



WASEDA UNIVERSITY

How to set up MyWaseda (for previously enrolled students)

MyWaseda設定方法（継続生用）



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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Precautions for set up MyWaseda

Note for previously enrolled students

Please set up MyWaseda **after September 17.**

If you login to MyWaseda with initial ID/password prior to September 17, you may not be able to reinstate WasedaID, which may cause a problem with system operations and registrations.

Therefore, please be sure to login and reinstate your WasedaID **after September 17.**



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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]

[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" (oh), lower-case "a" (ah)

After completing your enrolment 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 evidence 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. Reinstate your Waseda Mail address and password

STEP2. Confirm your Student ID and Waseda Mail address

STEP3. Check your personal information

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

*This manual explains how to set up MyWaseda for those who already have a Waseda mail address. If you are new student, please refer to the < How to set up MyWaseda > sent by email.



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Precautions for set up MyWaseda

Note for previously enrolled students

If you continue your Waseda mail address during March or September for further study, you may not be able to use some services/systems (Notice of Academic Record, Automatic Certificate-Issuing Machines, etc.)

Please complete the necessary procedures before setting up for the reinstatement of your Waseda mail address.

For more information, please refer to the link below.

https://support.waseda.jp/it/s/mywaseda/entrance-type2?language=en_US



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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 <https://my.waseda.jp/login>. The page header includes the Waseda University logo and name in Japanese and English. The main heading is "MY WASEDA". A red "Login" button is highlighted with a yellow border. Below the heading, there are three system messages: a new message about a change in login procedure (dated 07/15/2021), a message about logging into Waseda Moodle (dated 04/27/2020), and a message about logging into the "Grades & Course registration" website (dated 03/25/2016). At the bottom, there is a link for "Recommended Environments for the Systems Provided by IT Strategies Division".

1 Enter <https://my.waseda.jp/>

2 Change Language.

3 Click [Login].



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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

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← xxxxxx@initial.waseda.jp

Enter password

Password

[Forgot my password](#)

Sign in

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



3. Reinstate Waseda Mail address and password

- After sign in, the screen as shown on the right will appear.
- You are required to complete the step below in this screen.

STEP1. Reinstate your Waseda Mail address and password

② Enter the password you wish to reinstate (not the Initial password).

If the Waseda Mail address you wish to use is not displayed, please check the link below.

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

The screenshot shows a web interface for reinstating a Waseda Mail address and password. At the top, it says "Read the following carefully before you start." Below this is an "Instructions" section with bullet points: "Verify to reinstate", "Enter the password (not the Initial password)", "Forgot password (reset)", and "You can use a separate Waseda ID for each student ID." The main form has three fields: "Your Waseda Mail address you wish to use:" with the example "xxxxxxx@akane.waseda.jp", "Enter the password for the above Waseda Mail address:" with a "Password: *" label, and a "Review" button at the bottom right. Three callout boxes provide instructions: ① points to the email field, ② points to the password field, and ③ points to the Review button.

① Make sure if your Waseda mail address you are using is displayed in the "Your Waseda Mail address you wish to use".

③ Click [Review]



4. Confirm Student ID and Waseda Mail address

- When your password is successfully authenticated, the screen as shown on the right will appear.
- You are required to complete the step below in this screen.

STEP2. Confirm your Student ID and Waseda Mail address

① Read the instructions on the screen carefully and verify the information below are correct.

- Old Student ID Number
- New Student ID Number
- Waseda Mail address to Be Reinstates

Carefully read the instructions and verify the information displayed below. Click Submit.

Instructions

- To continue, carefully review the old student ID, the new student ID, and the email address. To make corrections, close all browser windows and restart the Waseda ID reinstatement procedure.
- Once you click the Submit button, any student ID information registered with MyWaseda will switch to the reinstated ID. From that point, previous or pre-reinstated ID information cannot be used to access MyWaseda.
- If you still use the default password provided in document, "Waseda ID: User Copy," change the password after you complete the ID reinstatement procedure.
- If you use a computer room on campus on the same day that you submit the ID-reinstatement request, use the default Waseda ID and password provided in "Waseda ID: User Copy" in the login screen when you start the computer. Beginning on tomorrow, use the reinstated Waseda Mail address and its associated password.
- If you have used a Waseda ID only as an alumni, you can use the Waseda mailbox and address book beginning on the first weekday after today.

Old Student ID Number
XXXX1111

New Student ID Number
XXXX2222

Waseda Mail address to Be Reinstated
xxxxxx@akane.waseda.jp

Submit

② Click [Submit]



5. Complete the Reinstate Waseda Mail address

- “Waseda Mail address reinstatement succeeded.” is displayed in this screen.
- Please make sure if the Waseda Mail address you are using is displayed.

The screenshot shows a web interface for Waseda Mail address reinstatement. At the top, a dark header bar contains the text "Waseda Mail address Creation or Reinstatement: Su...". Below this, the main content area has a light gray background. It starts with the message "Waseda Mail address reinstatement succeeded." followed by "Your Waseda Mail address is xxxxxx@ruri.waseda.jp". A box with a thin border contains instructions on how to log in to MyWaseda with the reinstated Waseda ID, listing four steps: 1. Note the Waseda ID. 2. Click the Close button at the bottom of this screen. 3. Open the MyWaseda login screen: <https://my.waseda.jp> 4. In the login screen, enter the reinstated Waseda ID and its associated password (not the default password). Click Login. At the bottom of the screen, there is a dark gray button labeled "Close". A red circle highlights the "Close" button, and a red speech bubble points to it with the text "Click [Close]".

Waseda Mail address Creation or Reinstatement: Su...

Waseda Mail address reinstatement succeeded.

Your Waseda Mail address is xxxxxx@ruri.waseda.jp

How to log in to MyWaseda with the reinstated Waseda ID:

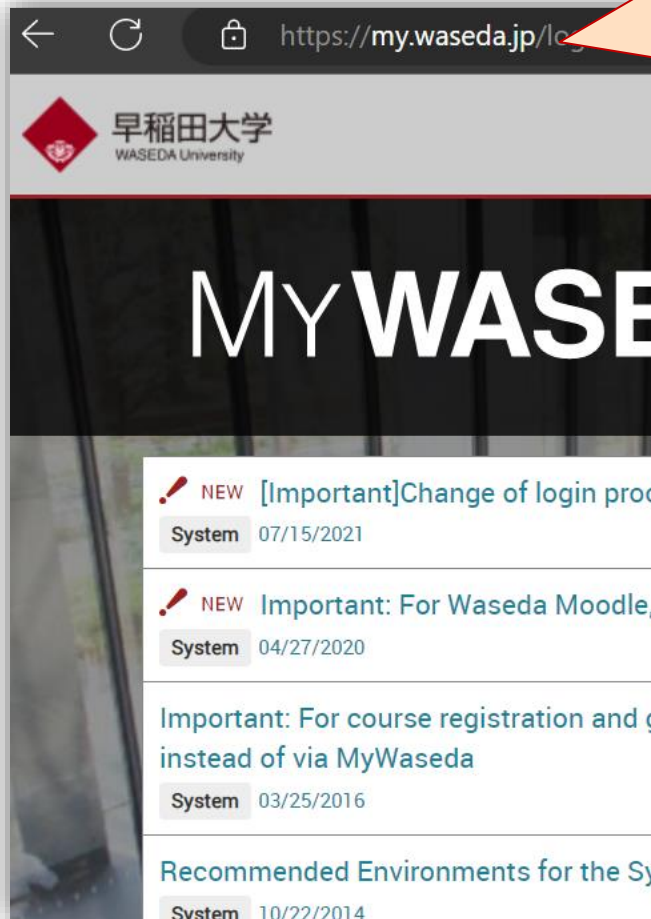
1. Note the Waseda ID.
2. Click the Close button at the bottom of this screen.
3. Open the MyWaseda login screen: <https://my.waseda.jp>
4. In the login screen, enter the reinstated Waseda ID and its associated password (not the default password). Click Login.

Close

Click [Close]



6. Login to MyWaseda again



① Close MyWaseda, then open Web browser and enter the following URL, and open MyWaseda again.

<https://my.waseda.jp/>

Login

② Click [Login]



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6. Login to MyWaseda again

Log in with your Reinstated Waseda Mail address and password.
(not the Initial ID and password)

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Sign in

Enter Reinstated Waseda Mail address

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

Next



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6. Login to MyWaseda again

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← xxxxxx@initial.waseda.jp

Enter password

Enter your password, then click [Sign in].
(Do not enter the Initial password).

Password

[Forgot my password](#)

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



7. 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



8. Update your personal information

- For details about confirmation • update of your personal information, please refer to

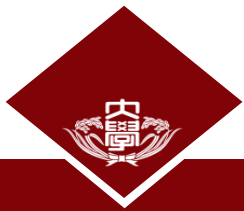
“Change of Personal Information” User Manual

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



9. PC・Network User Guide

- For more information on setting up MyWaseda, please also refer to the following information.
< How to perform the Waseda Mail address Reinstatement >
https://support.waseda.jp/it/s/mywaseda/reinstatement?language=en_US
- 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