



Meiji University Information Services in 2015

Meiji University's information services will help you succeed!

This leaflet outlines the various IT services available at Meiji University. By taking good advantage of these services, you will be able to make the most of your experience at Meiji. More detailed explanations of these services are given on school bulletin boards, websites, and handouts.

★Attendance at a MIND(※) orientation class is required to use the Internet!

Some Meiji University information services **cannot be used without first attending a MIND orientation class**. This MIND orientation class is designed to provide information on : the network design ; internet etiquette ; rules for MIND usage.
New Student Orientation includes this MIND orientation.

See the following website for details about MIND orientation class.

<http://www.meiji.ac.jp/mind/en/>



※ MIND (Meiji University Integrated Network Domain) is the name of Meiji University's information network used for education and research.

★Meiji University requires you to observe certain rules in network use.



Meiji University has established rules for using the university's network. The university network was built with education and research as its main purposes. Failure to observe these rules could lead to severe punishment, including temporary or permanent loss of network service. **Be sure to read the Guidelines and Conditions for the use of MIND (<http://www.meiji.ac.jp/mind/en/>).** Please help us keep the network safe and useful for everyone.

IT Services at Meiji:

- Oh-o! Meiji System
- Use of school PCs
- AV and IT support desks
- Automatic certificate dispensers
- Connection and use of your own PC
- E-mail
- Online library services

What Service Do I Use to . . .

- Get information about classes Oh-o! Meiji System
- Use e-mail Meiji Mail
- Obtain a transcript, student certificate, etc. Automatic certificate dispenser
- Check reference material for a report Online library services
- Reserve a library book Library portal service
- Access a campus network from my own PC, smartphone, etc. MIND Mobile Connection Services

Information Services



Oh-o! Meiji System

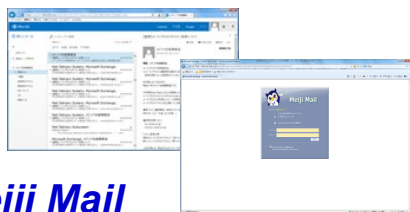
<https://oh-o2.meiji.ac.jp/>

The Oh-o! Meiji System is a learning support system used throughout Meiji University. Offering services such as Portal Page and Class Website, it also enables searches for course-related materials.

Using the Portal Page service, students create their own page for viewing notices from the University, their personal calendar, and various other university information specific to individuals.

Class Website is where students can go for information created by instructors for each class, including the course syllabus, announcements, handouts and other downloadable materials. Students can even engage in online discussions.

Announcements, calendar, discussions and some other functions can be accessed also from a smartphone.



Meiji Mail

<https://outlook.office365.com/>

Meiji Mail is the school's e-mail system. All students are registered as users.

The e-mail address is (user ID)@meiji.ac.jp

Meiji Mail can be accessed from a mobile phone.

See the website of the IT Systems & Infrastructure Headquarters (<http://www.meiji.ac.jp/isc/manuals/id-pass.html>) regarding user IDs and other details.

Automatic certificate dispensers

Automatic certificate dispensers are used to obtain various kinds of certificates including those for receiving student discounts. Your student ID card and Common Authentication System Account are needed to use the service.



Online library services <http://www.lib.meiji.ac.jp/>



The university libraries provide various online services over the network. For example, students can use the Online Public Access Catalog (OPAC) system to locate materials held by the university libraries and other institutions. You can access databases and E-journals. You can use the portal service to extend the book lending period, reserve books, and request delivery. You can even ask questions to the library and create reading notes using the online knowledge feature. By all means, take advantage of these aids to learning and research.

*See the usage guide issued by the library, or visit the library website, for more details of each service.

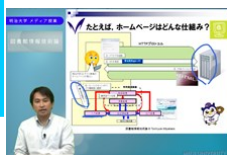
PC classrooms, study rooms

PC classrooms are equipped for classes making use of computers. In addition, study rooms are offered that can be used freely, even for purposes other than regular classwork. Students can use these facilities for working on a PC, for writing e-mail, and for creating web pages, for example. Once students have attended a MIND orientation class, they can also use the Internet. If you have any questions about using these services, staff are available to offer support. You can also attend any of the workshops offered, covering topics from basic PC operations to training in use of various applications. Be sure to take advantage of these services.



Classes making use of e-learning

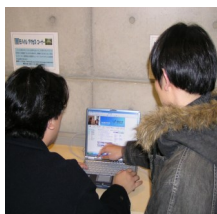
<http://www.meiji.ac.jp/ubiq/>



Certain classes are offered through e-learning ("Media classes"), letting students study anywhere and at any time, repeating lessons as often as necessary. Media classes consist chiefly of self-study on a PC, but students can be assured that support staff are there to help when needed. The school also participates in Apple's iTunes U service, offering programs for finding out about university life, programs for foreign students, recorded lectures, and content about Meiji University education and topics. More than a 1600 titles are offered. Using the smartphone app iMeiji (iOS and Android versions available), we also provide content from Meiji University news and events to university maps. You are encouraged to take advantage of these e-learning resources. We will continue to promote "ubiquitous education" so that we can provide students with quality learning experiences. See the website noted above or leaflets distributed on campus for further details.



MIND Mobile Connection Services <http://www.meiji.ac.jp/en/mind/mobile/>



"Mobile" means using a network from various locations by connecting a notebook PC or other portable terminal. Mobile access corners are provided throughout the campuses for accessing the network with a notebook PC from mobile information outlets. By taking your own notebook PC with you to school, you will be able to connect it to the university network (MIND) and access services. There are also a growing number of places on campus where you can access MIND by wireless LAN. See page 4 for a list of these locations. To make use of the mobile services on campus, you will first need to attend a MIND orientation class.

Accounts for Using Information Services

Account types

	(1) Common Authentication System Account	(2) Meiji Mail Account	(3) Basic Services Account
Services	<ul style="list-style-type: none"> ○ Oh-o! Meiji System ○ Use of PCs, printers, etc. on Surugadai, Izumi and Nakano Campuses ○ MIND Mobile Connection Services (SSL-VPN Connection, Wireless LAN Connection, or Mobile Information Outlet Connection) * Use of Mobile Connection Services requires completion of a MIND orientation class. ○ Online library services (databases, E-journals, portal service, online knowledge service) ○ Automatic certificate dispensers 	<ul style="list-style-type: none"> ○ E-mail 	<ul style="list-style-type: none"> ○ Web page publishing ○ Use of PCs, printers, etc. on Ikuta Campus
Requirements for use	<ul style="list-style-type: none"> ○ ID (10-digit student identification number) * Student ID card is needed to use automatic certificate dispenser. ○ Password * Initial password is applied for when filling out enrollment forms, and is 8 to 16 numbers and letters in length. 	<ul style="list-style-type: none"> ○ ID (e.g., ea12345@meiji.ac.jp) ○ Password 	<ul style="list-style-type: none"> ○ ID (e.g., ea12345) ○ Password
Applying for account	No application needed (assigned to all students at enrollment).	No application needed (assigned to all students at enrollment).	No application needed (assigned to all students at enrollment). Use by seminars or clubs requires application. The deadline for application is the end of May of each year. Check the bulletin board in the Media Support Office on each campus for details.
Valid term	While enrolled	While enrolled	Individual use: While enrolled Use in seminars and clubs: Must apply each academic year. Check the bulletin board in the Media Support Office on each campus for details.
Where to apply (for reissue, etc.)	<ul style="list-style-type: none"> ○ School offices ○ Graduate school office or professional graduate school office 	Individual and seminar use: <ul style="list-style-type: none"> ○ Media Support Office Surugadai Campus (7F, Building No. 12) Izumi Campus (1F, Media Building) Ikuta Campus (5F, Main Building) ○ Nakano Campus Office (3F, Low-Rise Building) 	Use in clubs: <ul style="list-style-type: none"> ○ Student Support Office Surugadai Campus (3F, Liberty Tower) Izumi Campus (1F, Building No. 1) Ikuta Campus (1F, Main Building) ○ Nakano Education and Research Office (3F, Low-Rise Building)

Notice:

Each individual must keep track of their own ID and password information for the above accounts. Changing the password for one account does not affect the others.

★Microsoft EES <http://www.meiji.ac.jp/isc/msca/>

The university has an EES licensing agreement (previously known as the Campus Agreement) with Microsoft Japan. According to this agreement, we are issued non-perpetual software licenses for the number of users (students and faculty) in the university. This allows individual students and faculty members to install and use the licensed software on their own PC (one PC only per person).

The licensed software that can be used is Windows Upgrade, Office (Windows and Mac). Note that the contract specifies an allowable period of use and conditions for installation.

*We can use Visual Studio by Microsoft DreamSpark after May. DreamSpark is a Microsoft Program that supports technical education at no cost by providing access to Microsoft software for learning, teaching and research purposes.

Need more information?

<http://www.meiji.ac.jp/mind/en/support/office.html>

Contact support desk for

Help using a PC	<ul style="list-style-type: none">How to use application software (MS Word, Excel, PowerPoint, etc.)How to use the Oh-o! Meiji SystemAdvice on purchasing a PCAdvice on antivirus measures
Assistance when using an automatic certificate dispenser	<ul style="list-style-type: none">You entered cash but no certificate was issued.The certificate is stuck inside the machine.The screen is frozen and won't advance.An error screen is displayed.
MIND use assistance	<ul style="list-style-type: none">How to connect to a mobile information outletHow to connect to a wireless LANConnecting to MIND from off campus

Support desk locations

Surugadai Support Desk	7F, Building No. 12 7F, Liberty Tower	03-3296-4286 03-3296-2389
Izumi Support Desk	1F, Media Building (at media service counter)	03-5300-1190
Ikuta Support Desk	5F, Main Building	044-934-7711
Nakano Support Desk	4F, Low-Rise Building	03-5343-8072

Other

Locations of PCs, etc.	<ul style="list-style-type: none">Surugadai Campus: Building No. 12 (8F PC study room), Library (multimedia area), Employment and Career Development Support OfficeIzumi Campus: Media Building (2F PC study room, CALL study room), Library (1F rental laptop locker)Ikuta Campus: Main Building (5F information processing room for learning), Student Center, Area 1 Building No. 2, Area 2 Building A, Library (multimedia area), Ikuta Employment and Career Development Support OfficeNakano Campus: High-Rise Building (1F Self Access Center, 2F computer laboratory) <p>*IT assistants are always on duty in the PC study rooms, etc., on each campus. Ask them for help as needed.</p>
	Main locations where wireless LAN service can be used (as of April 2014) <ul style="list-style-type: none">Surugadai Campus: Liberty Tower (1F Hall, Lounge Marronnier; 2F Lounge Ivy, Refreshing space on floors 6 to 16), Academy Common (fellowship salons on floors 7 to 11), Library (B1/1F study corners; B1 multipurpose hall; B2 group study rooms 1 to 3; B3 common study room), Building No. 12 (1F lounge), Global Front(1F lounge; 8F~15F)Izumi Campus: Media Building (all spaces), Building No. 1 (B1/1F lounge; elevator hall on floors 2 to 5), Building No.2 (1F passage), Building No.3 (1F international lounge), Library (all spaces on floors 1 to 3)Ikuta Campus: Main Building (1F lounge; 3/4F classrooms), Cafeteria Square 21 (1F lounge), Library (1/3F group study rooms; 1/2F open-stack study rooms 1 to 4; 2F multimedia area; 2F study space for graduate students and faculty), Area 1 Building No. 2 (1F lounge), Student Center (3F lounge), Area 2 Building A (lounges on floors 5 to 10), Area 2 Building D (lounges on floors 1 to 6)Nakano Campus: all spaces within all the campus buildings
Inquiries concerning ICT studies and orientation	<ul style="list-style-type: none">Contact the Media Support Office on each campus or Nakano Campus Office.Surugadai Campus: 7F, Building No. 12; Izumi Campus: 1F, Media Building;Ikuta Campus: 5F, Main Building; Nakano Campus: 3F, Low-Rise Building

Open Printer system

A (for-fee) service for printing out pages from a PC connected to the MIND network

Help desks operated by Meidai Support Co., Ltd. offer assistance with use of the Meiji University Open Printer system and support in case of trouble.

Inquiries:

<http://www.meidai-support.com/op/dwntld/>
* Not available on Sundays, public holidays, and school holidays. Opening hours may change during long school breaks (summer and spring breaks).

Surugadai Campus:
B1, Building No. 12 (in Meidai-Mart Convenience Store)
03-3296-1213 (ext. 2727)
Hours: 10:00 a.m. to 7:00 p.m. (Mon.–Fri.); 10:00 a.m. to 6:00 p.m. (Sat.)

Izumi Campus:
1F, Public Welfare Center (in Meidai-Mart Convenience Store)
03-5355-0828 (ext. 3633)
Hours: 10:00 a.m. to 7:00 p.m. (Mon.–Fri.); 10:00 a.m. to 5:00 p.m. (Sat.)

Ikuta Campus:
1F, Student Club Rooms (in Meidai-Mart Convenience Store)
044-931-5351 (ext. 7935)
Hours: 10:00 a.m. to 5:30 p.m. (Mon.–Fri.); 10:00 a.m. to 4:00 p.m. (Sat.)

Nakano Campus:
1F, Low-Rise Building (in Meidai-Mart Convenience Store)
03-5343-6266 (ext. 8801)
Hours: 10:00 a.m. to 7:00 p.m. (Mon.–Fri.); 10:00 a.m. to 4:00 p.m. (Sat.)



Meiji University IT Systems & Infrastructure Headquarters (Published April 2015)

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The following assisted in the preparation of this leaflet:
Educational IT Promotion Headquarters; university libraries; Media Support Offices on each campus; Ubiquitous Educational Promotion Office; Nakano Campus Office; Meidai Support Co., Ltd.; and support desks on each campus.