

Certificate Issuance Service Operating Manual

Application Procedure for Students in School

November 22, 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.

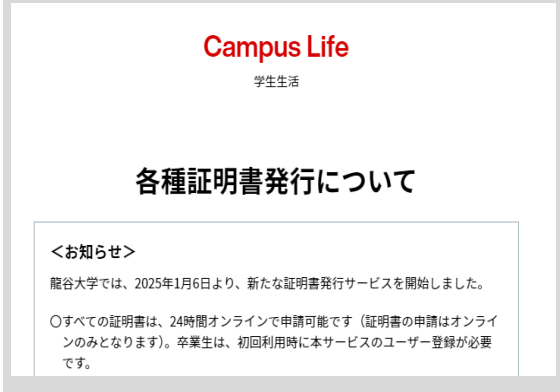

Inquiry about the System

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

Phone	06-6809-4327
Reception hours	24 hours

*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>Campus Life 学生生活</p> <p>各種証明書発行について</p> <p><お知らせ> 龍谷大学では、2025年1月6日より、新たな証明書発行サービスを開始しました。</p> <p>○すべての証明書は、24時間オンラインで申請可能です（証明書の申請はオンラインのみとなります）。卒業生は、初回利用時に本サービスのユーザー登録が必要です。</p>	1	Access the link to certificate issuance service found on the website of the university and access the Student Login page.
 <p>サインイン</p> <p>全学統合認証ID@mail.ryukoku.ac.jpのメールアドレスで</p> <p>アカウントにアクセスできない場合</p> <p>戻る 次へ</p> <p>全学統合認証ID@mail.ryukoku.ac.jpとパスワードでサインインしてください。サインイン方法 ※パスワード変更ルール：英大文字・英小文字・数字・記号のうち3種類以上かつ8文字以上の組み合わせ</p> <p>サインイン オプション</p>	2	Enter the “User ID” and “Password” you use at university. *Proceed with the “Second password” field empty.
	3	Read the “Notes” and then click the “Next” button.

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

Screen Images

Steps

How to Operate

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 Mail address setting

Mail address

Check

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

The University 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 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.

Move to Login page

8

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

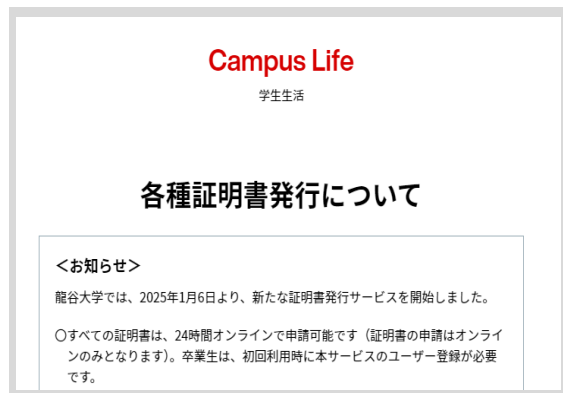
Access the link to certificate issuance service found on the website of the university and access the Student Login page.

2

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

3

Read the "Notes" and then click the "Next" button.



*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

1

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”.

*See below for information on how to log in to the Certificate Issuance Service:

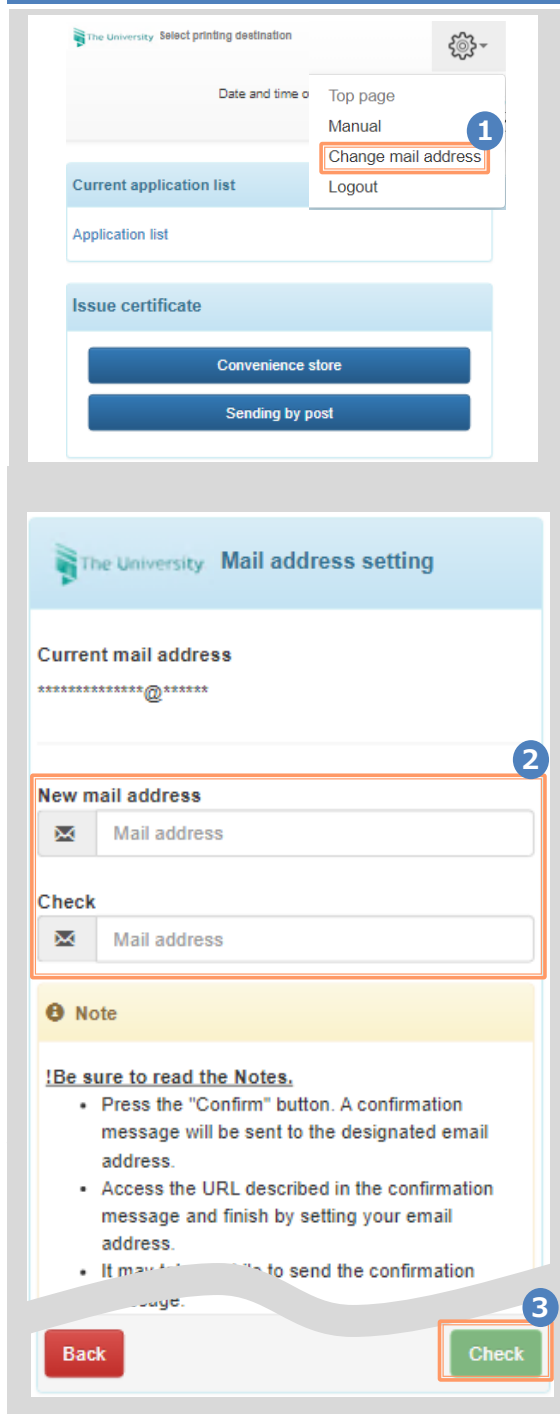
► 2.2 “How to Log In”

2

Enter a new email address you wish to register into the “New mail address” and “Check” fields.

3

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



The University Select printing destination

Date and time of issue Top page Manual Change mail address Logout

Current application list

Application list

Issue certificate

Convenience store

Sending by post

The University Mail address setting

Current mail address

*****@*****

New 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 some time to send the confirmation message.

Back Check

*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.

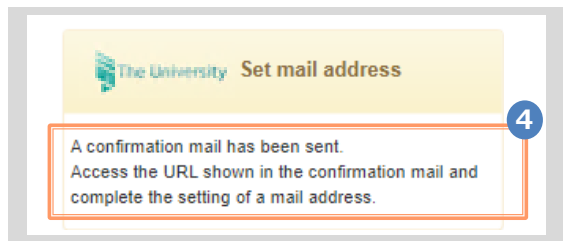
5

Click the one-time URL in the email body text to complete the changing of the email address.

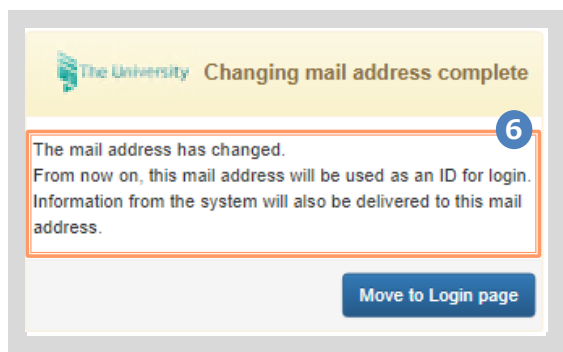
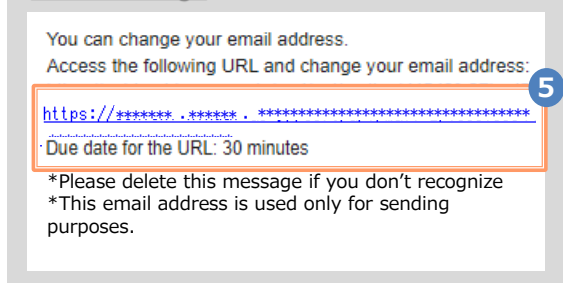
*The URL has an expiration time, so please complete the operation within the displayed time limit.

6

A message is displayed on the screen showing that the email address has been changed.



Email message



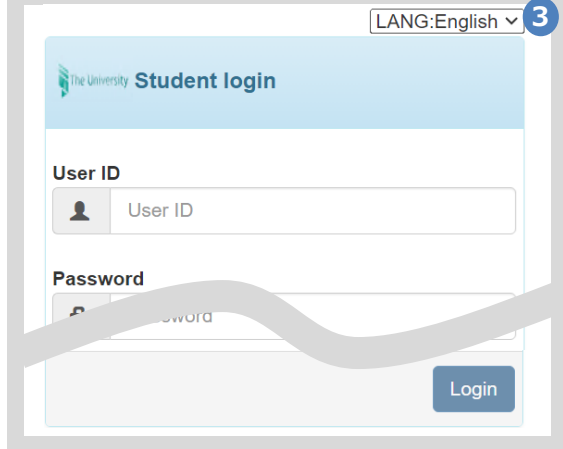


2 Log In to the Certificate Issuance Service

2.4 Switch Languages



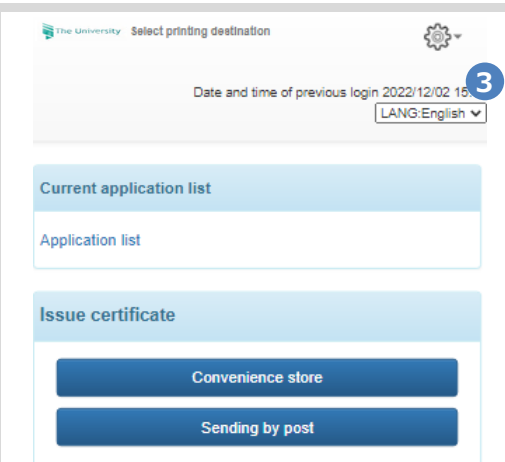
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(a) Log In 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 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
	<p>1</p>	<p>Click the language selection pull-down to switch languages.</p>
	<p>2</p>	<p>Click the language you want to display in the pull-down.</p>
	<p>3</p>	<p>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.</p>