

# Computer Security Seminar for New Students

Global Education Center

New undergraduate and new graduate students must take the following seminar and pass its test in order to acquire necessary knowledge to use the IT services provided by Waseda University such as PCs, Internet services and mail services.

## <Important> MyWaseda initial setting

### Using the “Online Entrance Registration System”

- In order to complete your registration, you need the ID and password, which was enclosed with your notification of acceptance or sent separately by the school office.
  - Please use the ID and password to log-in to the “Online Entrance Registration System”.
  - Use the initial Waseda ID and Password to log-in to MyWaseda and obtain your own Waseda mail address, Waseda ID and password.
  - For detailed information on creating your Waseda ID, please access the “Information Technology Service Navigation, Waseda University Site.”
    - \* Information Technology Service Navigation, Waseda University
    - 【Initial Setup for MyWaseda】 <http://www.waseda.jp/navi/e/mywaseda/initial.html>
- ※If you have any questions about your initial Waseda ID, please contact your school office.

### Without using the “Online Entrance Registration System”

- Waseda ID user copy is handed to you, along with other University enrollment documents at the time of Admission or Admission briefing (Orientation/Guidance).
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## ◆ Enrollment Period of the Computer Security Seminar and Information Ethics Test

**9:00, Monday, April 1<sup>st</sup> to 23:59, Monday, May 13<sup>th</sup>, 2019**

- \* If you don't take the seminar and pass the test before the deadline, your Waseda ID may be suspended.
- \* Course Ni@vi can not be used on the day of initial setting from MyWaseda, so please take the seminar after the next day.



### 1. Take the Computer Security Seminar for New Students

- (1) Log into MyWaseda.
- (2) Click “Class and Course Registrations” found in the column on the left. Next click “Course N@vi.”
- (3) Click “AY 2019(Spring Semester) Start-up Orientation for New Students” in the “Course N@vi” list.
- (4) Click “Computer Security Seminar and Information Ethics Test” in the list.
- (5) Click first the “Guidelines for Papers & Presentations” and then “0. Structure of the Seminar” and then “1. Waseda University's Information Services” and then “2. Information Security: How to Avoid Becoming a Victim” and then “3. Information Ethics Test (Security)” and then “4. Information Ethics: How to Avoid Becoming a Perpetrator” and then “5. Information Ethics Test (Ethics)” lecture buttons to take the lectures.

### 2. Pass the Information Ethics Test

You must pass two tests, which are “3. Information Ethics Test (Security)” and “5. Information Ethics Test (Ethics).” Click “Start” at the lower right of the screen of each test.

**You must pass both tests.**

**\* Please take the tests until you pass them. There is no limit to the number of times you may take the tests.**

\* Please refer to the following website for more information.  
<https://www.waseda.jp/inst/gec/en/gec/non-degree/computer/>

# **About Computer Security Seminar for New Students attendance**

## **How to Take the Computer Security Seminar and Information Ethics Test**

**Global Education Center  
Waseda University**

# MyWaseda?

“MyWaseda” is the Web site used as the entry point to various information services provided by Waseda University. From this MyWaseda, you can access information services, such as “Course N@vi,” course registration application, class cancellation information. Since announcements from Waseda University are also posted on MyWaseda, you should also log into the portal regularly to check them.

**The main services that can be accessed from  
“MyWaseda”**

MyWaseda

Log out  
Change password  
Change Waseda ID

Check your grades  
Part-time jobs  
Scholarships

Manuals, security,  
university information,  
and so on

CourseN@vi  
Waseda-net mail  
Online storage  
Place applications

The screenshot shows the MyWaseda website. At the top, there's a navigation bar with 'ホーム' (Home), '授業' (Classes), '研究' (Research), '学生生活' (Student Life), and 'ITサービス' (IT Services). A green box highlights the top right corner with links: 'Log out', 'Change password', and 'Change Waseda ID'. Another green box highlights the left sidebar menu with links: 'お知らせ' (Notice), 'メール' (Mail), 'メッセージ' (Message), 'Course N@vi', '科目一覧' (Subject List), 'コミュニケーション' (Communication), 'オンラインストレージ' (Online Storage), '勉強管理システム' (Study Management System), '個人情報開示・変更' (Personal Information Disclosure/Change), and '申請フォーム・アンケート' (Application Form/Questionnaire). A green box highlights the main content area with links: 'お知らせ' (Notice), '個人宛・所属事務所から・重要' (Individual/Department/Important), 'お知らせなし' (No Notice), '授業に関するお' (About Classes), and 'お知らせなし' (No Notice). A green box highlights the right sidebar with links: 'マニュアル' (Manual), 'セキュリティ' (Security), '大学情報' (University Information), 'WASEDA VISION 150', 'Waseda-net Course N@vi', 'Waseda-net Commons', 'WASEDA VISION 150 STUDENT COMPETITION', 'クオンネット QuonNet', '学術情報検索' (Academic Information Search), '駅すばあと' (Eki Subaato), 'イントラネット Ver.2 (学内のみ)' (Intranet Ver.2 (Campus Only)), and 'Waseda Course Channel'. A green box highlights the bottom left corner with links: 'CourseN@vi', 'Waseda-net mail', 'Online storage', and 'Place applications'. A green box highlights the bottom right corner with links: 'Manuals, security, university information, and so on'. A green box highlights the top center with links: 'Check your grades', 'Part-time jobs', and 'Scholarships'. The footer text reads: 'Copyright (C) , Waseda University 2015. All rights reserved.'



You are required to acquire correct knowledge and then use them in accordance with the rules and manners.

# Distributed Documents

## About Computer Security Seminar for New Students attendance(A4 )

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Global Education Center

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**9:00, Monday, April 1<sup>st</sup> to 23:59, Monday, May 13<sup>th</sup>, 2019**

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**1. Take the Computer Security Seminar for New Students**

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- (3) Click "AY 2019(Spring Semester) Start-up Orientation for New Students" in the "Course N@vi" list.
- (4) Click "Computer Security Seminar and Information Ethics Test" in the list.
- (5) Click first the "Guidelines for Papers & Presentations" and then "0. Structure of the Seminar" and then "1. Waseda University's Information Services" and then "2. Information Security: How to Avoid Becoming a Victim" and then "3. Information Ethics Test (Security)" and then "4. Information Ethics: How to Avoid Becoming a Perpetrator" and then "5. Information Ethics Test (Ethics)" lecture buttons to take the lectures.



**2. Pass the Information Ethics Test**  
You must pass two tests, which are "3. Information Ethics Test (Security)" and "5. Information Ethics Test (Ethics)." Click "Start" at the lower right of the screen of each test.

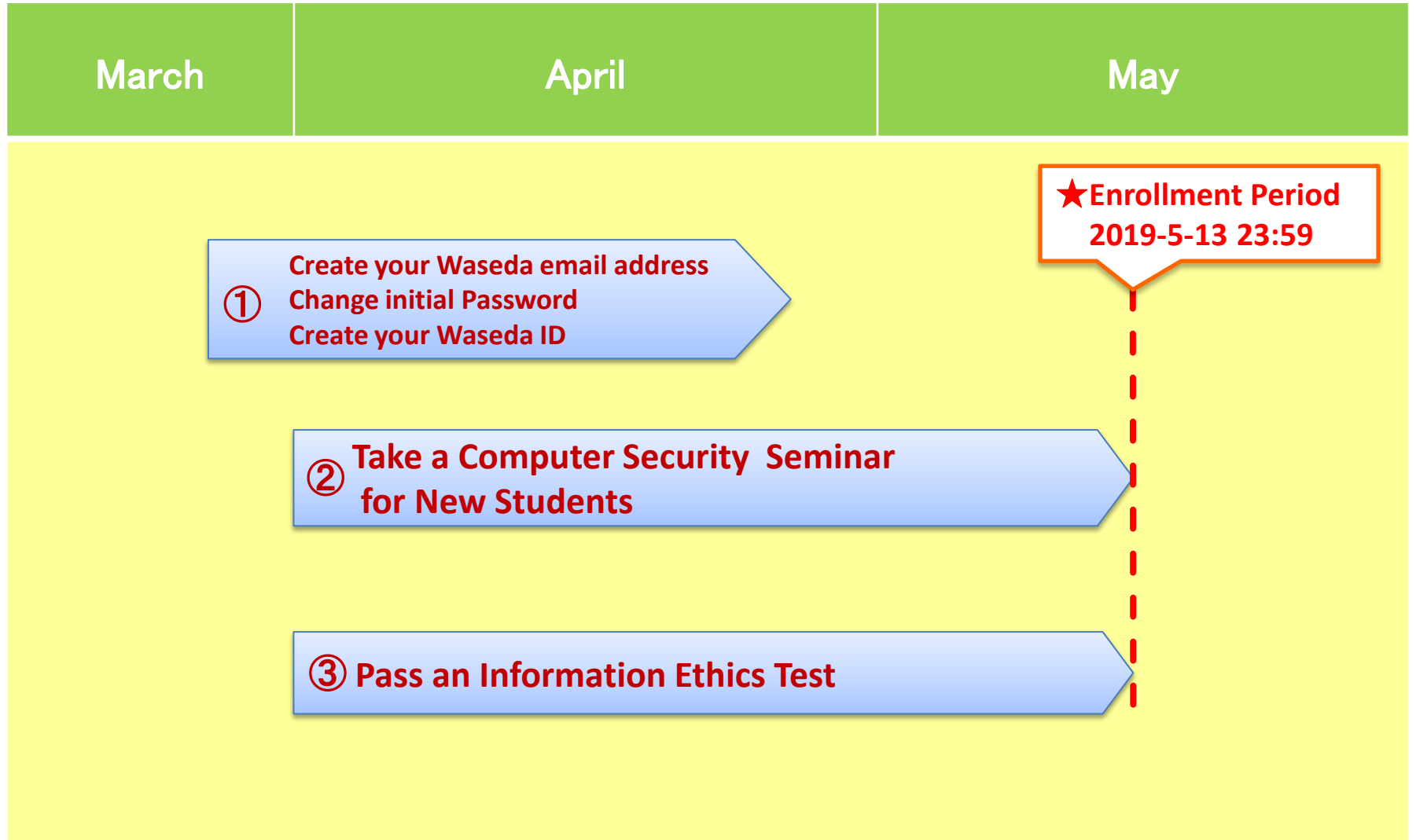
**You must pass both tests.**  
**\* Please take the tests until you pass them. There is no limit to the number of times you may take the tests.**

\* Please refer to the following website for more information.  
<https://www.waseda.jp/gst/gc/wa/gc/hse-degree/computer/>



**Important**

# <Important Steps to Use MyWaseda>



# Computer Environment for MyWaseda

- If your PC is connected to the Internet, you can use the services of MyWaseda such as MyWaseda initial setting, taking a Computer Security Seminar and an Information Ethics Test.
- If you don't use recommended computer environment, some services does not work. For more information, please refer the web page "Information Technology Service Navigation," "Recommended Environments for the Systems"



IT Service  
Navigation

[http://www.waseda.jp/navi/e/services/system/sys\\_requirements.html](http://www.waseda.jp/navi/e/services/system/sys_requirements.html)

# ① MyWaseda initial setting

In order to use the MyWaseda, you will need to perform the initial configuration of the three steps.

✕Please note that you will need a initial Waseda ID and password or a Waseda ID user copy.

- **STEP1. Create your Waseda email address**
- **STEP2. Change initial password**
- **STEP3. Create your Waseda ID**

For more information on how to obtain, please refer to the following site.

**「Initial Setup for MyWaseda」**

**<http://www.waseda.jp/navi/e/mywaseda/initial.html>**

- ② Take a Computer Security Seminar for New Students
- ③ Pass an Information Ethics Test

<Enrollment Period>

**9:00, Monday, April 1st  
to  
23:59, Monday, May 13th, 2019**



**If you don't take the seminar and pass the test before the deadline, your Waseda ID may be suspended.**



## ② Take a Computer Security Seminar for New Students

The screenshot shows the MyWASEDA login interface. A green box highlights the 'Login' button in the top right corner. A green line connects this box to a larger green box that frames the login form. The login form contains the following elements:

- A red asterisk and Japanese text '(\*) 必須' (Required).
- A label 'Login ID\*' followed by a text input field containing 'Waseda ID'.
- A label 'Password\*' followed by a text input field containing 'password'.
- A 'Login' button at the bottom right of the form.

Other visible elements on the page include the Waseda University logo, the 'MYWASEDA' title, a list of announcements, and a bottom navigation bar with links for 'Grades & Course registration', 'Announcements in Emergencies', and 'Safety Report Form'.

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

## ② Take a Computer Security Seminar for New Students

**MyWASEDA** Date Last Used: 02/08/2016 17:46 TaroSEIKI Waseda

Home Classes Research Student Affairs IT Services

Announcements

Email

Messages

Course N@vi

- Course N@vi (Simplified Version)
- Course N@vi (Standard Version)

Create Video Contents

Online Storage

Work Management System

View/Update Your Own Profile

Application Forms and Questionnaires

**Announcements**

Important Notifications from Your Department

No Announcement

Go to List...

Announcements About Classes

Go to List...

**NEW** 2016年度 理工メディアセンターサポート員 (TA/SA) 募集のお知らせ

Classes 2016/02/08 14:10 ~ 2016/02/15 23:59 理工メディアセンター

【大学院生対象】2016年度 大学院学生交流連合（京都大学・慶應義塾大学・東京大学）派遣学生 募集について

Classes 2016/02/05 20:00 ~ 2016/02/13 16:59 教務部教育システム課

【仮】理工コンピュータセミナー アンケート（2016春学期）

Classes 2016/02/03 00:00 ~ 2016/07/22 23:59 理工メディアセンター

2016年度 人を対象とする研究に関する倫理審査委員会 スケジュール（予定）

Classes 2016/02/01 18:00 ~ 2016/03/01 23:59 研究推進部研究マネジメント課

Research grants offered by various organizations

Research 2016/02/01 16:07 ~ 2016/02/26 23:59 研究推進部研究支援課

【再掲】【WASEDA-EDGE】『ビジネスモデル仮説検証プログラム』プレミアムコース受講者募集

Classes 2016/02/01 12:00 ~ 2016/02/14 17:59 早稲田EDGEプログラム事務局

【大学院生対象】2016年度 大学院学生交流連合（京都大学・慶應義塾大学・東京大学）派遣学生 募集について

Classes 2016/01/20 13:30 ~ 2016/02/18 23:59 教務部教育システム課

Other Announcements

Manuals

Security

Contact information of Whistleblowing

WASEDA VISION 150  
Best Education, Best Research, Best Community

Waseda-net Course N@vi

Waseda-net Commons

WASEDA VISION 150  
STUDENT COMPETITION

クオネット QuonNet

学術情報検索  
Waseda E-Resource Portal

駅すばあと  
イントラネット Ver.2（学内のみ）

Waseda Course Channel  
大隈聖信が目指した  
門のない大学  
ここにも、産校。  
[Progress is apart, Academia freedom]

**Click on the "Course N@vi" in the "Home"!**  
"Course N@vi (standard version)", you can attend  
any of the "Course N@vi (simplified version)"

## ② Take a Computer Security Seminar for New Students

Click “AY 2019 Start-up Orientation”

- Waseda Life ABC

~important Advice for your New Life as a Waseda Students~

- Computer Security Seminar and Information Ethics Test

The screenshot shows the Waseda-net Course N@VI interface. On the left is a sidebar with 'My Courses' and various settings. The main area displays a list of courses. A red box highlights the course 'AY 2018(Spring Semester) Start-up Orientation [for New Students]'. Below this, a red arrow points to a detailed list of seminar contents, which is also highlighted by a red box. A black arrow points from the 'AY 2019 Start-up Orientation' text to the 'AY 2018' course link. Another black arrow points from the 'Take all the three contents (Required)' text to the list of seminar topics.

Waseda-net Course N@VI Welcome back

My Courses

Announcements  
Inbox  
My Settings  
Password Settings  
To-Do List  
Message Center

Select all Deselect all

Update display order

Current Future Past Search

Operation for the selected course  
Select an operation Go

AY 2018(Spring Semester) Start-up Orientation [for New Students]

新入生受講必須セミナー(レポートを作成するにあたって/新入生コンピュータセキュリティセミナー)

- レポートを作成するにあたって
  - 【20-1】レポートを作成するにあたって/Guidelines for Papers & Presentations
- 新入生コンピュータセキュリティセミナー・情報倫理テスト Security Seminar and Information Ethics Test
  - 【20-2】0. 受講の流れ/0. Structure of the Seminar
  - 【20-3】1. 早稲田大学の情報環境/1. Waseda University's Information Services
  - 【20-4】2. 情報セキュリティ～被害者にならないために/2. Information Security: How to Avoid Becoming a Victim
  - 【20-5】3. 情報倫理テスト(セキュリティ)/3. Information Ethics Test (Security)
  - 【20-6】4. 情報倫理～加害者にならないために/4. Information Ethics: How to Avoid Becoming a Perpetrator
  - 【20-7】5. 情報倫理テスト(倫理)/5. Information Ethics Test (Ethics)
- 6. アンケート/6. Questionnaire Survey

再生時間: 00:24:04/00:22:50

Take all the three contents (Required)

【20-1】Guidelines for Papers & Presentations

【20-2】0. Structure of the Seminar

【20-3】1.Waseda University's Information Services


【20-4】2.Information Security: How to Avoid Becoming a Victim

【20-5】3.Information Ethics Test (Security)

【20-6】4.Information Ethics: How to Avoid Becoming a Perpetrator

【20-7】5.Information Ethics Test (Ethics)

## **③ Pass an Information Ethics Test**

- **Information Ethics Test is an examination to check what you have learned in the Computer Security Seminar for New Students.**
- **You can take the test as many time as you need until you pass.**
- **You must pass both tests.**   
**【20-5】[3.Information Ethics Test(Security)]**  
**【20-7】[5.Information Ethics Test(Ethics)]**

# ③ Pass an Information Ethics Test

Click "Information Ethics Test".

■ 新生受講必須セミナー(レポートを作成するにあたって/新生コンピュータセキュリティセミナー)

■ レポートを作成するにあたって

【20-1】レポートを作成するにあたって/Guidelines for Papers & Presentations

■ 新生コンピュータセキュリティセミナー・情報倫理テスト/Computer Security Seminar and Information Ethics Test

【20-2】0. 受講の流れ/0. Structure of the Seminar

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【20-7】5. 情報倫理テスト(倫理)/5. Information Ethics Test (Ethics)

6. アンケート/6. Questionnaire Survey

## 4. 情報倫理テスト / 4. Information Ethics Test

Instructor:

Response period:

【Information Ethics Test】

### How to take the test

The test consists of 40 statements about information ethics and security. Click the "Start" button to begin the test. Read the first statement. If you think the statement is correct, check the "True" radio button. If you think it's incorrect, check the "False" radio button.

After checking either one of two buttons only, click the "Next" button to proceed to the next question. Even if it may take a while for the next question to appear, do not click "Next" repeatedly or close the window. It may take a few seconds for the next question to display. If this happens, do not click the "Next" button repeatedly. This will cause errors in the test.

### Hint:

If you are taking the test on campus for PCs and Networks English Edition. This Guide is accessible only on campus.

### How to confirm your score

When you reach the 40th question, the "Next" button will be replaced by a "Finish" button. Click this button to have your answers checked. After a few seconds you will see either PASS or FAIL. If you fail the test, you can retake it as many times as you like again. If you click the "answer" button on the "answer condition" screen, your test result and explanation of questions will be displayed. Please read the explanation of the questions you missed to learn the correct answers.

Click "Start"

Start



Please be sure to pass!

# Notice ①

- You must create your own Waseda ID. You can not use necessary services in your student life listed below with your initial Waseda ID written on Instructions for using MyWaseda.

[Services that is not available with your initial Waseda ID]

- Course Registration(via web)
- Grade announcement(via web)
- Automatic certificate and student-discount issuing machines



# Notice ②

- **After creating Waseda ID, it takes about 20 minutes before you can change the password or use e-mail.**
- ✓ **Please establish a password within 14 character more than 8 character. Please make a one-byte English small letter, a one-byte English capital letter and a half-sized figure intermingled more than 1 character respectively.**
- **You can take a Computer Security Seminar for New Students and an Information Ethics Test from the day after you create Waseda ID.**
- **If you forget your password, please contact the office shown in the distributed documents.**
- ✓ **In the reissue procedure, your student ID card or examination admission card is required for proof of identity.**
- **If you have any questions about MyWaseda or troubles in the operation, please contact the office shown in the distributed documents.**



# Other Information

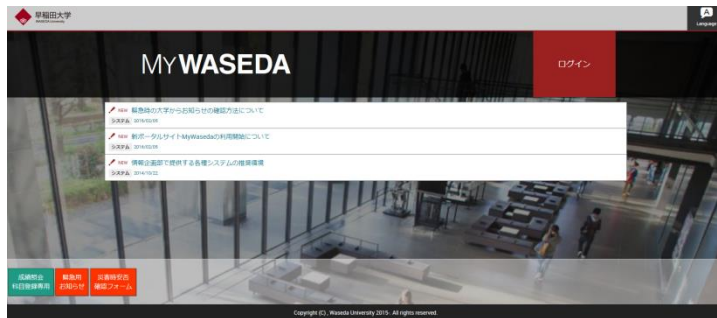
## < Emergency Communications System >



1. Waseda Top Page



2. Yahoo! Japan Blog Emergency Bulletin



3. Page preceding the MyWaseda Login Page

For Emergency case



**Bookmark these sites on your PCs and mobile !**





Thank you...