Meiji University Information Services in 2025

This leaflet outlines various information services available at Meiji University.
More detailed explanations of these services are given on the websites described in this leaflet.

◆Let's start using Meiji University's information services!

☐ Confirm your Meiji ID / Change the initial password   `Required`

Meiji ID: important account issued to all students upon enrollment
ID: 10-digit student number   Please refer to Page 3 for details.
Initial Password: 8-16 alphanumeric characters set during enrollment.

> **Password Change**
> https://sso.meiji.ac.jp/rp/dfw/idm/webmtn/LoginServlet
> Note: From June 2024, "Meiji Single Sign-On account" has been renamed to "Meiji ID". Changing Meiji ID password also changes Meiji Mail account's and Basic Service Account's passwords.

☐ Set Up Multi-Factor Authentication   `Required`
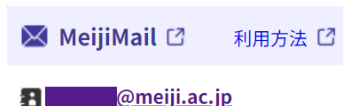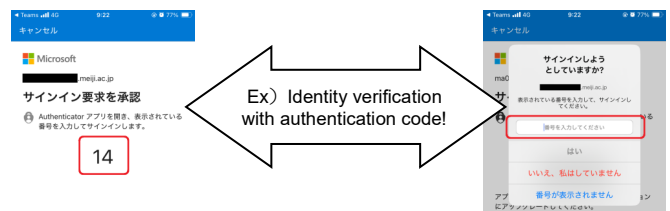### https://www.meiji.ac.jp/isc/id/manual.html

Required for using Meiji ID and Meiji Mail from outside the university.The setup for Multi-factor authentication is common for both Meiji ID and Meiji Mail, so please complete the setup for either one.
Note: Meiji Mail is Meiji University's email system, and you can check your email address via Oh-o! Meiji system.

【STEP1】
Check your mail address on the Portal Page after Oh-o! Meiji login.

✉ MeijiMail ☐   利用方法 ☐

☐_____@meiji.ac.jp

【STEP2】 Set up Multi-factor authentication

Ex）Identity verification with authentication code!

☐ Take MIND Introductory Course   `Required`

Required to use the network from university computers or to connect personal computers to Meiji University network. This course will help you to learn about network mechanisms and manners.
MIND: Meiji University Integrated Network Domain, information network primarily for educational and research purposes.

> **Take the course here**：https://www.meiji.ac.jp/mind/seminar/
> You can take the course online anytime. Here you can check how to take lectures, and find additional materials.

☐ Log into Oh-o!Meiji system   `Required`
https://www.oh-o.meiji.ac.jp

Oh-o! Meiji System is learning support system used at Meiji University.
This system is essential for university life: here you take online classes, download class materials, submit reports, and receive important information about classes.

☐ **Connect to campus Wi-Fi** 〜MIND (network) Connection〜

https://www.meiji.ac.jp/mind/wireless/

You can connect your laptop or smartphone to the university network (MIND) and access services with wireless and wired LAN (using mobile information outlets).
*Use of MIND network connection requires completion of MIND Introductory Course.

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

Meiji University has established rules for using the university network which was built for educational and research purposes. Failure to observe these rules could lead to severe punishment, including temporary or permanent loss of access to network service.

Be sure to read the Guidelines for the use of MIND, available in the Guidebook.
Please help us keep the network safe and useful for everyone.

◆Get more out of Meiji University's information services!

☐ **Microsoft EES   Install Office software**

https://www.meiji.ac.jp/isc/msca/

The university has the EES licensing agreement with Microsoft Japan. This allows individual students to install and use the licensed software on their own PC .

＜The licensed software＞

Windows（Upgrade only）
Microsoft365（**Word**、**Excel**、**PowerPoint**）etc.（can be installed）

Please read carefully how to use the above website before software installation.
You need Meiji Mail account to install Microsoft365（Office）. If you are installing it using an outside network, you need to set up "Multi-factor authentication" for Meiji Mail first. Software usage is subject to license periods and installation conditions. Please refer to the homepage for details.

PC study rooms

PC study rooms are offered for self-study on every campus. Students can use these facilities for working on a PC, writing e-mails, printing lecture materials etc.
If you have any questions about using these services, Media Teaching Assistants are available to offer support.

Online library services

https://www.meiji.ac.jp/library/

The university libraries provide various online services. For example, students can use the OPAC system to search for materials held by university libraries and other institutions. You can access databases, E-journals and E-books. You can use the Portal service to reserve books, to request delivery, etc.

Certificate issuing machines/Off-campus certificate issuance

https://www.meiji.ac.jp/certificate/

Certificate issuing machines are used to obtain various kinds of certificates including student discount ones. To use the service, your student ID card and Meiji ID are needed. For the off-campus certificate issuance, apply for the service on the dedicated website, then print from the multi-copy machine at the convenience store.

◆Get to know your Meiji University account!

	① Meiji ID		②）Meiji Mail Account	③ Basic Services Account
Username and ID	Student Number **Faculty Number** Previously known as Meiji Single Sign-On Account ("Kyotsu-Ninsho Account")	Student Number @meiji.ac.jp Faculty Number@meiji.ac.jp	E.g., ea241234@meiji.ac.jp (2 letters of the alphabet) + (lower 6 digits of the student number) + (domain name) * You can check your mail address on the Portal Page after Oh-o! Meiji login.	E.g., ea241234 (2 letters of the alphabet) + (lower 6 digits of the student number)
Password	Integrated across all services Initial password: 8-16 alphanumeric characters set during enrollment. Must be changed. Changing Meiji ID password also changes passwords of Meiji Mail and Basic Service Account.			
Services Available	· Use of PCs, printers on Surugadai, Izumi and Nakano Campuses · Online library services · Certificate issuing machines · MIND Mobile Connection Services	· Oh-o! Meiji System · Panopto (Video Distribution) · Web Course Registration · MIND VPN Connection · Off-Campus Certificate Issuance Service	· Email (MS365 Outlook) · Teams · OneDrive · Office 365 Pro Plus (Word, Excel, PowerPoint)	· Web page publishing · Use of PCs, printers on Ikuta Campus · Use of Virtual Desktop Infra structure · Use of High Performance Computing
Multi-Factor Authenti-cation	Not required .	Required for off-campus use. Setup is common for Meiji Mail and Meiji ID.	Required for off-campus use. Setup is common for Meiji Mail and Meiji ID.	Not required .
Single Sign-On	Not available.	Supported (with some excep-tions).	Supported (with some exceptions).	Not available.
Applying for account	No application needed (assigned to all students at enroll-ment).		No application needed (assigned to all students at enrollment). Please contact the Media Support Office on each campus or Nakano Campus Office if you have any questions. 【Use by clubs 】 Please contact the Student Support Office on each campus for details.	
Valid term	While enrolled		While enrolled 【Use by clubs 】 Must be applied each academic year. Please contact the Student Sup-port Office on each campus for details.	
Where to apply (Reissue password, etc.)	· School offices · Graduate school office or professional graduate school office		【Individual and seminar use】 ● Media Support Office Surugadai Campus (7F, Build-ing No. 12) Izumi Campus (1F, Media Building) Ikuta Campus (5F, Main Build-ing) ● Nakano Campus Office (3F, Low-Rise Wing)	【Use by clubs】 ● Student Support Office Surugadai Campus (3F, Liberty Tower) Izumi Campus (1F, Building No. 1) Ikuta Campus (1F, Main Build-ing) ● Nakano Education and Re-search Office Office (3F, Low-Rise Wing)

☛ **Until May 6th: Complete MIND course and Multi-factor authentication setup!**
New students are exempt from setting up Multi-factor authentication for some services and using the campus network (Wi-Fi and classroom PCs) until May 6th. If you do not complete the MIND seminar and Multi-factor authentication setup by this date, you will lose access to the internet from classroom PCs and Wi-Fi. Similarly, without setting up multi-factor authentication, you will not be able to log in to Oh-o! Meiji and others, which will significantly impact your university life. Completing MIND course and Multi-factor authentication setup after the deadline may require more time and costs. Please be sure to finish both before May 6th!

If you have any questions, please contact the support desks at each campus! (Refer to Page 4)

◆Need more information?

Surugadai Support Desk	Building 12, 7F	03-3296-4286	For more details, including opening hours, please refer to the link below.
Izumi Support Desk	Media Building, 1F (Media service counter)	03-5300-1190	
Ikuta Support Desk	Main Building, 5F	044-934-7711	
Nakano Support Desk	Low Building, 4F	03-5343-8072	

Contact Support Desk for :

Help using a PC	• How to use application software (MS Word, Excel, PowerPoint, etc.) • How to use the Oh-o! Meiji System and Meiji Mail • Advice on purchasing a PC and antivirus measures
MIND use assistance	• How to connect to a wireless LAN for your laptop PC or smartphone • How to connect to a mobile information outlet • Connecting to MIND from off campus
Assistance with using certificate issuing machines	• The machine ate my money. • The certificate is stuck inside the machine. • The screen is frozen and not responding. An error message is displayed.

Locations of PCs

Media Teaching Assistants are always on duty at PC study rooms, etc., on each campus. Ask them for help when needed.

Surugadai	Building 12 (8F PC Study Room), Building 12 (7F Media Library), Library (1F and B1 rental laptop locker), Employment and Career Development Support Office
Izumi	Media Building (2F PC Study Room, CALL Study Room), Library (1F rental laptop locker)
Ikuta	Main Building (5F PC Study Room), Student Center, Area1 Building 2, Area2 Building A, Center Forest 4F (rental laptop locker), Support Center of School of science and technology
Nakano	High-Rise Wing (1F Learning Lounge, 2F Computer Laboratory)

How to print on campus?

Printing for educational and research purposes can be done free of charge at places such as PC Study Room on each campus. (There is an upper limit.)

When printing for purpose other than educational or research ones, please use on-campus copiers (paid service). NOTE: You can print using a USB memory stick.

Inquiries concerning ICT studies and orientation

Surugadai	Media Support Office	Building 12, 7F	03-3296-4438
Izumi	Izumi Media Support Office	Media Building, 1F	03-5300-1426
Ikuta	Ikuta Media Support Office	Main Building, 5F	044-934-7710
Nakano	Nakano Campus Office	Low Building, 3F	03-5343-8060

Meiji University IT Systems & Infrastructure Headquarters

Secretariat: System Planning Office, Information Media Division
Tel: 03-3296-4029