To all prospective and current students of the Faculty of Science and Engineering

【Important】 Information on the use of individually-owned laptop computers in the classroom (BYOD)

The University is promoting BYOD (Bring Your Own Device), in which students can use their own laptops for classes and self-study. We are planning to gradually develop the necessary environment so that students can learn effectively and efficiently and lead a fulfilling student life by maximizing the use of ICT without being restricted by time or place, using their own laptop computers that they are used to using in everyday life.

Therefore, we would like to ask you to make preparations for BYOD as follows.

【1】 Preparing your laptop

Please check the "Recommended OS/Spec" for your department/major and prepare your own laptop.

＊Please note that the recommended OS/specifications for PCs vary depending on the department/major.

＊If you already own a laptop that meets the relevant specifications, you do not need to purchase a new one.

＊Recommended OS/specifications for each department/major are set based on compulsory subjects, etc.

For some elective courses (CAD, 3D, VR, music/video production, etc.), a PC with even higher specifications may be required. Please check the syllabus and prepare a PC that meets the operating requirements and PC specifications of the software used in class.

※There are no restrictions on where you purchase your PC. You may purchase it from electronics retailers, online stores, etc.

Additionally, the Waseda Co-op sells the "Waseda PC (with 4-year personal property insurance included)," which meets the "recommended specifications for each department/major." Please refer to this for guidance.

 Waseda PC: https://www.wcoop.ne.jp/start/riko/wpc/index.html

※Please check the following page for the recommended OS/specifications (features and performance) for each department/major.

 https://waseda.box.com/v/byod-pc-spec-2026

※If you have any questions or concerns, please contact the department listed in the table.

For departments/majors without a listed contact, please inquire at the Co-op or electronics

retailers.

【2】PC rental Service

PC rental service is available only for PC failure. Please see below for details.

https://info.mse.waseda.ac.jp/pc-lending/

【3】 ID/password for each IT service

The ID/password for each IT service is as follows.

https://support.waseda.jp/it/s/id?language=en_US

【4】 MyWaseda initial settings

The initial setup procedure for MyWaseda is as follows.

Obtain a Waseda email address and change the initial password.

https://support.waseda.jp/it/s/mywaseda/initial-s?language=en_US

If you have lost your password, please reissue a new password.

You will need your student ID to complete the procedure.

·At the counter: RIKO(Science and Engineering) Media Centre(Bldg 51, 1F, Room 20)

·Online procedure: https://support.waseda.jp/it/s/inquiryform?language=en_US

　＊Students→ Applications→Reissue password

【5】 Wireless LAN

Wireless LAN is available at Nishi-Waseda Campus.

For information on how to set up and connect to the wireless LAN, please refer to the following URL.

https://support.waseda.jp/it/s/network/wi-fi?language=en_US

SSID: waseda (Wi-Fi6 compatible area)

　　　waseda-wpa2 (Wi-Fi6 unsupported area)

ID: Waseda email address

Password: MyWaseda password

【6】 WASEDA mail

For information on how to set up Waseda mail, see.

https://support.waseda.jp/it/s/wasedamail-g?language=en_US

【7】 BOX (online storage)

For information on how to use BOX, please see below.

https://support.waseda.jp/it/s/box?language=en_US

【8】 Software

Waseda University distributes installers and product keys via a distribution system (Download Station∗) for certain software for which it has concluded license agreements.

Please check the syllabus/Moodle and install the necessary software on your laptop before the class starts.

∗Please follow the steps below to use the software distribution system (Download Station).

MyWaseda →IT Services →Software Lending →Download Station

∗The Download Station can be used from 1 April onwards.

∗If you want to use Download Station from outside the university, a separate VPN connection is required.

https://support.waseda.jp/it/s/network/ext-vpn?language=en_US

◆Office-based software

Office-based software (Microsoft 365) is available free of charge while in school.

https://support.waseda.jp/it/s/software/office365?language=en_US

∗The sign-in ID is "Waseda ID@o365.waseda.jp".

  Please note that this is not your Waseda email address.

∗If you are unsure of your "Waseda ID", please inquire using the form below.

https://iawww.ia.waseda.jp/waseda_addon/alumnusuidnotice/

∗Password is your MyWaseda password.

◆Anti-virus software

Please consider installing your own security software for anti-virus measures.

・Windows: Standard OS function (Windows Defender)

・Mac/Linux: Trellix EndPoint Security

https://support.waseda.jp/it/s/software/trellix?language=en_US

◆Other Software

The following is a list of software with which the university has licensing agreements.

・Gaussian (non-empirical molecular orbital calculation software)

・JMP pro (statistical analysis software)

・Maple (mathematical formula processing software)

・Mathematica (mathematical formula processing software)

・MATLAB (numerical analysis software)

・SOLIDWORKS (3D CAD design and analysis software)

・SPSS Amos (structural equation modeling software)

・SPSS Statistics (statistical analysis software)

・Stata (statistical analysis software)

・Visual Studio (integrated development environment)

＊For more information, please see below.

https://support.waseda.jp/it/s/software?language=en_US (software provided for all universities)

https://info.mse.waseda.ac.jp/software/ (software provided for science and engineering only)

【9】 Moodle (class support system)

For information on how to use Moodle, please see below.

https://support.waseda.jp/it/s/wasedamoodle-s?language=en_US

【10】 How to use the PC Room

For information on how to use the PC rooms at Nishi-Waseda Campus, please see below.

https://info.mse.waseda.ac.jp/pcroom/pcroom_howtouse/

【11】 Billing Printer

On-demand printer is installed at Building 63, 3rd Floor. At the start of each spring/fall semester, students receive 50 points valid for six months. Printing costs 1 point for monochrome and 5 points for color. Printing is free within your point range.

Please note: points cannot be added or carried over. When you've used up all your points, please use the Co-op pay-per-print printer located in Building 57, Basement 1.

＊When printing from a student-owned notebook PC, driver installation is required.

For details, please refer to "Bring-Your-Own-PC Printing".

https://info.mse.waseda.ac.jp/pcroom/printer/

【12】 Power Supply

Although we are working on installing power supplies in the classrooms, there are limited power outlets.

Therefore, please consider recharging your batteries at home or bring your own mobile battery (PSE mark recommended).

【13】Reference sites

◆IT Service Portal (Information page on IT services in general)

https://support.waseda.jp/it/s/?language=en_US

◆RIKO(Science and Engineering) Media Centre

(Information page on IT services provided by the Science and Engineering Media Centre)

https://info.mse.waseda.ac.jp/

◆LearnAnywhere (information page on online classes)

https://wnpspt.waseda.jp/student/learnanywhere/

【14】Contact details

<Consultation desk>

If you would like a face-to-face consultation, please contact the following.

RIKO(Science, Engineering) Media Centre Helpdesk

Place: Bldg 63, Room 03-12

Opening hours: 8:40-17:00 (Monday-Friday, excluding public holidays)

Telephone: 03-5286-3355 (ext. 73-8099)

Email: helpdesk@mse.waseda.ac.jp

RIKO(Science, Engineering) Media Centre Office

Place: Bldg. 51, Room 01-20

Opening hours: 9:00-17:00 (Monday-Friday, excluding public holidays)

Telephone: 03-5286-3049 (ext. 73-8055)

Email: mse-office@mse.waseda.ac.jp

\<Contact information for each IT service\>

Name of IT service	Enquiries
MyWaseda	MyWaseda
Waseda mail, mailing lists	【application form】
Network (wired LAN, wireless LAN)	IT Services tab
General software relations	→Enquiries and applications concerning the system (helpdesk)
-Download Station	
-Installation/licensing/renewal	Waseda Portal Office
BOX	【tel】 050-1807-5640, 71-8500
Moodle	
Admission procedure system (UCARO)	
Certificate issuing machine	
Other general IT issues	
PC purchase	【List of recommended OS/specifications for each department and major】 　https://waseda.box.com/v/byod-pc-spec-2025 【Contact information】 If the contact information is on the list: Contact information for each department/major is given If the contact details are not on the list: Information on the Co-op and electronics retailers
PC lend * Limited to cases of PC failure, insufficient specs, etc. If you forget your PC, you are not eligible for a PC lend.	Consult with Waseda Co-op contact (Purchasing Department). * Expected from May 2024 onwards.
BYOD in general (consultations other than PC purchase)	RIKO (Science and engineering) helpdesk
PC Room	【tel】 03-5286-3355、73-8099【email】 helpdesk@mse.waseda.ac.jp
Billing printer	
Computer seminar	RIKO (Science and engineering) media centre
Password reissue	【tel】 03-5286-3049、73-8055【email】 mse-office@mse.waseda.ac.jp