

# Manual for the Campus-wide IT Authentication Platform Service

[for administrative, technical and medical staff]

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

Click "Change Password/User Attribute Information."

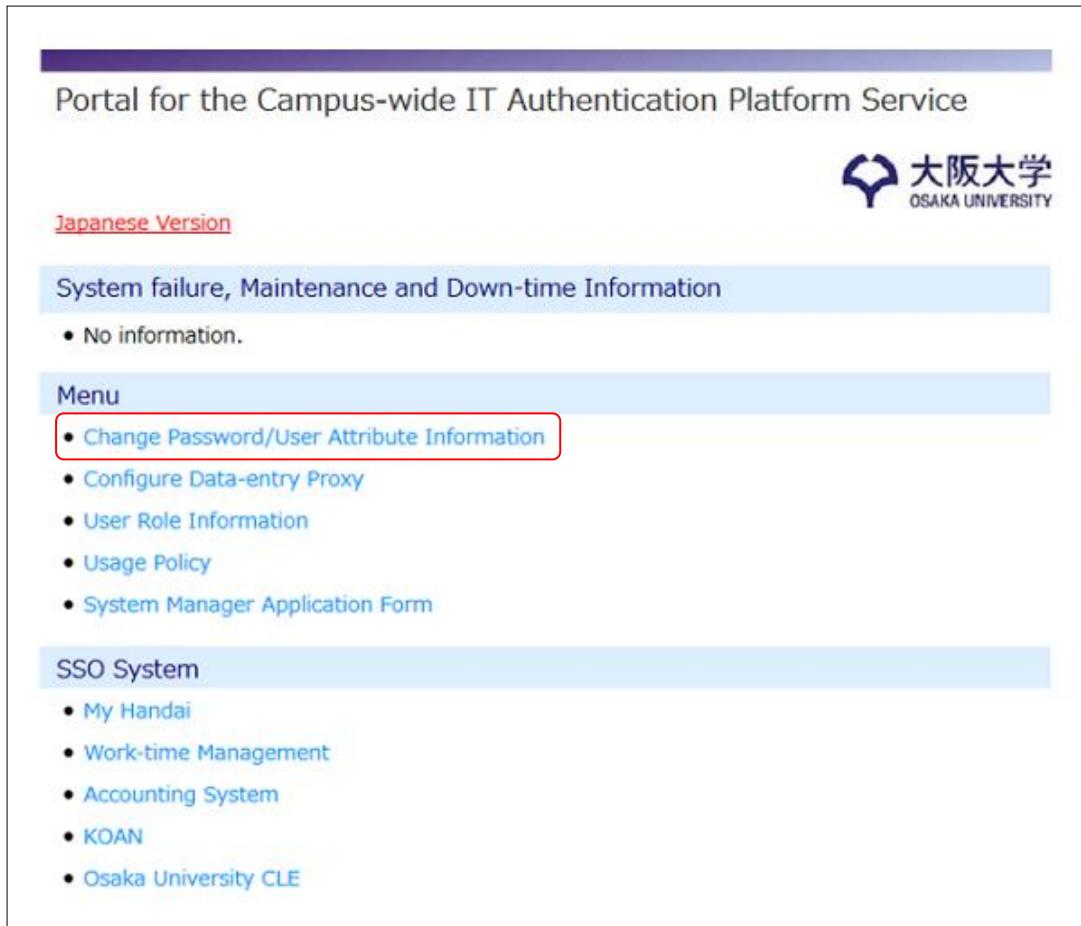


Figure 1.1

## (2) Login

The login page will be displayed (*Figure 1.2*).

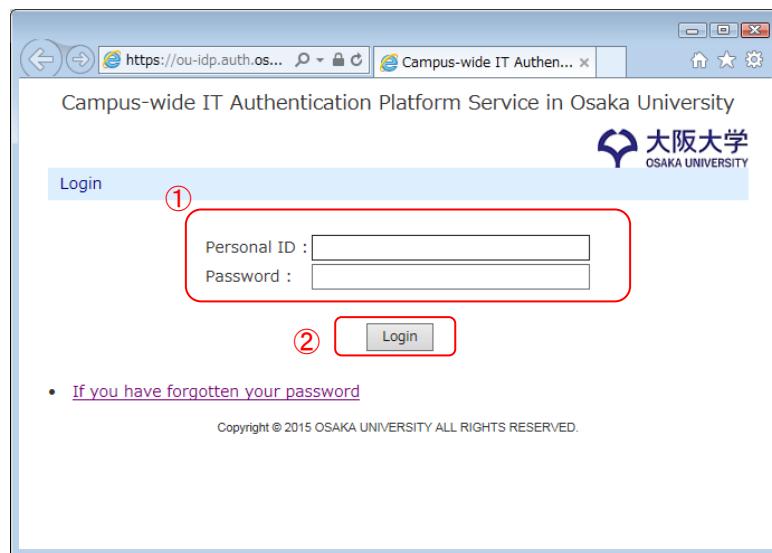
Occasionally an urgent notice will pop-up. Please read this before continuing.

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.

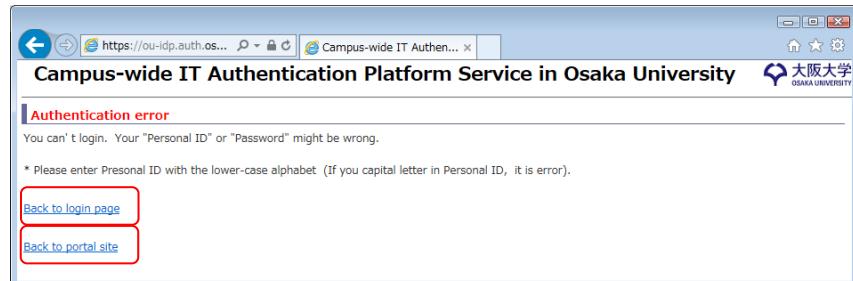


Figure 1.3

## 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.

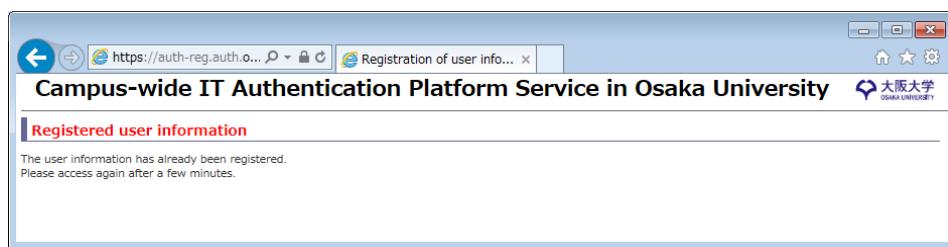


Figure 1.4

(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 (with at least one uppercase letter and number, and no spaces or symbols)

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

\*Please enter your extension number (or extension that may be used to contact you) in the “Extension number” fields.

\*Email addresses have been assigned by groupware and cannot be changed.

IV. Click “Next.”

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

**Campus-wide IT Authentication Platform Service in 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

**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	:	z0000540
Name(Roman) (*)	:	Handai Taro
<b>It will take up to 24 hours for the change in Name(Roman) to take effect.</b>		
New password (*)	:	<input type="text"/>
New password (confirmation) (*)	:	<input type="text"/>
E-mail address	:	test-t @ office.osaka-u.ac.jp
Extension number	:	<input type="text"/>

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③

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.

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

**Campus-wide IT Authentication Platform Service in 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

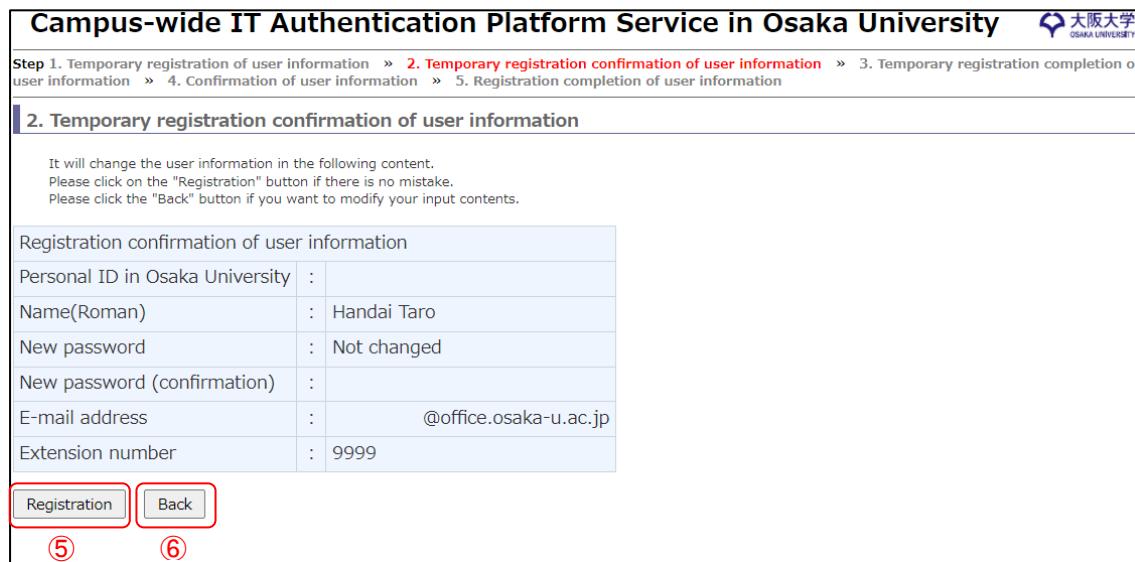
**2. Temporary registration confirmation of user information**

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	:
Extension number	: 9999

**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.

**Campus-wide IT Authentication Platform Service in 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

### 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.

- Inputted password is mismatch. You must input same password in the confirmation column.

Registration of user information

Personal ID in Osaka University	:	
Name(Roman) (※)	:	<input type="text" value="Handai Taro"/>
<b>It will take up to 24 hours for the change in Name(Roman) to take effect.</b>		
New password (※)	:	<input type="text"/>
New password (confirmation) (※)	:	<input type="text"/>
E-mail address	:	<input type="text" value="test-t"/> @ <input type="text" value="office"/> .osaka-u.ac.jp
Extension number	:	<input type="text"/>

**Next**

[Password policy](#)

**Figure 1.7**

(5) Registration complete

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

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

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

Campus-wide IT Authentication Platform Service in 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.

**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*).

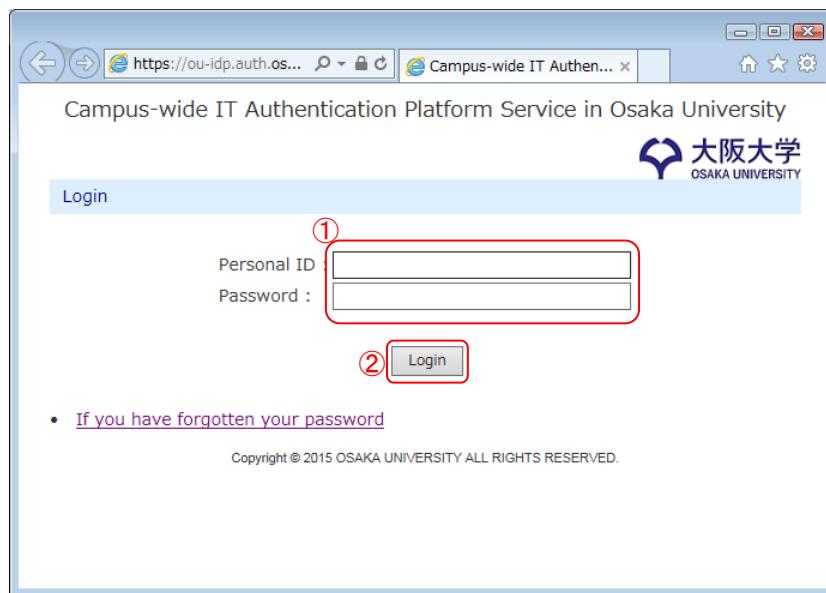
Occasionally an urgent notice will pop-up. Please read this before continuing.

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.

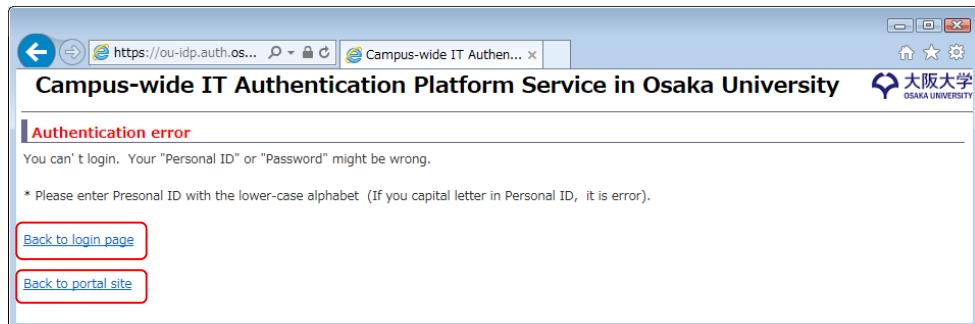


Figure 2.3

## 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.

**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

**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 :	
<input checked="" type="checkbox"/> Change your Name(Roman)	
Name(Roman)	
<b>It will take up to 24 hours for the change in Name(Roman) to take effect.</b>	
<input type="checkbox"/> Change your password	
New password	
New password (confirmation)	
<input type="checkbox"/> Change your E-mail address	
E-mail address	
<input checked="" type="checkbox"/> Change your extension number	
Extension number	

③ (3) ④ (4) ⑤ (5)

[Next](#) [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.

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

**Campus-wide IT Authentication Platform Service in 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

**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	: @office.osaka-u.ac.jp
Extension number	: 9999

**Registration** **Back**

**⑥** **⑦**

**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 the '1. Temporary registration of user information' step. A red box highlights an error message: '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.' Another red box highlights another error message: 'Input error. Please check the following contents and input again.' with sub-points: 'Name (Roman) is required information. Input surely.' and 'Enter your name (in Roman letters) using only half-width alphabetical characters and "()" or "Half-width space".' The 'Next' button at the bottom is also highlighted with a red box.

**Figure 2.7**

## (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.

The screenshot shows the '5. Registration completion of user information' step. It displays a message: 'Completed the registration of user information' and '※ For registration It takes about 10 minutes.' Below this, it says 'Please close the Web browser that displayed this page and login again.' The 'Next' button at the bottom is highlighted with a red box.

**Figure 2.8**