Certificate Issuance Service
Log In Manual

Application Procedure for Alumni
Those Who Do Not Have a Waseda Mail Address

9.3.2th edition Oct 16, 2023
NTT-W

Table of Contents

1 Introduction

2 Log In to the Certificate Issuance Service

1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome FireFox Safari
Smartphone, etc.	User	iPhone: Safari Android: Chrome

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.
*The images may not be properly displayed depending on the model or browser.
*The operation was confirmed with the latest version as of the date when it was performed.
*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

Phone	06-6809-4327　24/7
Chat Support	Please click **this Link**
Reception hours	24 hours

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.1 Registration of New Email Address (For First Login)
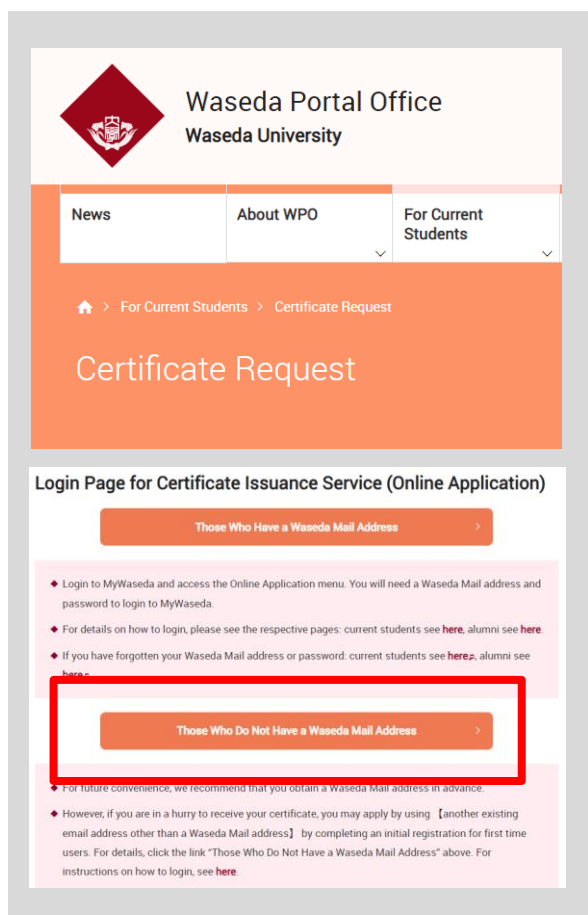
Screen Images	Steps	How to Operate

1 Access the login page which can be found on the university website.

（Waseda Portal Office Website）
https://www.waseda.jp/inst/wpo/en/students/certificate

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	2	When using this service for the first time, you need to apply to use it. Click "New registration procedure" from "New registration."

Screen Images	Steps	How to Operate

③ Enter an email address you wish to register into the "Mail address" and "Check" fields.

LANG:English

WASEDA University 早稲田大学 **Mail address setting**

③

Mail address

✉ Mail address

Check

✉ Mail address

❶ Note

Be sure to read the Note!

- Press the "Confirm" button. A confirmation mail will be sent to the specified mail address.
- Access the URL shown in the confirmation mail and complete the setting of the mail address.
- It takes some time to send the confirmation mail.
- Some free mail addresses may not be able to receive the confirmation mail.

*The confirmation mail may not be received because a spam mail filter is in effect. Add the following address to the list of permitted senders.
---> Certificate issuance service : **system@cert.waseda.jp**

◎ Check the following if the confirmation mail does not arrive within 30 minutes.
  1. Is the input mail address correct?
  2. Have unnecessary space and other entries been input by mistake?
  3. Is the information input in half-width alphanumeric characters?
  4. Has the mail address been added to the list of permitted senders of the spam mail filter?
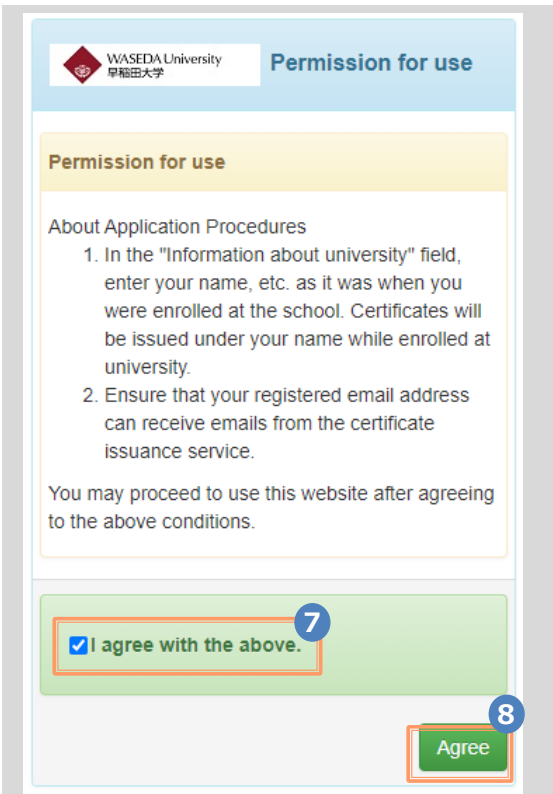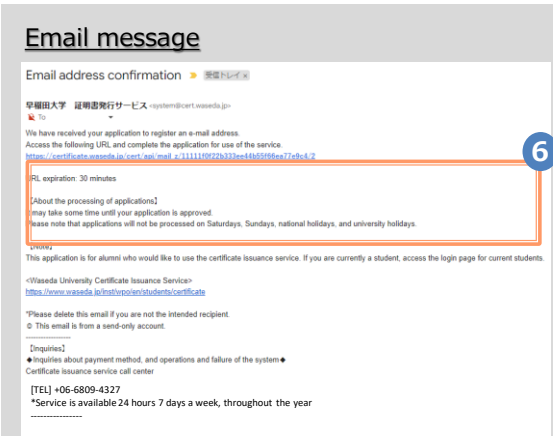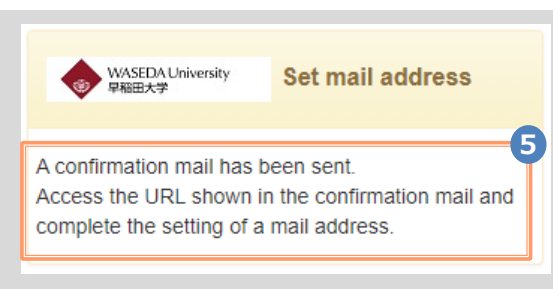
④ Read the "Note" and click the "Check" button.

Back   Check **④**

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
WASEDA University 早稲田大学 Set mail address A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.	**5**	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
Email message Email address confirmation ▶ 受信トレイ × 早稲田大学 証明書発行サービス <system@cert.waseda.jp> To We have received your application to register an e-mail address. Access the following URL and complete the application for use of the service. https://certificate.waseda.jp/cert/api/mail_z/111110f22b333ee44b69f66ea77e9c4/2 URL expiration: 30 minutes 【About the processing of applications】 It may take some time until your application is approved. Please note that applications will not be processed on Saturdays, Sundays, national holidays, and university holidays. 【Note】 This application is for alumni who would like to use the certificate issuance service. If you are currently a student, access the login page for current students. <Waseda University Certificate Issuance Service> https://www.waseda.jp/inst/wpo/en/students/certificate *Please delete this email if you are not the intended recipient. ◎ This email is from a send-only account. 【Inquiries】 ◆Inquiries about payment method, and operations and failure of the system◆ Certificate issuance service call center [TEL] +06-6809-4327 *Service is available 24 hours 7 days a week, throughout the year -----------------	**6**	Click the one-time URL in the email body text and register the applicant information. *The URL has an expiration time, so please complete the operation before it expires.
WASEDA University 早稲田大学 Permission for use **Permission for use** About Application Procedures 　1. In the "Information about university" field, enter your name, etc. as it was when you were enrolled at the school. Certificates will be issued under your name while enrolled at university. 　2. Ensure that your registered email address can receive emails from the certificate issuance service. You may proceed to use this website after agreeing to the above conditions.	**7**	Read the "Permission for use" displayed on the screen and select "I agree with the above"
☑ I agree with the above. Agree	**8**	Click the "Agree" button.

Screen Images	Steps	How to Operate

Screen Images

WASEDA University   Register applicant information

Applicant information ⑨

Application type (required)
- ● New
- ○ Re-application (because the mail address used before can no longer be used, etc.)

*Kanji Name (required)

山田　太郎（Please enter "-" if unknown.）

*Katakana Name (required)

ヤマダ　タロウ（Please enter "-" if unknown.）

*Alphabetical Name (required)

YAMADA TAROU

*Date of birth (required)

年 /月 /日

---

⑨ Enter the information on the applicant.

*The input items vary depending on the operating environment.
*The items in red are required.

► Application type   (required)

   Select "New" for new registration.

► Applicant's name   (required)

   Enter the name of the applicant in Kanji name, Katakana name, and Alphabetical name.
   *Place a space between the family name and first name.

► Date of birth   (required)

   Enter the date of birth of the applicant.
   *In the Western calendar year.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

10

Enter the information on the applicant when in school.

*The input items vary depending on the operating environment.
*The items in red are required.

► Name while enrolled at university   (required)

Enter the name while enrolled at university in Kanji name, Katakana name, and Alphabetical name.
*Place a space between the family name and first name.

► Department/Graduate School/Others (required)

Select the applicable type.

► Name of school   (required)

Select school.

► Major   (required)

Select "-".

► Student ID number

Enter the student ID number.
*Leave blank if unknown.

► Month and year of admission

Enter the admission year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Month and year of graduation/withdrawal

Enter the graduation (withdrawal)) year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Graduate/Withdrawal/Other

Select the applicable type.

Screen Image contents:

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

*Kanji name (while enrolled at university) (required)
山田　太郎 （Please enter "-" if unknown.）

*Katakana name (while at university) (required)
ヤマダ　タロウ （Please enter "-" if unknown.）

*Alphabetical name (while at university) (required)
YAMADA TAROU

Department/Graduate School/Others (required)

Name of school (required)

Major (required)

Student ID number
A12345678 （Leave blank if unknown.）

Month and year of admission
----年--月

Month and year of graduation/withdrawal
----年--月

Graduate/ Withdrawal/ Other
○Graduate ○Withdrawal ○Other

2 Log In to the Certificate Issuance Service

Screen Images	Steps	How to Operate

Screen Images

Phone number – *Note: If you only have either a landline phone or a mobile phone, enter the same number in both the "Phone number" and "Mobile phone number" fields.

⑪

Phone number

Mobile phone number

Steps

⑪

How to Operate

► Phone number

Enter the phone number of your home.

► Mobile phone number

Enter the mobile phone number of yours.

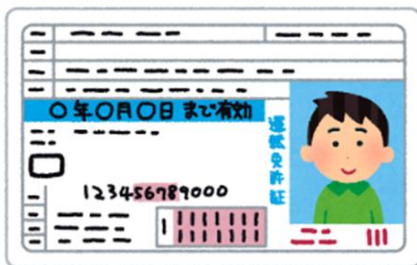| Screen Images	Steps	How to Operate

Before attaching the image

Copy of official identification document

Identity Verification Document(A copy of your driver's license, driving record certificate (both sides), passport, Individual number card (front only), residence card, or special permanent resident certificate)(required) ⑫

○ A copy of your driver's license, or driving record certificate (both sides)
○ Individual number card (front only) ○ passport
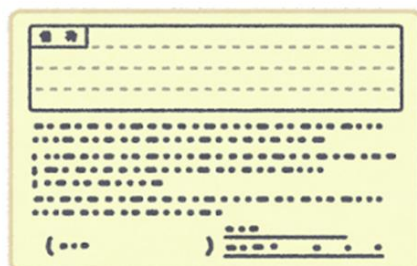○ residence card, or special permanent resident certificate

Digital copy of Identity Verification Document #1
ファイルを選択 選択されていません

Digital copy of Identity Verification Document #2
ファイルを選択 選択されていません

⑫

The copy of an identification document is required. Attach the file for identifying the applicant.
Please submit a driver's license or driving record certificate (both sides), an Individual Number Card (front side only), a passport (identity page), a residence card or a special permanent resident certificate within the valid period.

► Type of identification document

Select the type of an attached document for identifying the applicant.

► Image of an identification document

Click the "Choose File" button. Then take a photo of the document or select an image in your folder. If the information is written on the back side of the document, such as your old address on the driver's license, attach the image of the back side as well.
Note that the operating method differs depending on the device you use. Follow the on-screen instructions.
Note that file extension of the image must be "jpg", "gif," or "png".

12-*
The image file is displayed after being attached.

Screen Images	Steps	How to Operate

Screen Images

<u>After attaching the image</u>   **12-***

Steps: **12-***

How to Operate:

When a file is selected, the image of the document is displayed for the "Image of the identification document."
Check if your name, address, and date of birth are readable.

Screen Images	Steps	How to Operate

Before attaching the image

13

Copy of identification document if your surname and/or first name has been changed - *Only for those who apply. Upload an image in such a way that we can clearly see your name and the date of issue. If the document has more than one page and cannot be captured as one image, upload two images.

Type of identification document required if your name has been changed - *Only for those who apply. (A copy of your family register (koseki tohon or koseki shohon) or an official identifiation document showing both your former names while you were enrolled and your current name)

○ Koseki tohon ○ Koseki shohon
○ An official identification document showing both your current and former name

Digital copy an identification document when your surname and/or first name has been changed (jpeg/gif/png)
[ファイルを選択] 選択されていません

Digital copy of an identification document when your surname and/or first name has been changed (second page or others) (jpeg/gif/png)
[ファイルを選択] 選択されていません

[Back]　　　　[Check]

13-*
The image file is displayed after being attached.

13

"Copy of identification documents for verification of name change"
If your current name is different from your name at the time of enrollment due to marriage, etc., please submit any of the following: a copy of your family register(Koseki tohon), an extract from your family register(Koseki shohon), an official identification document which shows both your current name and name at the time of enrollment.

► Type of identification document

Select the type of an attached document for identifying the applicant.

► Image of an identification document

Click the "Choose File" button. Then take a photo of the document or select an image in your folder. Note that the operating method differs depending on the device you use. Follow the on-screen instructions. Note that file extension of the image must be "jpg", "gif," or "png".

Screen Images	Steps	How to Operate

Screen Images

After attaching the image **13-***

Copy of identification document if your surname and/or first name has been changed - *Only for those who apply. Upload an image in such a way that we can clearly see your name and the date of issue. If the document has more than one page and cannot be captured as one image, upload two images.

Type of identification document required if your name has been changed - *Only for those who apply. (A copy of your family register (koseki tohon or koseki shohon) or an official identifiation document showing both your former names while you were enrolled and your current name)

◉ Koseki tohon ○ Koseki shohon
○ An official identification document showing both your current and former name

Digital copy an identification document when your surname and/or first name has been changed (jpeg/gif/png)

[ファイルを選択] certificate-...gister.png

戸籍謄本

Digital copy of an identification document when your surname and/or first name has been changed (second page or others) (jpeg/gif/png)

[ファイルを選択] 選択されていません

Back   Check **14**

Steps / How to Operate

13-* When a file is selected, the image of the document is displayed for the "Image of the identification document."
Check if your name, address, and date of birth are readable.

14 Click the "Check" button.

*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.
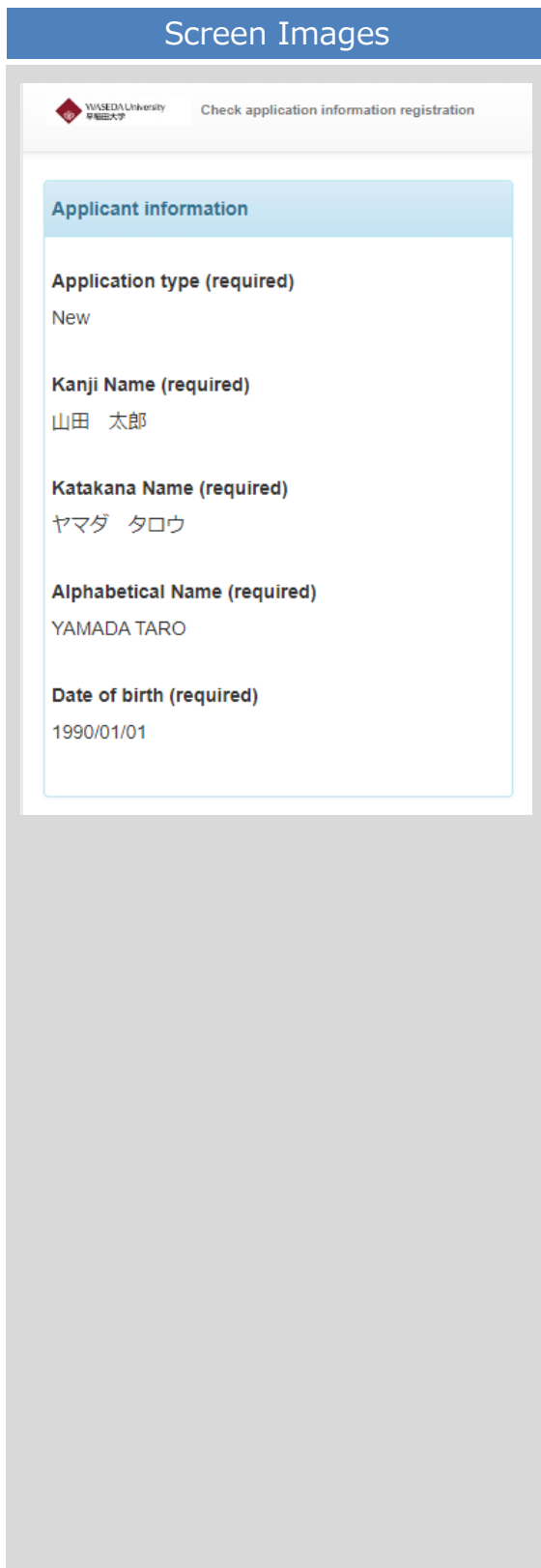
Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

WASEDA University 早稲田大学　Check application information registration

Applicant information

Application type (required)
New

Kanji Name (required)
山田　太郎

Katakana Name (required)
ヤマダ　タロウ

Alphabetical Name (required)
YAMADA TARO

Date of birth (required)
1990/01/01

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

Screen Images content:

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

Kanji name (while enrolled at university) (required)

山田　太郎

Katakana name (while at university) (required)

ヤマダ　タロウ

Alphabetical name (while at university) (required)

YAMADA TARO

Department/Graduate School/Others (required)

Department

Name of school (required)

School of Law

Major (required)

-

Student ID number

A12345678

Month and year of admission

2000/04

Month and year of graduation/withdrawal

2004/03

Graduate/ Withdrawal/ Other

Graduate

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

Screen Images:

Phone number – *Note: If you only have either a landline phone or a mobile phone, enter the same number in both the "Phone number" and "Mobile phone number" fields.
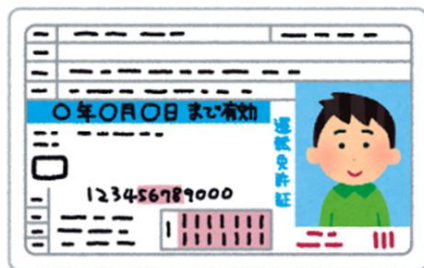
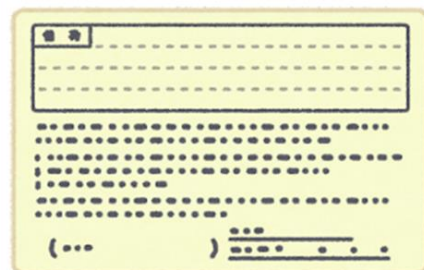Phone number

03-1234-5678

Mobile phone number

090-1234-5678

Copy of official identification document

Identity Verification Document(A copy of your driver's license, driving record certificate (both sides), passport, Individual number card (front only), residence card, or special permanent resident certificate)(required)

Digital copy of Identity Verification Document #1

Digital copy of Identity Verification Document #2

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

Copy of identification document if your surname and/or first name has been changed - *Only for those who apply. Upload an image in such a way that we can clearly see your name and the date of issue. If the document has more than one page and cannot be captured as one image, upload two images.

Type of identification document required if your name has been changed - *Only for those who apply. (A copy of your family register (koseki tohon or koseki shohon) or an official identifiation document showing both your former names while you were enrolled and your current name)

Koseki tohon

Digital copy an identification document when your surname and/or first name has been changed (jpeg/gif/png)

戸籍謄本

Digital copy of an identification document when your surname and/or first name has been changed (second page or others) (jpeg/gif/png)

Back   Application **15**

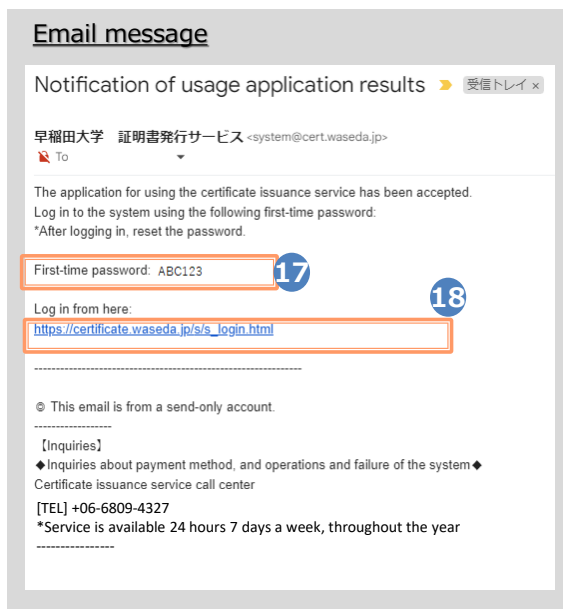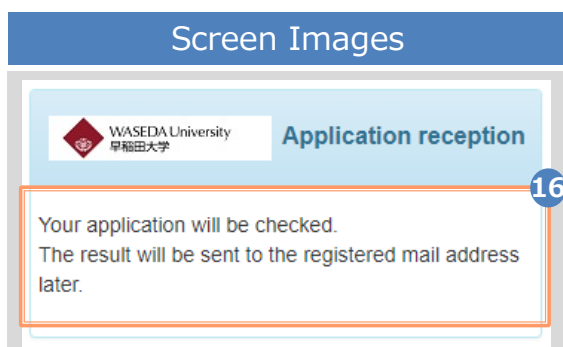| Screen Images	Steps	How to Operate
	16	Check that the Application reception screen is displayed.
	17	After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email. *The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission. *Depending on the content of the application, it may take several days before approval is granted. The university may contact you to confirm the details of your application.
	18	Click the URL for "Log in here" in the email body text to access the login screen.

Screen Images	Steps	How to Operate
	19	For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result. *Leave the "Second password" field empty.
	20	Read the "Note" and click the "Login" button.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

21 The Password Setting screen opens, where you can change the initial password and set the second password.
Fill in the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.

*The password and the second password must be different.

Screen image (Set password):

WASEDA University 早稲田大学 — Set password

21

Password
✎ Password

Check
✎ Password

Second password
✎ Second password

Check
✎ Second password

Note

! Be sure to read the Note.
- Set a password.
- You can change your password from a menu that is displayed after you log in.

Set a password according to these rules:
- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

22 Set

22 Read the "Note" and click the "Set" button.

Screen Images	Steps	How to Operate

Screen Images:

ℹ️ Setting the password has completed.

The password or second password has been set.

23 OK

Steps: 23

How to Operate:

Click the "OK" button.

The Certificate Issuance Service has now become available.

► After logging in, go to **3** Application for Certificates in the operation manual from the menu.

*If you have multiple student ID numbers in case you graduated from undergraduate and graduate, please add the student ID number. See the following for the details:

► 2.3 "How to Add a Student ID number"

2.2 How to Log In

Screen Images	Steps	How to Operate

1 Access the login page which can be found on the university website.

(Waseda Portal Office Website)
https://www.waseda.jp/inst/wpo/en/students/certificate

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

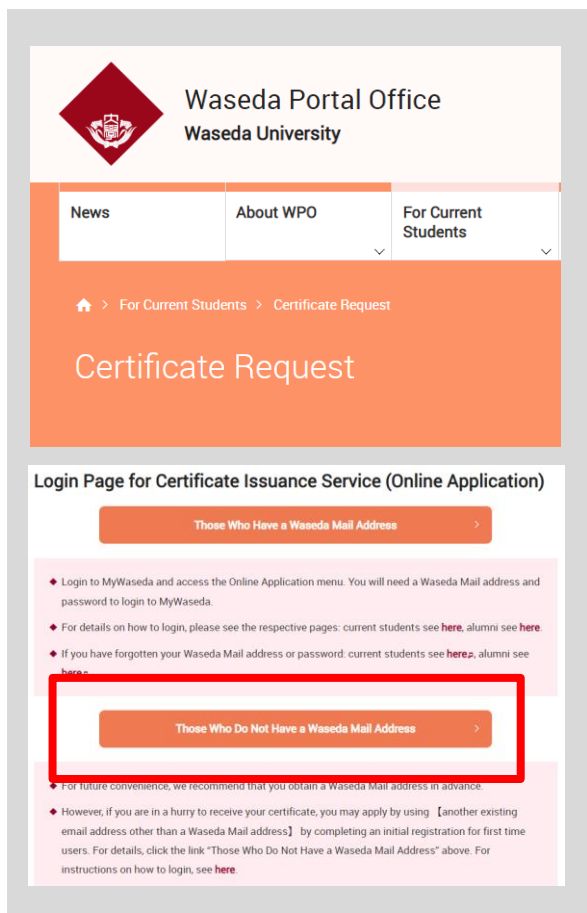| Screen Images	Steps	How to Operate

2

Enter the registered email address, password, and second password.

*For login for the first time, you need to apply to use this service. For how to apply for it, see the following:
► 2.1 "Registration of New Email Address"

*For those who have multiple student ID numbers in case you graduated from undergraduate and graduate, see the following:

► 2.3 "How to Add a Student ID number"

Screen content:

LANG:English ⌄

WASEDA University 早稲田大学 **Graduate login**

Mail address
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

If you have forgotten your password

Note

Be sure to read the Note!
- When you access this site for the first time, newly register yourself and log in with the password that will be delivered after registration.
- After using the site, be sure to log out. Also close the browser.
- You will be automatically logged out if a specific time passed without any operation after log-in.
- Please change your password periodically.
- Acts, such as recording a password on the browser cannot be recommended from the viewpoint of security.

Please understand the above points before using this site.

◎ If you cannot log in, check the following:
1. Is the password you entered correct?
2. Are uppercase/lowercase letters correctly input?
3. Are half-width alphanumeric characters input?

Login

3

Read the "Note" and click the "Login button.

► After logging in, go to **3** Application for Certificates in the operation manual from the menu.

New registration

Register yourself from here if you use this service for the first time.

New registration procedure

2.3 How to Add a Student ID Number

*Applicable for those who have multiple student ID numbers

Screen Images	Steps	How to Operate
	1	Perform registration for either undergraduate or graduate by following the instruction in 2.1 "Registration of New Email Address" in this manual. Enter the registered email address and password.
	2	Read the "Note" and click the "Login" button.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.
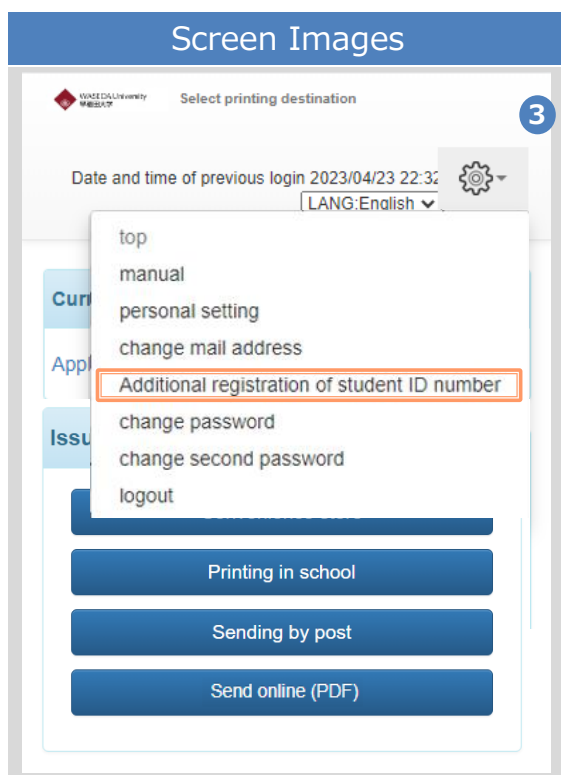
Screen Images	Steps	How to Operate
	3	Click the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Additional registration of student ID number"
	4	Read the "Note" and click the "Send" button.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.
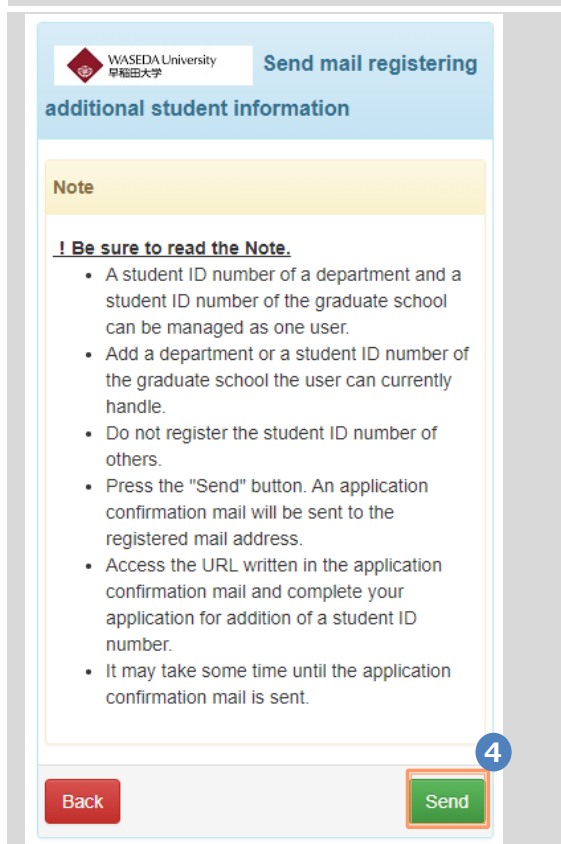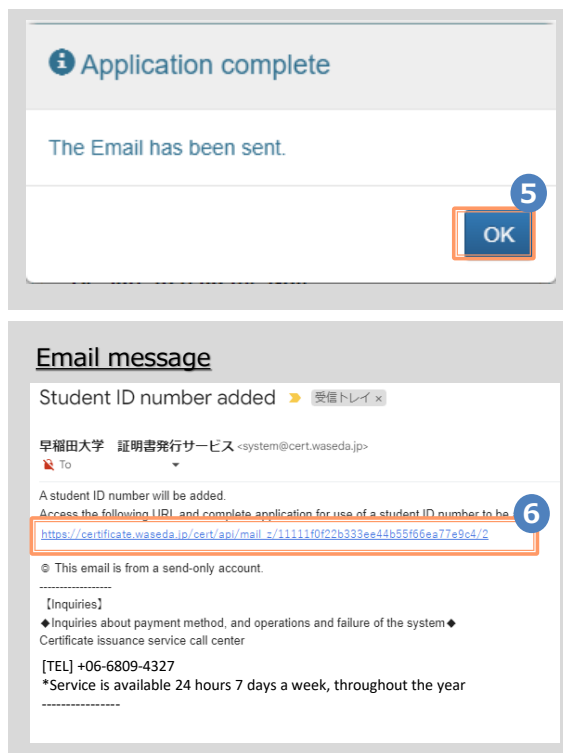
Screen Images	Steps	How to Operate

❺ When the Application Completed screen is displayed, click the "OK" button.

ⓘ Application complete

The Email has been sent.

❺

OK

---

❻ An email including a one-time URL is sent to the registered email address. When you receive the email, click the one-time URL.

*The URL has an expiration time, so please complete the operation before it expires.

Email message

Student ID number added   ➤ 受信トレイ ×

早稲田大学　証明書発行サービス <system@cert.waseda.jp>
To

A student ID number will be added.
Access the following URL and complete application for use of a student ID number to be
https://certificate.waseda.jp/cert/api/mail_z/11111f0f22b333ee44b55f66ea77e9c4/2   ❻

© This email is from a send-only account.

【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

7 Enter the department or information of the applicant when in school.

*The input items vary depending on the operating environment.
*The input items in red are required.

► Name while enrolled at university   (required)

Enter the name while enrolled at university in Kanji name, Katakana name, and Alphabetical name.
*Place a space between the family name and first name.

► Department/Graduate School/Others (required)

Select the applicable type.

► Name of school   (required)

Select school.

► Major   (required)

Select "-".

► Student ID number

Enter the student ID number.
*Leave blank if unknown.

► Month and year of admission

Enter the admission year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Month and year of graduation/withdrawal

Enter the graduation (withdrawal)) year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Graduate/Withdrawal/Other

Select the applicable type.

8 Click the "Check" button.

Screen Images content:

WASEDA University 早稲田大学   Register additional student ID information

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

*Kanji name (while enrolled at university) (required)
山田　太郎 (Please enter "-" if unknown.)

*Katakana name (while at university) (required)
ヤマダ　タロウ (Please enter "-" if unknown.)

*Alphabetical name (while at university) (required)
YAMADA TAROU

Department/Graduate School/Others (required)
[dropdown]

Name of school (required)
[dropdown]

Major (required)
[dropdown]

Student ID number
A12345678 (Leave blank if unknown.)

Month and year of admission
----年--月

Month and year of graduation/withdrawal
----年--月

Graduate/ Withdrawal/ Other
○Graduate ○Withdrawal ○Other

Check

Screen Images	Steps	How to Operate
	9	Check the inputs and click the "Application" button.

Screen Images:

WASEDA University 早稲田大学 — Check additional registration of student ID

information

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

Kanji name (while enrolled at university) (required)
山田　太郎

Katakana name (while at university) (required)
ヤマダ　タロウ

Alphabetical name (while at university) (required)
YAMADA TARO

Department/Graduate School/Others (required)
Department

Name of school (required)
School of Law

Major (required)
-

Student ID number

Month and year of admission
2000/04

Month and year of graduation/withdrawal
2004/03

Graduate/ Withdrawal/ Other
Graduate

Back   Application ⑨

Screen Images	Steps	How to Operate

10 A message is displayed stating that the application has been accepted.

Application reception

WASEDA University 早稲田大学

Your application will be checked.
The result will be sent to the registered mail address later.

11 After the application is approved, an email is sent to the registered email address. Check to see if the service has become available.

*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.
*Depending on the content of the application, it may take several days before approval is granted. The university may contact you to confirm the details of your application.

Email message

Notification of usage application results ➤ 受信トレイ ×

早稲田大学　証明書発行サービス <system@cert.waseda.jp>
To windsurfin999+w3 ▾

Registration of an additional student ID number has been completed.
The following student ID number has been added to the current account:

Student ID number: ZZZ987

© This email is from a send-only account.

【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

Screen Images	Steps	How to Operate

Screen Images:

LANG:English

WASEDA University 早稲田大学 — **Graduate login**

⑫

Mail address
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

If you have forgotten your password

Note

Be sure to read the Note!
- When you access this site for the first time, newly register yourself and log in with the password that will be delivered after registration.
- After using the site, be sure to log out. Also close the browser.
- You will be automatically logged out if a specific time passed without any operation after log-in.
- Please change your password periodically.
- Acts, such as recording a password on the browser cannot be recommended from the viewpoint of security.

Please understand the above points before using this site.

◎ If you cannot log in, check the following:
1. Is the password you entered correct?
2. Are uppercase/lowercase letters correctly input?
3. Are half-width alphanumeric characters input?

⑬ Login

New registration

Register yourself from here if you use this service for the first time.

New registration procedure

Steps / How to Operate:

⑫ Access the home page for the certificate issuance service and enter again the email address, password, and second password.

*For how to log in, see the following:
► 2.2 "How to Log In"

⑬ Read the "Note" and click the "Login" button.

Screen Images	Steps	How to Operate

Select printing destination

WASEDA University

Date and time of previous login 2023/04/23 20:33 ⚙️▾
LANG:English ▾

Current application list

Application list

Issue certificate **14**

- Convenience store
- Printing in school
- Sending by post
- Send online (PDF)

14 Select one of the printing methods from the "Issue Certificates".

*The screen image on the left will be displayed when selecting convenience store for printing. To access the service only for checking whether the student ID number is registered, you can select any option.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

15

Check that two student ID numbers are selectable.
Select the student ID number you want to use for printing a certificate before applying for the certificate.

► After logging in, go to 3 Application for Certificates in the operation manual from the menu.

WASEDA University 早稲田大学   Select certificate (printing at a convenience store)

Date and time of previous login 2023/04/23 20:33

Select application certificate

15

Student ID number : 12345678

Student ID number : ABC98765

Certificates (Japanese)

Type of certificate	Commission	Number of copies
[Japanese]Transcript of Academic Record	400 yen	0
[Japanese]Certificate of Graduation (Completion)	400 yen	0
[Japanese]Transcript of Academic Record and Certificate of Graduation (Completion)	400 yen	0

Certificates (English)

Type of certificate	Commission	Number of copies
Transcript of Academic Record	400 yen	0
Certificate of Graduation (Completion)	400 yen	0
Transcript of Academic Record and Certificate of Graduation (Completion)	400 yen	0

0 copy

Back   Proceed
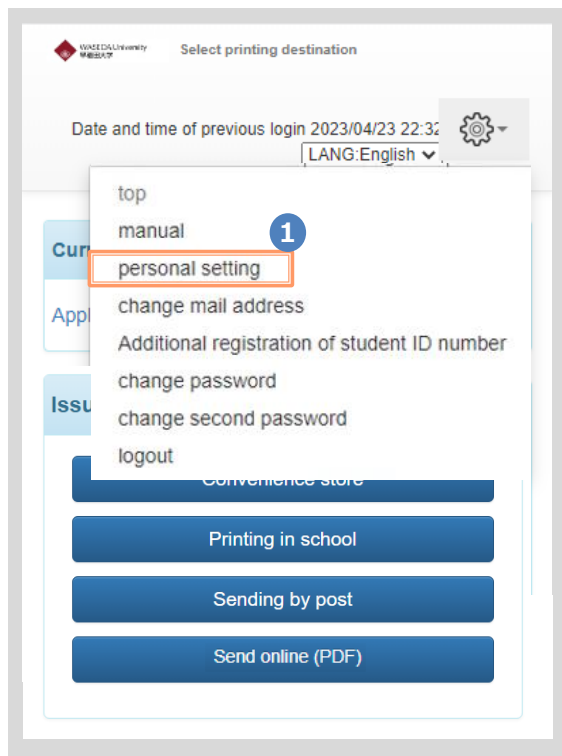
2.4 How to Change the Login Information

(a) Change the personal information

Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Personal setting". *For how to log in to the Certificate Issuance Service, see the following: ► 2.2 "How to Log In"

Screen Images	Steps	How to Operate
	2	Fill the personal information items you want to change.
	3	Click the "Check" button.

Change applicant information

Applicant information

Application type (required) ②
- ⦿ New
- ◯ Re-application (because the mail address used before can no longer be used, etc.)

*Kanji Name (required)
山田　太郎

*Katakana Name (required)
ヤマダ　タロウ

*Alphabetical Name (required)
YAMADA TARO

*Date of birth (required)
1990/01/01

Phone number – *Note: If you only have either a landline phone or a mobile phone, enter the same number in both the "Phone number" and "Mobile phone number" fields.

Phone number
03-1234-5678

Mobile phone number
090-1234-5678

[Back] [Check] ③

Screen Images	Step	How to Operate
WASEDA University 早稲田大学 — Check change of application information **Applicant information** **Application type (required)** New **Kanji Name (required)** 山田　太郎 **Katakana Name (required)** ヤマダ　タロウ **Alphabetical Name (required)** YAMADA TARO **Date of birth (required)** 1990/01/01 **Phone number – *Note: If you only have either a landline phone or a mobile phone, enter the same number in both the "Phone number" and "Mobile phone number" fields.** **Phone number** 03-1234-5678 **Mobile phone number** 090-1234-5678 Back　Application ④	④	Check the inputs and click the "Application" button.

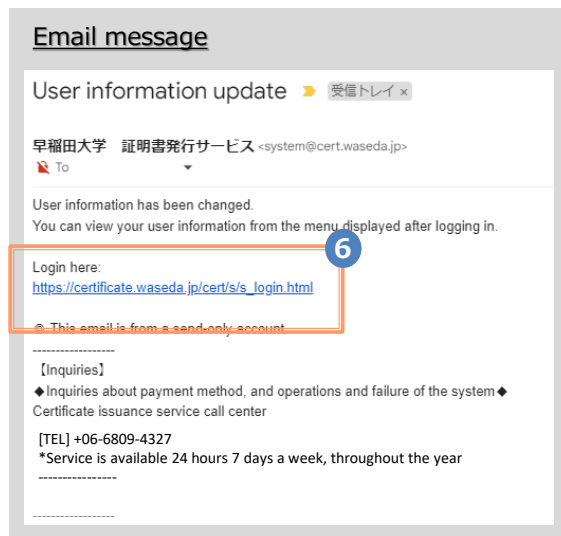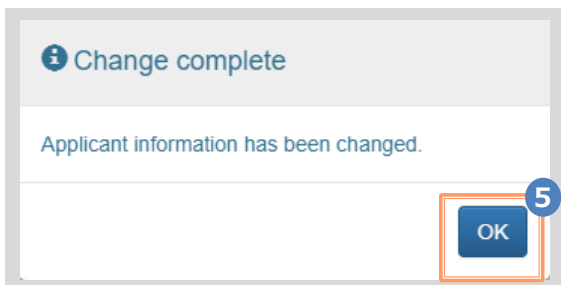| Screen Images	Step	How to Operate
Change complete Applicant information has been changed. **OK**	**5**	The Change Completed screen is displayed stating that the information has been changed. Click the "OK" button.
Email message User information update 受信トレイ × 早稲田大学 証明書発行サービス <system@cert.waseda.jp> To User information has been changed. You can view your user information from the menu displayed after logging in. Login here: https://certificate.waseda.jp/cert/s/s_login.html ※ This email is from a send-only account. ------------------ 【Inquiries】 ◆Inquiries about payment method, and operations and failure of the system◆ Certificate issuance service call center [TEL] +06-6809-4327 *Service is available 24 hours 7 days a week, throughout the year ----------------	**6**	You will receive an e-mail to your registered e-mail address after the change. To log in, please login again from the URL.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Change of the email address (If you can log in)
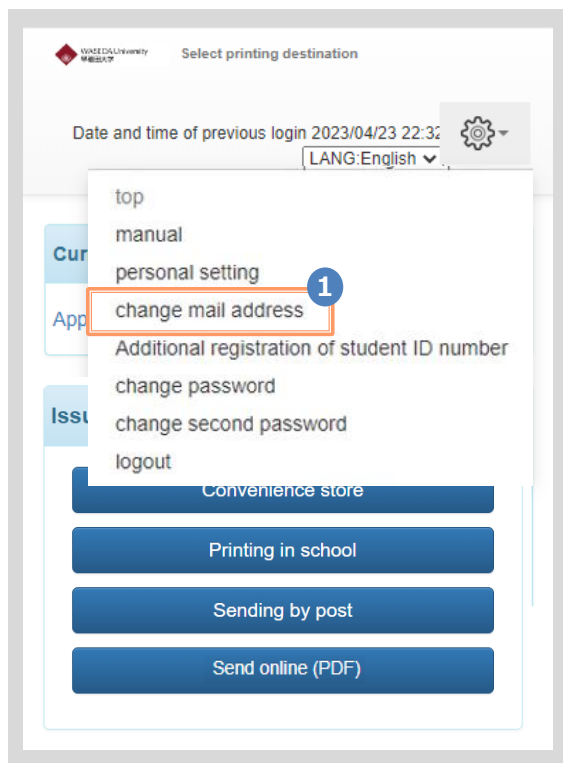
Screen Images	Step	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Change mail address." *For how to log in to the Certificate Issuance Service, see the following: ► 2.2 "How to Log In"

Screen Images	Step	How to Operate
	2	Enter a new email address into the "New mail address" and "Check" fields.
	3	Read the "Note" and click the "Check" button.

Screen content (sample):

WASEDA University 早稲田大学 — **Mail address setting**

Current mail address
ABCDEF@ZZZ.BBB.jp

2

New mail address
✉ Mail address

Check
✉ Mail address

ⓘ **Note**

Be sure to read the Note!
- Press the "Confirm" button. A confirmation mail will be sent to the specified mail address.
- Access the URL shown in the confirmation mail and complete the setting of the mail address.
- It takes some time to send the confirmation mail.
- Some free mail addresses may not be able to receive the confirmation mail.

*The confirmation mail may not be received because a spam mail filter is in effect. Add the following address to the list of permitted senders.
---> Certificate issuance service : **system@cert.waseda.jp**

◎ Check the following if the confirmation mail does not arrive within 30 minutes.
1. Is the input mail address correct?
2. Have unnecessary space and other entries been input by mistake?
3. Is the information input in half-width alphanumeric characters?
4. Has the mail address been added to the list of permitted senders of the spam mail filter?

Back   **3** Check

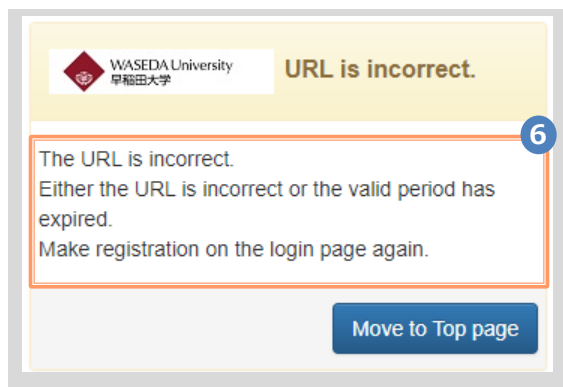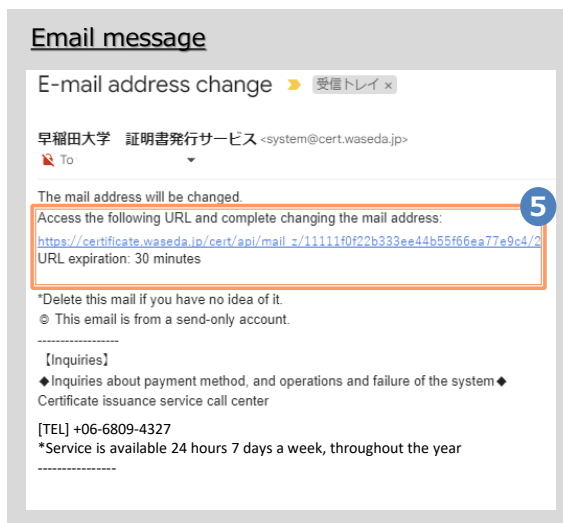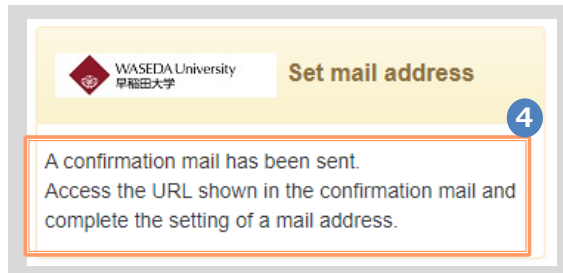| Screen Images	Step	How to Operate
WASEDA University 早稲田大学　**Set mail address** ④ A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.	**4**	A message is displayed on the screen and a confirmation notification is sent to the registered email address.
Email message E-mail address change ➤ 受信トレイ × 早稲田大学　証明書発行サービス <system@cert.waseda.jp> To The mail address will be changed. ⑤ Access the following URL and complete changing the mail address: https://certificate.waseda.jp/cert/api/mail_z/11111f0f22b333ee44b55f66ea77e9c4/2 URL expiration: 30 minutes *Delete this mail if you have no idea of it. © This email is from a send-only account. ------------------ 【Inquiries】 ◆Inquiries about payment method, and operations and failure of the system◆ Certificate issuance service call center [TEL] +06-6809-4327 *Service is available 24 hours 7 days a week, throughout the year ----------------	**5**	Click the one-time URL in the email body text to complete the changing of the email address. *The URL has an expiration time, so please complete the operation before it expires.
WASEDA University 早稲田大学　**URL is incorrect.** ⑥ The URL is incorrect. Either the URL is incorrect or the valid period has expired. Make registration on the login page again. [Move to Top page]	**6**	A message is displayed on the screen stating that the email address has been changed.

(C) Change of the email address (If the email address you used in the past can no longer be used, etc.)
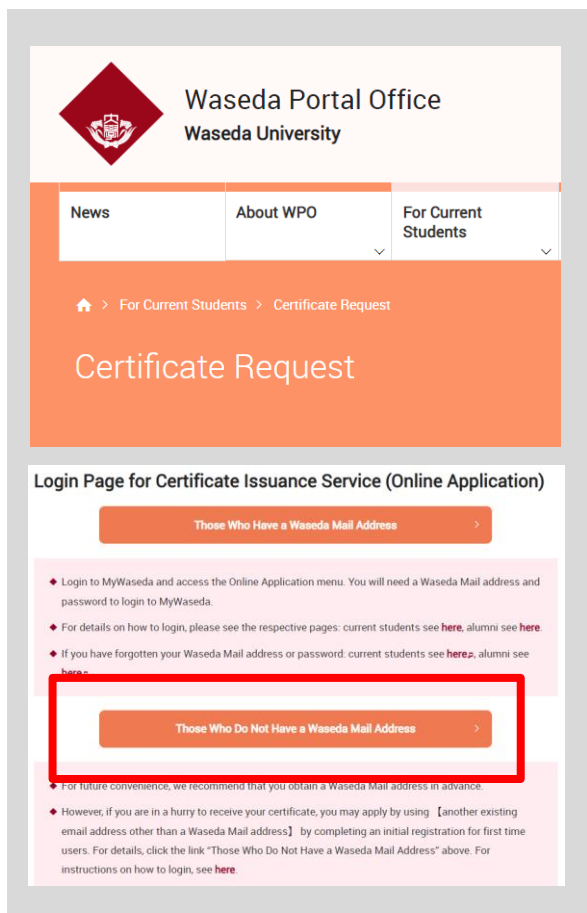
Screen Images	Step	How to Operate
	①	Access the home page for the certificate issuance service found on the home page of the university and click "Go to Graduates' Login page." （Waseda Portal Office Website) https://www.waseda.jp/inst/wpo/en/students/certificate

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate
	2	Click "New registration procedure" from "New registration".

Screen Images	Step	How to Operate
	3	Enter an email address you wish to register into the "Mail address" and "Check" fields.
	4	Read the "Note" and click the "Check" button.

2 Log In to the Certificate Issuance Service

Screen Images	Step	How to Operate
WASEDA University 早稲田大学 **Set mail address** 5 A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.	**5**	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
Email message Email address confirmation ▶ 受信トレイ× 早稲田大学　証明書発行サービス <system@cert.waseda.jp> To We have received your application to register an e-mail address. Access the following URL and complete the application for use of the service. https://certificate.waseda.jp/cert/api/mail_z/111110f22b333ee44b59f66ea77e9c4/2 6 URL expiration: 30 minutes 【About the processing of applications】 It may take some time until your application is approved. Please note that applications will not be processed on Saturdays, Sundays, national holidays, and university holidays. 【Note】 This application is for alumni who would like to use the certificate issuance service. If you are currently a student, access the login page for current students. <Waseda University Certificate Issuance Service> https://www.waseda.jp/inst/wpo/en/students/certificate *Please delete this email if you are not the intended recipient. ○ This email is from a send-only account. 【Inquiries】 ◆Inquiries about payment method, and operations and failure of the system◆ Certificate issuance service call center [TEL] +06-6809-4327 *Service is available 24 hours 7 days a week, throughout the year	**6**	Click the one-time URL in the email body text and register the applicant information. *The URL has an expiration time, so please complete the operation before it expires.
WASEDA University 早稲田大学 **Permission for use** **Permission for use** About Application Procedures 1. In the "Information about university" field, enter your name, etc. as it was when you were enrolled at the school. Certificates will be issued under your name while enrolled at university. 2. Ensure that your registered email address can receive emails from the certificate issuance service. You may proceed to use this website after agreeing to the above conditions. ☑ I agree with the above. 7 Agree 8	**7**	Read the "Permission for use" displayed on the screen and select "I agree with the above"
	8	Click the "Agree" button.

Screen Images	Step	How to Operate
	9	Enter the information on the applicant.

9

*The input items vary depending on the operating environment.
*The items in red are required.

► Application type   (required)

Select "Re-application (because the mail address used before can no longer be used, etc.)" for new registration.

► Applicant's name   (required)

Enter the name of the applicant in Kanji name, Katakana name, and Alphabetical name.
*Place a space between the family name and first name.

► Date of birth   (required)

Enter the birth date of the applicant.
*In the Western calendar year.

Screen image content:

WASEDA University — Register applicant information

Applicant information

Application type (required)
○ New
◉ Re-application (because the mail address used before can no longer be used, etc.)

*Kanji Name (required)
山田　太郎 (Please enter "-" if unknown.)

*Katakana Name (required)
ヤマダ　タロウ (Please enter "-" if unknown.)

*Alphabetical Name (required)
YAMADA TAROU

*Date of birth (required)
年 /月/日

Screen Images	Step	How to Operate

Screen Images

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

*Kanji name (while enrolled at university) (required)

山田　太郎 (Please enter "-" if unknown.)

*Katakana name (while at university) (required)

ヤマダ　タロウ (Please enter "-" if unknown.)

*Alphabetical name (while at university) (required)

YAMADA TAROU

Department/Graduate School/Others (required)

Name of school (required)

Major (required)

Student ID number

A12345678 (Leave blank if unknown.)

Month and year of admission

----年--月

Month and year of graduation/withdrawal

----年--月

Graduate/ Withdrawal/ Other

○ Graduate ○ Withdrawal ○ Other

Step: ⑩

How to Operate

⑩ Enter the information on the applicant when in school.

*The input items vary depending on the operating environment.
*The items in red are required.

► Name while enrolled at university   (required)

Enter the name while enrolled at university in Kanji name, Katakana name, and Alphabetical name.
*Place a space between the family name and first name.

► Department/Graduate School/Others (required)

Select the applicable type.

► Name of school   (required)

Select school.

► Major   (required)

Select "-".

► Student ID number

Enter the student ID number.
*Leave blank if unknown.

► Month and year of admission

Enter the admission year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Month and year of graduation/withdrawal

Enter the graduation (withdrawal)) year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Graduate/Withdrawal/Other

Select the applicable type.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate

Screen Images

Phone number – *Note: If you only have either a landline phone or a mobile phone, enter the same number in both the "Phone number" and "Mobile phone number" fields.

⑪

Phone number

Mobile phone number

Step ⑪

How to Operate

► Phone number

Enter the phone number of your home.

► Mobile phone number

Enter the mobile phone number of yours.

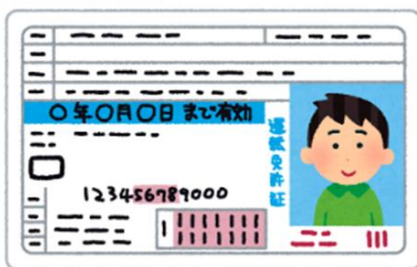| Screen Images	Step	How to Operate

Before attaching the image

Copy of official identification document

Identity Verification Document(A copy of your driver's license, driving record certificate (both sides), passport, Individual number card (front only), residence card, or special permanent resident certificate)(required)

○ A copy of your driver's license, or driving record certificate (both sides)
○ Individual number card (front only) ○ passport
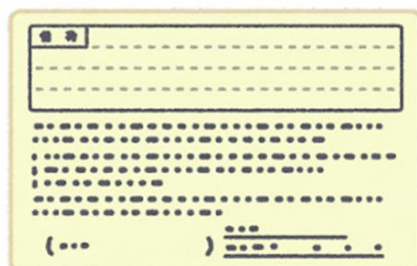○ residence card, or special permanent resident certificate

Digital copy of Identity Verification Document #1
[ファイルを選択] 選択されていません

Digital copy of Identity Verification Document #2
[ファイルを選択] 選択されていません

12

The copy of an identification document is required. Attach the file for identifying the applicant.
Please submit a driver's license or driving record certificate (both sides), an Individual Number Card (front side only), a passport (identity page), a residence card or a special permanent resident certificate within the valid period.

► Type of identification document

Select the type of an attached document for identifying the applicant.

► Image of an identification document

Click the "Choose File" button. Then take a photo of the document or select an image in your folder.
If the information is written on the back side of the document, such as your old address on the driver's license, attach the image of the back side as well.
Note that the operating method differs depending on the device you use. Follow the on-screen instructions.
Note that file extension of the image must be "jpg", "gif," or "png".

12-*

The image file is displayed after being attached.

Screen Images	Steps	How to Operate

After attaching the image 12-*

12-*

When a file is selected, the image of the document is displayed for the "Image of the identification document."
Check if your name, address, and date of birth are readable.

Copy of official identification document

Identity Verification Document(A copy of your driver's license, driving record certificate (both sides), passport, Individual number card (front only), residence card, or special permanent resident certificate)(required)

○ A copy of your driver's license, or driving record certificate (both sides)
○ Individual number card (front only) ○ passport
○ residence card, or special permanent resident certificate

Digital copy of Identity Verification Document #1
ファイルを選択 menkyo_blue_man.png

Digital copy of Identity Verification Document #2
ファイルを選択 menkyo_back.png

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

Screen Images

Before attaching the image

⑬

Copy of identification document if your surname and/or first name has been changed - *Only for those who apply. Upload an image in such a way that we can clearly see your name and the date of issue. If the document has more than one page and cannot be captured as one image, upload two images.

Type of identification document required if your name has been changed - *Only for those who apply. (A copy of your family register (koseki tohon or koseki shohon) or an official identifiation document showing both your former names while you were enrolled and your current name)

○ Koseki tohon ○ Koseki shohon
○ An official identification document showing both your current and former name

Digital copy an identification document when your surname and/or first name has been changed (jpeg/gif/png)
[ファイルを選択] 選択されていません

Digital copy of an identification document when your surname and/or first name has been changed (second page or others) (jpeg/gif/png)
[ファイルを選択] 選択されていません

[Back] [Check]

13-*
The image file is displayed after being attached.

Steps: ⑬

How to Operate

"Copy of identification documents for verification of name change"
If your current name is different from your name at the time of enrollment due to marriage, etc., please submit any of the following: a copy of your family register(Koseki tohon), an extract from your family register(Koseki shohon), an official identification document which shows both your current name and name at the time of enrollment.

► Type of identification document

Select the type of an attached document for identifying the applicant.

► Image of an identification document

Click the "Choose File" button. Then take a photo of the document or select an image in your folder. Note that the operating method differs depending on the device you use. Follow the on-screen instructions. Note that file extension of the image must be "jpg", "gif," or "png".

Screen Images	Steps	How to Operate

Screen Images

After attaching the image 13-*

Copy of identification document if your surname and/or first name has been changed - *Only for those who apply. Upload an image in such a way that we can clearly see your name and the date of issue. If the document has more than one page and cannot be captured as one image, upload two images.

Type of identification document required if your name has been changed - *Only for those who apply. (A copy of your family register (koseki tohon or koseki shohon) or an official identifiation document showing both your former names while you were enrolled and your current name)

- ⦿ Koseki tohon ◯ Koseki shohon
- ◯ An official identification document showing both your current and former name

Digital copy an identification document when your surname and/or first name has been changed (jpeg/gif/png)

[ファイルを選択] certificate-…gister.png

戸籍謄本

Digital copy of an identification document when your surname and/or first name has been changed (second page or others) (jpeg/gif/png)

[ファイルを選択] 選択されていません

Back   Check 14

Steps

13-*

14

How to Operate

When a file is selected, the image of the document is displayed for the "Image of the identification document."
Check if your name, address, and date of birth are readable.

Click the "Check" button.

*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

WASEDA University   Check application information registration

Applicant information

Application type (required)
New

Kanji Name (required)
山田　太郎

Katakana Name (required)
ヤマダ　タロウ

Alphabetical Name (required)
YAMADA TARO

Date of birth (required)
1990/01/01

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

Screen Images content:

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

Kanji name (while enrolled at university) (required)
山田　太郎

Katakana name (while at university) (required)
ヤマダ　タロウ

Alphabetical name (while at university) (required)
YAMADA TARO

Department/Graduate School/Others (required)
Department

Name of school (required)
School of Law

Major (required)
-

Student ID number
A12345678

Month and year of admission
2000/04

Month and year of graduation/withdrawal
2004/03

Graduate/ Withdrawal/ Other
Graduate

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

Phone number – *Note: If you only have either a landline phone or a mobile phone, enter the same number in both the "Phone number" and "Mobile phone number" fields.

Phone number

03-1234-5678

Mobile phone number

090-1234-5678

Copy of official identification document

Identity Verification Document(A copy of your driver's license, driving record certificate (both sides), passport, Individual number card (front only), residence card, or special permanent resident certificate)(required)

Digital copy of Identity Verification Document #1

Digital copy of Identity Verification Document #2

Screen Images	Steps	How to Operate
	15	Check the entered information for registration and click the "Application" button.

Copy of identification document if your surname and/or first name has been changed - *Only for those who apply. Upload an image in such a way that we can clearly see your name and the date of issue. If the document has more than one page and cannot be captured as one image, upload two images.

Type of identification document required if your name has been changed - *Only for those who apply. (A copy of your family register (koseki tohon or koseki shohon) or an official identifiation document showing both your former names while you were enrolled and your current name)

Koseki tohon

Digital copy an identification document when your surname and/or first name has been changed (jpeg/gif/png)

戸籍謄本

Digital copy of an identification document when your surname and/or first name has been changed (second page or others) (jpeg/gif/png)

Back   Application

Screen Images	Steps	How to Operate

16 Check that the Application reception screen is displayed.

17 After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.

*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.
*Depending on the content of the application, it may take several days before approval is granted. The university may contact you to confirm the details of your application.

18 Click the URL for "Log in here" in the email body text to access the login screen.

Screen image (left column):

WASEDA University 早稲田大学 — **Application reception**

16 Your application will be checked.
The result will be sent to the registered mail address later.

Email message

Notification of usage application results ▶ 受信トレイ ×

早稲田大学　証明書発行サービス <system@cert.waseda.jp>
To

The application for using the certificate issuance service has been accepted.
Log in to the system using the following first-time password:
*After logging in, reset the password.

17 First-time password: ABC123

Log in from here:
18 https://certificate.waseda.jp/s/s_login.html

© This email is from a send-only account.

【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.
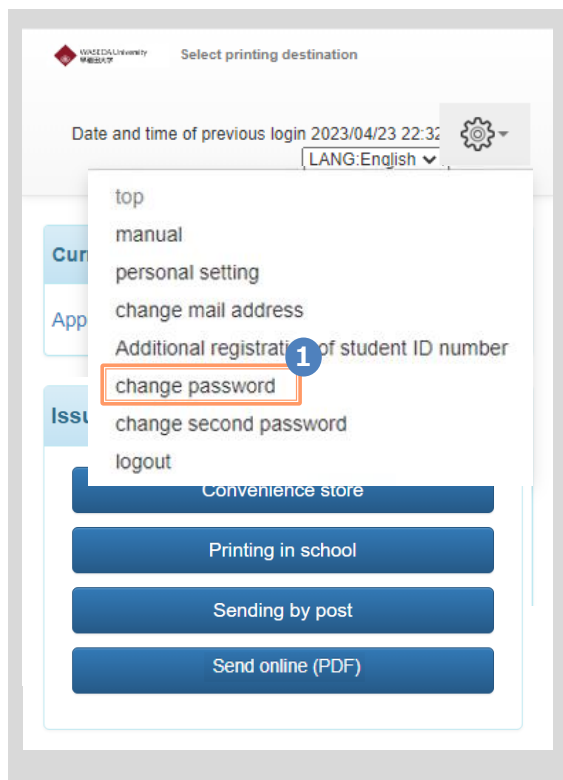
Screen Images	Steps	How to Operate

Screen Images

LANG:English ⌄

WASEDA University 早稲田大学 **Graduate login**

19

Mail address
✉ Mail address

Password
🔒 Password

Second password
🔒 Second password

If you have forgotten your password

Note

Be sure to read the Note!
- When you access this site for the first time, newly register yourself and log in with the password that will be delivered after registration.
- After using the site, be sure to log out. Also close the browser.
- You will be automatically logged out if a specific time passed without any operation after log-in.
- Please change your password periodically.
- Acts, such as recording a password on the browser cannot be recommended from the viewpoint of security.

Please understand the above points before using this site.

◎ If you cannot log in, check the following:
1. Is the password you entered correct?
2. Are uppercase/lowercase letters correctly input?
3. Are half-width alphanumeric characters input?

20

Login

New registration

Register yourself from here if you use this service for the first time.

New registration procedure

19 For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result.

*Leave the "Second password" field empty.

20 Read the "Note" and click the "Login" button.

Screen Images	Steps	How to Operate
	21	The Password Setting screen opens, where you can change the initial password and set the second password. Fill in the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters. *The password and the second password must be different.
	22	Read the "Note" and click the "Set" button.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

23

Click the "OK" button.

The Certificate Issuance Service has now become available.

► After logging in, go to **3** Application for Certificates in the operation manual from the menu.

*If you have multiple student ID numbers in case you graduated from undergraduate and graduate, please add the student ID number. See the following for the details:

► 2.3 "How to Add a Student ID number"

Screen image:

ⓘ Setting the password has completed.

The password or second password has been set.

23

OK

(d) Change the password
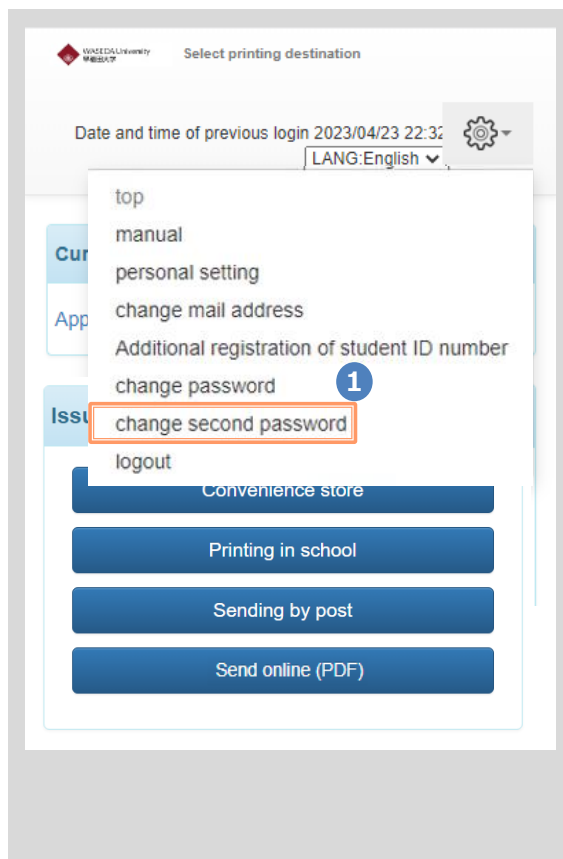
Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Change password."

*For how to log in to the Certificate Issuance Service, see the following:
►2.2 "How to Log In"

Screen Images	Steps	How to Operate

2 — Enter the currently used password into the "Current password" field and a new password into the "New password" and "Check" fields.

WASEDA University 早稲田大学 — **Change password**

2

Current password

🔒 Current password

New password

✏ New password

Check

✏ New password

Note

! Be sure to read the Note.

Set a password according to these rules:

- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

Back   Change **3**

3 — Read the "Notes" and click the "Change" button.

ℹ Change complete

The password has been changed.

OK **4**

4 — A message is displayed on the screen stating that the password has been changed. Click the "OK" button.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(e) Change the second password

Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button " ⚙ ▾ " in the upper right of the screen, and then click "Change second password." *For how to log in to the certificate issuance service, see the following: ► 2.2 "How to Log In"

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	2	Enter the currently used second password into the "Old second Password" field and a new second password into the "New second password" and "Check" fields.
	3	Read the "Note" and click the "Change" button.
	4	A message is displayed on the screen stating that the second password has been changed. Click the "OK" button.

Screen Images content

WASEDA University 早稲田大学 **Change second password**

2

Old second password

🔒 Old second password

New second password

✏ New second password

Check

✏ New second password

Note

! Be sure to read the Note.

Set the second password according to these rules:
- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

Back **3** Change

ℹ Change complete

The second password has been changed.

4 OK

(f) If you forget the password

Screen Images	Steps	How to Operate
	1	On the Graduates' Login screen of the certificate issuance service, click "If you have forgotten your password".

Screen Images	Steps	How to Operate
WASEDA University 早稲田大学 **Reset password** **Mail address** ② ✉ Mail address **ⓘ Note** **! Be sure to read the Note.** • Input a registered mail address and press the "Send" button. • Pressing the "Send" button sends a reset mail to the registered mail address. • Access the URL shown in the reset mail and complete re-setting. • It may take some time until the reset mail is sent. ◎ If 30 minutes or longer has passed and the reset mail still does not come, check the following: 1. Is the input mail address correct? 2. Were extra spaces or other entries input by mistake? 3. Was the information input in half-width alphanumeric characters? ③ **Send**	**②**	For resetting the password, enter the registered email address into the "Mail address" field.
	③	Read the "Note" and click the "Send" button.
WASEDA University 早稲田大学 **Password reset mail** sent ④ A password reset mail has been sent. 1. The password reset mail will be sent to the registered mail address. 2. Open the URL shown in the password reset mail and complete resetting of your password.	**④**	A message is displayed on the screen stating that a notification has been sent to the registered email address.

Screen Images	Steps	How to Operate

Email message

Second password reset ➤ 受信トレイ ×

早稲田大学　証明書発行サービス <system@cert.waseda.jp>
📌 To

Resetting a password or second password has been completed.
Access the following URL and complete resetting of the password or second password.

https://certificate.waseda.jp/cert/api/mail_z/11111f0f22b333ee44b55f66ea77e9c4/2

© This email is from a send-only account.

【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

5

Click the one-time URL in the email body text to open the screen for re-setting the password.

*The URL has an expiration time, so please complete the operation before it expires.

Screen Images	Steps	How to Operate

6 Fill the "Password", "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the old password) of at least eight single-byte characters including both upper and lowercase characters.
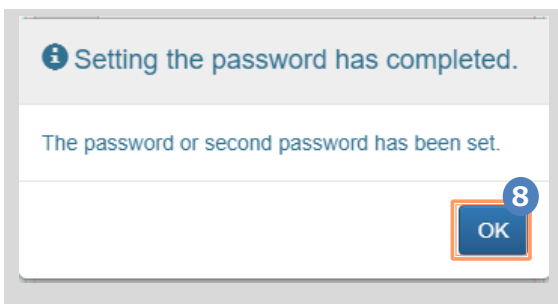
7 Read the "Note" and click the "Set" button.

Screen content:

WASEDA University 早稲田大学 — **Set password**

Password
Password

Check
Password

Second password
Second password

Check
Second password

Note

! Be sure to read the Note.
- Set a password.
- You can change your password from a menu that is displayed after you log in.

Set a password according to these rules:
- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

Set

Screen Images	Steps	How to Operate

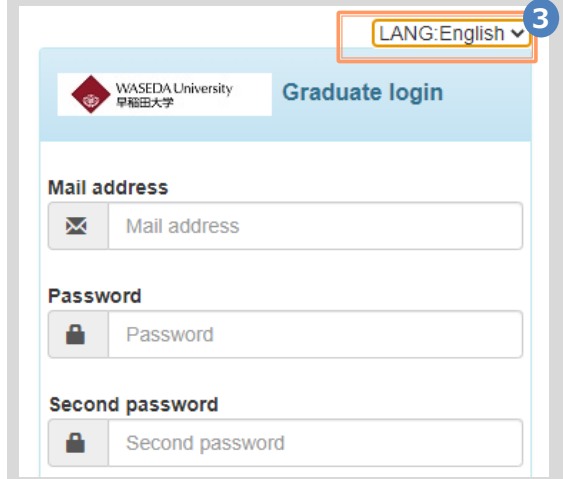**8** A message is displayed on the screen stating that the password and second password setting has been accepted. Click the "OK" button.

ⓘ Setting the password has completed.

The password or second password has been set.

8

OK

2.5 Switch Languages

(a) Log In screen

Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.
	3	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Select Printing Destination screen

Screen Images	Steps	How to Operate
	1	Click the language selection pull-down to switch languages.
	2	Click the language you want to display in the pull-down.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

③ The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection pull-down is displayed only on Log In and Select Printing Destination screens, you need to log out or come back to Select Printing Destination screen in order to switch languages.

WASEDA University　**Select printing destination**

Date and time of previous login 2023/04/22 11:35　③

LANG:English ∨

Current application list

Application list

Issue certificate

Convenience store

Printing in school

Sending by post

Send online (PDF)