



# Meiji University Information Services in 2024



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!

## Confirm your Meiji University Single Sign-On Account / Change the 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.

This account's ID system will be changed in 2024. Please refer to P3 for details.

## Take the MIND Introductory Course

Required

Some Meiji University information services cannot be used without taking the MIND Introductory Course. This MIND Introductory Course is designed to provide information on the network design, internet etiquette and rules for MIND usage.



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

You can take the course online anytime. You can check how to take a lecture, and find teaching materials and documents here.

## 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.

## Set up Multi-factor authentication

Required



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

For off-campus use of Meiji Mail, "Multi-factor authentication" is required. Meiji Mail is Meiji University e-mail system. You can check your mail address on the Portal Page after Oh-o! Meiji login. Meiji Mail is assigned to all students at enrollment, so no application needed.

### 【STEP1】

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

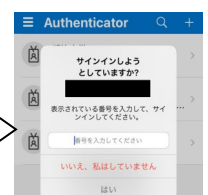


### 【STEP2】

### Set up Multi-factor authentication



ex) Identity verification with authentication code!



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



<https://www.meiji.ac.jp/mind/en/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'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 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 and faculty members 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 carefully read how to use the above website and apply.

You need a 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.

## 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, and for printing lecture materials, for example. 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 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.

## ◆Get to know your Meiji University account!

	(1) Meiji University Single Sign-On Account ("Kyotsu-Ninsho" Account)	(2) Meiji Mail Account	(3) Basic Services Account
<b>Services available</b>	<ul style="list-style-type: none"> <li>● Oh-o! Meiji System</li> <li>● Use of PCs, printers on Surugadai, Izumi and Nakano Campuses</li> <li>● MIND Mobile Connection Services (VPN Connection, Wireless LAN Connection, or Mobile Information Outlet Connection)                             <ul style="list-style-type: none"> <li>* Use of Mobile Connection Services requires completion of MIND Introductory Course.</li> </ul> </li> <li>● Online library services (Databases, E-journals, or Portal service)</li> <li>● Certificate issuing machines</li> </ul>	<ul style="list-style-type: none"> <li>● E-mail                             <ul style="list-style-type: none"> <li>* For off-campus use, "Multi-factor authentication" is required.</li> <li>For more information on Meiji Mail multi-factor authentication, please check our website.</li> </ul> </li> </ul> <p><a href="https://www.meiji.ac.jp/isc/mm-mfa">https://www.meiji.ac.jp/isc/mm-mfa</a></p> 	<ul style="list-style-type: none"> <li>● Web page publishing</li> <li>● Use of PCs, printers on Ikuta Campus</li> <li>● Use of Virtual Desktop Infrastructure</li> <li>● Use of High Performance Computing</li> </ul>
<b>Requirements for use</b>	<ul style="list-style-type: none"> <li>● ID                             <ul style="list-style-type: none"> <li>10-digit student number</li> <li>* Student ID card is needed to use the certificate issuing machines.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● ID                             <ul style="list-style-type: none"> <li>e.g., ea241234@meiji.ac.jp (2 letters of the alphabet) + (lower 6 digits of the student number) + (domain name)</li> <li>* You can check your mail address on the Portal Page after Oh-o! Meiji login.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● ID                             <ul style="list-style-type: none"> <li>E.g., ea241234 (2 letters of the alphabet) + (lower 6 digits of the student number)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● Password                             <ul style="list-style-type: none"> <li>* Initial password is 8~16 digits alphanumeric characters applied at the admission procedure. Please be sure to change the initial password.</li> <li>* When you change the password of Meiji Single Sign-On Account, the passwords of Meiji Mail and Basic Services Account are simultaneously changed.</li> </ul> </li> </ul>		
<b>Applying for account</b>	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 seminars or clubs】 Please refer to the following "Use in clubs" and contact the Student Support Office on each campus for details.	
<b>Valid term</b>	While enrolled	While enrolled  【Use by seminars or clubs】 Must apply each academic year. Please refer to the following "Use in clubs" and contact the Student Support Office on each campus for details.	
<b>Where to apply (Reissue password, etc.)</b>	<ul style="list-style-type: none"> <li>● School offices</li> <li>● Graduate school office or professional graduate school office</li> </ul>	【Individual and seminar use】 <ul style="list-style-type: none"> <li>● Media Support Office                             <ul style="list-style-type: none"> <li>Surugadai Campus (7F, Building No. 12)</li> <li>Izumi Campus (1F, Media Building)</li> <li>Ikuta Campus (5F, Main Building)</li> </ul> </li> <li>● Nakano Campus Office (3F, Low-Rise Wing)</li> </ul>	【Use in clubs】 <ul style="list-style-type: none"> <li>● Student Support Office                             <ul style="list-style-type: none"> <li>Surugadai Campus (3F, Liberty Tower)</li> <li>Izumi Campus (1F, Building No. 1)</li> <li>Ikuta Campus (1F, Main Building)</li> </ul> </li> <li>● Nakano Education and Research Office (3F, Low-Rise Wing)</li> </ul>


### Note:Single Sign-On Account will change from June 2024

“From June 2024, Meiji Single Sign-On Account will be called the **“Meiji ID”**. In addition to the **10-digit student number** format, the Meiji ID will have the format of **10-digit student number@meiji.ac.jp**, which you will use depending on the services. For the services asking for **10-digit student number@meiji.ac.jp** to log in, **multi-factor authentication will be required** in case of accessing it off-campus. The setting of multi-factor authentication is the same with the Meiji Mail account, so please set it up in advance. The latest information will be announced separately on the website etc.

## ◆Need more information?

### Support desks

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

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

### Contact support desk for :

<b>Help using a PC</b>	<ul style="list-style-type: none"> <li>• How to use application software (MS Word, Excel, PowerPoint, etc.)</li> <li>• How to use the Oh-o! Meiji System and Meiji Mail</li> <li>• Advice on purchasing a PC and antivirus measures</li> </ul>
<b>MIND use assistance</b>	<ul style="list-style-type: none"> <li>• How to connect to a wireless LAN for your laptop PC or smartphone</li> <li>• How to connect to a mobile information outlet</li> <li>• Connecting to MIND from off campus</li> </ul>
<b>Assistance when using certificate issuing machines</b>	<ul style="list-style-type: none"> <li>• The machine ate my money.</li> <li>• The certificate is stuck inside the machine.</li> <li>• The screen is frozen and not responding. An error message is displayed.</li> </ul>



## Locations of PCs

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

<b>Surugadai</b>	Building 12 (8F PC Study Room), Building 12 (7F Media Library), Library (1F and B1 rental laptop locker), Employment and Career Development Support Office
<b>Izumi</b>	Media Building (2F PC Study Room, CALL Study Room), Library (1F rental laptop locker)
<b>Ikuta</b>	Main Building (5F PC Study Room), Student Center, Area1 Building 2, Area2 Building A, Library (2F rental laptop locker), Support Center of School of science and technology
<b>Nakano</b>	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 activities, or when you've reached the upper limit, use an open printer (for a fee).

\*Inquiry about Open Printers

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



## Inquiries concerning ICT studies and orientation

<b>Surugadai</b>	Media Support Office	Building 12, 7F	03-3296-4438
<b>Izumi</b>	Izumi Media Support Office	Media Building, 1F	03-5300-1426
<b>Ikuta</b>	Ikuta Media Support Office	Main Building, 5F	044-934-7710
<b>Nakano</b>	Nakano Campus Office	Low Building, 4F	03-5343-8060



## Meiji University IT Systems & Infrastructure Headquarters

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Secretariat: System Planning Office, Information Media Division

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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.