



Meiji University Information Services for 2026



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

* Do not include '@meiji.ac.jp'; enter only your student number.

Initial Password: 8-16 alphanumeric characters set up when you enrolled. * Please refer to Page 3 for details.



Password Change

<https://sso.meiji.ac.jp/rp/dfw/idm/webmtn/LoginServlet>

Note: Changing your Meiji ID password also changes the passwords for Meiji Mail and the Basic Service Account.

□ 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 the same for both Meiji ID and Meiji Mail, so please complete the setup for either one.

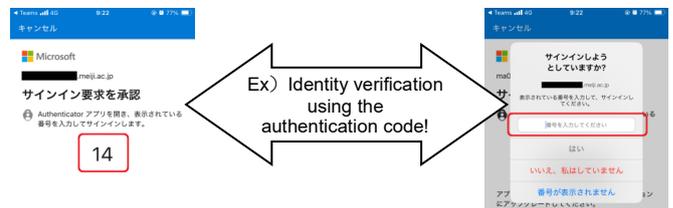
Note: Meiji Mail is Meiji University's email system, you can check your email address via the Oh-o! Meiji system.

【STEP1】

Check your mail address on the Portal Page after logging into Oh-o! Meiji login.



【STEP2】 Set up Multi-factor authentication



□ Take the MIND Introductory Course

Required

This is required for you to use the network from the university's computers or to connect personal computers to the Meiji University network. This course will help you to learn about network mechanisms and behavior requirements. Note: MIND is the overall term for the Meiji University Integrated Network Domain, an information network used 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 the Oh-o!Meiji system

Required

<https://www.oh-o.meiji.ac.jp>



The Oh-o! Meiji System is the learning support system used at Meiji University.

This system is essential for university life: from here you can attend 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 by using a wireless connection (using mobile information outlets).
*To use the MIND network connection, you need to complete the MIND Introductory Course.



☛ Meiji University requires you to observe certain rules when using the network.

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



Be sure to read the **Guidelines for using MIND**, available in the **Guidebook**.
Let's 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 an EES licensing agreement with Microsoft Japan. This allows individual students and faculty members to install and use the licensed software on their own PC.



<The licensed software allows you to: >

upgrade Windows

and also install Microsoft365 (**Word**, **Excel**, **PowerPoint**) etc. (can

Please read carefully how to use the above website before installing software.

You need a Meiji Mail account to install Microsoft365 (Office). If you want to install it using an outside network, you need to set up "Multi-factor authentication". You will need to check the first page of this leaflet. 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, staff 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 can be used to obtain various kinds of certificates, including those with student discounts. To use this service, you need your student ID card and Meiji ID. If you need to have certificates issued off campus, apply for the service on the dedicated website, then print from a multi-copy machine at a convenience store. To use these services, you need to set up "Multi-factor authentication" as explained on the first page of this leaflet.

◆ 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-Ninshyo Account")	Student Number@meiji.ac.jp Faculty Number@meiji.ac.jp	E.g., ea241234@meiji.ac.jp (2 letters of the alphabet) + (the last 6 digits of your student number) + (domain name) * You can check your mail address on the Portal Page after logging into Oh-o! Meiji.
Password	Integrated across all services Initial password: 8-16 alphanumeric characters set up during enrollment. Must be changed. Changing your Meiji ID password also changes passwords to Meiji Mail and the Basic Service Account.		
Available Services	<ul style="list-style-type: none"> Use of PCs, printers on the Surugadai, Izumi and Nakano Campuses Online library services Certificate issuing machines MIND Mobile Connection Services 	<ul style="list-style-type: none"> Oh-o! Meiji System Panopto (Video Distribution) Web Course Registration MIND VPN Connection Off-Campus Certificate Issuance Service 	<ul style="list-style-type: none"> Email (MS365 Outlook) Teams OneDrive Microsoft 365 Apps (Word, Excel, PowerPoint)
Multi-Factor Authentication	Not required .	Required for off-campus use. Setup is the same for Meiji Mail and Meiji ID.	Required for off-campus use. Setup is the same for Meiji Mail and Meiji ID.
Single Sign-On	Not available.	Supported (with some exceptions).	Supported (with some exceptions).
Applying for account	No application needed (assigned to all students at enrollment).	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 for each academic year. Please contact the Student Support Office on each campus for details.	
Where to apply (Reissue password, 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 Wing) 	【Use by 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 Wing)

📅 By May 6th:

Complete the MIND Introductory Course and Multi-factor authentication setup!

New students are exempt from setting up Multi-factor authentication and allowed to use the campus network (Wi-Fi and classroom PCs) until May 6th. If you do not complete the MIND Introductory Course and Multi-factor authentication setup by this date, you will lose access to Wi-Fi and the internet from classroom PCs. Similarly, without setting up Multi-factor authentication, you will not be able to log in to Oh-o! Meiji or Meiji Mail, which will significantly impact your university life. Completing the MIND Introductory 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?

Support Desks

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

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The machine ate my money. • The certificate is stuck inside the machine. • The screen is frozen and not responding. An error message is displayed.



PC Locations

IT assistants are always on duty in the PC study rooms, and elsewhere, on each campus. Ask them for help when needed.

Surugadai	Building 12 (8F PC Study Room), Building 12 (7F Media Library), Employment and Career Development Support Office
Izumi	Media Building (2F PC Study Room, CALL Study Room),
Ikuta	Main Building (5F PC Study Room), Student Center, Area1 Building 2, Area2 Building A
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 the PC Study Rooms on each campus. (There is an upper limit.)

When printing for purpose other than educational or research purposes, 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-Rise Wing, 3F	03-5343-8060



Meiji University IT Systems & Infrastructure Headquarters

Secretariat: System Planning Office, Information Media Division

Tel: 03-3296-4029

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The preparation of this leaflet was assisted by:

Educational IT Promotion Headquarters; the university libraries; the Media Support Offices on each campus; the Nakano Campus Office; and Meidai Support Co., Ltd.