

# Certificate Issuance Service Operating Manual

Login Procedure for Students in School

**11.4.0<sup>th</sup> edition Nov. 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 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

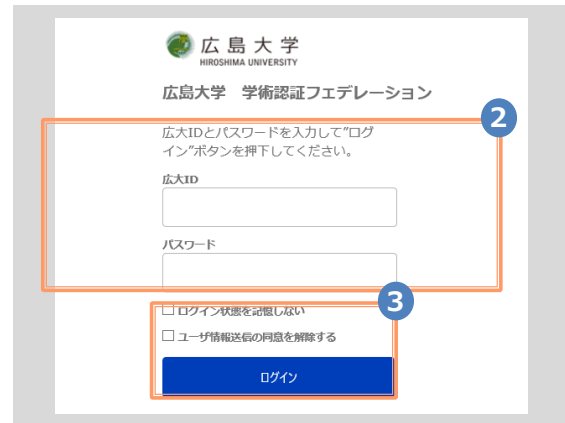
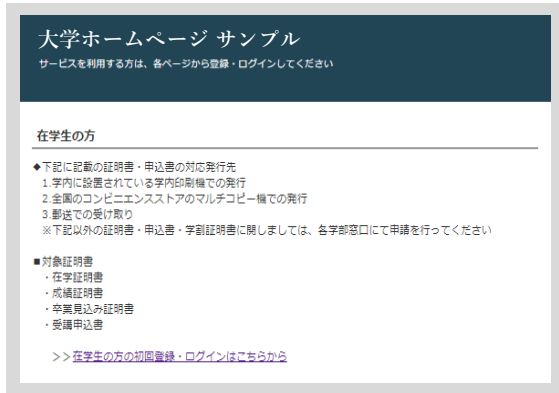


# 2 Log In to the Certificate Issuance Service

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

## 2.1 Registration of New Email Address (For First Login)

Screen Images	Steps	How to Operate
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1 Access the home page for certificate issuance service found on the home page of the university and click the Students' Login page.

2 Enter the Hirodai ID and password.

3 Click the “Login” button.



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

## Screen Images

## Steps

## How to Operate

**Mail address setting**

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?

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 click the "Check" button.

6

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

**Set mail address**

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

[https://\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*](https://*****.*****)

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 completed” screen is displayed, click the “Move to Login Page” button to perform login.

 The University Mail address setting complete

メールアドレスを設定しました。

今後、システムからの連絡はこのメールアドレス宛に送信されます。

メールアドレスはログイン後のメニューから変更可能です。

Move to Login page

8



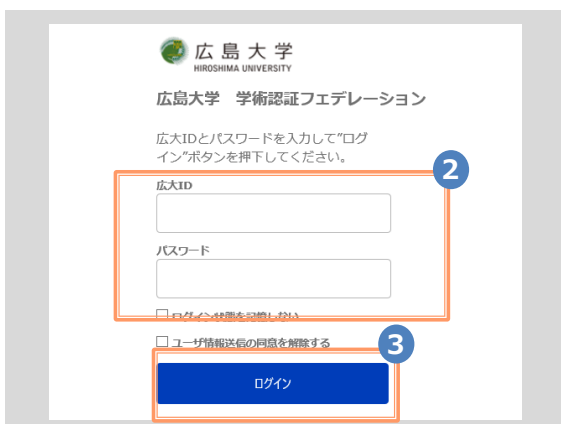
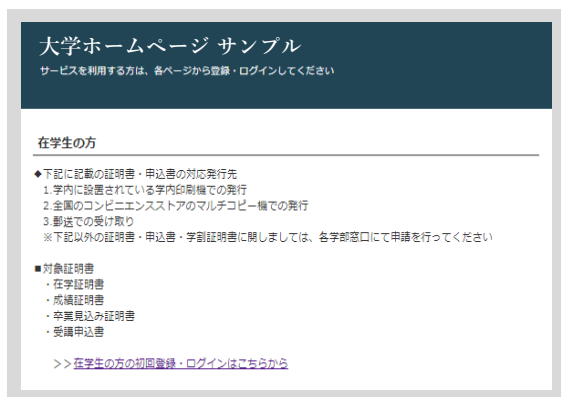
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.2 How to Log In

### Screen Images

### Steps

### How to Operate



1


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

2

Enter the Hirodai ID and password.

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.

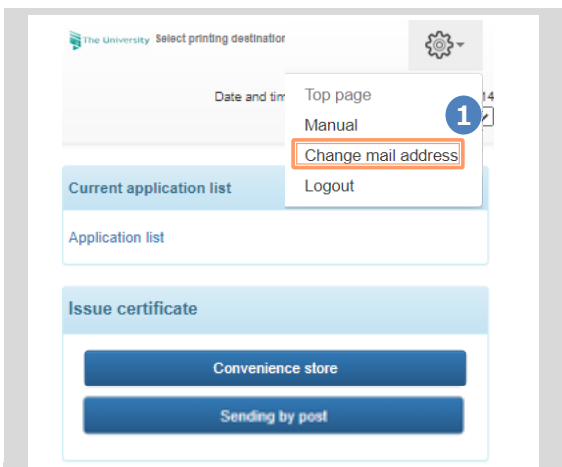

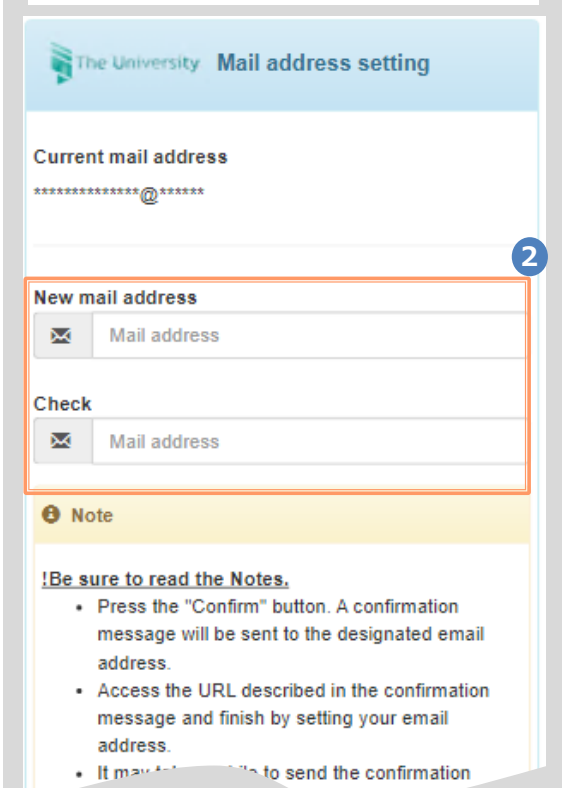
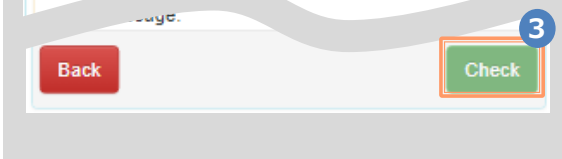


# 2 Log In to the Certificate Issuance Service

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

## 2.3 How to Change the Login Information

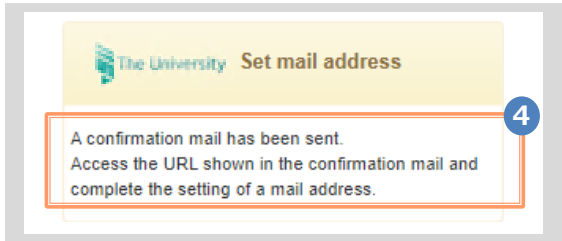
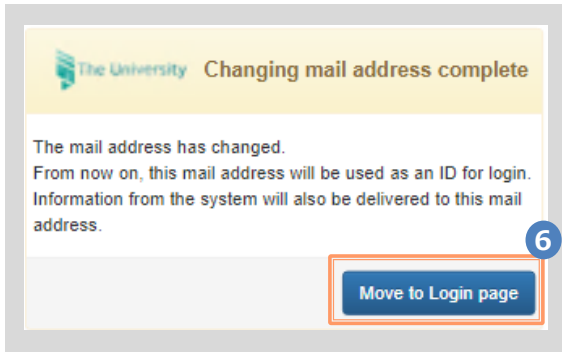
### (a) Change the email address

Screen Images	Steps	How to Operate
	<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>*Check the following for instructions of how to log to Certificate Issuance Service: ▶ 2.2 How to Log In</p>
	<p>2</p>	<p>Enter a new email address you wish to register into the “New mail address” and “Check” fields.</p>
	<p>3</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><b>Email Message</b></p> <p>You can change your email address. Access the following URL and change your email address:</p> <p><a href="https://*****.*****.*****">https://*****.*****.*****</a></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 blue circle with the number 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.



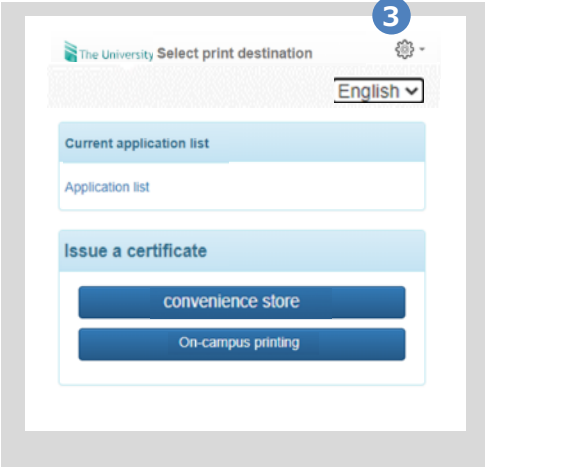


# 2 Log In to the Certificate Issuance Service

## 2.4 Switch Languages

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

### (a) 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. Since the language selection pull-down is displayed only on Select Printing Destination screen, you need to come back to this screen in order to switch languages.

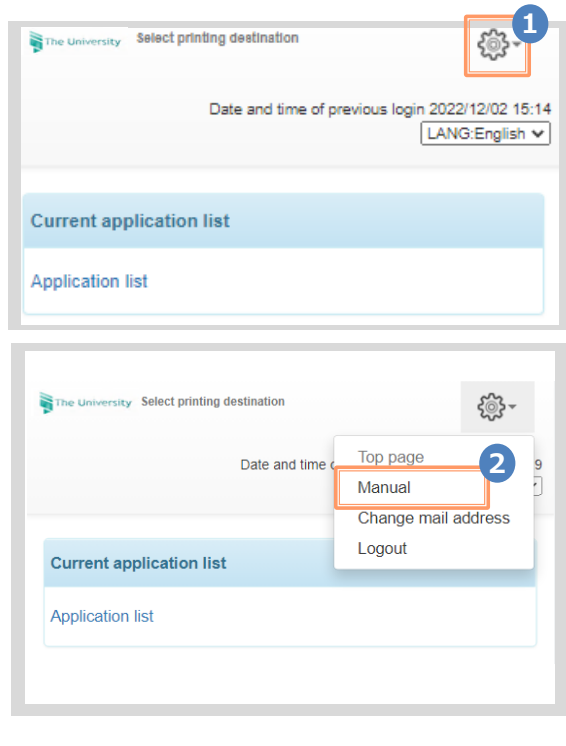


# 3 How to Access the Operating Manual

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

## 3.1 How to Access the Operating Manual

\*after first registration

Screen Images	Steps	How to Operate
	<p>1</p> <p>2</p>	<p>Log in to the certificate issuance service and select the menu button " ⚙️ " in the upper right of the screen.</p> <p>*Check the following for instructions of how to log to Certificate Issuance Service: ▶ 2.2 How to Log In</p> <p>Click "Manual" to display the Operating Manual. Read the description and issue certificate(s) at a convenience store.</p>



# 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
11.4.0版	2024.11.12	P2	Edgeの追加