

# Manual for the Campus-wide IT Authentication Platform Service

[for users without an email address issued by The University of Osaka (@XXX.osaka-u.ac.jp)]

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

In certain cases, users may not be issued an email address by The University of Osaka (like ~@XXX.osaka-u.ac.jp). Please follow this manual to register for the Campus-wide IT Authentication Platform Service if you do not have a university email address.

### (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*).

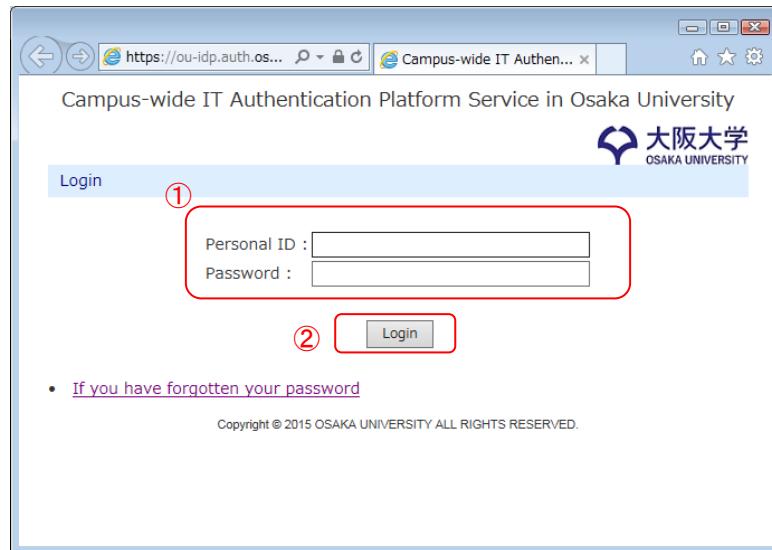
Occasionally an urgent notice will pop-up. Please read this before continuing.

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.

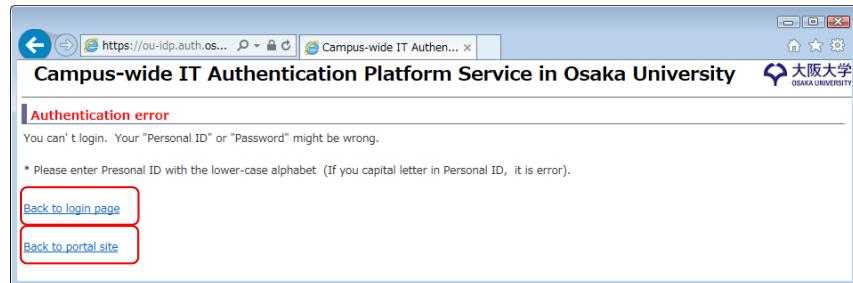


Figure 1.3

## 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.

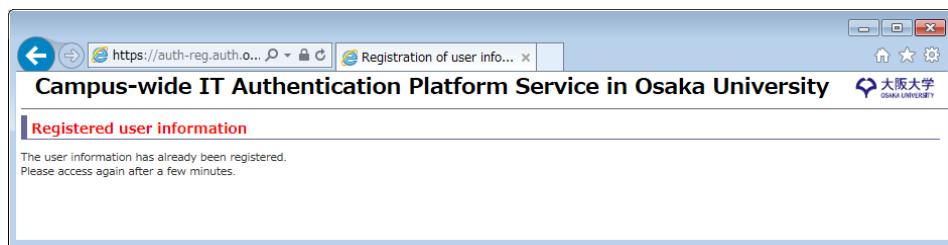


Figure 1.4

(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 leave the email address and extension number fields blank.

IV. Click “Next.”

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

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**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 ③  
**It will take up to 24 hours for the change in Name(Roman) to take effect.**

New password (\*) :   
New password (confirmation) (\*) :

E-mail address :  @  .osaka-u.ac.jp

Extension number :

**Next** ④

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**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.

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**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	:	z0000540
Name(Roman)	:	Handai Taro
New password	:	*****
New password (confirmation)	:	*****
E-mail address	:	Not registered
Extension number	:	Not registered

**Registration** **Back**

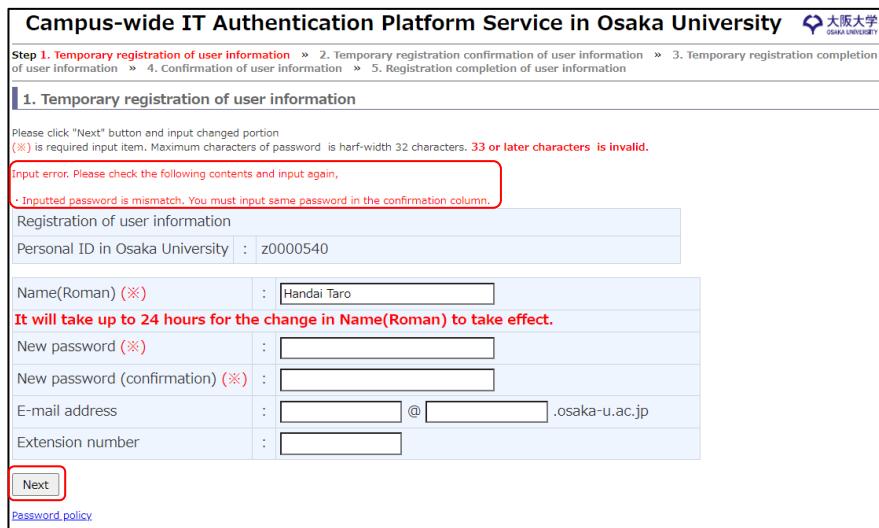
**⑤** **⑥**

**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.



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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 : z0000540

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) (※) :

E-mail address :  @  .osaka-u.ac.jp

Extension number :

**Next**

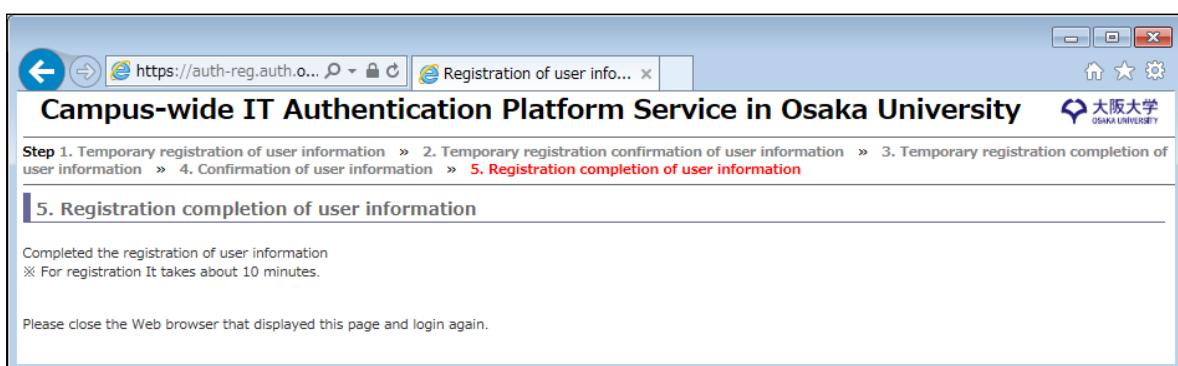
[Password policy](#)

**Figure 1.7**

### (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.



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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, 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

(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*).

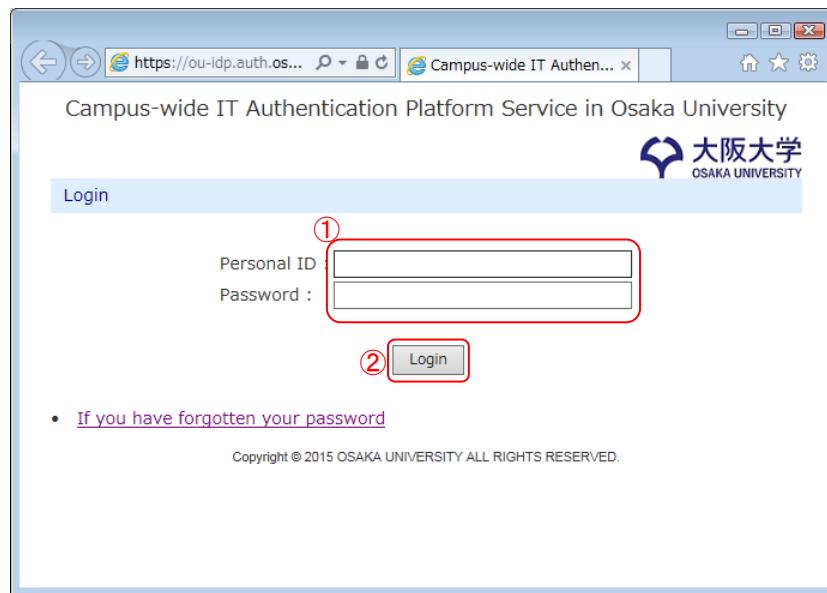
Occasionally an urgent notice will pop-up. Please read this before continuing.

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.

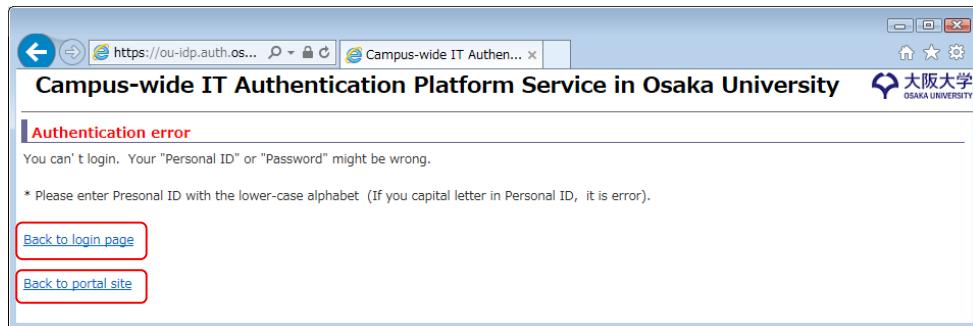


Figure 2.3

## 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.

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**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

③ <input checked="" type="checkbox"/> Change your Name(Roman)	Name(Roman)	Handai Taro	④
<input checked="" type="checkbox"/> Change your password	New password	<input type="text"/>	
	New password (confirmation)	<input type="text"/>	
<input type="checkbox"/> Change your E-mail address	E-mail address	<input type="text"/> @ <input type="text"/>	.osaka-u.ac.jp
<input type="checkbox"/> Change your extension number	Extension number	<input type="text"/>	

**Next** ⑤ [Password policy](#)

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

**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.

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**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	:	z0000421
Name(Roman)	:	Handai Taro
New password	:	*****
New password (confirmation)	:	*****
E-mail address	:	Not registered
Extension number	:	Not registered

**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.

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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 symbol.

Registration of user information

Personal ID in Osaka University : z0000421

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) :

Change your E-mail address  
E-mail address : @ .osaka-u.ac.jp

Change your extension number  
Extension number :

**Next**

[Password policy](#)

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.

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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