

Certificate Issuance Service Log In Manual

Application Procedure for Students in School

**Jul. 2025
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

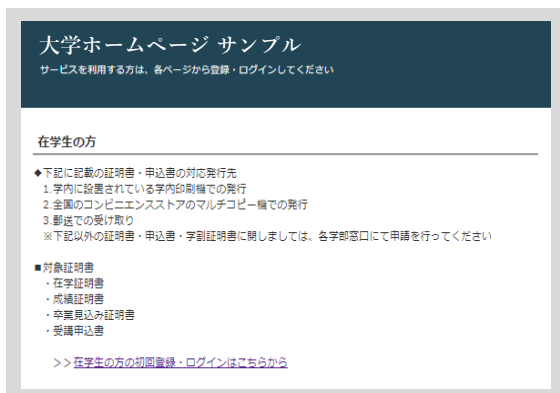
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.1 Registration of New Email Address *for first login

Screen Images

Steps

How to Operate

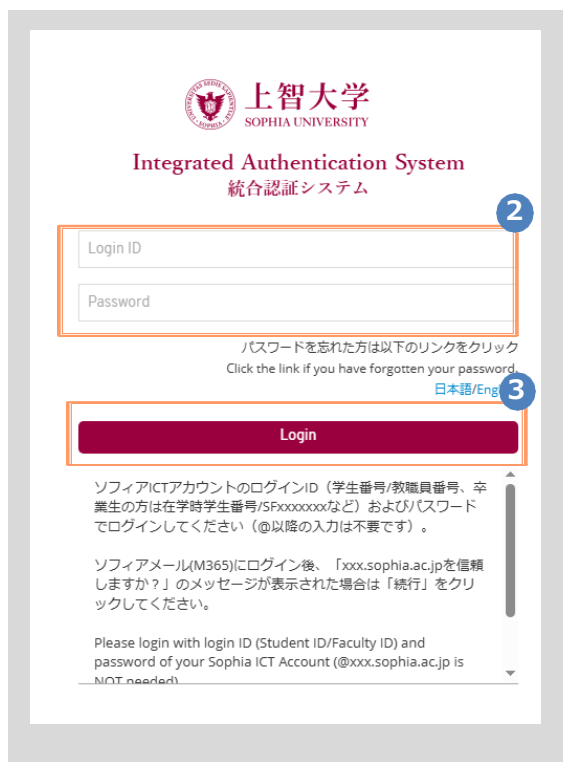


1

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

2

Enter the "Login ID" and "Password" you use at university.



3

Read the "Notes" and then 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

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

✉ 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**

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

*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

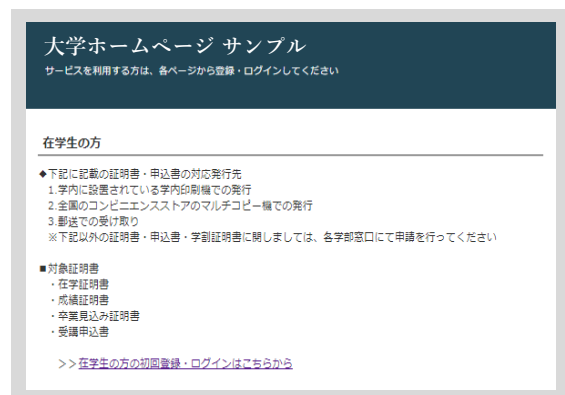
Access the link to certificate issuance service found on the website of the university and access the Student Login page.

2

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

3

Read the "Notes" and then click the "Login" 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:

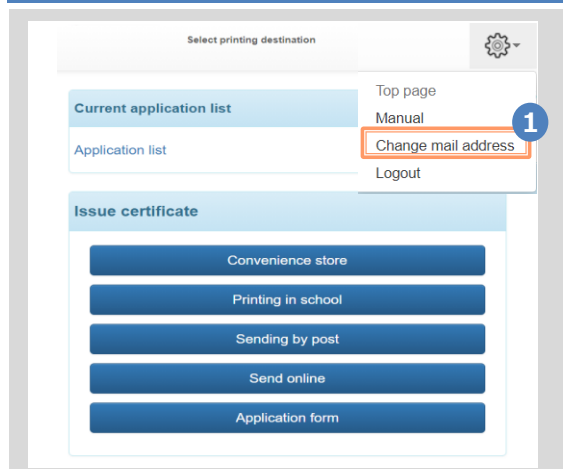
► 2.2 “How to Log In”

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.



Select printing destination

Current application list

Application list

Issue certificate

Convenience store

Printing in school

Sending by post

Send online

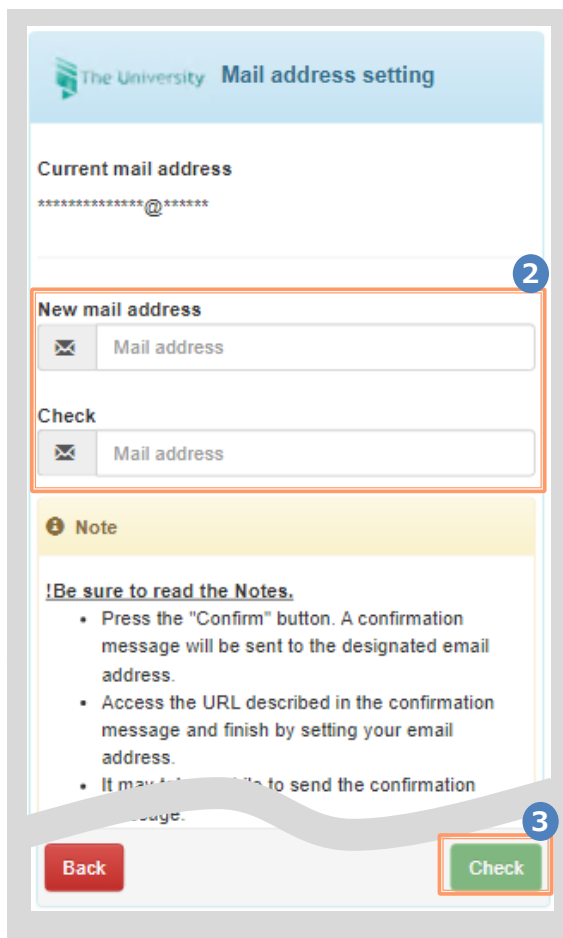
Application form

Top page

Manual

Change mail address

Logout



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.

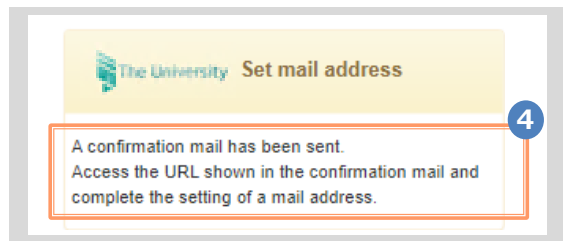
5

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

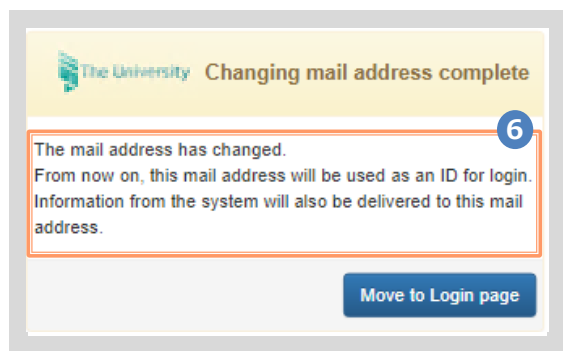
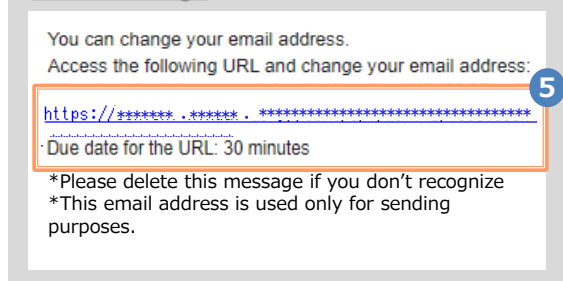
*The URL has an expiration time, so please complete the operation within the displayed time limit.

6

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





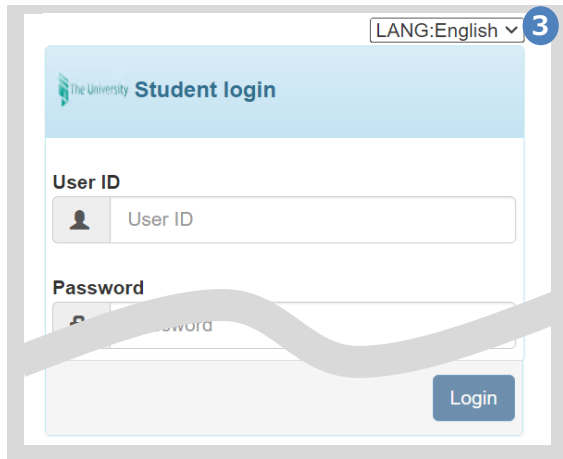
Email message



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

2.4 Switch Languages

(a) Log In Screen

Screen Images	Steps	How to Operate
 <p>1</p>	<p>1</p>	<p>Click the language selection pull-down to switch languages.</p>
 <p>2</p>	<p>2</p>	<p>Click the language you want to display in the pull-down.</p>
 <p>3</p>	<p>3</p>	<p>The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.</p>

*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

1

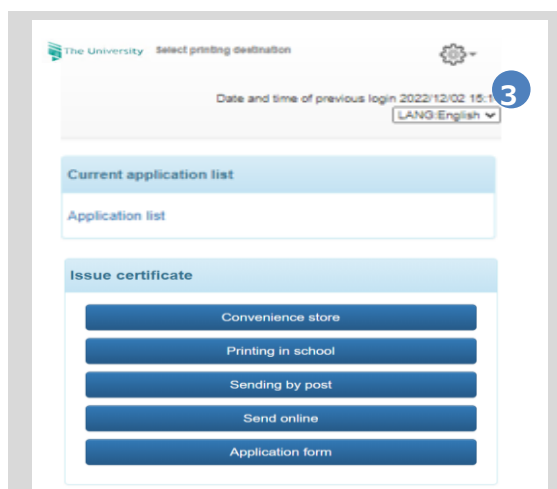
Click the language selection pull-down to switch languages.

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.

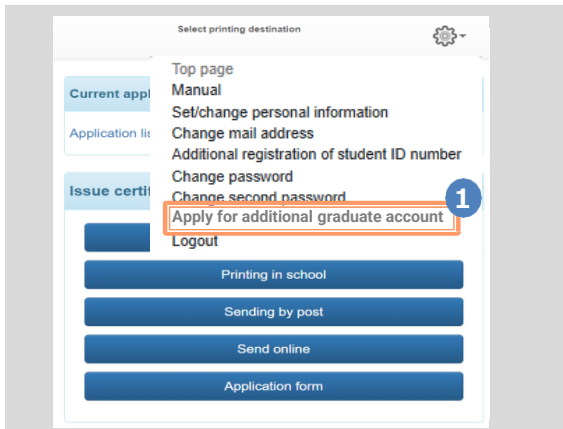

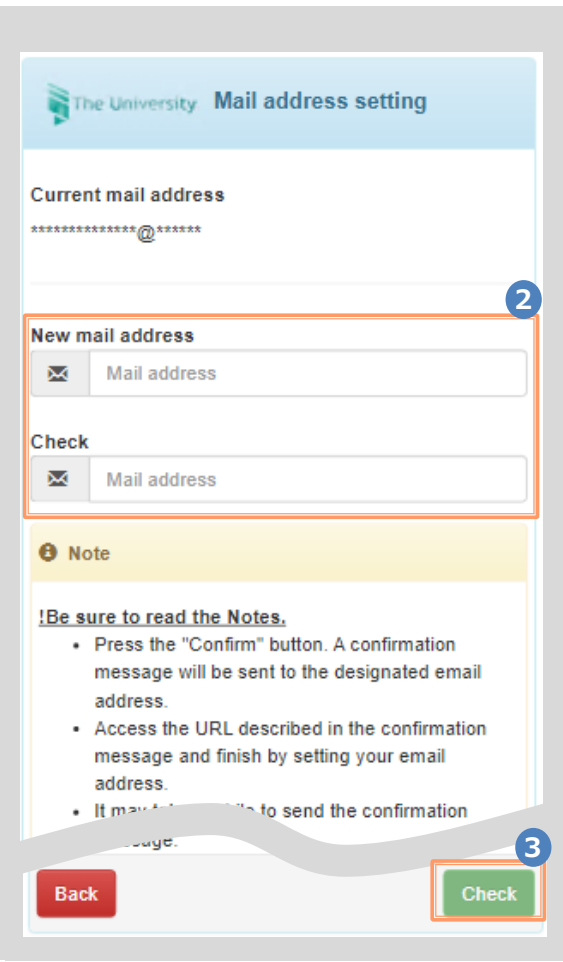


2 Log In to the Certificate Issuance Service

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

2.5 How to register a graduate student registration number

(a) Change the email address

Screen Images	Steps	How to Operate
	1	Log in to the Certificate Issuance Service from the current student login page, select the menu button  in the upper right corner of the screen, and click "Apply for additional graduate account". *For details on how to log in: 2.2 How to log in ▶
	2	Enter the e-mail address to be registered in the "New e-mail address" and "Confirmation" fields.
	3	After confirming the notes, click the "Check" button.

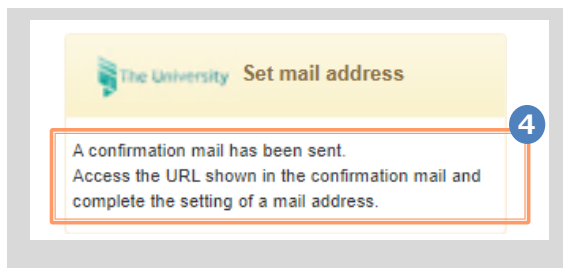
2 Log In to the Certificate Issuance Service

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

Screen Images

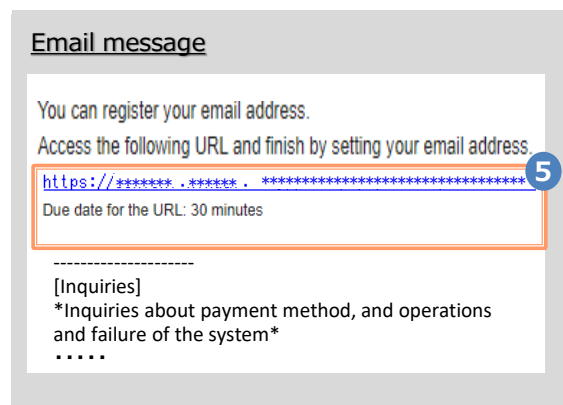
Steps

How to Operate



4

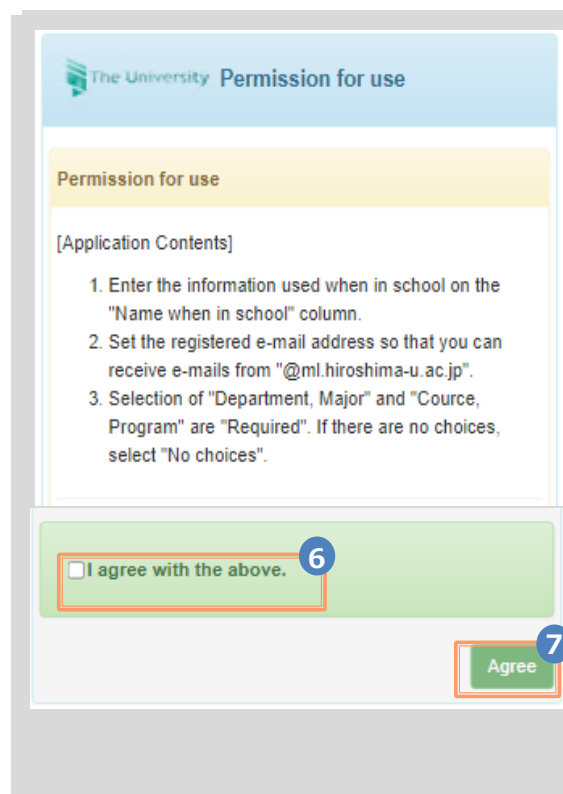
A message will appear on the screen and a confirmation notice will be sent to your registered e-mail address.



5

Click the one-time URL in the body of the email to proceed to the applicant information registration.

*The URL has a time limit. Please complete the operation within the indicated time limit.



6

Confirm the "License Agreement" displayed on the screen and check the "I agree with the above." checkbox.

7

Click the "Agree" button.

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

Screen Images

Steps

How to Operate

8

Enter information about the applicant.

*The entry items vary depending on the usage environment.

*Entries in red are required.

► Application Type (required)

Select "New" for new registration.

► Applicant Name (required)

Enter the name of the person applying in kanji, katakana, and romaji, respectively.

*Please put a space between the last name and the first name.

► Gender

Select the gender of the person applying.

► Date of Birth (required)

Enter the date of birth of the person applying.

*Enter in the Western calendar.

► Graduation (completion) year and month (required)

Enter the month and year of graduation.

*Enter in the Western calendar.

9

Enter your current address and contact information.

*The entry items vary depending on the usage environment.

► Postal code

Enter the postal code of the current address.

*After clicking the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.

► Prefecture/City/Street and number/
Apartment name and room No.

Enter the current address.

Applicant's Information

Application Type
☒ New
☐ Reapplication (e.g., Email address used in the past is no longer available)

*Applicant's name
 DENDEN TAROU

Applicant's name in katakana
 デンデン タロウ

Applicant's name in roman characters
 DENDEN TAROU

Gender
☐ Male ☐ Female

*Birth date
 1990/09/09

Graduation (completion) year and month
 2015/03

Current address

Postal code 100-0001 Search

Prefecture
 Tokyo

City
 Chiyoda-ku

Street and number
 1-1 Chiyoda

Apartment name and room No.
 Apartment name and room No.

2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate

The first screenshot shows the 'Current address' section with fields for Postal code, Prefecture, City, Street and number, and Apartment name and room No. The Postal code field contains '100-0001' and the Search button is highlighted. The second screenshot shows the same form with the Search button clicked, and the address fields are highlighted. The third screenshot shows the form with the Phone number and Mobile phone number fields highlighted.

Current address

Postal code 100-0001 Search

Prefecture Tokyo

City Chiyoda-ku

Street and number 1-1 Chiyoda

Apartment name and room No. Apartment name and room No.

Current address

Postal code 100-0001 Search

Prefecture Tokyo

City Chiyoda-ku

Street and number 1-1 Chiyoda

Apartment name and room No. Apartment name and room No.

Apartment name and room No. アパート 101号室

Phone number

Mobile phone number

9-※

Example of address search by zip code

9-1

Enter your zip code in the format "XXX-XXXX" in the zip code field.

9-2

Click the Search button.

*Please note that the zip code and address in the screen image are examples, so please check the actual screen.

9-3

Check the displayed address and add the name of the apartment building, etc.

*Please note that the zip code and address in the screen image are examples, so please check the actual screen.

9

► Phone number

Enter the home phone number.

► Mobile phone number

Enter the mobile phone number.

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

Screen Images

Steps

How to Operate

Work information

Workplace name
ABC Corp.

Postal code

Prefecture
Tokyo

City
Chiyoda-ku

Street and number
1-1 Chiyoda

Apartment name and room No.
Apartment name and room No.

Phone number

10

Enter work information.

*The input items vary depending on the operating environment.

► Workplace name

Enter your workplace name.

► Postal code

Enter the postal code of your workplace.

► Prefecture/city/street and number/
Apartment name and room No.

Enter the address of your workplace.

► Phone number

Enter the phone number of your workplace.

11

Click the "Check" button.

*Be sure to fill in the required items.

2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate

12

Confirm the information registration details you entered and click the “Apply (申請)” button.

12

13

Confirm that the “Application Complete” screen appears.

The screenshot displays a web form for application registration. It is divided into three main sections: 'Applicant's information', 'Current address', and 'Work information'. The 'Applicant's information' section includes fields for Application Type (New), Applicant's name (Required) (DENDEN TAROU), Applicant's name in katakana (デンデン タロウ), Applicant's name in roman (DENDEN TAROU), Birth date (1990/09/09), and a red 'Back' button. The 'Current address' section includes fields for Postal code (100-0001), Prefecture (Tokyo), City (Chiyoda-ku), Street and number (1-1 Chiyoda), Apartment name and room No., Phone number (03-1111-2222), and Mobile phone number (090-1111-2222). The 'Work information' section includes fields for Workplace name, Postal code, Prefecture, City, Street and number, Apartment name and room No., and Phone number. A green 'Application' button is highlighted with a red border and a blue circle with the number 12.

The screenshot shows the 'Application Complete' screen. It features a blue header with the University logo and the text 'Application Complete'. Below the header, a message states: 'A password for graduates has been sent to the email address you set. Please check your email.' A red border and a blue circle with the number 13 highlight the message area.

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

Screen Images

Email message

Title: Result of the application for use

The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.

*After you log in, change the password.

Initial password: *****¹⁴

Log in here

https://****.****.****.****/****/****.****¹⁵

© This email is for sending only.

For more information, contact the administrative representative.

Steps

How to Operate

14

The result of the application for use is sent to the registered email address. Find the initial password in the email.

*Please check the university website for the confirmation period.

15

Click the URL for “Log in here” in the email body text to access the login screen.

16

For the “Mail address” field, enter the registered email address, and for the “Password” field, enter the initial password shown in the email announcing the application result.

*Leave the “Second password” field empty.

17

Read the “Note” and click the “Login” 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.

Screen Images

Steps

How to Operate

18

The Password Setting screen opens, where you can change the initial password and set the second password. Fill in the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.

*The password and the second password must be different.

19

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

20

Click the "OK" button.

Now you can use the "Certificate Issuance Service" from the students of a graduate page.