

For First Year Students

# ICT Usage Guide

## English version

# 2025



## CONTENTS

This booklet contains information that first year students should check and set up.

Be sure to read the contents.

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# 1

## The First Things to Check after Enrollment

### 1. Check your User ID, initial password, and e-mail address

All of these are listed in the "User ID notification" , which you received through the Pre-Enrollment Information Website, etc.

<b>User ID</b>	A personal ID consists of eight alphanumeric characters (e.g., cgba1234). Use your User ID for logging in to the Web Single Sign-On system, for example.
<b>E-mail Address</b>	Your personal e-mail address (e.g., cgba1234@mail*.doshisha.ac.jp). Refer to page 10 for information on how to use this e-mail address.
<b>Initial Password</b>	The initial password is associated with your User ID and e-mail address. Refer to page 4 for how to change your initial password.

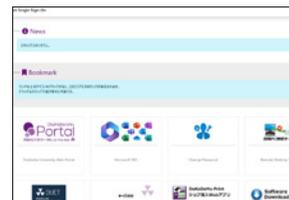
#### Check Point

The User ID and the student ID (10-digit number on your student ID card) are both personal IDs widely used within Doshisha University. However, they are completely different IDs.

### 2. Log in and set up the Web Single Sign-On

#### Web Single Sign-On

This user authentication system allows users to access various web services provided by Doshisha University just by logging in once. To log in to the Web Single Sign-On, "Multi-Factor Authentication" is required in addition to User ID and password.



#### Check Point

Refer to pages 2 through 4 and make the initial settings.  
Web Single Sign-On <https://sso.doshisha.ac.jp/>



#### Multi-Factor Authentication

Multi-Factor Authentication is a system that uses multiple factors to verify your identity, thereby increasing security. There are three types of Multi-Factor Authentication methods as specified below, and they can be used selectively according to the use case. Doshisha University recommends registering for all three authentication methods.

It is required to set Imaging Matrix, so please set your Imaging Matrix first.

<b>Imaging Matrix</b>	This authentication method verifies the user's identity by selecting the pre-set images in sequence. <b>*Settings are mandatory</b> (see page 3 for the initial setting instructions).
<b>FIDO2 (biometric authentication)</b>	FIDO2 is an authentication method using biometric information, such as fingerprint or facial recognition data. <b>*You need a device</b> (smartphone, tablet, etc.) that supports biometric authentication.
<b>Duo (push authentication)</b>	Duo is an authentication method that involves tapping on push notifications delivered to a smartphone or tablet. <b>*Install the Duo app</b> on the device to be registered.

\*Please complete the initial registration for multi-factor authentication via a PC or smartphone browser.

## Pre-registration for Imaging Matrix Authentication

This section describes the initial setup procedure for the Imaging Matrix. Be sure to set this up on your own, as it is required to use it when you sign into Web Single Sign-On.

### STEP 1

- When you access the Web Single Sign-On, the screen shown on the right will appear.
- Enter your User ID and password and click [Login].

An Internet connection is required for the Web Single Sign-On. If you use the university Wi-Fi, see page 6.

Web Single Sign-On

ユーザID  
パスワード

ログインを記憶しません。  
 記憶する情報を再掲示して次回の手続きが楽になります。

Login

[forgot password?](#)

### STEP 2

- The screen will change to the multi-factor authentication method selection screen— select [Imaging Matrix].

Web Single Sign-On

Multi-Factor Authentication System

Select Authentication

ImagingMatrix

FIDO2

Duo

### STEP 3

- After that, the message, “If you have not yet registered for the Imaging Matrix, click here,” will appear (as shown on the right,) so click “here.”

Web Single Sign-On

ImagingMatrix is not set.  
Thu Mar 09 24:08:38 2023

[LINK](#)

If you have not yet registered for the Imaging Matrix, click [here](#).

### STEP 4

- The Imaging Matrix setup screen will appear. Select the image you want to register for orders 1, 2, and 3.

The image and order selected here will be used for authentication.

Imaging Matrix

The order of display	The order	Selected image	Please select one image for each order from the following images.
	1	Unsetting	[Grid of 24 images]
	2	Unsetting	[Grid of 24 images]
	3	Unsetting	[Grid of 24 images]

Set

This is the screen of the registration site for Imaging Matrix Authentication. The images and the order set here will be used for authentication. The position of the image changes with each login.

How to register:  
Click on each of the images you want to register for the order 1, 2, 3. After the three images you selected appear in the “Selected image”, click on “Set”.  
※No change from the previous registration, an error will be generated.

Registration is complete when the message “Process completed successfully” appears on the screen. Then click “Logout” in the upper right to exit.

### Processing was normally completed.

The imaging matrix password was updated.  
code = I100003

OK

## Check Point

Please refer to the manual for initial setup procedures for FIDO2 and Duo. Manual for Registration and Use of Multi-Factor Authentication.

[https://doshishaac.jp.sharepoint.com/sites/it/SitePages/mfa\\_manual.aspx](https://doshishaac.jp.sharepoint.com/sites/it/SitePages/mfa_manual.aspx)

We also introduce how to register for Multi-Factor Authentication on this video too.

<https://youtu.be/ULTa7GMVscw>



### 3. How to change your initial password and display name

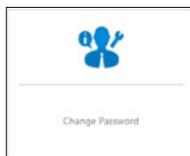
Once you can log in to the Web Single Sign-On, **change your initial password** by following instructions below. You can also **change your initial display name** at the same time.

\*Follow the procedure in STEP 4 below.

Changing the initial display name to your name will be reflected in the sender's name for e-mails and the name displayed on Teams, etc., allowing you to send and receive e-mails and conduct online classes smoothly.

#### STEP 1

- Log in to the Web Single Sign-On and
- click the [Change Password] panel.



#### STEP 2

- Click [Change Password] in the left panel.

#### STEP 3

- Enter the old password (initial password) and the new password, then click [保存] to complete the changes.



#### STEP 4

\*Procedure to change the name displayed

- After changing the password, click [Microsoft 365 表示氏名変更] on the STEP 2 screen. The display name is default set to [User ID], so change it to your name.

#### Important

- The password must be at least eight and no more than 16 characters long and contain uppercase and lowercase letters and numbers.
- The new password must have at least three different characters from the old one.
- Do not set a password that is easy for others to guess or use the same password over and over again.

### 4. Downloading the Doshisha University Portal

The Doshisha University Portal is a system that you can check Doshisha University announcements and other information in one place. In addition to checking announcements, you can answer questionnaires, check the academic calendar, access various websites useful for university life, and confirm your safety.

With the app, You will receive push notifications for updates on messages from the Learning support system "DUET," class cancellations, classroom changes, and other class information. Safety confirmations during disasters such as earthquakes are also conducted through this portal, so make sure to download and use it.

#### App

You will receive push notifications.



APP Store    Google Play

#### Web



同志社大学ポータル on the Web

Access via Web Single Sign On



## 5. Doshisha University Electronic Tutorial System DUET/ Learning Management System e-class

Doshisha University Electronic Tutorial System DUET (hereafter referred to as “DUET” ) and the Learning Management System “e-class” (hereafter referred to as “e-class” ) are the systems to support learning in Doshisha University.

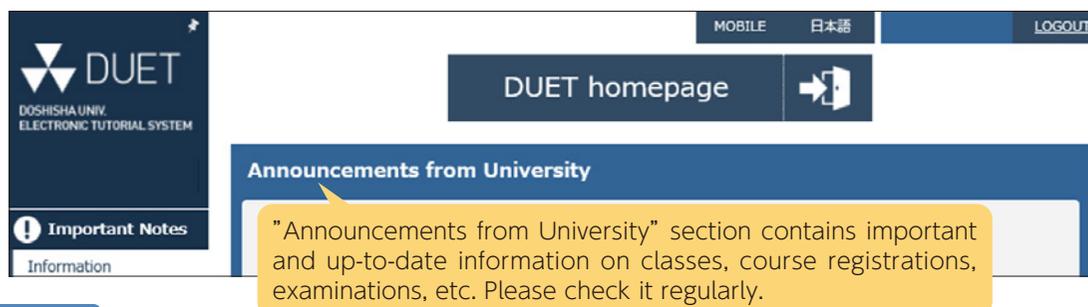
You can access them through the icons on Web Single Sign-On.

### DUET

On DUET, you can complete your course registration, check your grades, receive and answer messages, change your registered address, etc.

You can receive push notifications on the devices you have installed

**the Doshisha University Portal Official App** (see 4,) when messages arrive on DUET and when class information is updated, such as class cancellations and classroom changes.



### e-class

On e-class, you can check class materials, documents, exams and submit reports through each subject's screen.

Check e-class periodically, as it is **not linked** to the Doshisha University Portal. You may receive messages from subject instructors.



### Important

As operational methods vary for each class, systems other than e-class may be used. Always follow the instructions of the subject instructors.

## 6. Taking the Network User Certification Examination

There is a Network User Certification Examination that is given to all students to gauge if you have the required knowledge and morals needed to safely access the university's ICT systems. Please take and pass this examination immediately after enrollment. If you fail to pass the exam within the exam period, **you will not be able to use the university's wireless LAN, Microsoft 365, or some other services.**

To take the Network User Certification Examination, **access it through the Doshisha University Portal.**

### Check Point

Network User Certification Examination Guide  
<https://it.doshisha.ac.jp/it/information/nintei.html>



# 2

## How to Use Your Device on Campus

Doshisha University recommends Bring Your Own Device (BYOD) policies, by which students bring their own devices (laptops, etc.) to the university for use. Also, the university is promoting the development of a BYOD environment.

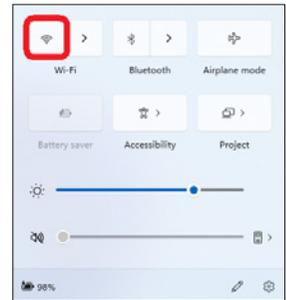
### How to connect Doshisha University Wi-Fi

A wireless LAN environment (DO-NET1x) is available for personally owned devices.

Follow the steps below to connect. \*The following is an example of the Windows 11 environment.

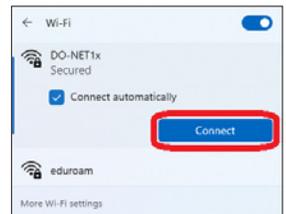
#### STEP 1

- Click the Network icon  in the notification area at the bottom right of the screen.
- When the Action Center screen appears, click the Wi-Fi icon to turn on Wi-Fi.



#### STEP 2

- Click the icon  that says "Manage Wi-Fi connections," select "DO-NET1x" from the list, and click [Connect].



 (Reference) Areas where wireless LAN is available  
<https://it.doshisha.ac.jp/it/service/lan.html#wifi>



#### STEP 3

- Enter your User ID and password and click [OK].
- After that, click [Connect].

For the User ID and password, refer to page 2 for details.



#### STEP 4

- You will automatically be redirected to a page that describes precautions for use.
- Click the [Agree] button.
- After that, the DO-NET connection completion screen will be appeared.
- \*If the Agree screen does not appear, access (<http://welcome.doshisha.ac.jp>).



### Check Point

For information on wireless and wired LAN connections on other versions of Windows OS, macOS, and mobile devices, see the Campus LAN Connection Manual.  
[https://doshishaac.jp.sharepoint.com/sites/it/SitePages/lan\\_manual.aspx](https://doshishaac.jp.sharepoint.com/sites/it/SitePages/lan_manual.aspx)



## BYOD spaces

BYOD space is provided at both campus sites.

- Imadegawa Campus: First floor of the Kambaikan (to the left of the main entrance of the Kambaikan) PC corners on the 1st floor of the Rinkokan Building and the basement floor of the Shikokan Building
- Kyotanabe Campus: PC corner on the 1st floor of the IT & Media Center

In these areas, Doshisha University has installed a power supply for your PC.

DoKoDeMo Printers are also available for printing on the spot.

See page 9 for information on how to use the DoKoDeMo Print service and fees.

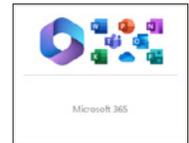
## Installation of Office applications (Microsoft 365 Apps)

Students currently enrolled at Doshisha University can install and use Microsoft Office applications (Word, Excel, PowerPoint, etc.) on their personally owned devices free of charge.

Refer to the manual below for the installation procedure.

### Microsoft 365 Apps Manual

[https://doshishaac.jp.sharepoint.com/sites/it/software/office365\\_proplus.pdf](https://doshishaac.jp.sharepoint.com/sites/it/software/office365_proplus.pdf)



### Check Point

If you have purchased Microsoft Office for personal use, you may use that.

After installation, you will need to **activate your license**, so launch any Microsoft Office applications and sign in with your e-mail address assigned by the university.

**The license is automatically verified every 30 days via the Internet**, so be sure to sign in to Microsoft 365 regularly for the installed device.

### Important

- Each student can install the Microsoft Office applications on **five** PCs, tablets, and smartphones (15 units in total).
- When your enrollment period ends, the installed Office applications will no longer be available.
- Be sure to copy the saved data before your enrollment period ends due to graduation, completion of the course, etc.

## Other software installation

In addition to Microsoft Office applications, various statistical and analytical software can be installed and used on individually owned PCs free of charge.

Use these pieces of software for classes, research, and other purposes as needed.

All of them are available only while you are a Doshisha University student.

- Examples of software that can be installed  
Visual Studio, Matlab, Maple, SPSS, etc.

System requirements, installation methods, and conditions of use differ depending on the software, so be sure to check the following pages before installing the software on your own.

### Check Point

Refer to the Site License Software Use page for information on software that Doshisha University students can install.

<https://it.doshisha.ac.jp/it/service/software.html>



# 3

## How to Use University PCs and Printers

Doshisha University has a certain number of PCs and printers for student use. In addition, laptop PCs for online classes are available for loan. Please refer to the facilities map for locations and lending offices on the back cover.

### Important

Shared PCs installed or loaned by the university will **delete all data when turned off**, so save necessary data in appropriate storage, such as OneDrive.

### PCs installed at the university

The PC installation areas are divided into two main areas. In both areas, eating, drinking, and private conversations are prohibited.

In both cases, cameras and microphones are not installed.

<b>Computer Classroom</b>	The classrooms where the PCs are located. When not in use for classes, you can use them for self-study.
<b>PC Corner</b>	This is a dedicated area for self-study where PCs are available. Unlike the Computer Classroom, headphones are not provided.

### Check Point

Doshisha University provides real-time information on PC availability.

#### PC Availability Service

<https://it.doshisha.ac.jp/it/equipment/openpc.html>



### PCs loaned by the university (DoKoDeMoPC)

Doshisha University loans out laptop PCs to students, and the university calls these laptops for loan DoKoDeMoPC.

A DoKoDeMoPC can only be connected to the Doshisha University network and is installed with almost the same applications as the desktop PCs in the Computer Classroom.

The wireless LAN connection procedure is described on page 6.

<b>DoKoDeMoPC</b>	A DoKoDeMoPC is a laptop PC available for loan on the university campus. It has a built-in camera and microphone.
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### Check Point

You can check the location of the lending office and the precautions for using a DoKoDeMoPC.

#### About DoKoDeMoPC

[https://it.doshisha.ac.jp/it/equipment/dokodemo\\_pc.html](https://it.doshisha.ac.jp/it/equipment/dokodemo_pc.html)



## Printers in the university

Several types of printers and MFPs are deployed for student use. A list of typical ones installed in the IT Support Office is as follows:

<b>Monochrome printer</b>	Only monochrome (black and white) printing is available. All printers in the Computer Classroom are of this type.
<b>Color printer</b>	Printing in color, as well as monochrome, is possible. DoKoDeMo Print service is available.
<b>Multifunction printer (MFP)</b>	The same functions as a color printer are available, including DoKoDeMo Print. In addition, scanning and copying are available.

### Check Point

DoKoDeMo Print is a service that allows users to upload print data from any personally owned device as long as they have an Internet environment and print from a printer installed by the university.

This service is available from the Web Single Sign-On panel (see the right-hand side).

For details on how to use each printer, refer to the manual.

#### ***DoKoDeMo Print Usage Manual***

[https://doshishaac.jp.sharepoint.com/sites/it/SitePages/dokodemo\\_print\\_manual.aspx](https://doshishaac.jp.sharepoint.com/sites/it/SitePages/dokodemo_print_manual.aspx)



## Print fee

If you want to print from a University Printer, you will be charged the printing fee as shown on the right.

The fee is **1,600** yen per fiscal year. If you want to print more than the number of copies allowed for 1,600 yen, follow the billing procedure at the Certificate Issuing Machine.

The charges for photocopying (duplicating and outputting paper materials) and printing (outputting electronic data on paper) are the same.

In the case of double-sided printing, you will be charged for two prints.

<b>Monochrome</b>	4 yen/sheet
<b>Color (A4)</b>	40 yen/sheet
<b>Color (B4)</b>	60 yen/sheet
<b>Color (A3)</b>	80 yen/sheet

## PC user training sessions

Doshisha University offers free video distribution of PC user training sessions as a tool for efficiently learning how to use PCs at the university.

The videos explain how to operate Doshisha University's unique ICT environment and the basic use of Microsoft Office, which is often used in classes (Word, Excel, PowerPoint, etc.).

When videos are ready for release, the university will post an announcement on the Doshisha University Portal, so make good use of this material.



# 4

## About Your E-mail Address Assigned by the University

You may send and receive e-mails using the e-mail address assigned to you by the university (see page 2).

This e-mail address may be used to communicate with the university and faculty. It may also be used to communicate with individuals and organizations outside the university for reasonable activities, such as job hunting.

However, **you will lose access rights at the end of your enrollment period, and your saved e-mails will be deleted.**

### How to send and receive e-mail

There are two ways to send and receive e-mail.

It is possible to use two different methods for each device.

(1) Installing an e-mail application on a personally owned device.

You can easily check your e-mail on your smartphone or tablet.

Install the Outlook application from the App Store or Google Play Store.

(2) Using Outlook on the web.

Recommended!



Outlook

### Check Point

Either (1) or (2) is acceptable, **so make sure you can check your e-mail.**

Please refer to the following manual for details on how to set up the system.

**Microsoft 365 Manual → Microsoft 365 mail Manual**

[https://doshishaacjp.sharepoint.com/sites/it/SitePages/office365\\_manual.aspx](https://doshishaacjp.sharepoint.com/sites/it/SitePages/office365_manual.aspx)



### Notes on sending e-mail

When communicating by e-mail with outside individuals or organizations and using e-mail to contact university offices or faculty members, please note the following, at a minimum.

#### 1) Set up your signature.

It is common practice to add a **signature** to the bottom of an e-mail.

Once you set it, the signature is automatically added. Therefore, it is convenient to set it first.

The setting is described in the Microsoft 365 Mail Manual.

#### 2) Put a subject in the subject line.

Include a specific and concise **subject** line that identifies your purpose.

Without a subject line, some recipients may think the message is spam and not read it.

#### 3) Identify yourself.

Include your affiliation information (i.e., faculty, graduate school, year, etc.) and **identify yourself.**

If you are e-mailing the university office or a faculty member, please also include your **student ID.**

#### 4) Include the recipient's name.

At the beginning of the body of the e-mail, include the **recipient's name.**

Example: "Dear Prof. XXXX," "Dear Mr. XXXX," or "To: Faculty Office"

#### 5) Be careful with your language.

Of course, you should use polite language, such as adding honorific titles to people's names. You should also be aware that some words are expressed differently in spoken and written language.

# 5 Frequently Asked Questions

## Q. What kind of PC should I use for online classes?

Although hardware requirements vary widely depending on the class or research content, it is recommended that the following requirements be met to enroll in online classes.

- Processor: Intel 12th generation i5 series or higher
- SSD: 256 GB or more
- Memory: 16 GB or more

\*As of April 2025

\*Please consider a PC with higher performance if necessary.

## Q. What meeting tools does the university use for online classes?

Doshisha University's online classes use Zoom and Teams as meeting tools. Both tools are already installed on the university's PCs. However, when you use your PC, follow the instructions below, create an account, and install the software beforehand.



You need an Internet connection if you want to take classes from home. In addition, a microphone, earphones, and a webcam are required as peripheral equipment.

- Zoom Account Creation/Installation Instructions  
[https://doshishaacjp.sharepoint.com/sites/it/zoom/m\\_Zoom\\_install.pdf](https://doshishaacjp.sharepoint.com/sites/it/zoom/m_Zoom_install.pdf)
- Microsoft Teams Installation/Participating Instructions  
[https://doshishaacjp.sharepoint.com/sites/it/office365\\_manual/teams/m\\_teams\\_install\\_joinTeam.pdf](https://doshishaacjp.sharepoint.com/sites/it/office365_manual/teams/m_teams_install_joinTeam.pdf)



## Q. Is there a way to use the university-only service from off campus?

Using the VPN connection service, you can connect to the Doshisha University network from your home and use the university's limited services. In addition, by using the Remote Desktop Service, you can access the university's PCs from your home PC and use applications only installed on the university's PCs.

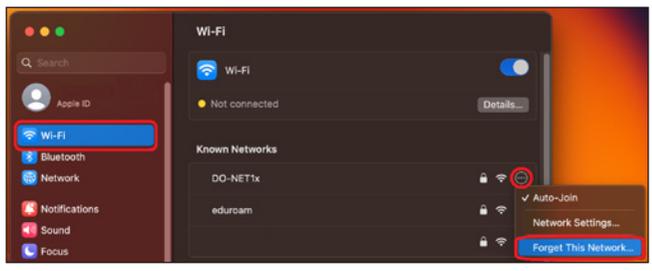
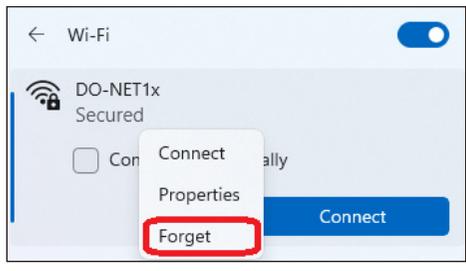


- VPN Connection Manual  
[https://doshishaacjp.sharepoint.com/sites/it/SitePages/vpn\\_manual.aspx](https://doshishaacjp.sharepoint.com/sites/it/SitePages/vpn_manual.aspx)
- Remote Desktop Service Usage Instructions  
[https://doshishaacjp.sharepoint.com/sites/it/webpc\\_manual/webpc.pdf](https://doshishaacjp.sharepoint.com/sites/it/webpc_manual/webpc.pdf)

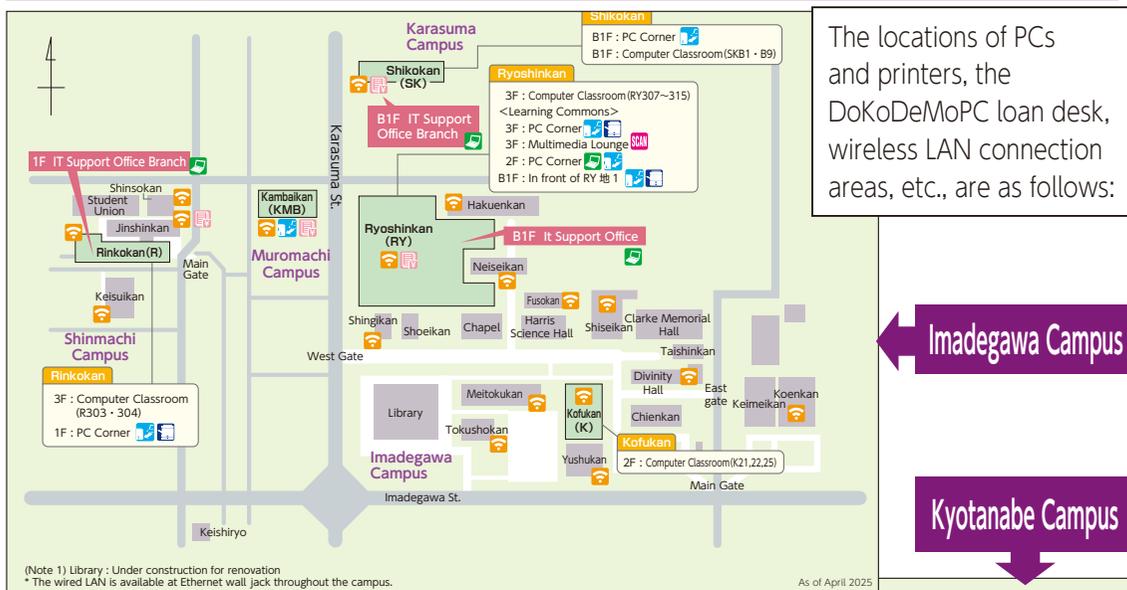


## Q. After I changed my password, I could no longer connect to DO-NET1x.

Your PC may have saved the old password. In Windows 11, right-click "DO-NET1x" and [Forget], and then enter the new password. For macOS, open "System Settings" preferences, click "Wi-Fi", "...", and select "Forget This Network" to delete it.

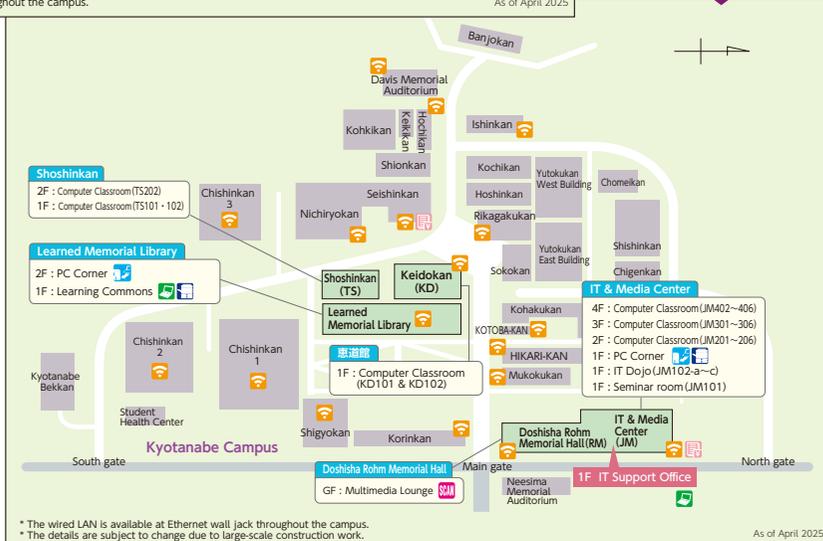


## Q. Is there a map of Doshisha University's facilities for the information education environment?



### Facility map legend

- Wireless LAN area
- DoKoDeMoPC
- DoKoDeMo Printer
- DoKoDeMo Printer (MFP)
- Scanner
- Certificate Issuing Machine



## Q. What kind of support systems for the information education environment are offered?

The IT Support Office has been established as a support desk for the information education environment. User manuals and more can be viewed on the support site. Assistants wearing **red armbands** patrol the Computer Classrooms and PC Corners. You can feel free to ask them questions about how to operate the computers and printers that are installed at the university.

### IT Support Office

[Support Site] <https://it.doshisha.ac.jp/it/>  
 [Contact] ✉ [support@mail.doshisha.ac.jp](mailto:support@mail.doshisha.ac.jp) ☎ 075-251-4567  
 (The locations of the offices are shown on the facility map.)



- All of the company, system, program, and merchandise names in this document are the property of their individual developers.
- We have omitted the copy write, registered and trademark symbols in this document.
- This document has been created with the assumption that ICT will be utilized on campus at Doshisha University.
- The details in this document are subject to change without notice.