

Certificate Issuance Service Operating Manual

Application Procedure for Students in School

**April 23, 2024
NTT-W**

Table of Contents

1 Introduction

1.1	Notes on Operation	2
-----	--------------------	---

2 Log In to the Certificate Issuance Service

2.1	Registration of New Email Address *for first login	3
2.2	How to Log In	6
2.3	How to Change the Login Information	7
	Change the Email Address	7
2.4	Switch Languages	9
	Select Printing Destination Screen	9

1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

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

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

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

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

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

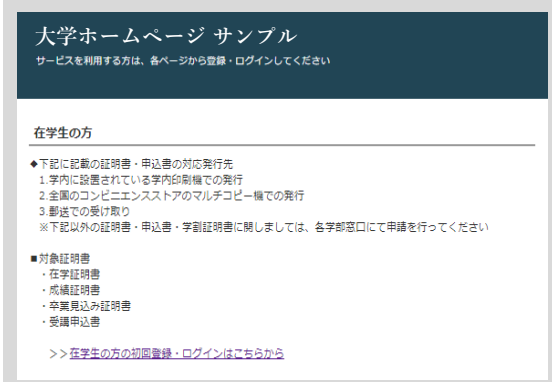
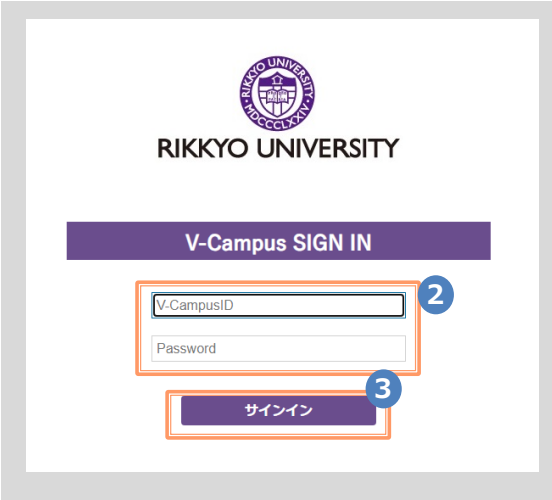
Inquiry about the System

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

Phone	06-6809-4327
Reception hours	24 hours

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

2.1 Registration of New Email Address *for first login

Screen Images	Steps	How to Operate
 <p>大学ホームページ サンプル 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>在学生の方</p> <p>◆下記に記載の証明書・申込書の対応発行先 1. 学内に設置されている学内印刷機での発行 2. 全国のコンビニエンスストアのマルチコピー機での発行 3. 郵送での受け取り ※下記以外の証明書・申込書・学割証明書に關しましては、各学部窓口にて申請を行ってください</p> <p>■対象証明書 ・在学証明書 ・成績証明書 ・卒業見込み証明書 ・受講申込書</p> <p>>> 在学生の方の初回登録・ログインはこちら</p>	<p>1</p>	<p>Access the link to certificate issuance service found on the website of the university and access the Student Login page.</p>
 <p>RIKKYO UNIVERSITY</p> <p>V-Campus SIGN IN</p> <p>V-CampusID</p> <p>Password</p> <p>サインイン</p>	<p>2</p> <p>3</p>	<p>Enter the “User ID” and “Password” you use at university.</p> <p>Read the “Notes” and then click the “Sign in” button.</p>

*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

4

Mail address

Mail address

Check

Mail address

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?

5

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 then 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

6

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. **7**

[https:// ***** *****](https://*****.*****)
<http://www.vodafone.com>
 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 complete" screen is displayed, click the "Move to Login Page" button to perform login.

The University Mail address setting complete

The mail address has been set.

From now on, information from the system will be delivered to this mail address.

You can change the mail address in the menu after login. **8**

Move to Login page

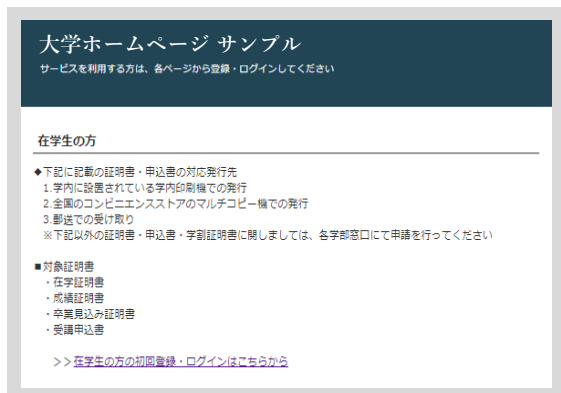
2.2 How to Log In

*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 Student Login page.

2

Enter the "User ID", "Password" and "Second password" you use at university.

3

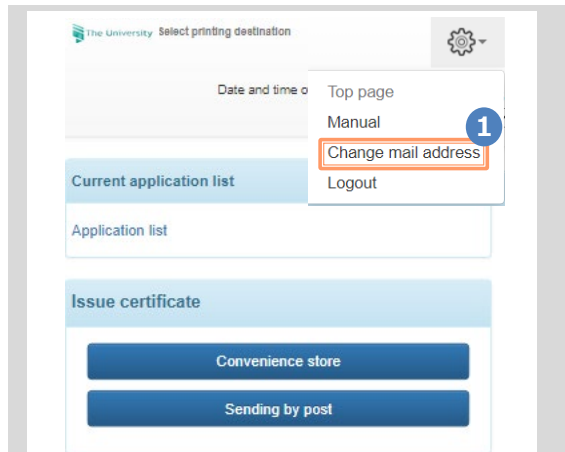

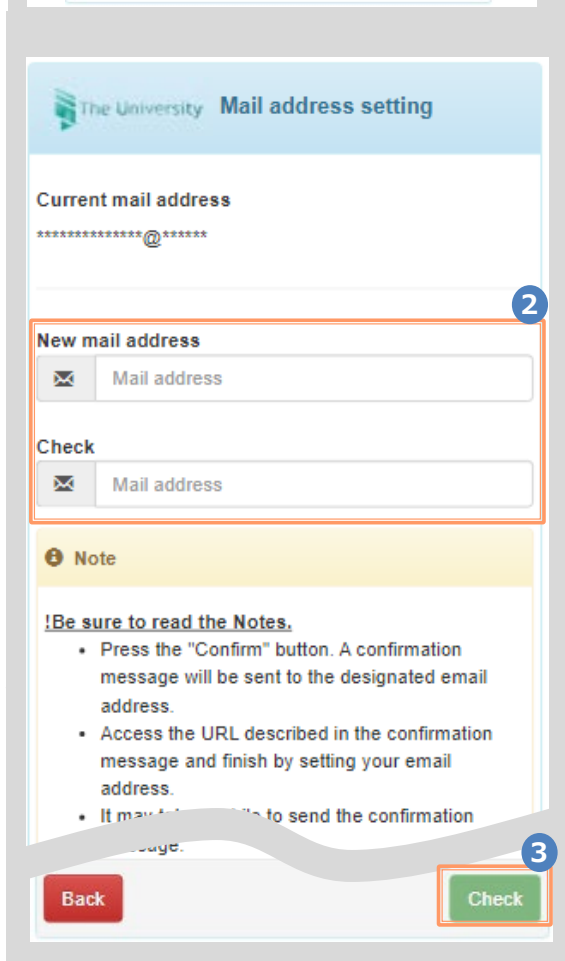
Read the "Notes" and then click the "Sign in" button.

2 Log In to the Certificate Issuance Service

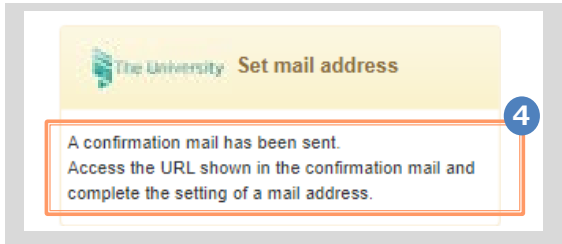
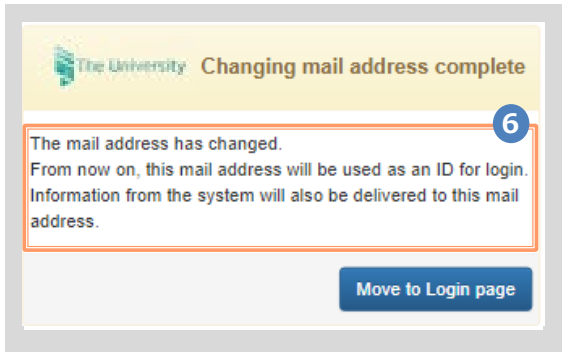
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.3 How to Change the Login Information

Change the Email Address

Screen Images	Steps	How to Operate
 <p>The screenshot shows the main menu of the Certificate Issuance Service. At the top right, there is a gear icon for settings. A dropdown menu is open, and the 'Change mail address' option is highlighted with a red box and a circled '1'.</p>	<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 access the login page of Certificate Issuance Service, see the following: ▶ 2.3 How to Log In</p>
 <p>The screenshot shows the 'Mail address setting' page. It has a 'Current mail address' field with a masked email address. Below it is a 'New mail address' section with a 'Mail address' input field. Underneath is a 'Check' section with another 'Mail address' input field. A 'Note' section contains instructions. At the bottom, there are 'Back' and 'Check' buttons. A red box and a circled '2' highlight the 'New mail address' and 'Check' sections. A circled '3' is next to the 'Check' button.</p>	<p>2</p> <p>3</p>	<p>Enter a new email address you wish to register into the “New mail address” and “Check” fields.</p> <p>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.



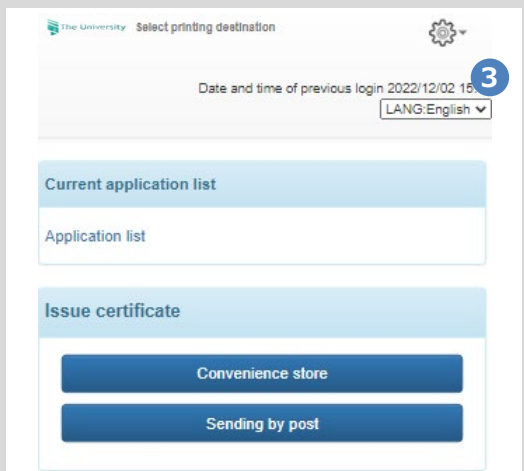
Screen Images	Steps	How to Operate
	4	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
<p>Email message</p> <p>You can change your email address. Access the following URL and change your email address:</p> <p>https://*****.*****.*****</p> <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> <p>A circled '5' is next to the URL.</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

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 come back to Select Printing Destination screen in order to switch languages.