

Certificate Issuance Service Log In Manual

Log In Procedure for Students in School

**Sep. 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

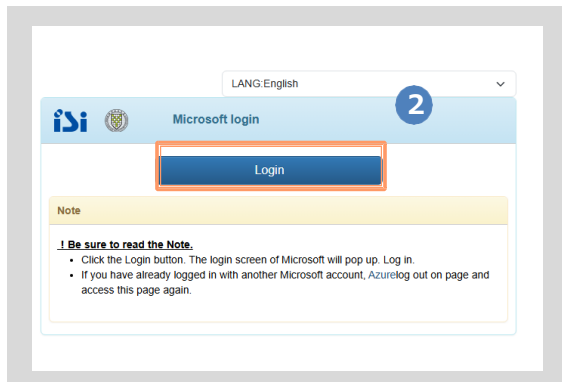
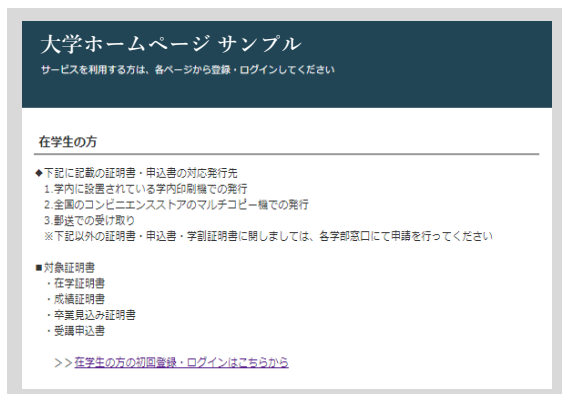
How to Operate

1

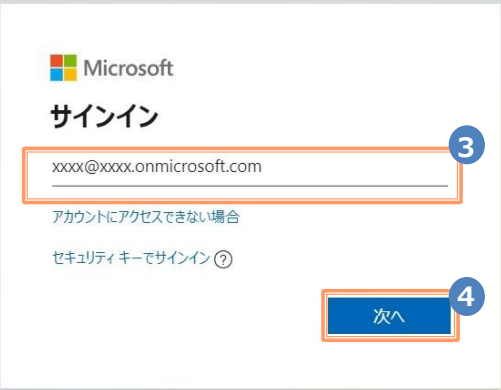
Access the link to certificate issuance service found on the website of the university and access the Student Login page.

2

Check the "Notes" and 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
	3	Enter the Azure account issued by your university. *Please note that you cannot log in using any Azure account other than the one issued by your university.
	4	Click the "Next(次へ)" button.
	5	Enter your Azure account password.
	6	Click the "Sign In(サインイン)" button.
	6-※	If you are, prompted to protect your account(アカウントの保護にご協力ください) please follow the university's instructions to set it up. *Depending on your Azure settings, the screen on the left may not be displayed.

*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

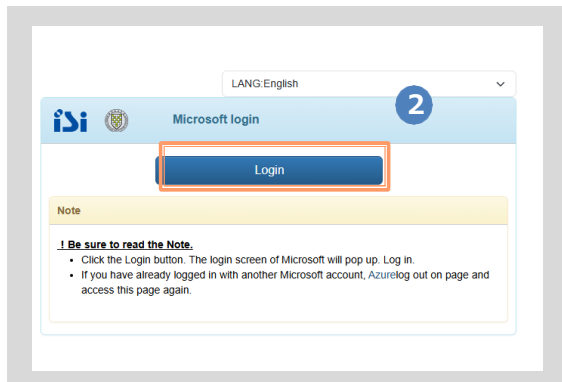
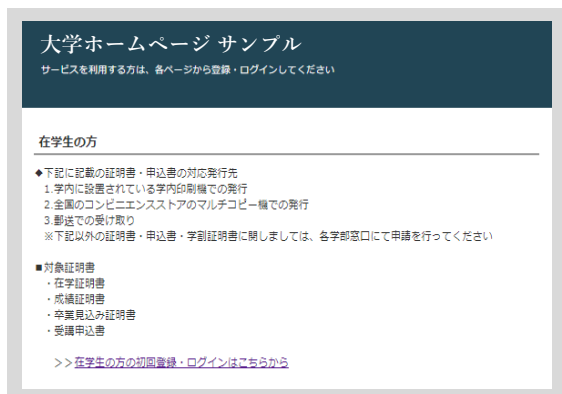
How to Operate

1

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

2

Check the "Notes" and click the "Login" button.



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

Screen Images

Steps

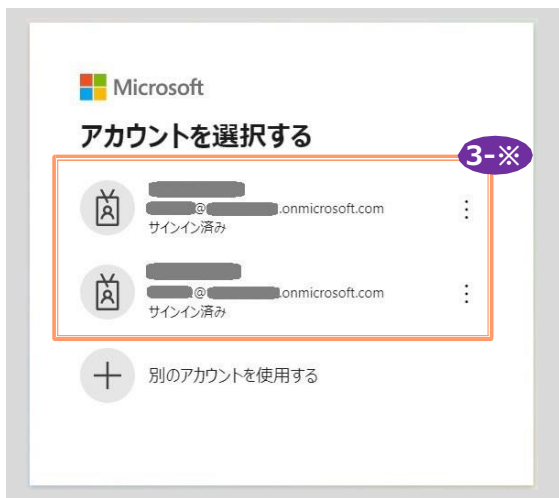
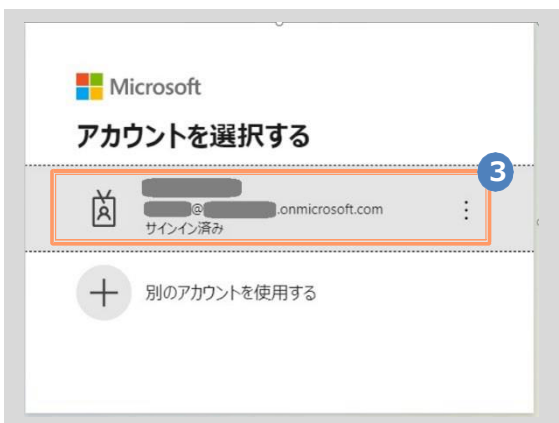
How to Operate

3

If you are already logged in to Azure, the dialog shown on the left will be displayed. Click the user you want to use.

*You cannot log in with any Azure account other than the one issued by your university.

If you are logged in using an Azure account other than the one issued by your university, click "+ Use another account (+別のアカウントを使用する)" and follow the steps in "2.1 Registration of New Email Address *for first login."



3-※

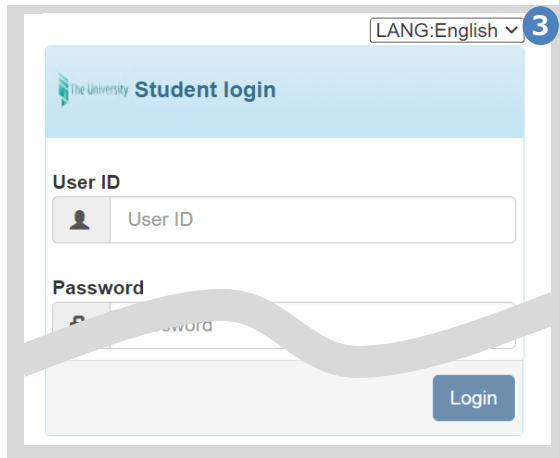
If you are logged in to multiple Azure accounts, a list of the accounts you are logged in to will be displayed. Click on the Azure account issued by your university.

2 Log In to the Certificate Issuance Service

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

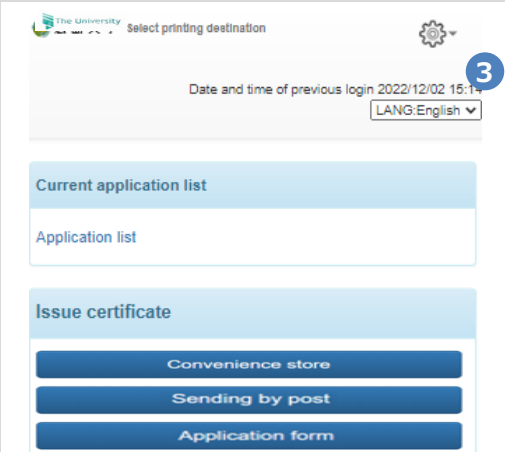
2.3 Switch Languages

(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

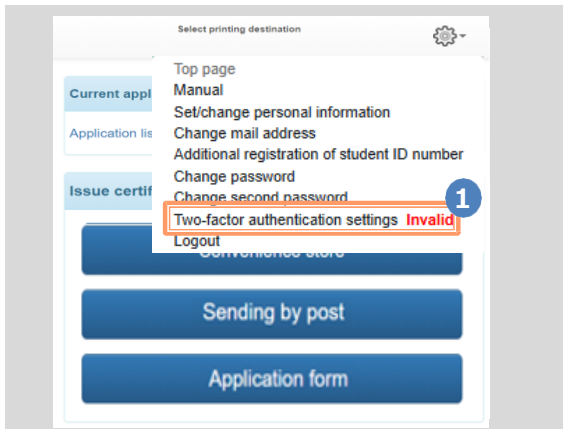
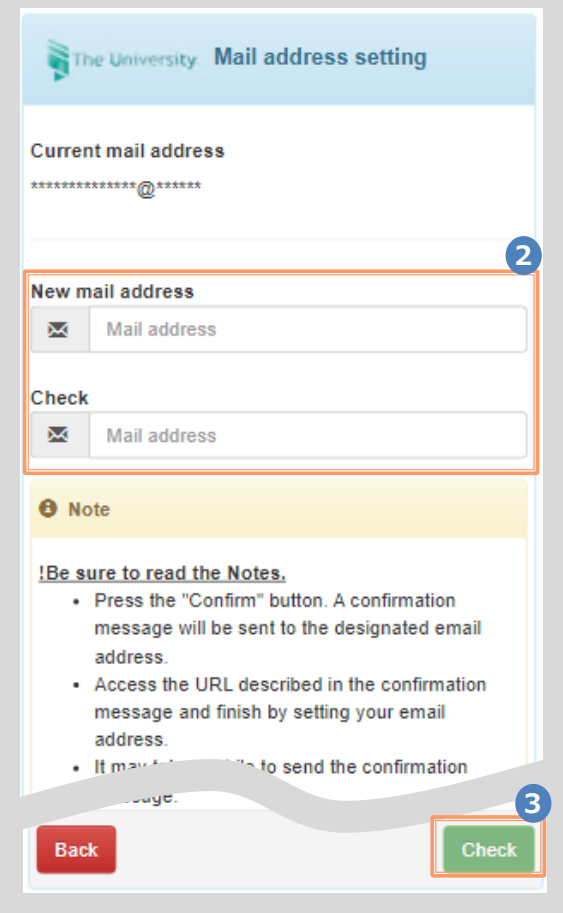
Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. The language selection pull-down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

2.4 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 (卒業生アカウント追加申請)”.
	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.

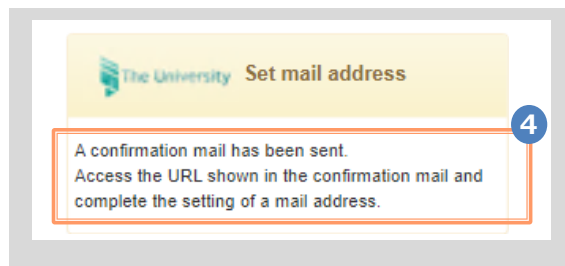
2 Log In to the Certificate Issuance Service

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

Screen Images

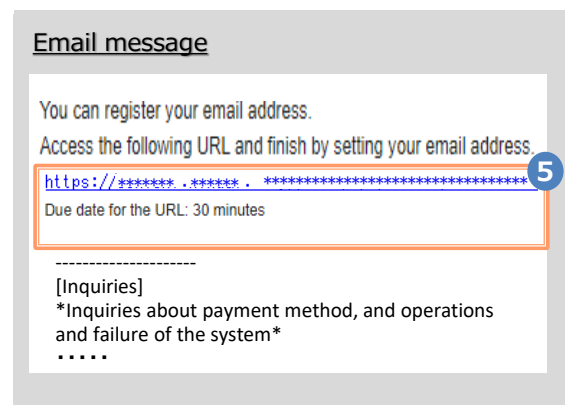
Steps

How to Operate



4

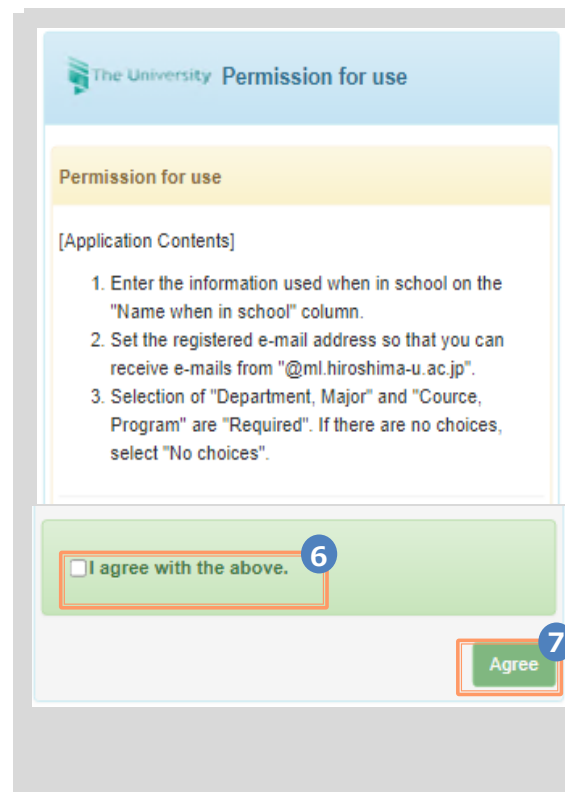
A message will appear on the screen and a confirmation notice will be sent to your registered e-mail address.



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 to the above terms (上記内容に同意する)" checkbox.

7

Click the "Agree (同意する)" 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.

► Year and month of graduation (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 Publishing 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 the 'Postal code' field containing '100-0001' and a 'Search' button. The second screenshot shows the same form with the 'Prefecture', 'City', 'Street and number', and 'Apartment name and room No.' fields highlighted by an orange box. The third screenshot shows the 'Apartment name and room No.' field with the placeholder text 'アパート名と部屋番号' and the 'Phone number' and 'Mobile phone number' fields highlighted by an orange box.

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.

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 screenshot shows a 'Work information' form with the following fields: Workplace name (containing 'ABC Corp.'), Postal code (with a green 'search' button), Prefecture (containing 'Tokyo'), City (containing 'Chiyoda-ku'), Street and number (containing '1-1 Chiyoda'), Apartment name and room No. (containing 'Apartment name and room No.'), and Phone number. A red box highlights the entire form area, and a blue circle with the number 10 points to the 'Workplace name' field. At the bottom, there are 'Back' and 'Check' buttons. A blue circle with the number 11 points to the 'Check' button.

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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.

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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.' The message is enclosed in a red border, and a blue circle with the number 13 is positioned next to it.

*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: *****

Log in here

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

© This email is for sending only.

For more information, contact the administrative representative.

Steps

How to Operate

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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.