MIND Introductory Course Flow

☐ **MIND stands for <u>M</u>eiji University <u>I</u>ntegrated <u>N</u>etwork <u>D</u>omain, a network maintained by Meiji University.**

☐ **In the MIND Introductory Course, two topics will be covered through a total of five videos.**

- **Topic 1:Learning about information security**
  - ① Passwords: Why are they important? How do you protect them?
  - ② Trying to take over one way or another. -Multi-Factor Authentication-
  - ③ Heavy Loss from Emails!? Beware of Attachments and Links

- **Topic 2:Learning about Fraud**
  - ① Is that YOUR report? – Using and Quoting Literary Works -
  - ② No, definitely! Cheating on Reports

- **The course contains very important information on the use of information services. This is an opportunity to make sure you understand it properly.**

- **To complete The course, watch the course video and obtain a perfect score on the confirmation quiz.**

- **Upon completion of this training course, you will be able to:**
  - Connect to Internet from PCs located on campus.
  - Connect your own smartphone or PC to MIND and use various services, including Internet.
    Note: New students may use the Internet and connect to MIND for a certain period of time as a grace period, even if they have not taken the course yet.

- **In addition to these videos, there are other videos available for optional attendance. If you have time, please watch them. (Optional videos will not affect your course status.)**

☐ **In the following situations, it will not be considered as completed.**

- You haven't watched the video to the end.
- You skipped part of the video. (Fast-forward playback is allowed.)
- The confirmation quiz does not have a perfect score.

☐ **It may take 2 to 3 business days from the completion of the course until Internet access or MIND connection service becomes available.**

Let's begin the MIND Introductory Course!

Information Services and Security in Meiji University

You've learned about "password protection", "Multi-Factor authentication" and "risks of opening email attachments and links".

Now, let's continue to learn about the information services available at Meiji University and about the network security.

がんばれ！

PC

Mobile(smartphone)

This is Meiji University's educational support system. It's an essential platform for students, allowing them to check course materials, submit assignments, and receive important notifications from the university. It plays a crucial role in the student's university life.

Meiji Mail

This is Meiji University's email service available for students from the time of enrollment. It is automatically set up for all students upon enrollment, so there is no need for application. You can start using it right away.

Currently enrolled students can install and use software such as Word, PowerPoint, and Excel provided by Microsoft for free. (Please note that there may be limitations or conditions on the usage period.)

You can connect and use your personal laptop and smartphone on the university's network. To access the university's network, it is necessary to complete this MIND Introductory Course.

At each campus's PC Study Room, PCs are available for use. You can use them for report writing, printing course materials, and accessing email.

The Identification certificate dispensers allows you to issue certificates, student discount cards, and more. Additionally, you can use the Service of off-campus certificate issuance, which allows you to issue certificates at convenience store multi-function copiers.

▢ **The First Step:**

Confirm your Meiji Single Sign-On Account("Kyotsu-Ninsho" Account) and change the initial password.

The Meiji Single Sign-On Account("Kyotsu-Ninsho" Account) is an account issued to each student upon enrollment. The ID is a 10-digit student number, and the initial password is the one set by the student during the enrollment process.

⚠ Please make sure to change the initial password to a different one on the following website.
URL: https://sso.meiji.ac.jp/rp/dfw/idm/webmtn/LoginServlet

☐ Oh-o! Meiji

You can log in and use it by entering your Meiji Single Sign-On Account("Kyotsu-Ninsho" Account).

URL: https://oh-o2.meiji.ac.jp

☐ Meiji Mail

You can use it by logging in with your ID(email address) and password after setting up multi-factor authentication. You can confirm your own email address in Oh-o! Meiiji.

URL: https://outlook.office365.com

☐ Microsoft EES

You can install Microsoft Office products on personally-owned PCs, tablets, and similar devices for use. Authentication with your Meiji Mail ID is required for downloading and using them. Additionally, you need to have completed the setup for Multi-Factor authentication.

URL: https://www.meiji.ac.jp/isc/msca/of365.html

☐ Wi-Fi

If you have completed the MIND Introductory Course, you can use it. When you connect to it, you will need your Meiji Single Sign-On Account.

☐ Media classroom / PC Study Room

If there are vacant seats, you can freely use the PCs. To log in to the PC, you will need your Meiji Single Sign-On Account.

Note: Only at Ikuta Campus, ''Basic Services Account" is required.

☐ Identification certificate dispensers/Service of off-campus certificate issuance

Identification certificate dispensers: You will need your student ID card and Meiji Single Sign-On Account.

Service of off-campus certificate issuance : You can use it by logging in to the dedicated website with your Meiji Single Sign-On Account and making an application. (Please note that student discount cards cannot be issued through the external issuance service.)

❑ You can find the information on the following websites and distributed materials. Make sure to check thoroughly and make the most of Meiji University's information services!

① Guide for use of information service (MIND Leaflet)

Distribution Locations:

Support Desk, Media Support Office, Faculty Offices, etc.

Website : https://www.meiji.ac.jp/mind/en/MINDLeaflet.html

② **To-Do List for Using Information Services**

They explain the preparations necessary to use information services in a clear and understandable manner in a video.

You can watch it on the official Meiji University website.

URL: https://www.meiji.ac.jp/wsys/it/todo.html
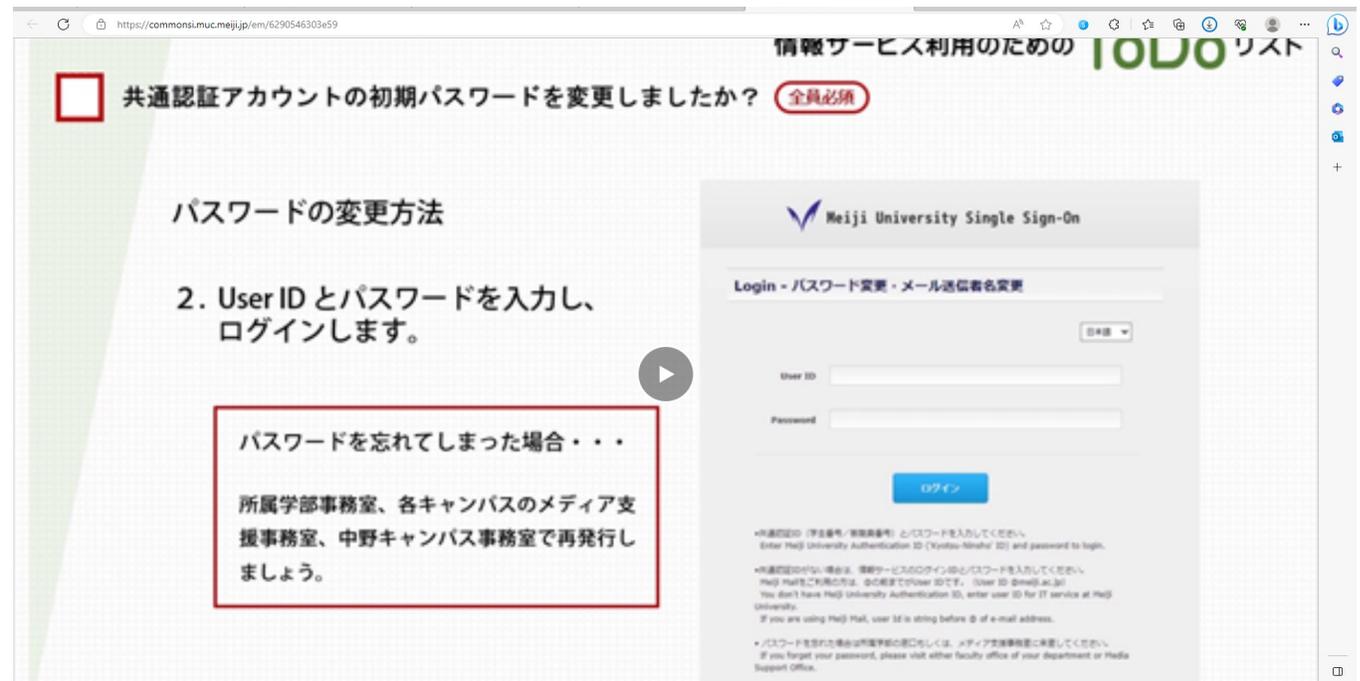
③Meiji University Website （https://www.meiji.ac.jp）

If you have any questions, please try searching for answers

☐ **What is Multi-Factor authentication ?**

It is a system that uses methods other than just an ID and password, such as authentication codes sent to your smartphone or biometrics like fingerprints, to verify the user's identity when using the service.

□ **If you want to use Meiji Mail via the external network, e.g. at home, it is necessary to set up Multi-Factor authentication in advance.**
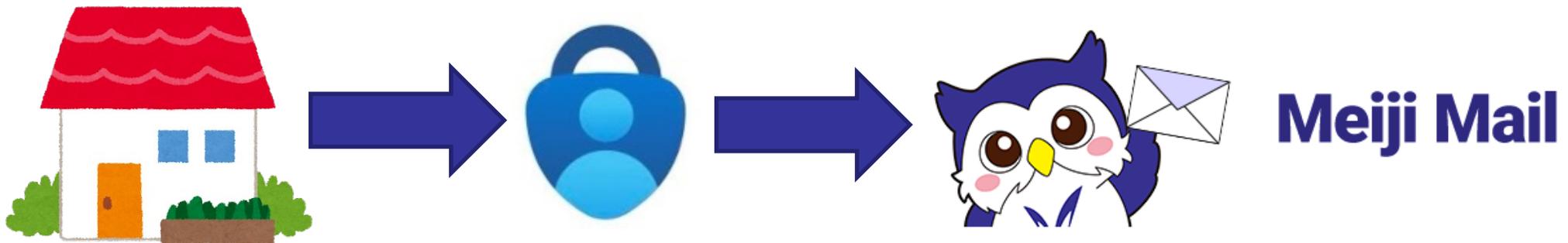
| ID | + | Password | + | Multi-Factor authentication |

□ Please try contacting the Support Desk.

Surugadai Support Desk	Bldg.12,7F	03-3296-4286	Open Mon-Fri 8:30 〜 19:30 Stu 8:30 〜 14:00
Izumi Support Desk	Media Bldg., 1F	03-5300-1190	
Ikuta Support Desk	Main Bldg., 5F	044-934-7711	
Nakano Support Desk	Low Bldg., 4F	03-5343-8072	

※Closed on Sundays, holidays, and university holidays.
※Please check the website for opening hours during summer and spring break closures, as well as on special holidays and temporary closures.

The explanation regarding Meiji University's information services and security ends here. Then, we will continue to learn about the use and citation of copyrighted materials.

おつかれさま

Guidelines and Conditions for Using MIND

- **This guideline provides a simplified explanation of the compliance rules specified in Article 7 of the MIND Usage Standards. For more details, access and read the URL or QR code that will be presented at the end.**

- **Please make an effort to thoroughly understand the guidelines and strive for conscientious use of MIND as a member of Meiji University.**

❏ **In MIND, the following actions are prohibited as unauthorized use.**

①Using MIND while impersonating someone else and promoting such behavior.

②Handling information that unjustly infringes upon the rights of others or has content that violates public order and morality.

③ Engaging in unauthorized handling of information protected by intellectual property rights.

④ Using it for purposes other than education, research, and their support.

⑤ Using it for commercial purposes.

⑦ Engaging in usage that disrupts the operation of MIND.

If you engage in unauthorized use...

Strict measures such as suspension of use or revocation of usage privileges will be taken!

- ☐ **Course registration/application through the web**
- ☐ **Identification certificate dispensers**
- ☐ **Oh-o!Meiji service**
- ☐ **Use of MIND for classes, research, etc.**
- ☐ **Computers installed in classrooms and study rooms.**
- ☐ **The OPAC in each campus library.**
- ☐ **Electronic books, electronic journals, and databases provided by the library.**
- ☐ **Internet access on your own PC in campus.**
- ☐ **All services utilizing the university's email and other MIND services.**

You will lose access to all of them!

MIND, unlike regular internet service providers, prohibits usage for purposes other than 'education, research, and their support'.
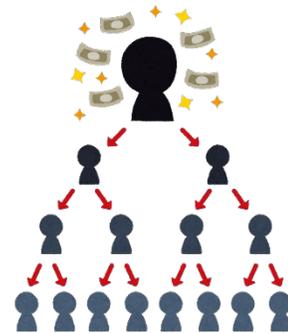
❌ Games,entertainment,and hobbies

❌ Politial activities

❌ Profit purposes
(such as setting up an online shopping website)

❌ Propagating a specific religion

❌ Activities resembling pyramid schemes

❌ Operating dating websites

☐ Protection of communication secrecy and privacy.

In MIND, you can exchange information using tools like email. However, it is not allowed to view the contents of someone else's email without their consent or disclose the contents of an email to others without the sender's permission.

☐ Proper use of the system - 1

MIND is a highly functional network system. To ensure the smooth operation of the system, it is essential that the underlying computer systems supporting MIND function securely. The most significant threat to system security is malware, such as computer viruses. It's important not to open attachments from unknown sources or forward emails from unknown senders without caution.

☐ Proper Use of the system - 2

 Sending and receiving a large number of emails without considering the presence of other users or the system's load can also hinder the smooth operation of the system. Continuing to connect your device to the network because it's hard to get a connection or monopolizing entry points like VPN connections can also worsen the overall system connectivity.

☐ Actions Contrary to Social Norms

 Defamation, character assassination, personal attacks driven by emotions, unjust discrimination, stalking, and similar actions on the network are strictly prohibited and not

acceptable.

☐ Measures for Violation of Compliance Rules

Users who do not follow MIND's compliance rules may face consequences such as the cancellation, suspension, or modification of their usage privileges, as well as other educational measures. While the measures are being determined, access may be temporarily suspended or restricted. When the suspension of usage privileges is decided, the suspension remains in effect until it is lifted, and the user cannot access MIND.

Lending or borrowing IDs and passwords constitutes fraudulent behavior. Both the student who lent their credentials and the student who borrowed them will face consequences. If violations occur on PCs in research labs or experiment rooms, the responsibility for usage privileges being revoked falls on the network administrator. Consequently, other students using the network may also lose access.
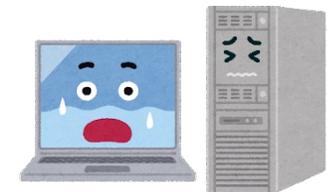
◻ Computer Crime and Civil Liability

In cases where violations of MIND's usage regulations are severe, they may be treated as computer crimes and individuals may face criminal punishment. Additionally, **they may incur civil liability for damages.**

(Examples: Unauthorized tampering or destruction of other users' data, defamation, obstructing business activities, illegal copying of software, etc.)

In case of criminal offenses, they will be subject to police investigation as criminal cases. Even if the actions were not intentional, liability for damages may arise depending on the nature and degree of negligence.

If you have engaged in violations of MIND's regulations or any other problematic actions that could potentially lead to legal liability, please promptly report to the Media Support Office at each campus or to Nakano Campus Office.

☐ **To ensure a comfortable network usage experience**

 It's important to recognize that, even in the online environment, it is necessary to use it in accordance with the common sense of being a member of society.

 Network users should respect each other's personalities and lives, and strive to be considerate so that everyone can use the network comfortably.

❏ Guidelines and Conditions for Using MIND

URL: https://www.meiji.ac.jp/mind/en/MINDLeaflet.html

Details are provided in the above guidelines.
Be sure to read them!

You can also access it via the QR code.

Next is a Confirmation quiz!

The MIND Introductory Course is now complete. Thank you for your participation.

·If you have watched the entire video without skipping any parts and you have a perfect score on the final quiz, you have completed the course. Afterward, you will be registered in the system as having completed the course within approximately 2-3 business days.

·If you did not get a perfect score on the final quiz, please redo the quiz.

·You can check your registration status using the check system below (accessible only within the university).

https://webapp01.ws.meiji.jp/mind/tool/internet-license/