

# Certificate Issuance Service Operating Manual

For Companies

**9.4.1<sup>th</sup> edition May 27, 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://\\*\\*\\*\\*\\*/\\*\\*/\\*\\*\\*\\*\\*](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.

3

Enter your email address.

#### 【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) ”.

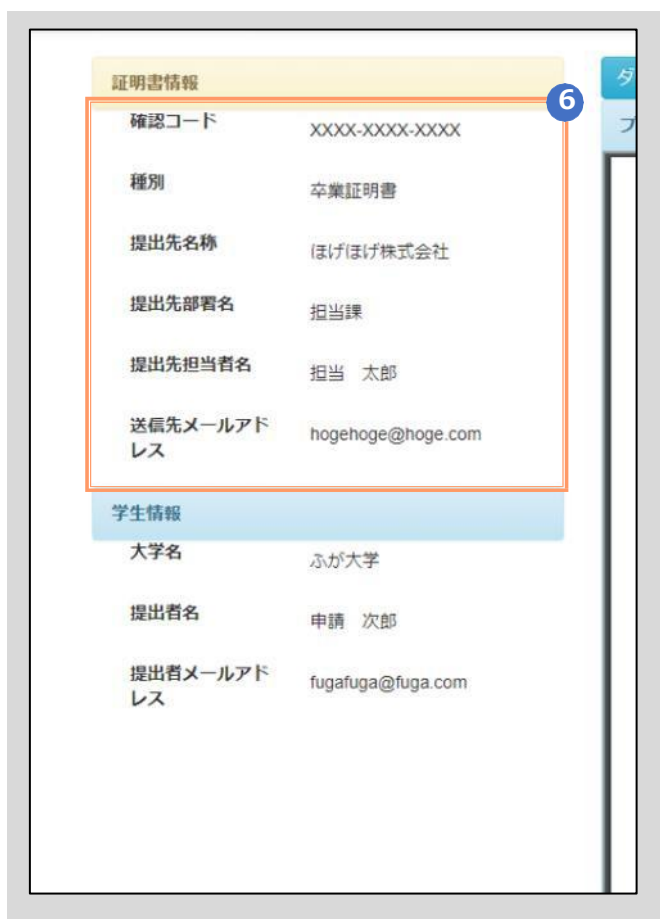
# 2 Receiving certificates sent online

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

## Screen Images

## Steps

## How to Operate



5 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.

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

### ▶ Confirmation code (確認コード)

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

#### [Notes]

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

### ▶ Type (種別)

A type of the certificate is displayed.

### ▶ Designated recipient name (提出先名称)

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

### ▶ Division name (提出先部署名)

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

Nothing is displayed if the submitter didn't enter.

### ▶ Name of the person in charge (提出先担当者名)

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

Nothing is displayed if the submitter didn't enter.

### ▶ Destination email address (送信先メールアドレス)

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

## How to Operate

提出先部署名 担当課  
提出先担当者名 担当 太郎  
送信先メールアドレス hoge hoge@hoge.com

**学生情報**

大学名 ぶが大学  
提出者名 申請 次郎  
提出者メールアドレス fugafuga@fuga.com

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Check the information of the submitter displayed on the bottom left of the screen.

- ▶ University name (大学名)  
The university name where the submitter belongs to is displayed.
- ▶ Submitter name (提出者名)  
The submitter's name is displayed.
- ▶ Email address of the submitter (提出者メールアドレス)  
The submitter's email address is displayed.

ダウンロード  
プレビュー

学業成績・単位修得証明書

市 県	氏 名	生 年 月 日			
学籍番号		入 学 年 月 日			
授業科目名	単位	授業科目名	単位	授業科目名	単位

1 2

8

Click "Download (ダウンロード)".  
Check the file of the certificate downloaded in zip format.

### [Notes]

- Access the URL in the email of 1 again if you wish to download the file after closing the screen.
- This page is valid only for 3 months. It's not possible to access this page afterwards.
- The electronic signature of the certificate isn't displayed on the screen. Please use the tool to show PDF files such as Acrobat Reader and etc.

9

Page numbers are shown on the bottom of the screen if there are multiple submitted certificates.  
Click the page number to switch a page if you wish to preview a different certificate.

# 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 the certificates issued at convenience stores. The person who received the certificate (companies, etc.) can check the authenticity of the certificate by themselves.

As a procedure to confirm the authenticity, launch the smartphone app “POPITA” and hold it over the certificate you received. Then the screen will automatically access the confirmation site. You can check the authenticity of the certificate by entering the required information on the confirmation site.

Authenticity: False entry, rewriting, erasure, and confusion are prevented for records created with legitimate authority, and where the responsibility for creation lies is clear from a third party's point of view.

# 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

慶應義塾大学 真正性確認  
Keio University

確認コード 左4桁 - 中4桁 - 右4桁

メールアドレス

組織名

確認者

電話番号

注意事項

- 証明書を受け取られた方（企業・組織・機関等）は、証明書に記載されている確認コードを入力することで、証明書の真正性を確認できます。2度目以降の真正性確認は、メールアドレスが一致しないと行えません。在学生・卒業生本人が真正性確認を行ってしまうと、証明書を受け取られた方は真正性を確認できないため、在学生・卒業生本人は真正性確認を行わないでください。

再確認の方はこちら

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

## Steps

## How to Operate

慶應義塾大学 確認結果  
Keio University

7

証明書情報

確認コード	XXXXXXXXXXXX
証明書発行番号	XXXXXXXXXX
種別	11_在学証明書/Certificate of Enrollment

学生情報

学籍番号	XXXXXXXX
卒業区分	在学生
学生氏名	XXXXXXXXXXXX
学生氏名(ローマ字)	XXXXXXXXXXXX
入学年	XXXX年 XX月 XX日
出学年	
生年月日	XXXX年 XX月 XX日

確認者情報

メールアドレス	XXXXX@XXXXX.co.jp
組織名	XXXXXXXXXXXX
確認者	XXXXXXXXXXXX
電話番号	XXXXXXXXXXXX

7

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

\*In cases where the certificate type is “Certificate of Graduation for Prior Affiliated Faculty (Undergraduate),” “Transcript of Academic Record for Prior Affiliated Faculty (Undergraduate),” “Certificate of Completion for Prior Affiliated School (Master's Program),” or “Transcript of Academic Record for Prior Affiliated School (Master's Program),” there is a discrepancy between the information in the Student Information section and the information on the certificate, but this is not an error.

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 University 確認結果

入力した情報は既に利用されており、該当の証明書がコピー、改竄等の不正がある可能性があります。該当の大学に確認し、証明書の原本性を確認してください。

# 改版履歴

版数	年月日	変更箇所	内容
8.6.0版	2023.8.1	P2	電話番号変更のため修正
9.4.1版	2023.11.30	表紙	版数を更新