Manual for the Campus-wide IT Authentication Platform Service

[for students]

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1. User Information Registration (First-time log in)

(1) Access the portal for the Campus-wide IT Authentication Platform Service. Open your browser. Access the URL for the Campus-wide IT Authentication Platform Service.

URL: http://web.auth.osaka-u.ac.jp/portal/en/

Click “Change Password/User Attribute Information.”

![Portal for the Campus-wide IT Authentication Platform Service](image)

**Figure 1.1**
(2) Login

The login page will be displayed (Figure 1.2). Occasionally an urgent notice will pop-up. Please read this before continuing.

I. Enter your “Osaka University Personal ID” and password.
II. Click “Login.”

If the login is successful, the “Temporary registration of user information” page will be displayed (Figure 1.5).

If the login fails, the page shown in Figure 1.3 will be displayed.

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Careful!
After logging in, please do not click the “back” button on your browser.
Login error

If you enter your “Osaka University Personal ID” or password incorrectly, an authentication error will occur.

Figure 1.3

If your user information has already been registered

If you log in immediately after registering, an authentication error may occur (Figure 1.4). Please close your browser and wait several minutes before attempting to log in again.

Figure 1.4
(3) Temporary registration of user information
If no errors occur, please enter your user information on the “Temporary registration of user information” page (Figure 1.5).

III. Enter a new password (with at least one uppercase letter and number, and no spaces or symbols)
In the “New Password” and “New password (confirmation)” fields.
*Email addresses have been assigned by the system and cannot be changed.

IV. Click “Next.”
If your user information was entered incorrectly, an error will occur (Figure 1.7).
(4) Temporary registration confirmation
If the necessary user information was correctly entered, the “Temporary registration confirmation of user information” page will be displayed (Figure 1.6).

V. Click “Registration” after confirming your user information.

VI. To modify your password, click the “Back” button next to the “Registration” button. Do not click the back button on your browser.

![Figure 1.6](image-url)
Temporary registration of user information

An error message (in red) will be displayed (Figure 1.7) if there are any mistakes in the information entered.

After entering the correct information, click the “Next” button and the page shown in Figure 1.6 will be displayed.

(5) Registration complete
When registration is complete, Figure 1.8 will be displayed.

Please close your browser and wait about 10 minutes before logging in again.
2. Change Password / User Information

(1) Access the portal for the Campus-wide IT Authentication Platform Service.

URL: http://web.auth.osaka-u.ac.jp/portal/en/

Click “Change Password/User Attribute Information.”

Figure 2.1
(2) Login
The login page will be displayed (Figure 2.2).
Occasionally an urgent notice will pop-up. Please read this before continuing.

I. Enter your “Osaka University Personal ID” and password.
II. Click “Login.”
If the login is successful, the Temporary registration of user information page will be displayed (Figure 2.5).
If the login fails, the page shown in Figure 2.3 will be displayed.

![Login Page](image)

**Figure 2.2**

**Careful!**
After logging in, please do not click the “back” button on your browser.
Login error

If you enter your “Osaka University Personal ID” or password incorrectly, an authentication error will occur.

![Authentication error](image1.png)

Figure 2.3

If your user information has already been registered

If you log in immediately after registering, an authentication error may occur (Figure 2.4). Please close your browser and wait several minutes before attempting to log in again.

![Registered user information](image2.png)

Figure 2.4
(3) Temporary registration of user information
The “Temporary registration of user information” page will be displayed (Figure 2.5).

III. Click the checkbox next to “change password.”
IV. Enter your new password. Please use a valid password (you may wish to refer to our password policy).
V. Click “Next.”
   If your user information was entered correctly, Figure 2.6 will be displayed.
   If your user information was entered incorrectly, Figure 2.7 will be displayed.
(4) Temporary registration confirmation

If the necessary user information was correctly entered, the “Temporary registration confirmation of user information” page will be displayed (Figure 2.6).

VI. Click “Registration” after confirming your user information.

VII. To modify your user information, click the “Back” button next to the “Registration” button. Do not click the back button on your browser.

![Figure 2.6](image-url)
Temporary registration of user information error

An error message (in red) will be displayed (Figure 2.7) if there are any mistakes in the information entered.

After entering the correct information, click the “Next” button and the page shown in Figure 2.6 will be displayed.

![Figure 2.7](image)

(5) Registration complete
When registration is complete, Figure 2.8 will be displayed.

Please close your browser and wait about 10 minutes before logging in again.

![Figure 2.8](image)