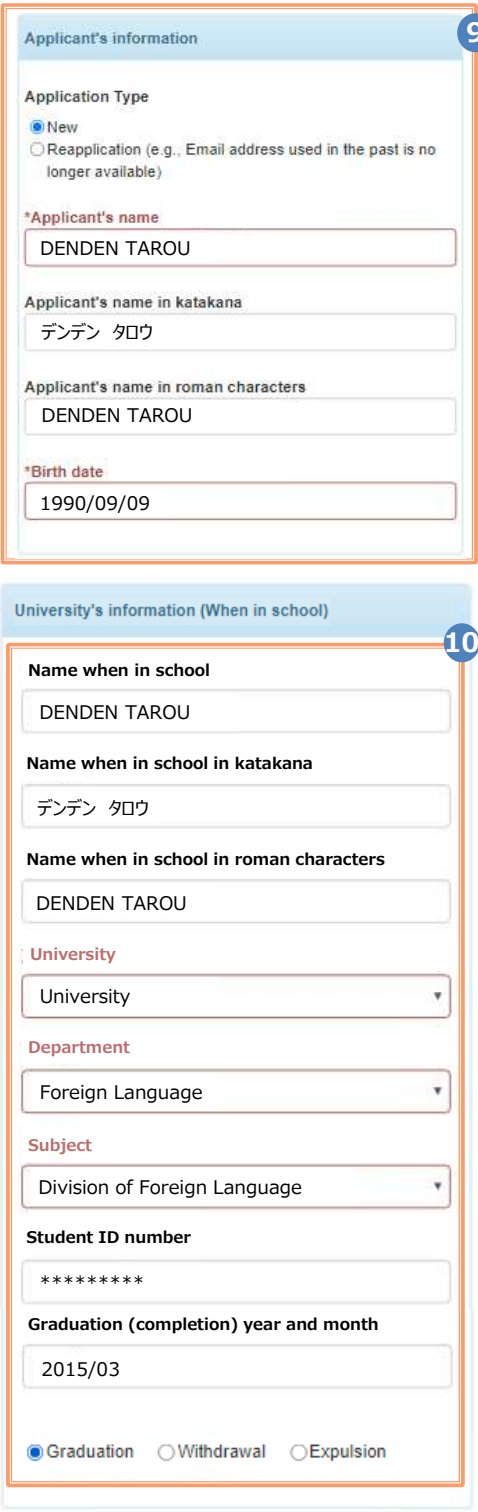




# 2

## Log In to the Certificate Issuance Service

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

| Screen Images   | Steps           | How to Operate   |
|---|-----------------|--|
|  <p><b>Applicant's information</b> <span style="float: right;">9</span></p> <p>Application Type</p> <p><input checked="" type="radio"/> New<br/> <input type="radio"/> Reapplication (e.g., Email address used in the past is no longer available)</p> <p>*Applicant's name<br/> <input type="text" value="DENDEN TAROU"/></p> <p>Applicant's name in katakana<br/> <input type="text" value="デンデン タロウ"/></p> <p>Applicant's name in roman characters<br/> <input type="text" value="DENDEN TAROU"/></p> <p>*Birth date<br/> <input type="text" value="1990/09/09"/></p> <hr/> <p><b>University's information (When in school)</b> <span style="float: right;">10</span></p> <p>Name when in school<br/> <input type="text" value="DENDEN TAROU"/></p> <p>Name when in school in katakana<br/> <input type="text" value="デンデン タロウ"/></p> <p>Name when in school in roman characters<br/> <input type="text" value="DENDEN TAROU"/></p> <p>University<br/> <input type="text" value="University"/></p> <p>Department<br/> <input type="text" value="Foreign Language"/></p> <p>Subject<br/> <input type="text" value="Division of Foreign Language"/></p> <p>Student ID number<br/> <input type="text" value="*****"/></p> <p>Graduation (completion) year and month<br/> <input type="text" value="2015/03"/></p> <p><input checked="" type="radio"/> Graduation <input type="radio"/> Withdrawal <input type="radio"/> Expulsion</p> | <p><b>9</b></p> | <p>Enter the information of the applicant.</p> <p>*The input items vary depending on the operating environment.<br/>         *The items in red are required.</p> <p>▶ Application type (Required)<br/>         Select "New" for new registration.</p> <p>▶ Applicant's name (Required)<br/>         Enter the name of the applicant in kanji, katakana, and roman characters.<br/>         *Place a space between the family name and first name.</p> <p>▶ Birth date (Required)<br/>         Enter the birth date of the applicant.<br/>         *In the western calendar year.</p> <p><b>10</b></p> <p>Enter the information of the applicant when in school.</p> <p>*The input items vary depending on the operating environment.<br/>         *The items in red are required.</p> <p>▶ Name when in school<br/>         Enter the name used when in school in kanji, katakana, and roman characters.<br/>         *Place a space between the family name and first name.</p> <p>▶ University/Department/Subject (Required)<br/>         Select the university, department, and subject.</p> <p>▶ Student ID number<br/>         Enter the student ID number.</p> <p>▶ Graduation (completion) year and month<br/>         Enter the graduation (completion) year and month.<br/>         *In the Western calendar year.</p> <p>▶ Graduate/Withdrawal/Expulsion (Required)<br/>         Select the applicable type.</p> |



# 2

## Log In to the Certificate Issuance Service

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

| Screen Images  | Steps                             | How to Operate  |
|--|-----------------------------------|---|
| <div data-bbox="183 465 662 1182"><h3>Current address</h3><p><b>Postal code</b><br/>100-0001</p><p><b>Prefecture</b><br/>Tokyo</p><p><b>City</b><br/>Chiyoda-ku</p><p><b>Street and number</b><br/>1-1 Chiyoda</p><p><b>Apartment name and room No.</b><br/>Apartment name and room No.</p><p><b>Phone number</b><br/>03-1111-2222</p><p><b>Mobile phone number</b><br/>090-1111-2222</p></div> <div data-bbox="183 1216 662 1933"><h3>Work information</h3><p><b>Workplace name</b><br/>ABC Corp.</p><p><b>Postal code</b></p><p><b>Prefecture</b><br/>Tokyo</p><p><b>City</b><br/>Chiyoda-ku</p><p><b>Street and number</b><br/>1-1 Chiyoda</p><p><b>Apartment name and room No.</b><br/>Apartment name and room No.</p><p><b>Phone number</b></p></div> | <p><b>11</b></p> <p><b>12</b></p> | <p>Enter the current address and contact information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none"><li>▶ <b>Postal code</b><br/>Enter the postal code of the current address.</li><li>▶ <b>Prefecture/City/Street and number/ Apartment name and room No.</b><br/>Enter the current address.</li><li>▶ <b>Phone number</b><br/>Enter the home phone number.</li><li>▶ <b>Mobile phone number</b><br/>Enter the mobile phone number.</li></ul> <p>Enter work information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none"><li>▶ <b>Workplace name</b><br/>Enter your workplace name.</li><li>▶ <b>Postal code</b><br/>Enter the postal code of your workplace.</li><li>▶ <b>Prefecture/city/street and number/ Apartment name and room No.</b><br/>Enter the address of your workplace.</li><li>▶ <b>Phone number</b><br/>Enter the phone number of your workplace.</li></ul> |



## 2 Log In to the Certificate Issuance Service

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

Screen Images

Before attaching the image

Copy of an identification document

Type of identification document

Driving licence  
  Passport  
  Insurance card  
 Photo ID

Image of an identification document

Choose File No file chosen

Image (back side) of an identification document

Choose File No file chosen

Back

The image file is displayed after being attached.

After attaching the image

Copy of an identification document

Type of identification document

Driving licence  
  Passport  
  Insurance card  
 Photo ID

Image of an identification document

Choose File Photo.png

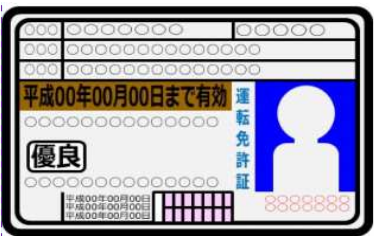


Image (back side) of an identification document

Choose File Photo\_back.png

備考

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

Back      Check

Steps

13

The copy of an identification document is required. Attach the file for identifying the applicant.

► Type of identification document

Select the type of an attached document for identifying the applicant.

► Image of an identification document

Click the "Choose File" button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver's license, add the image of the back side.

Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.

Note that an image file having the "jpg," "gif," or "png" extension can be registered.

13-\*

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

14

Click the "Check" button.

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



# 2


## Log In to the Certificate Issuance Service

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

### Screen Images

### Steps

### How to Operate

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

15

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

16

Check that the Application reception screen is displayed.

The University Application reception

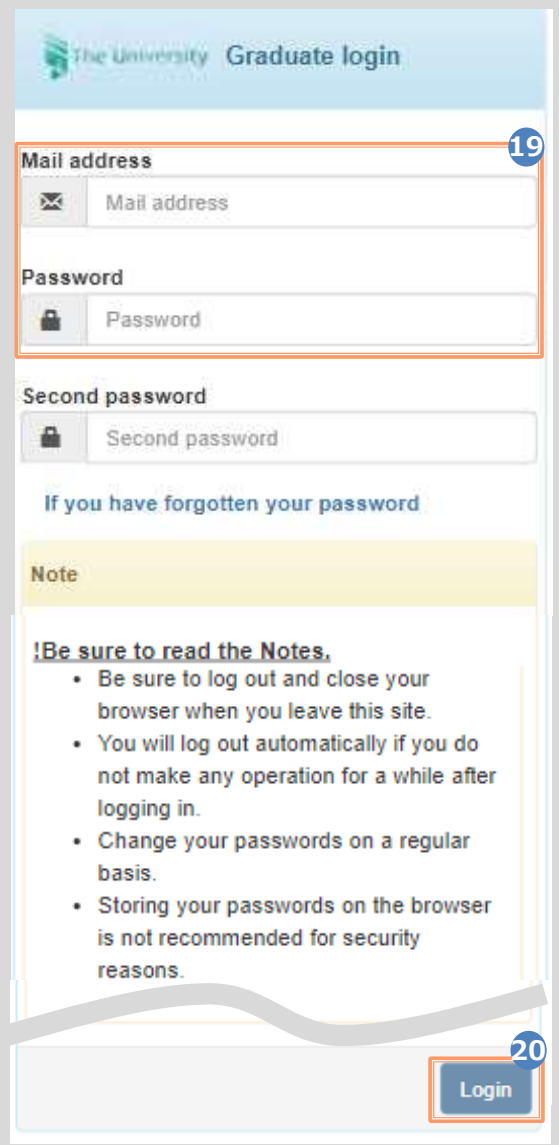
Your application will be checked.  
The result will be sent to the registered mail address later.

16



# 2 Log In to the Certificate Issuance Service

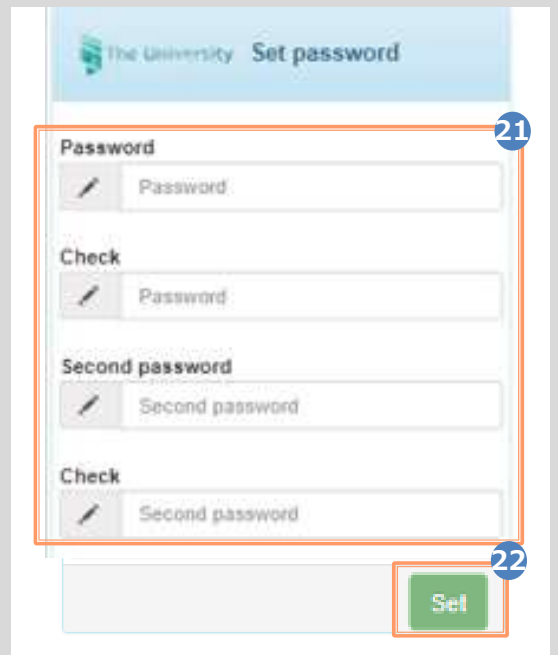

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

| Screen Images  | Steps  | How to Operate  |
|--|--|---|
| <p><b>Email message</b></p> <p>Title: Result of the application for use</p> <p>The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.<br/>*After you log in, change the password.</p> <p>Initial password: ***** <b>17</b></p> <p>Log in here <b>18</b></p> <p><a href="https://****.****.****.****/****/****.****">https://****.****.****.****/****/****.****</a></p> <p>-----<br/>© This email is for sending only.<br/>For more information, contact the administrative representative.</p> | <p><b>17</b></p>                                   | <p>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.</p> <p>*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.</p>  |
|    | <p><b>18</b></p> <p><b>19</b></p> <p><b>20</b></p> | <p>Click the URL for “Log in here” in the email body text to access the login screen.</p> <p>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.</p> <p>*Leave the “Second password” field empty.</p> <p>Read the “Note” and click the “Login” button.</p> |

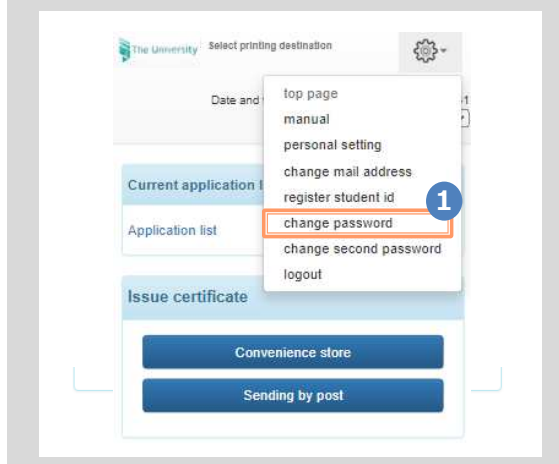



## 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps                             | How to Operate  |
|---|-----------------------------------|---|
|   | <p><b>21</b></p>                  | <p>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.</p> <p>*The password and the second password must be different.</p> |
|  | <p><b>22</b></p> <p><b>23</b></p> | <p>Read the “Note” and click the “Set” button.</p> <p>Click the “OK” button.</p> <p>The Certificate Issuance Service has now become available.</p>  |

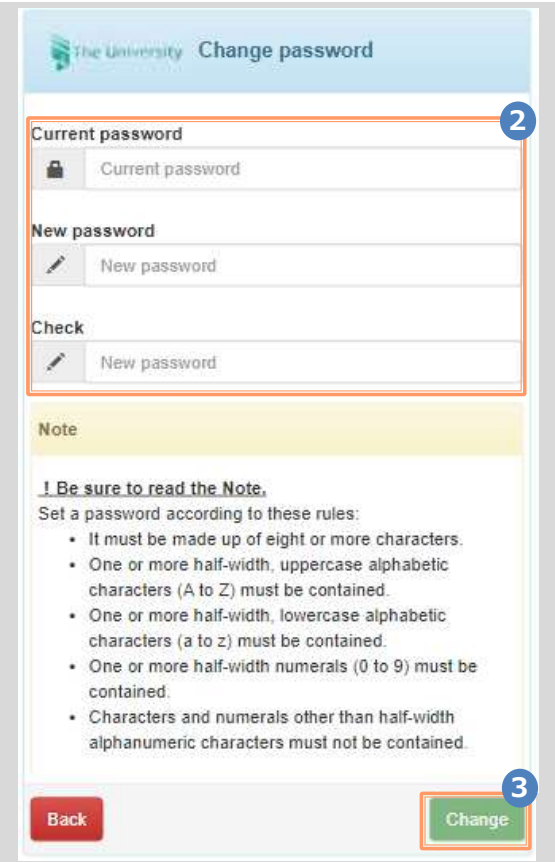
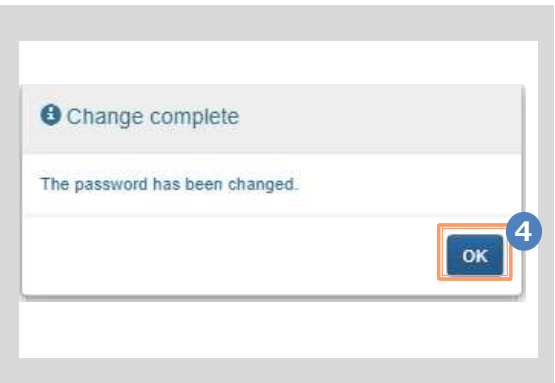

### (d) Change the Password

| Screen Images   | Steps           | How to Operate  |
|---|-----------------|---|
|  | <p><b>1</b></p> | <p>Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change password.”</p> <p>*For how to log in, see the following:<br/>         ▶ 2.2 “How to Log In”</p> |



## 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|   | 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.                             |





# 2 Log In to the Certificate Issuance Service

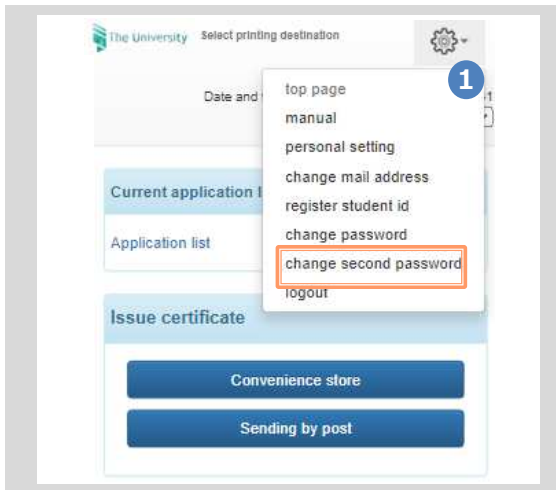
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (e) Change the Second Password


### Screen Images

### Steps

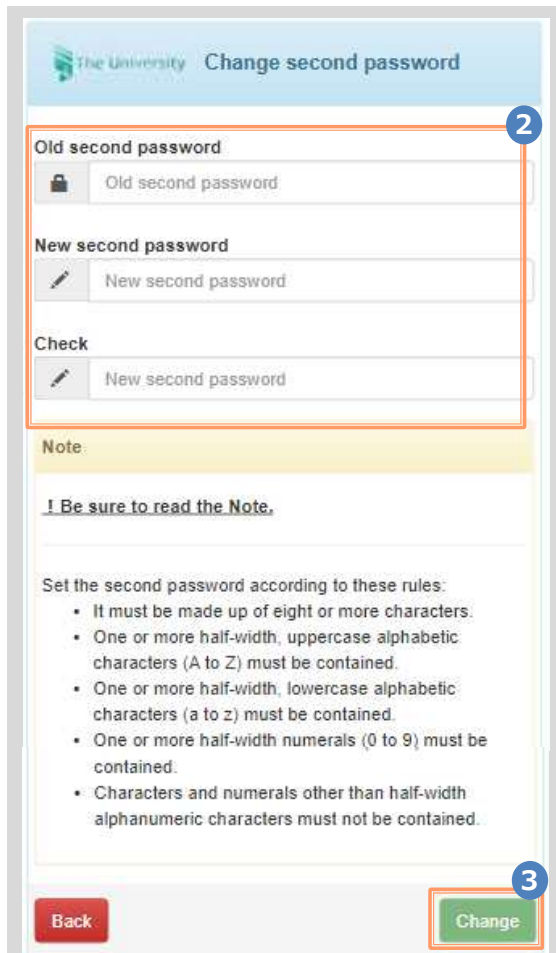
### How to Operate



1

Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change second password.”

\*For how to log in, see the following:  
▶ 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

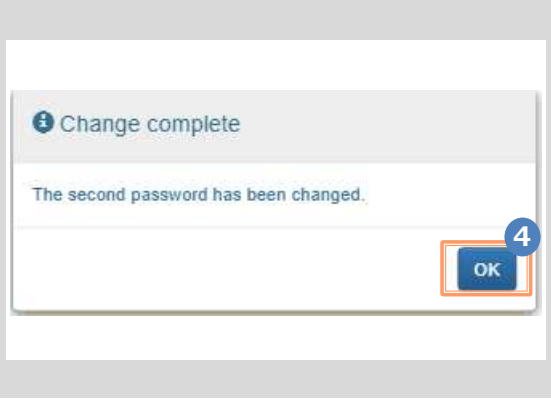
Read the “Note” and click the “Change” button.



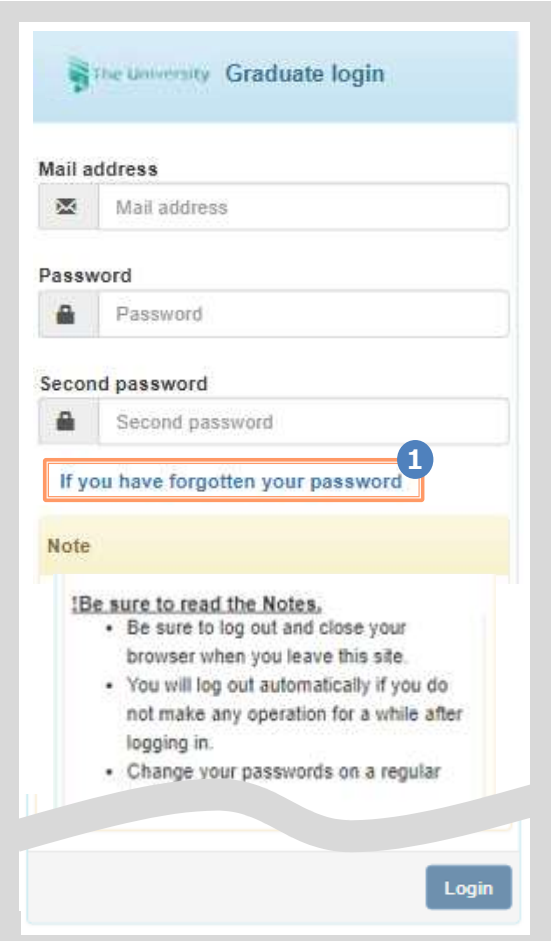


## 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate   |
|---|-------|--|
|  | 4     | A message is displayed on the screen stating that the second password has been changed. Click the "OK" button. |

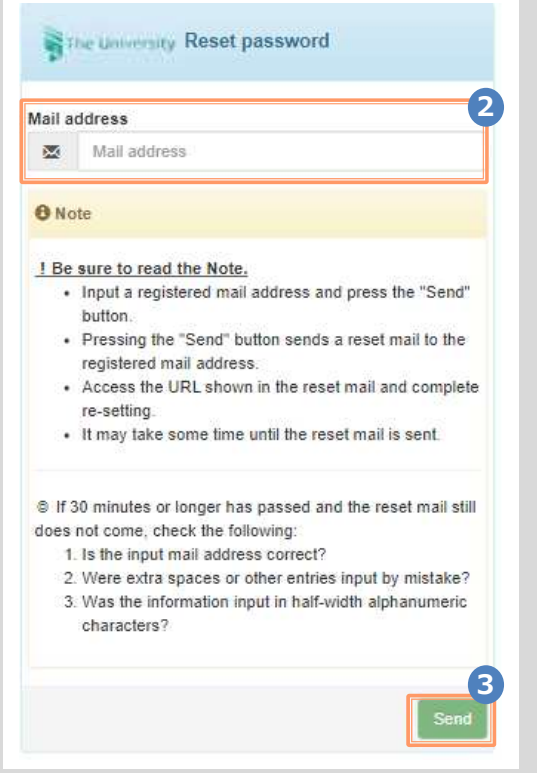
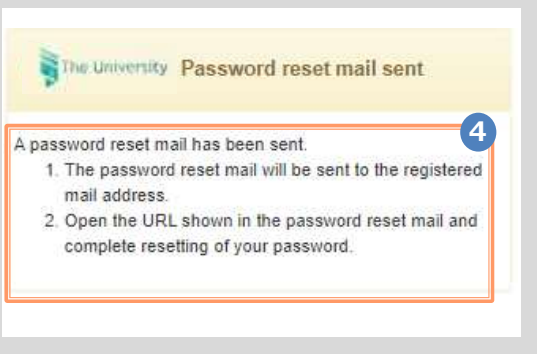
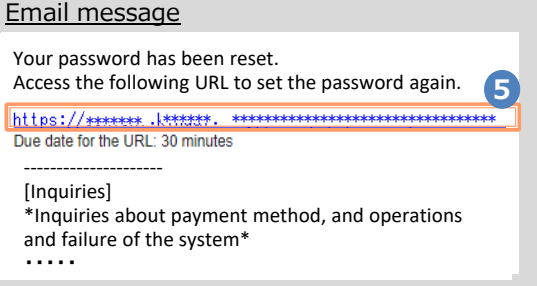
### (f) If You Forgot the Password

|   |   |   |
|---|---|---|
|  | 1 | On the Graduates' Login screen of the certificate issuance service, click "If you have forgotten your password".<br><br>*For how to log in, see the following:<br>▶ 2.2 "How to Log In" |
|---|---|---|



# 2 Log In to the Certificate Issuance Service

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

| Screen Images   | Steps | How to Operate  |
|---|-------|---|
|   | 2     | For resetting the password, enter the registered email address into the "Mail address" field.   |
|  | 3     | Read the "Note" and click the "Send" button.  |
|  | 4     | A message is displayed on the screen stating that a notification has been sent to the registered email address.   |
|   | 5     | Click the one-time URL in the email body text to open the screen for re-setting the password.<br><br>*The URL has an expiration time, so please complete the operation within the displayed time limit. |



## 2 Log In to the Certificate Issuance Service

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

### Screen Images

### Steps

### How to Operate

**6**

6

7

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

7 Read the “Note” and click the “Set” button.

8

8 A message is displayed on the screen stating that the password and second password setting has been completed. Click the “OK” button.

8



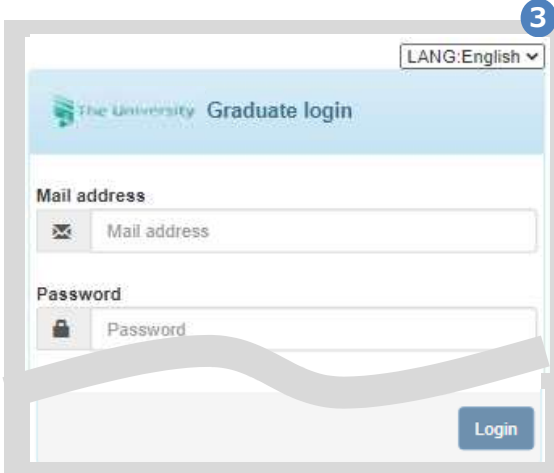


## 2 Log In to the Certificate Issuance Service

### 2.5 Switch Languages

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

#### (a) Log In Screen



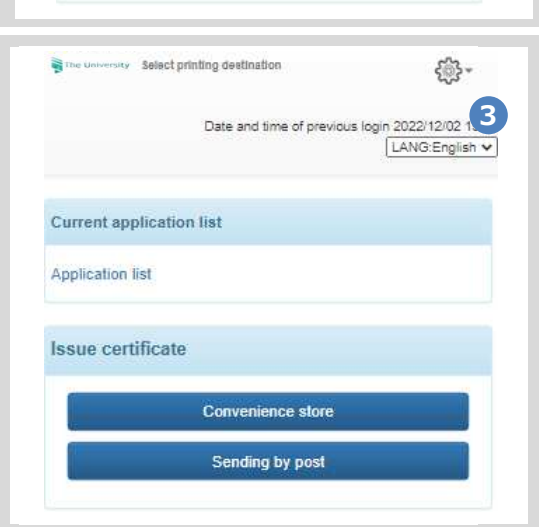
| Screen Images  | Steps | How to Operate   |
|--|-------|--|
|  A screenshot of the Japanese login page for graduates. At the top right, there is a dropdown menu labeled 'LANG:日本語'. Below it are input fields for 'メールアドレス' (Email address) and 'パスワード' (Password), and a 'ログイン' (Login) button at the bottom right. | 1     | Click the language selection pull-down to switch languages.  |
|  A screenshot of the same login page, but the 'LANG:日本語' dropdown menu is open, showing three options: 'LANG:日本語', 'LANG:日本語', and 'LANG:English'. The 'LANG:English' option is highlighted.  | 2     | Click the language you want to display in the pull-down.   |
|  A screenshot of the login page in English. The title is 'The University Graduate login'. The input fields are labeled 'Mail address' and 'Password', and the button is labeled 'Login'. The dropdown menu at the top right now shows 'LANG:English'. | 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

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

### (b) Select Printing Destination Screen

| Screen Images   | Steps    | How to Operate   |
|---|----------|--|
|    | <b>1</b> | Click the language selection pull-down to switch languages.  |
|   | <b>2</b> | Click the language you want to display in the pull-down.   |
|  | <b>3</b> | 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 in order to switch languages. |

