



WASEDA UNIVERSITY

How to set up MyWaseda

MyWaseda設定方法



Center for Japanese Language
at Waseda University
早稲田大学 日本語教育研究センター



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How to set up MyWaseda

First, please prepare **“Waseda ID: User Copy”** provided in the email with the subject “MyWaseda ID Notification /Orientation Materials”.

Refer to **“Waseda ID”** and **“Initial Password”**.

※ Please note that the system recognizes capital letter and lowercase when you register.

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Waseda ID : User Copy

《Notes》
Please be sure to keep this User Copy. You will need this copy for your course registration and Waseda Mail address registration.
Waseda ID is the most important ID with which you can access the services such as Waseda Mail, course registration system, and learning management system called Course NAVI.

Center for Japanese Language
Examinees#: [REDACTED]

◆Your Waseda ID and initial password.

Waseda ID	[REDACTED]
Initial Password	[REDACTED]
ID registration Start Date	2021/09/06 10:00

(All words are one-byte characters. You are not able to use double-byte characters.
The number "1" (one), upper-case "I" ("eye"), and lower-case "l" (el). The number "0" (zero), upper-case "O" (ok), lower-case "o" (ok)

After completing your enrollment formalities, please obtain your "Waseda Mail address("@.waseda.jp)" according to the procedure below.

※Please finish obtaining the Waseda Mail address before your course registration.
※For detailed information about the course registration, please refer to the course registration documents by the faculty.
Also, you will have guidance for the course registration at the freshmen orientation.

◆How to Initial Setup

1. Access the MyWaseda login page. <https://my.waseda.jp>
2. Log in with your initial Waseda Mail address (Waseda ID + @initial.waseda.jp)
(Login becomes available on ID registration Start Date above.)
3. Get your Waseda Mail address ("@.waseda.jp")
4. Change your password.



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How to set up MyWaseda

Please set up your MyWaseda account in the following order.

STEP1. Create your Waseda Mail address

STEP2. Change the initial password

STEP3. Check your personal information

***From 2:00 am to 4:00 am, the function cannot be used due to daily maintenance.**

*For students who already have a Waseda Mail address, please refer to the <How to set up MyWaseda for previously enrolled students> sent by email.



1. MyWaseda Login Page

- Start your Web browser, enter the following URL to display the MyWaseda login page.

The screenshot shows the MyWaseda login page in a web browser. The address bar displays the URL <https://my.waseda.jp/login/login!languageChange>. The page header includes the Waseda University logo and the text "早稲田大学 WASEDA University". The main heading is "MYWASEDA". A red "Login" button is visible on the right. Below the heading, there are several system messages, including one about a change in login procedure dated 07/15/2021. Three numbered callouts provide instructions: 1. Enter <https://my.waseda.jp/> (pointing to the address bar); 2. Change Language. (pointing to a "Language" button in the top right); 3. Click [Login]. (pointing to the "Login" button).



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2. MyWaseda Login

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Sign in

Waseda Mail Address

[Can't access your account?](#)

Next

Enter
“**Waseda ID**”+“@initial.waseda.jp”
and click [Next] .



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2. MyWaseda Login

WASEDA University

← xxxxxx@initial.waseda.jp

Enter password

Password

[Forgot my password](#)

Sign in

Enter your **initial password** and click [Sign in] .



3. Initial setup

- After sign in, the screen as shown on the right will appear.

Waseda Mail address Creation and Reinstatement

*Required field.

Dear SEIKISEI Taro002,

If you need a new Waseda Mail address:
If you have not obtained a Waseda Mail address before (e.g., you are enrolling for the first time), click Initial Setup.

If you already have a Waseda Mail address:
If you have a Waseda Mail address and have graduated or completed the course(s), you may request to reinstate your Waseda Mail address.
Enter your Waseda Mail address below and click Reinstatement.

I need a new Waseda Mail address.

Initial Setup

I already have a Waseda Mail address.

Waseda Mail address: *

Click [Initial Setup]



4. Obtain Waseda Mail address and Change password

- You are required to complete the 2 steps below in this screen.

STEP1. Create your Waseda Mail address

STEP2. Change the initial password

Before starting the setup, read through the instructions at the top of the webpage.

Create Your Email Address

Waseda email address is used for communicating with your instructors and school administrators, and also used for job search and other professional purposes. This email address can be used after graduation. **It cannot be changed once created**, so please read the instructions carefully.

How to Choose Your Email Account Name

- Email Account Name must be between 3 and 16 characters in length.
- Choose a name that makes a good impression no matter who the recipient is.
- Do not include your personal information other than your name. Do not use your student ID, alumni membership number, phone number, date of birth, gender, or password.

Choosing a Subdomain

You can choose one of the following as your own subdomain:

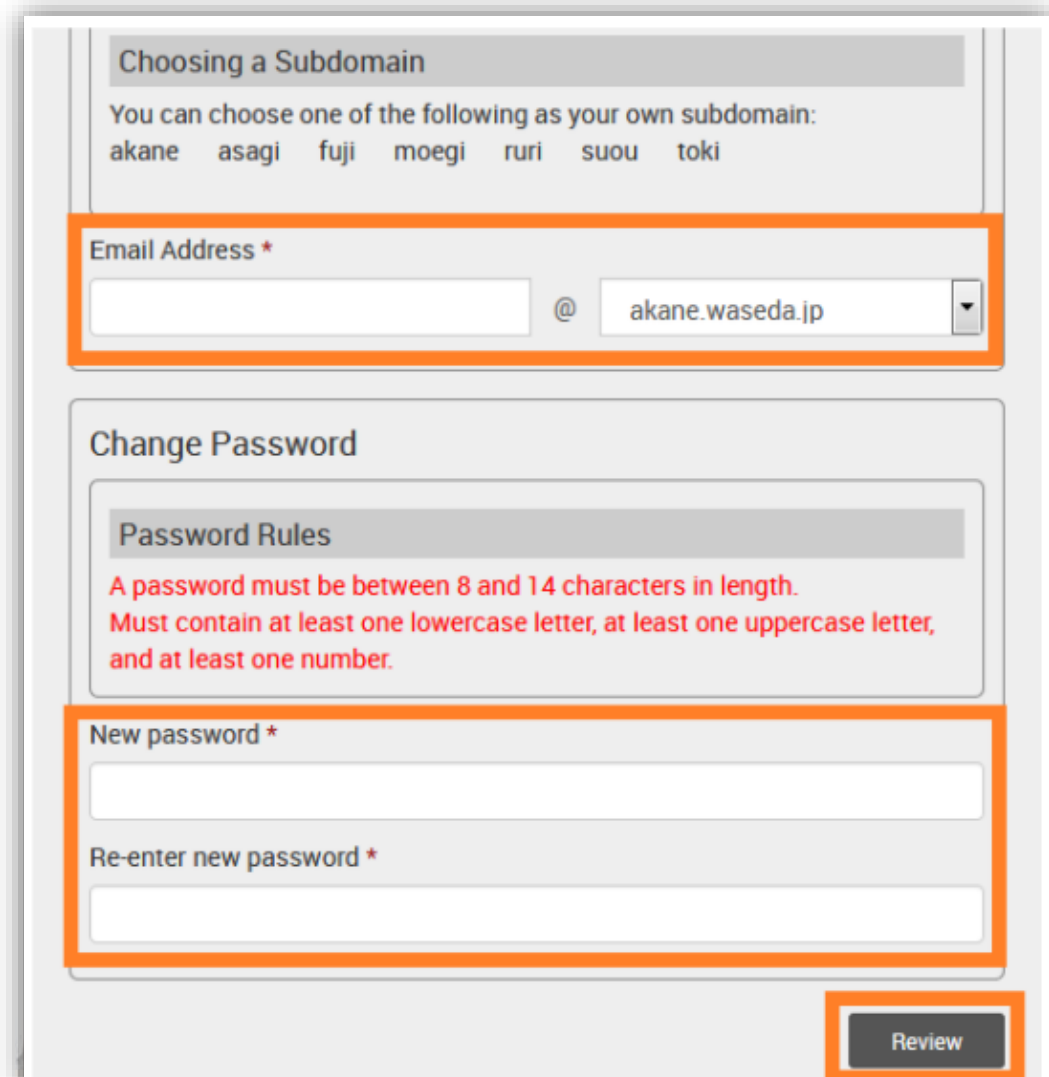
akane asagi fuji moegi ruri suou
toki



4. Obtain Waseda Mail address and Change password

- After reading the instructions, fill out the form and get your Waseda mail address and new password.
- After entering each item, click [Review].

Make sure to take a note of your **Waseda Mail address** and **password**.



The screenshot shows a web form for setting up Waseda Mail. It is divided into two main sections: 'Choosing a Subdomain' and 'Change Password'. In the 'Choosing a Subdomain' section, there is a list of subdomains: akane, asagi, fuji, moegi, ruri, suou, and toki. Below this is an 'Email Address *' field with a text input box and a dropdown menu showing 'akane.waseda.jp'. In the 'Change Password' section, there is a 'Password Rules' box with red text stating: 'A password must be between 8 and 14 characters in length. Must contain at least one lowercase letter, at least one uppercase letter, and at least one number.' Below the rules are two input fields: 'New password *' and 'Re-enter new password *'. At the bottom right of the form is a 'Review' button.



4. Obtain Waseda Mail address and Change password

- If the error message is displayed, there is a problem with the input character string. Try a different character string then.
- Also, please refer to “Notes on input and error case” from the link below.
https://support.waseda.jp/it/s/mywaseda/initial-s?language=en_US#03-2

Error You cannot use this ID. **Jump to the field.**

Error You cannot use this account name. **Jump to the field.**

Error Password length must be between 8 to 14 characters. **Jump to the field.**



4. Obtain Waseda Mail address and Change password

- Check your Waseda Mail address.

Initial Setup

Your Waseda ID, email address, and password will be as below. Please confirm and click the Submit button.

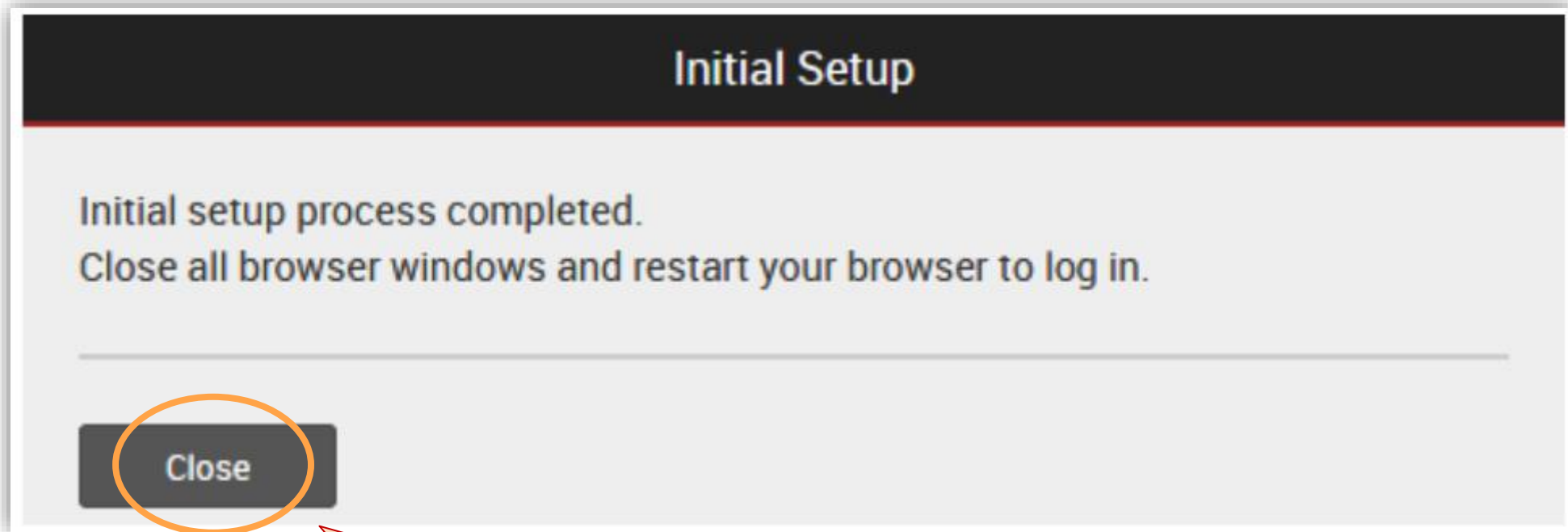
Email Address
sample1.taro@ruri.waseda.jp

Password

If there is no problem with the address, click [Submit].



5. Close the Initial Setup webpage



Click [Close] and close all browser windows.



6. Use the obtained Waseda Mail address

① Close MyWaseda, then open Web browser and enter the following URL, and open MyWaseda again.
<https://my.waseda.jp/>

② Click [Login]



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7. Login to MyWaseda again

Log in with
new Waseda Mail address and
password you gained.

WASEDA University

Sign in

Enter new Waseda Mail address

[Can't access your account?](#)

Next

***If "This username may be incorrect. ..." is displayed
MyWaseda will be available in up to 30 minutes after completing the initial settings.
Please try again later.**



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7. Login to MyWaseda again

WASEDA University

← xxxxxx@initial.waseda.jp

Enter password

Password

Enter your **new password**, then click [Sign in].

※If you cannot sign in MyWaseda, please refer to the link below.

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

Sign in



8. After logging into MyWaseda

When you login MyWaseda using your obtained Waseda mail address for the first time, the screen as shown on the right will appear.

Place a check in the checkbox ☒ before "I have read the Waseda University information System Terms of Use", and click [Acknowledged].

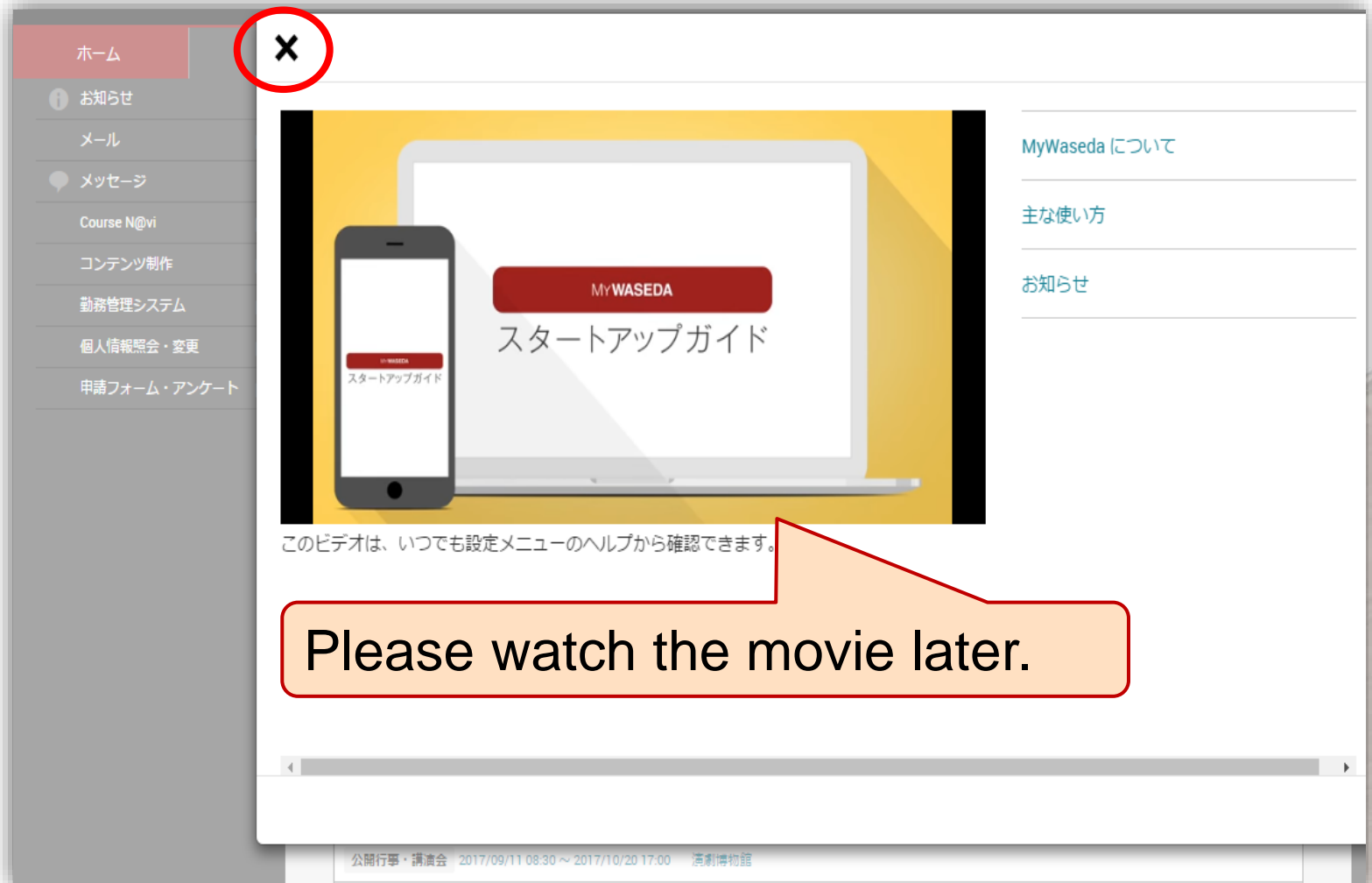
The screenshot shows a web browser window displaying a message to users. The message is titled "Dear Users," and includes a date "2016/8". It states: "Please be sure to read the following notes before using the system." Below this, there are two bullet points: "◆ '早稲田大学情報システム利用内規 (Waseda University Information System Terms of Use)' must be read." and "◆ Please also read the important notes below:". The important notes include: "Publishing someone else's work in this system without obtaining necessary permissions from all owners is prohibited. Related documents: '教育著作権について (About Educational Copyrights)'" and "Please handle personal information with extreme care. Related documents: '個人情報保護に関する早稲田大学の取り組み (Policy on Security of Personal Information)'" and "You must not post any expressions that might be considered slandering, discriminatory, or any expressions that might be considered an infringement of the rights of other users. Related documents: '早稲田大学情報システム利用内規 (Waseda University Information System Terms of Use)'". At the bottom, there is a checkbox labeled "I have read the '早稲田大学情報システム利用内規 (Waseda University Information System Terms of Use)'" which is checked. To the right of the checkbox, the word "Check" is written in a red box. Below the checkbox, there is a button labeled "Acknowledged" which is highlighted with a red box. To the right of the button, the word "Click" is written in a red box.



8. After logging into MyWaseda

Please close the window if the screen as shown on the right will appear.

You can see the start up guide for MyWaseda whenever you want.



Please watch the movie later.



9. Check your personal information

- You are required to complete the step below in this screen.

STEP3. Check your personal information

- 2** Check your personal information.
If you want to correct your personal information, please update on the “Edit Personal Information” page.

1 View/Update Your Own Profile
⇒ Update Student Profile



10. Update your personal information

- For details about confirmation • update of your personal information, please refer to
“Change of Personal Information” User Manual
posted on the
Orientation webpage.

*English follows Japanese

学生基本情報変更機能 利用マニュアル

“Change of Personal Information” User Manual



11. Waseda Mail Startup Guide

- Important notice may be sent to your Waseda Mail address from the university office.

Please refer to the “**Waseda Mail (Gmail) Startup Guide**” posted on the Orientation webpage and complete the necessary setting to use your Waseda Mail address.

- You can set up forwarding email service.

Waseda メール (Gmail)
初期設定ガイド

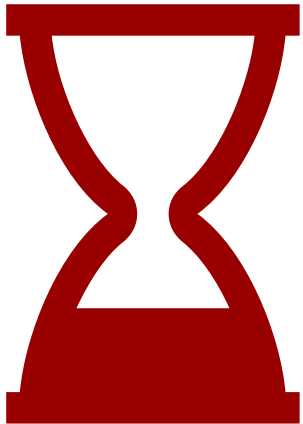
更新履歴

更新日	版	更新理由	更新箇所
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11. Waseda Mail Startup Guide



It takes up to about **3 hours** to activate your Waseda Mail address.

Move on to Waseda Mail settings after 3 hours.



12. PC・Network User Guide

- For more information on setting up MyWaseda, please also refer to the following information.

< Starting to Use MyWaseda (for Student) >

https://support.waseda.jp/it/s/mywaseda/initial-s?language=en_US#03

- For information about computers and network usage at Waseda University, please refer to the Information Technology Service Navigation website.

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