

# **Certificate Issuance Service Login Manual**

Application Procedure for Students in School

**12.4.0<sup>th</sup> edition Jan. 6, 2026  
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

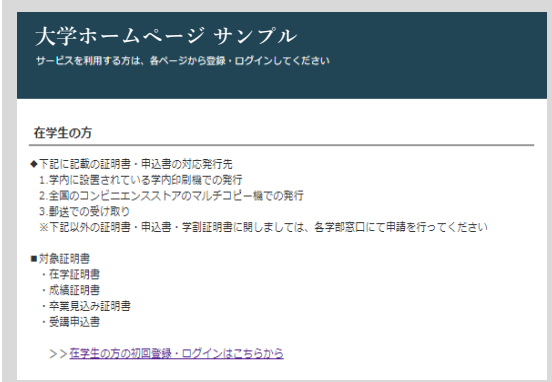
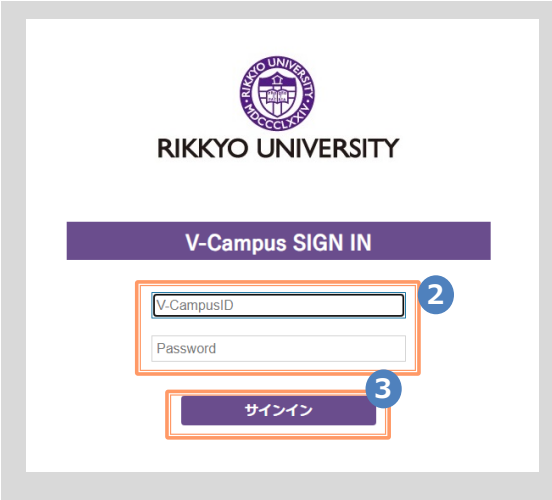
◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

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>大学ホームページ サンプル サービスを利用する方は、各ページから登録・ログインしてください</p> <p>在学生の方</p> <p>◆下記に記載の証明書・申込書の対応発行先 1. 学内に設置されている学内印刷機での発行 2. 全国のコンビニエンスストアのマルチコピー機での発行 3. 郵送での受け取り ※下記以外の証明書・申込書・学割証明書に關しましては、各学部窓口にて申請を行ってください</p> <p>■対象証明書 ・在学証明書 ・成績証明書 ・卒業見込み証明書 ・受講申込書</p> <p>&gt;&gt; <a href="#">在学生の方の切回登録・ログインはこちらから</a></p>	<p>1</p>	<p>Access the link to certificate issuance service found on the website of the university and access the Student Login page.</p>
 <p>RIKKYO UNIVERSITY</p> <p>V-Campus SIGN IN</p> <p>V-CampusID</p> <p>Password</p> <p>サインイン</p>	<p>2</p> <p>3</p>	<p>Enter the "User ID" and "Password" you use at university.</p> <p>Read the "Notes" and then click the "Sign in" button.</p>



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

## Screen Images

## Steps

## How to Operate

**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

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 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.





# 2 Log In to the Certificate Issuance Service

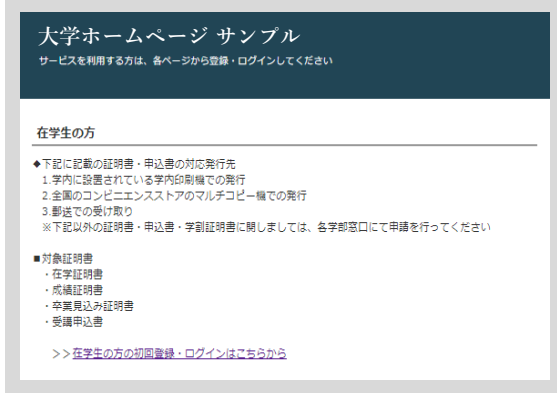
## 2.2 How to Log In

\*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 "Sign in" 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.

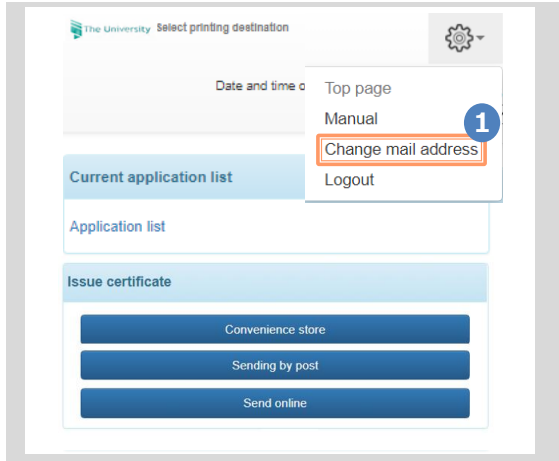
## 2.3 How to Change the Login Information

### Change the Email Address


#### Screen Images

#### Steps

#### How to Operate

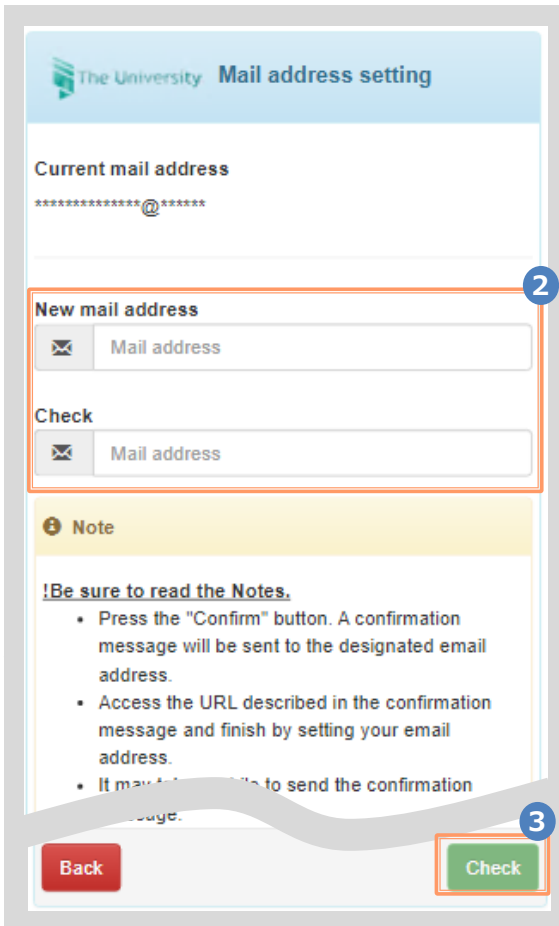


1

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”.

\*For how to access the login page of Certificate Issuance Service, see the following:

▶ 2.3 How to Log In



2

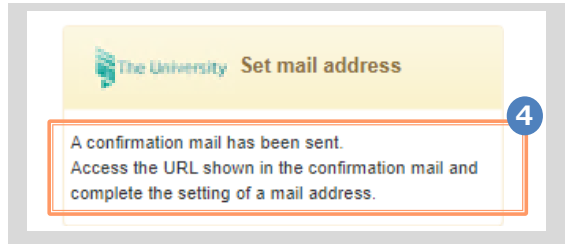
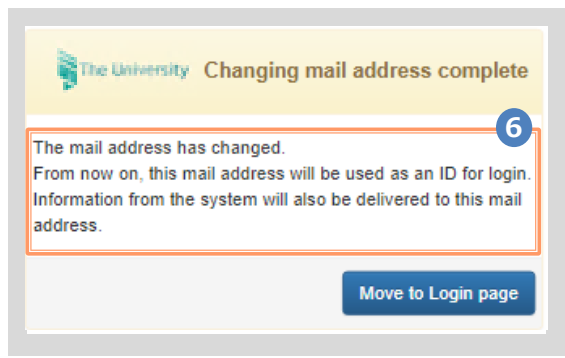
Enter a new email address you wish to register into the “New mail address” and “Check” fields.

3

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



\*The 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>	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.

### Select Printing Destination Screen

#### Screen Images

#### Steps

#### How to Operate



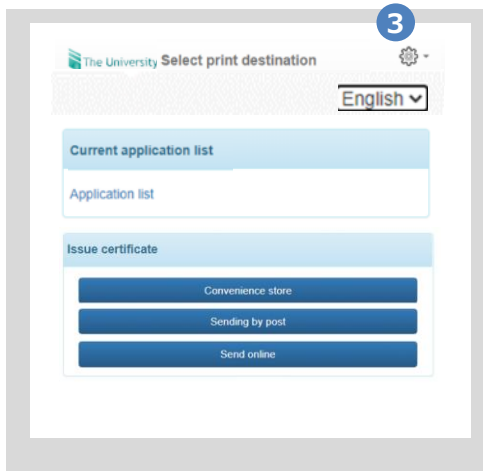
1

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.



# 改版履歴

版数	年月日	変更箇所	内容
11.4.0版	2024.12.25	表紙	日付の更新
12.4.0版	2026.1.6	表紙	版番の追加と日付の更新