



Meiji University Information Services in 2022



This leaflet outlines the 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 service!

Changing Meiji University Single Sign-On Account's confirmation/ initial password

Required

"Meiji University Single Sign-On Account" is an important account that has been issued to everyone when they enroll.
ID: 10 digits student number/initial password: 8 ~ 16 digits alphanumeric characters applied at the admission procedure



Change your password here. Please make sure to change the initial password !
<https://sso.meiji.ac.jp/rp/dfw/idm/webmtn/LoginServlet>

※When you change the password of the Meiji Single Sign-On Account, the passwords of Meiji Mail Account and Basic Service Account are simultaneously changed.

Take a MIND Introductory Course

Required

Some Meiji University information services cannot be used without take a MIND Introductory Course. This MIND Introductory Course is designed to provide information on : the network design; internet etiquette; rules for MIND usage.



Take the course here
<https://www.meiji.ac.jp/mind/en/seminar/schedule.html>

You can see how to take a lecture, teaching materials and documents.

Log into Oh-o!Meiji system

Required



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

Oh-o! Meiji System is a learning support system used in Meiji University.
This system is essential for university life, such as taking online classes, downloading class materials, submitting reports, and receiving important information about classes.

Connect to campus Wi-Fi ~MIND (network) Connection~



<https://www.meiji.ac.jp/mind/en/wireless/>

You can connect your own laptop or smartphone to the university network (MIND) and access services with wireless and wired LAN (from mobile information outlets).
* Taking a MIND Introductory Course required.

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

Meiji University has established rules for using the university's network. The university's 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 for the use of MIND, available in Guidebook.
Please help us keep the network safe and useful for everyone.



◆Get More Out of Meiji University's Information Services!

□Using MeijiMail

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

Meiji Mail is the Meiji university e-mail system. All students are registered as users.

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

【STEP1】 Check Your Email Address

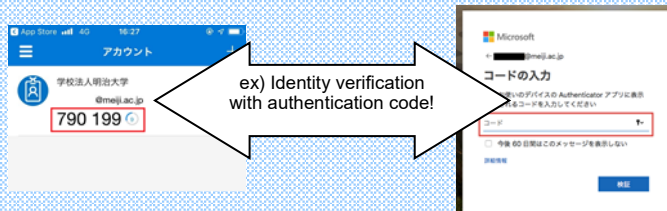
You can check your own mail address on the Portal Page after Oh-o! Meiji Login.



【STEP2】 Set up Multi-factor authentication

What is multi-factor authentication?

In addition to user IDs and passwords, you can use other means such as authentication codes to verify your identity. (This prevents someone from using your account if your password is known to someone else for some reason.)



ex) Identity verification with authentication code!



For off-campus use, "Multi-factor authentication" is required.

Here is the configuration manual.

<https://www.meiji.ac.jp/isc/mm-mfa/>

□MicrosoftEES Install Office software

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

The university has the 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>

Windows

Office365ProPlus (Word, Excel, PowerPoint) etc.

Please carefully read how to use the above website and apply.

- You need a MeijiMail account to install Office 365 ProPlus. If you are installing on an outside network, you need to set up "multifactor authentication" for MeijiMail.

Information related workshops



You can attend any of the workshops offered, covering topics from basic PC operations to training in use of various applications such as Microsoft Office.

For details of the content and schedule, please check the website of the media service.

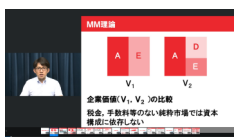
PC study rooms



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

Media-based class (e-learning)

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



Media-based class (e-learning) is offered in some courses. Students can take on-demand Media-based classes anytime, anywhere through the Internet.

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 locate materials held by the university libraries and other institutions. You can access databases and E-journals and E-book. You can use the portal service to reserve books, and request delivery, etc.

Identification certificate dispensers/Service of off-campus certificate issuance


<https://www.meiji.ac.jp/certificate/6t5h7p00003d0irm.html>



Identification certificate dispensers are used to obtain various kinds of certificates including those for receiving student discounts. Your student ID card and Meiji Single Sign-On Account are needed to use the service.

After applying for the off-campus certificate issuance service on the dedicated website, you can print it on the multi-copy machine at the convenience store.

◆Get to know your Meiji University account!

	(1) Meiji Single Sign-On Account ("Kyotsu-Ninsho" Account)	(2) Meiji Mail Account	(3) Basic Services Account
Services	<ul style="list-style-type: none"> ● Oh-o! Meiji System ● Use of PCs, printers on Surugadai, Izumi and Nakano Campuses ● MIND Mobile Connection Services (VPN Connection, Wireless LAN Connection, or Mobile Information Outlet Connection) * Use of Mobile Connection Services requires completion of a MIND Introductory Course. ● Online library services (Databases, E-journals, or Portal service) ● Identification certificate dispensers 	<ul style="list-style-type: none"> ● E-mail * For off-campus use, "Multi-factor authentication" is required. For more information on MeijiMail multi-factor authentication, please check our website. https://www.meiji.ac.jp/isc/mm-mfa 	<ul style="list-style-type: none"> ● Web page publishing ● Use of PCs, printers on Ikuta Campus ● Use of Virtual Desktop Infrastructure ● Use of High Performance Computing
Requirements for use	<ul style="list-style-type: none"> ● ID 10-digit student identification number * Student ID card is needed to use the identification certificate dispenser. 	<ul style="list-style-type: none"> ● ID 【Enrollment for FY 2017 and after】 e.g., ea171234@meiji.ac.jp (2 letters of the alphabet) + (lower 6 digits of the student number) + (domain name) * You can check your own mail address on the Portal Page after Oh-o! Meiji Login. 	<ul style="list-style-type: none"> ● ID 【Enrollment for FY 2017 and after】 e.g.,ea171234 (2 letters of the alphabet) + (lower 6 digits of the student number)
	<ul style="list-style-type: none"> ● Password * Initial password is the one you filled in Admission Registration form. It consists of alphanumeric characters in 8 to 16 digits . Please be sure to change the initial password. * When you change the password of Meiji Single Sign-On Account, the passwords of Meiji Mail and Basic Services Account are simultaneously changed . 		
Applying for account	No application needed (assigned to all students at enrollment).	No application needed (assigned to all students at enrollment). 【Use by seminars or clubs】 The deadline for application is the end of May every year * Check the bulletin board in the Media Support Office on each campus for details.	
Valid term	While enrolled	While enrolled 【Use by seminars or clubs】 Must apply each academic year.	
Where to apply (Reissue password, etc.)	<ul style="list-style-type: none"> ● School offices ● Graduate school office or professional graduate school office 	<ul style="list-style-type: none"> 【Individual and seminar use】 ● 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) 	<ul style="list-style-type: none"> 【Use in clubs】 ● 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)

★Note about Password

- Please make sure to change the initial password.
- Do not set the same password used for other network services outside the university.
- Create a password long and complicated to set an unpredictable password.
- Never tell anyone your password, not even your family members and friends.

Scan QR code to change your password! When you change the password of the Meiji Single Sign-On Account, the passwords of Meiji Mail Account and Basic Service Account are simultaneously changed .
(<https://sso.meiji.ac.jp/rp/dfw/idm/webmtn/LoginServlet>)



◆Need more information?

Support desks

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

Surugadai Support Desk	7F, Building No.12	03-3296-4286	Opening hours (Class day) Mon.– Fri. 8:30 – 19:30 Sat. 8:30 – 14:00 * Not available on Sundays, public holidays and university holidays. * Please check the website for opening hours such as summer / spring break and special holidays, etc.
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 Wing	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 when using an identification certificate dispenser	<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.



Locations of PCs

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

Surugadai	Building No.12 (8F PC Study Room), Building No.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 Information Processing Room for Education, Research), Student Center, Area1 Building No.2, Area2 Building A, Library (2F rental laptop locker), Support Center of School
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 other than for educational or research purposes such as Club or club activities, or when the maximum number of sheets is exceeded, use an open printer (for a fee).

*Inquiry about Open Printers

<https://www.meidai-support.com/op/dwnld/>



Inquiries concerning ICT studies and orientation

Surugadai	Media Support Office	7F, Building No.12	03-3296-4438
Izumi	Izumi Media Support Office	1F, Media Building	03-5300-1426
Ikuta	Ikuta Media Support Office	5F, Main Building	044-934-7710
Nakano	Nakano Campus Office	3F, Low-Rise Wing	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 following assisted in the preparation of this leaflet:
 Educational IT Promotion Headquarters; university libraries; Media Support Offices on each campus; Nakano Campus Office; and Meidai Support Co., Ltd.