

Manual for the Campus-wide IT Authentication Platform Service

[for faculty staff and researchers]

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Please note:

For Faculties and researchers, the default Osaka University ICHO email address (with "@osaka-u.ac.jp" domain) is registered, but it can be changed within the scope of "E-mail address naming guidelines".

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: <https://web.auth.osaka-u.ac.jp/portal/en/>

Click “Change Password/User Attribute Information.”

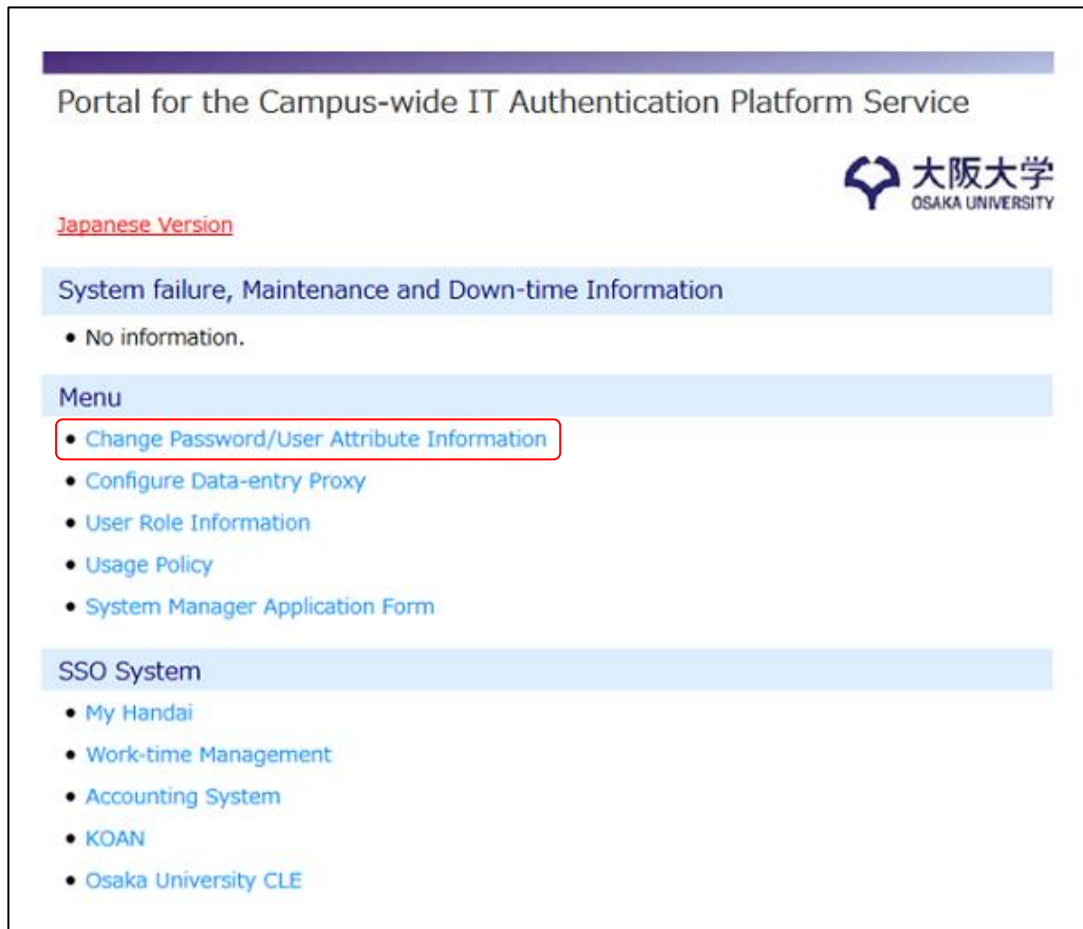


Figure 1.1

(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.

Figure 1.2

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.

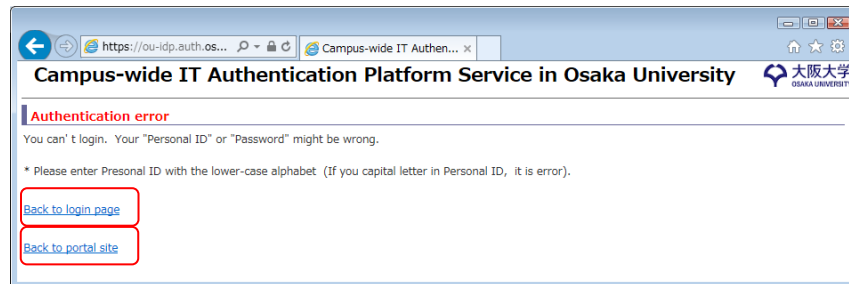


Figure 1.3

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.

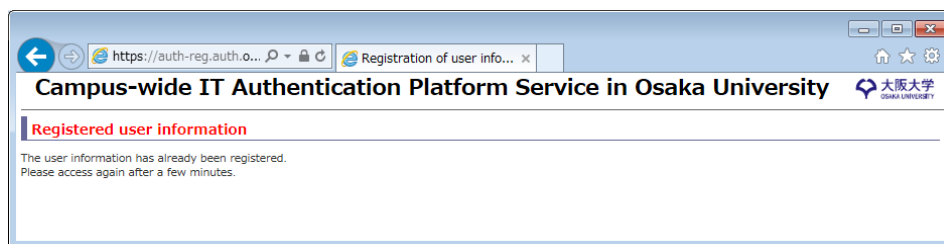


Figure 1.4

(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 in the “New Password” and “New password (confirmation)” fields.

*When you input a new password, please check a following password policy page. -

”<https://web.auth.osaka-u.ac.jp/portal/en/pwdpolicy.html>”

*Please enter your extension number or any contactable extension number to reach you in the “Extension number” fields. If you do not use an extension number, please enter "----" (4 digits of half-width hyphens).

*The default Osaka University ICHO email address (with "@osaka-u.ac.jp" domain) is registered, but it can be changed within the scope of "E-mail address naming guidelines".It may take up to one day for the modified E-mail address to be reflected in ICHO system.

*Your extension number will be updated within the next day.

IV. Click “Next.”

If your user information was entered incorrectly, an error will occur (Figure 1.7).

Step 1. Temporary registration of user information >> 2. Temporary registration confirmation of user information >> 3. Temporary registration completion of user information >> 4. Confirmation of user information >> 5. Registration completion of user information

1. Temporary registration of user information

Please click "Next" button and input changed portion
(※) is required input item. Maximum characters of password is half-width 32 characters. 33 or later characters is invalid.

Registration of user information

Personal ID in Osaka University :

Name(Roman) (※)	:	Handai Taro	③
It will take up to 24 hours for the change in Name(Roman) to take effect.			
New password (※)	:	
New password (confirmation) (※)	:	
<input checked="" type="checkbox"/> Change your E-mail address		<input checked="" type="checkbox"/> "E-mail address naming guidelines" You have to confirm this and check a box.	
Email address (before the change)	:	zengakuitkensyoyo.019.53d @ osaka-u.ac.jp	
Email address (after the change)	:	handai.taro . dep @ osaka-u.ac.jp e.g. (Family name) . (First name) (Department abbreviation or random number)	
It will take up to 24 hours for the change in email address to take effect.			
Extension number (※)	:	1234	

Next ④

[Password policy](#)

Figure 1.5

(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.

*When registration is complete, *Figure 1.8* will be displayed.

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

2. Temporary registration confirmation of user information

It will change the user information in the following content.
Please click on the "Registration" button if there is no mistake.
Please click the "Back" button if you want to modify your input contents.

Registration confirmation of user information		
Personal ID in Osaka University	:	
Name(Roman)	:	Handai Taro
New password	:	*****
New password (confirmation)	:	*****
E-mail address	:	handai.taro.dep@osaka-u.ac.jp
Extension number	:	1234

Registration

Back

⑤

⑥

Figure 1.6

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.

The screenshot shows the '1. Temporary registration of user information' page. At the top, a progress bar indicates the current step. Below the title, a message states: 'Please click "Next" button and input changed portion (※) is required input item. Maximum characters of password is half-width 32 characters. 33 or later characters is invalid.' A red box highlights the following error details: 'Input error. Please check the following contents and input again, - Your password must contain at least 1 upper case letter. - Your password must contain at least 1 lower case letter. - Your password must contain symbol. - The E-mail you entered is already in use.' The form fields include: 'Personal ID in Osaka University', 'Name(Roman) (※)' with the value 'Handai Taro' and a note 'It will take up to 24 hours for the change in Name(Roman) to take effect.', 'New password (※)' and 'New password (confirmation) (※)', a checkbox for 'Change your E-mail address' with a note 'It will take up to 24 hours for the change in email address to take effect.', 'Email address (before the change)' as 'zengakuitkensyoyo.019.53d @ osaka-u.ac.jp', and 'Email address (after the change)' with fields for family name, first name, and department/number. The 'Extension number (※)' is '1234'. A 'Next' button is at the bottom, and a 'Password policy' link is below it.

Figure 1.7

(5) Registration complete

Figure 1.8 will be displayed after registration has been completed.

Close your browser, and log in again after about 10 minutes.

* Your extension number will be updated within the next day.

The screenshot shows the '5. Registration completion of user information' page. At the top, a progress bar indicates the current step. Below the title, a message states: 'Completed the registration of user information ※ For registration It takes about 10 minutes.' Below this, it says: 'Please close the Web browser that displayed this page and login again.'

Figure 1.8

MFA Registration

After completing the registration of user information, please register for MFA.

MFA is required when logging in to the SSO System (My Handai, KOAN, Osaka University CLE, etc.) from off-campus.

Please refer to the link below for details: <https://web.auth.osaka-u.ac.jp/mfa/en/mf1top.html>

2. Change Password / User Information

- * Your password will be updated within 10 minutes.
- * Your extension number will be updated within the next day.

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

URL: <https://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.

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.

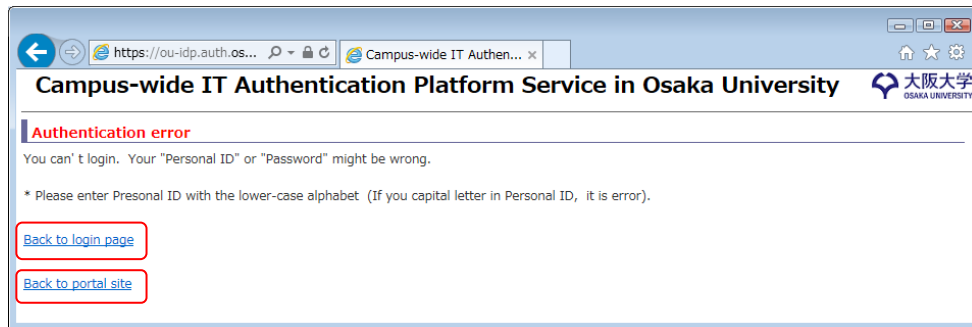


Figure 2.3

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.

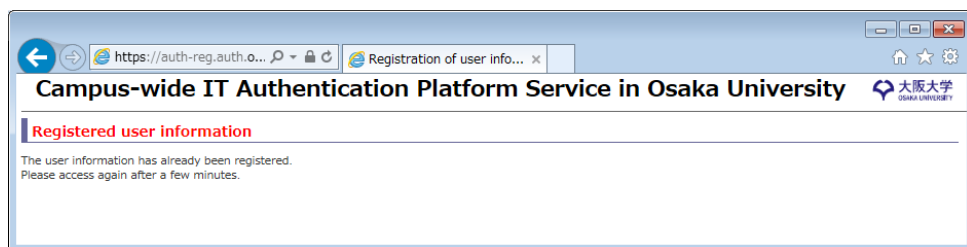


Figure 2.4

(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 the field you wish to change.

IV. Enter your new information.

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.

Step 1. Temporary registration of user information » 2. Temporary registration confirmation of user information » 3. Temporary registration completion of user information » 4. Confirmation of user information » 5. Registration completion of user information

1. Temporary registration of user information

Please click "Next" button and input changed portion
(※) is required input item. Maximum characters of password is half-width 32 characters. 33 or later characters is invalid.

Registration of user information

Personal ID in Osaka University :

☐ Change your Name(Roman)

Name(Roman) :

It will take up to 24 hours for the change in Name(Roman) to take effect.

☐ Change your password

New password :

New password (confirmation) :

☒ Change your E-mail address

☒ "E-mail address naming guidelines" You have to confirm this and check a box.

Email address (before the change) : gakunin.kensyoyo @ osaka-u.ac.jp

Email address (after the change) : . @ osaka-u.ac.jp

e.g. (Family name) . (First name) (Department abbreviation or random number)

It will take up to 24 hours for the change in email address to take effect.

☐ Change your extension number

Extension number :

[Password policy](#)

Figure 2.5

(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.

- After confirming the entered user information, click the "Register" button to display the registration completion screen shown in Fig. 2.8.

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

2. Temporary registration confirmation of user information

It will change the user information in the following content.
Please click on the "Registration" button if there is no mistake.
Please click the "Back" button if you want to modify your input contents.

Registration confirmation of user information		
Personal ID in Osaka University	:	
Name(Roman)	:	Handai Taro
New password	:	Not changed
New password (confirmation)	:	
E-mail address	:	handai.taro.dep2@osaka-u.ac.jp
Extension number	:	1234

Registration⑥

Back⑦

Figure 2.6

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.

The screenshot shows a web form titled "1. Temporary registration of user information". At the top, a progress bar indicates the current step: "Step 1. Temporary registration of user information" (highlighted in red), followed by "2. Temporary registration confirmation of user information", "3. Temporary registration completion of user information", "4. Confirmation of user information", and "5. Registration completion of user information".

Below the progress bar, the form title "1. Temporary registration of user information" is displayed. A message states: "Please click 'Next' button and input changed portion". A red error message is shown: "(※) is required input item. Maximum characters of password is half-width 32 characters. 33 or later characters is invalid." Below this, a red-bordered box contains the text: "Input error. Please check the following contents and input again," followed by two bullet points: "• Name (Roman) is required information. Input surely." and "• Enter your name (in Roman letters) using only half-width alphanumerical characters and '()' --.'Half-width space'."

The form fields include: "Personal ID in Osaka University" (with a colon and a text input field), "Change your Name(Roman)" (checked checkbox), "Name(Roman)" (with a colon and a text input field), "It will take up to 24 hours for the change in Name(Roman) to take effect." (in red), "Change your password" (unchecked checkbox), "New password" (with a colon and a password input field), "New password (confirmation)" (with a colon and a password input field), "Change your E-mail address" (checked checkbox), "Email address (before the change)" (with a colon and the text "gakunin.kensyoyo @ osaka-u.ac.jp"), "Email address (after the change)" (with a colon and a text input field containing "handai.taro" and "dep2" followed by "@ osaka-u.ac.jp"), "It will take up to 24 hours for the change in email address to take effect." (in red), "Change your extension number" (unchecked checkbox), and "Extension number" (with a colon and a text input field containing "1234").

At the bottom left, there is a "Next" button highlighted with a red border.

Figure 2.7

(5) Temporary registration complete

When registration is complete, *Figure 2.8* will be displayed.

The screenshot shows a web browser window with the address bar displaying "https://auth-reg.auth.o...". The page title is "Registration of user info...". The main heading is "Campus-wide IT Authentication Platform Service in Osaka University" with the Osaka University logo (大阪大学) on the right.

Below the heading, a progress bar indicates the current step: "Step 1. Temporary registration of user information", "2. Temporary registration confirmation of user information", "3. Temporary registration completion of user information", "4. Confirmation of user information", and "5. Registration completion of user information" (highlighted in red).

The page title "5. Registration completion of user information" is displayed. A message states: "Completed the registration of user information" and "※ For registration It takes about 10 minutes." Below this, a message says: "Please close the Web browser that displayed this page and login again."

Figure 2.8