

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."

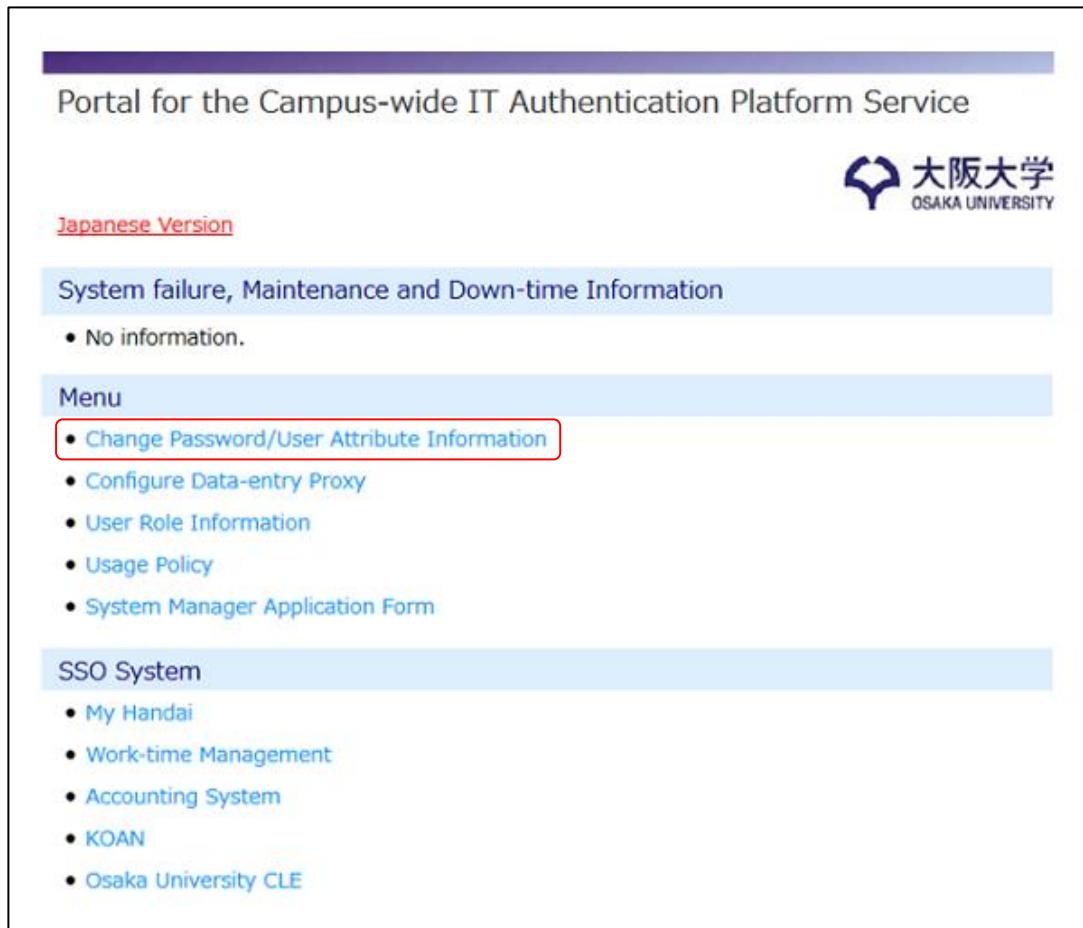


Figure 1.1

(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.

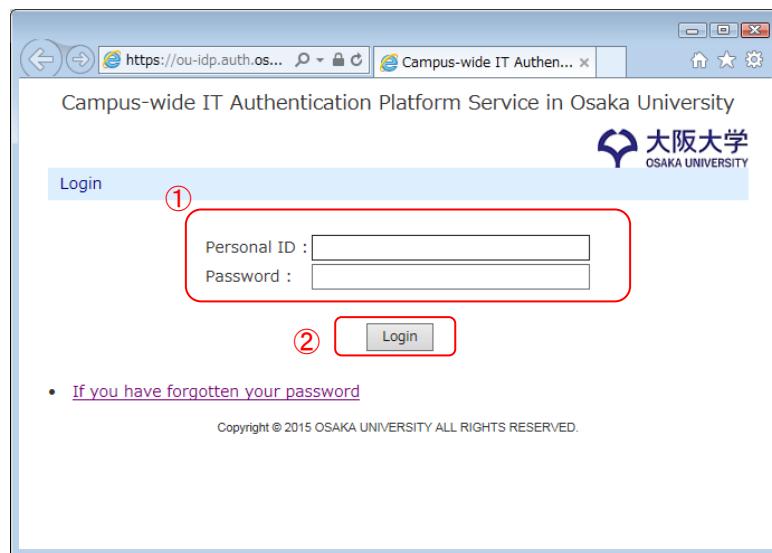


Figure 1.2

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.

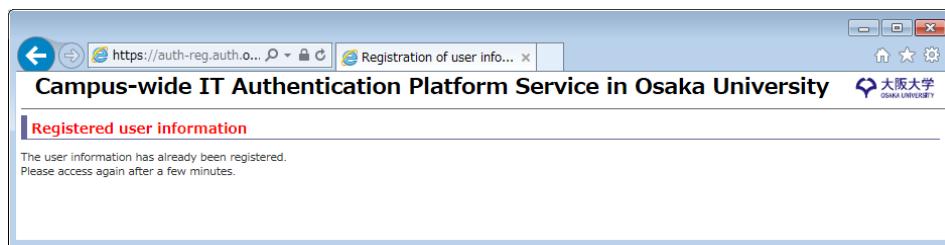


Figure 1.4

(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
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
<input type="button" value="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)	:
New password	:
New password (confirmation)	:
E-mail address	:
Extension number	:
<input type="button" value="Registration"/>	<input type="button" value="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.

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.

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.

Registration of user information

Personal ID in Osaka University :

Name(Roman) (※) : Handai Taro

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

New password (※) :

New password (confirmation) (※) :

Change your E-mail address

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

[Password policy](#)

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.

https://auth-reg.auth.osaka-u.ac.jp/auth-reg/step5?

Registration of user info...

Campus-wide IT Authentication Platform Service in Osaka University

大阪大学
OSAKA UNIVERSITY

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

5. Registration completion of user information

Completed the registration of user information
※ For registration It takes about 10 minutes.

Please close the Web browser that displayed this page and login again.

[Password policy](#)

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.

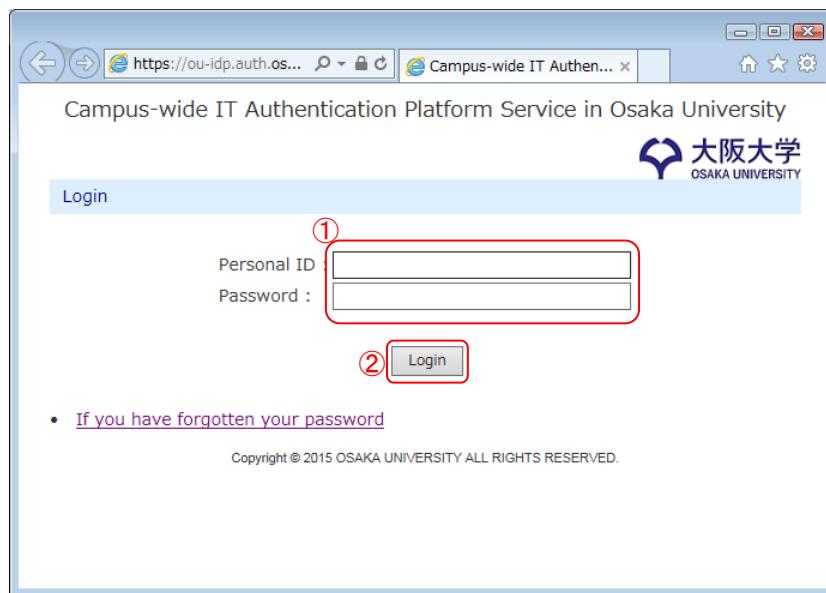


Figure 2.2

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.

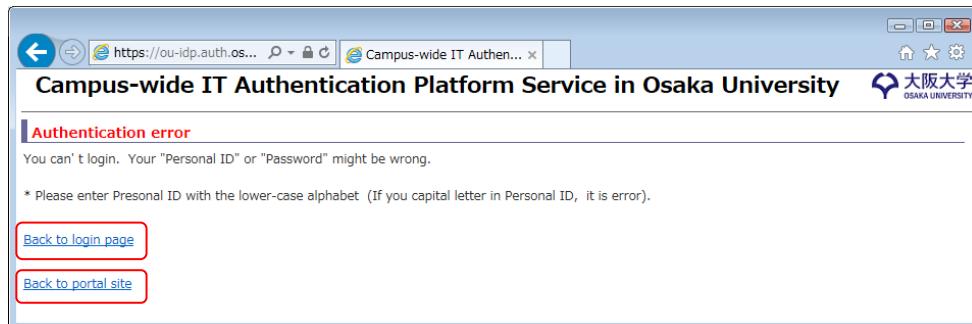


Figure 2.3

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 :

③ Change your Name(Roman)
Name(Roman) : Handai Taro

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

Change your password
New password :
New password (confirmation) :

④ 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) : handai.taro . dep2 @ 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 : 1234

Next ⑤ [Password policy](#)

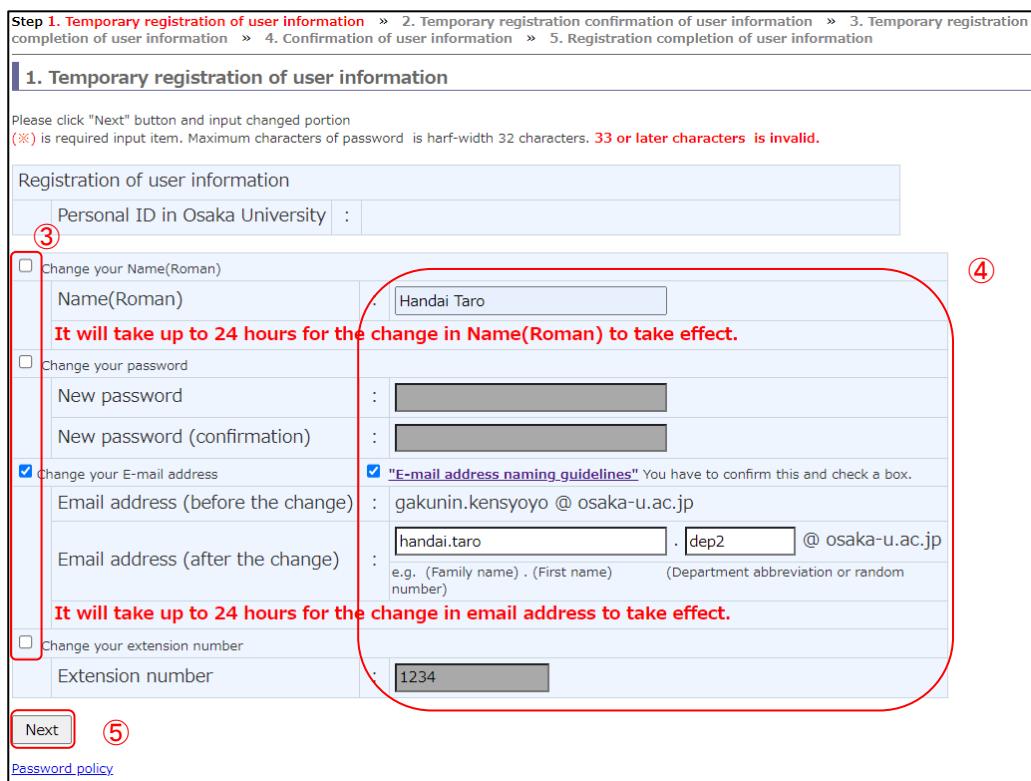


Figure 2.5

(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
Registration	Back

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.

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.**

Input error. Please check the following contents and input again,

- Name (Roman) is required information. Input surely.
- Enter your name (in Roman letters) using only half-width alphanumerical characters and "() -.:;`Half-width space".

Registration of user information

Personal ID in Osaka University :

Change your Name(Roman)

Name(Roman) :	<input type="text"/>
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It will take up to 24 hours for the change in Name(Roman) to take effect.

Change your password

New password :	<input type="password"/>
New password (confirmation) :	<input type="password"/>

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) :	<input type="text"/> handai.taro	<input type="text"/> . dep2 @ 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 :	<input type="text"/> 1234
--------------------	---------------------------

Next

Figure 2.7

(5) Temporary registration complete

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

https://auth-reg.auth.o... Registration of user info... Campus-wide IT Authentication Platform Service in Osaka University 大阪大学

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

5. Registration completion of user information

Completed the registration of user information
※ For registration It takes about 10 minutes.

Please close the Web browser that displayed this page and login again.

Figure 2.8