Certificate Issuance Service Operating Manual

Login Procedure for Students in School

9.4.1th edition Nov. 30, 2023 NTT-W



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
(a) Change the email address · · · · · · · · · · · · · · · · · ·	7
2.4 Switch Languages · · · · · · · · · · · · · · · · · · ·	9
(a) Mail Address Setting screen · · · · · · · · · · · · · · · · · ·	9
(b) Select Printing Destination screen · · · · · · · · · · · · · · · · · ·	10
3 How to Access the Operating Manual (After First Registra	ation)
3 1 How to See the Operating Manual	11

1 Introduction

1.1 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.

Inquiry about the System

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

Phone	06-6809-4327
Reception hours	24 hours



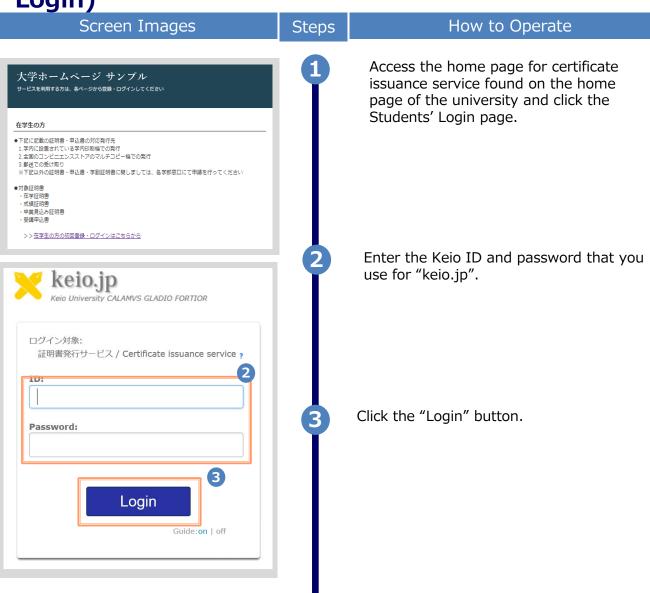
^{*}The images may not be properly displayed depending on the model or browser.

^{*}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.

*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)





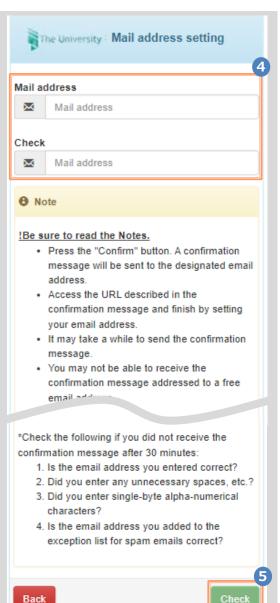


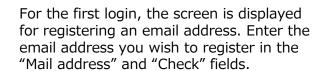
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate





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

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.

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





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

Screen Images

Steps

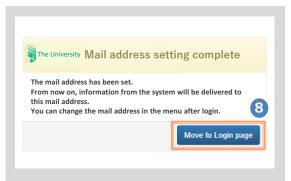
How to Operate





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.





When the "Mail address setting complete" screen is displayed, click the "Move to Login page" button to perform login.



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





Access the home page for certificate issuance service found on the home page of the university and click the Students' Login page.



Login



Enter the Keio ID and password that you use for "keio.jp".

3

Click the "Login" button.

After logging in, follow the detailed procedure for issuing a certificate. Click the menu button '@-" at the top right of the screen to check.



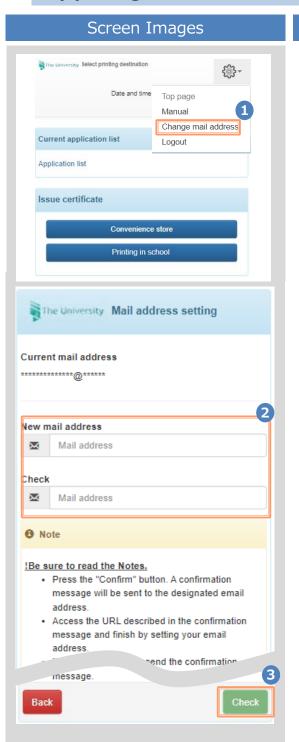
3

Guide:on | off

*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



Steps

How to Operate

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".

*For how to log in to the certificate issuance service, see the following:

► 2.2 "How to Log In"

Enter a new email address you wish to register into the "New Mail address" and "Check" fields.

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

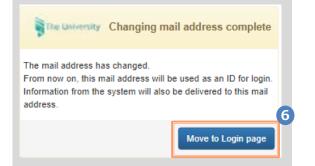




*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images





Steps How to Operate



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

6

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.

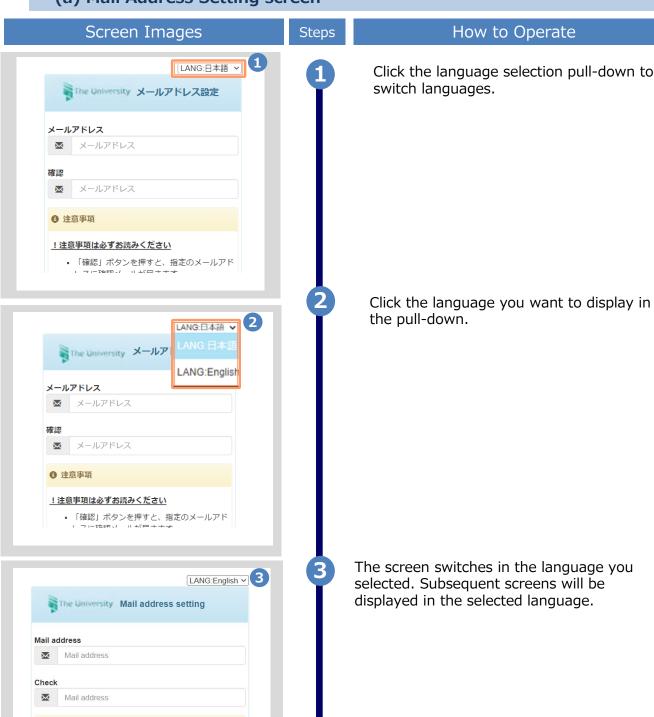




2.4 Switch Languages

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

(a) Mail Address Setting screen

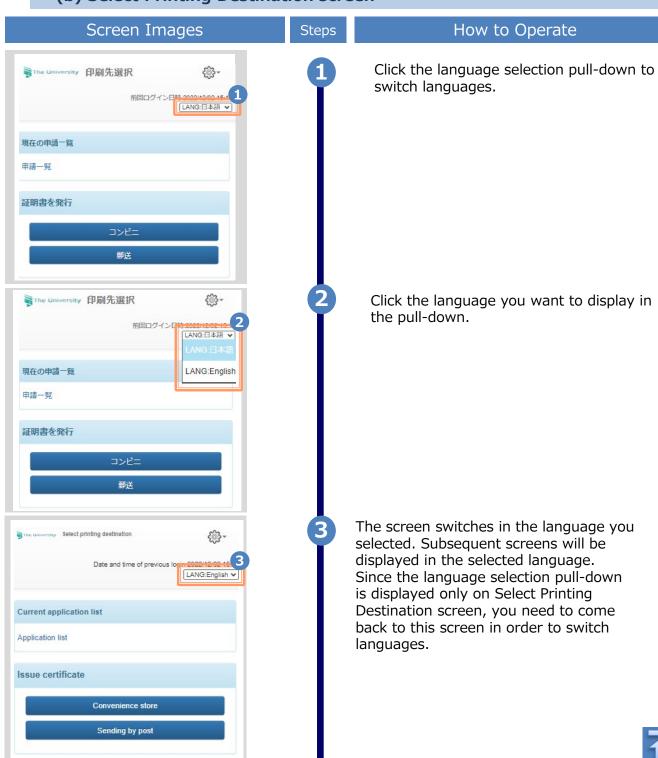


!Be sure to read the Notes.



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

(b) Select Printing Destination screen

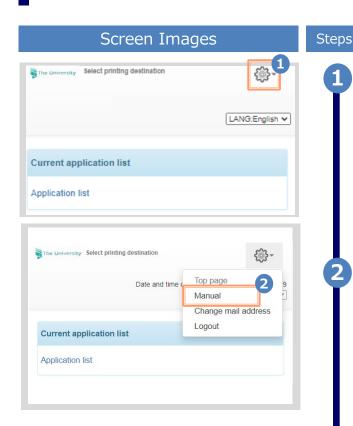




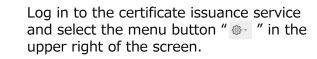
How to See the Operating Manual (After the First Registration)

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

3.1 How to See the Operating Manual



ps How to Operate



*For how to log in to the certificate issuance service, see the following:

➤ 2.2 "How to Log In"

Click "Manual" to display the Operating Manual. Read the description and issue certificate(s) at a convenience store.





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