

## For New Students: ICT Environment Check Sheet.

This check sheet is also available for sophomore and above. Let's check!

ICT Office  
2024/3/28 version

(Required time: 30-45 minutes)

### 1. Check your ID/password and log in to Loyola

A) Write your student ID in the column below:



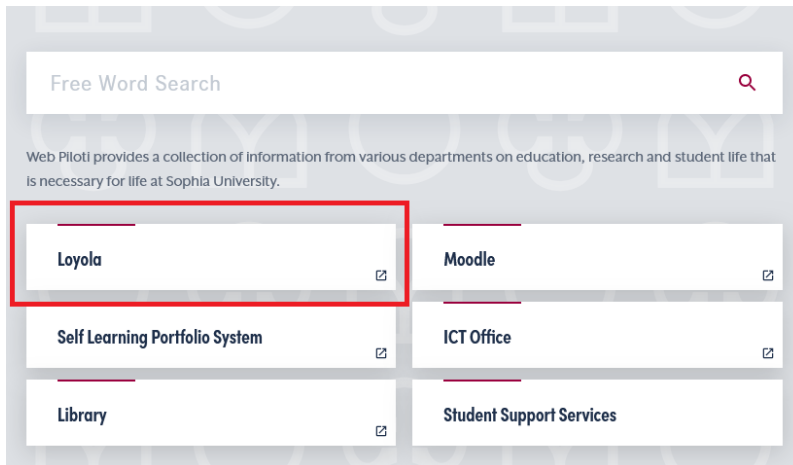
B) Log in to Loyola from Sophia University Web Piloti or ICT Office website.



You need your Student ID and Loyola password to log in.



Loyola password is different from the one for Sophia ICT Account.



### 2. Change the password for Sophia ICT Account and register a password reminder.

A) Check your pre-set password on the 'Sophia ICT Account Notice'.



B) Access the page 'Password Change / E-mail Address' (<https://idb.sophia.ac.jp/> Sophia Integrated Database System) then log in with your student ID and pre-set password.





上智大学  
SOPHIA UNIVERSITY

Sophia Integrated Database System  
ソフィア統合データベース



User ID

Password

Login

[※パスワード忘れはこちら / Forgot your password?](#)

ログインの失敗が規定回数を超えた場合、ロックされます。

Accounts will get locked automatically if there are certain incorrect login attempts.

メールアドレス利用申請またはパスワード再設定申請の続きをされる方は[こちら](#)

[Click here](#) if you are continuing to apply for e-mail address application or password reset.

- C) After logging in, change your password and remember or write down your new password.



**Loyola password** is different from [the one for Sophia ICT Account](#).

You have changed **the password for Sophia ICT Account** here.



- D) Next, register a password reminder.

By doing so, you will be able to reissue the password yourself.



3. Log in to Sophia Mail / Send a message

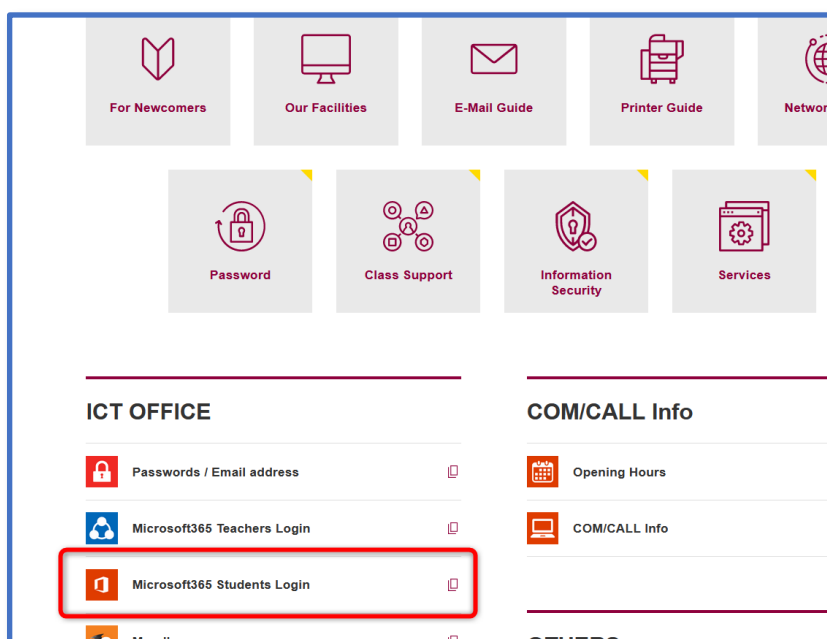
A) Write your Microsoft365 Username on the 'Sophia ICT Account Notice' in the column below:



B) Log in to Sophia Mail from the ICT Office website.



You need [Microsoft365 Username](#) and [the password for Sophia ICT Account](#) to log in. Do not use your Sophia mail address as user ID.



C) Write your Sophia Mail address on the 'Sophia ICT Account Notice' in the column below:



Check your mail address for any misleading characters, such as numeric 1 and lowercase L.

The initial Sophia mail address includes lowercase alphabets, numerical characters, and hyphens.

D) Send a message from your private email address to your Sophia Mail and check if you received a message. And vice versa.



#### 4. Log in to Moodle

A) Log in to Moodle from the ICT Office website.



You need 'student ID', NOT your email address, and the password for Sophia ICT account to log in.

The screenshot shows the ICT Office website with a navigation bar containing 'Password', 'Class Support', 'Information Security', and 'Services'. Under 'ICT OFFICE', there are links for 'Passwords / Email address', 'Microsoft365 Teachers Login', 'Microsoft365 Students Login', and 'Moodle' (highlighted with a red box). To the right, under 'COM/CALL Info', there are links for 'Open' and 'COM'. Below the Moodle link, there is an 'OTHER' section. An inset window shows the Moodle login page with the following elements:

- Form title: Log in to Sophia University Moodle
- Input fields: Username, Password
- Button: Log in
- Link: Lost password?
- Text: Is this your first time here? このサイトは上智大学のMoodle（ムードル）です。下記の注意を良くお読みいただき、同意いただける場合には、ご利用ください。

B) Try to enroll the test course on Moodle which is created by the ICT Office.

Click ‘情報システム室 (ICT Office)’ at the bottom of the page, click ‘public’, then click ‘情報システム室 (ICT Office) Moodle Trial Course’.

The screenshot shows a Moodle course selection interface. On the left, a list of courses is displayed, with '情報システム室 (ICT Office)' highlighted by a red box. In the center, a search bar contains '情報システム室 (ICT Office)'. Below the search bar, a red box highlights the 'public' link. To the right, a search result for '情報システム室 (ICT Office) Moodle Trial Course' is shown, with a red box around the course title. Below the title, there is a warning message in Japanese: '注意：このコースは、Moodleの参加テストをするためだけのものです。授業とは一切関係ありません。' and 'ICT Office Moodle test course.' Below that, a caution message in English: 'Caution: This course is NOT for class, but is to check how to enroll a course.'

C) This is the self-enrollment screen.

Enter ‘moodle’ in lowercase to the ‘Enrolment key’

The screenshot shows the Moodle self-enrollment screen. At the top, it says 'Enrolment options'. Below that, the course title '情報システム室 (ICT Office) Moodle Trial Course' is displayed. Underneath, there is a warning message in Japanese: '注意：このコースは、Moodleの参加テストをするためだけのものです。授業とは一切関係ありません。' and 'ICT Office Moodle test course.' Below that, a caution message in English: 'Caution: This course is NOT for class, but is to check how to enroll a course.' Underneath, there is a section for 'Self enrolment (Student)'. In this section, there is a text input field for 'Enrolment key' with 'moodle' entered, and an 'Enrol me' button below it.

D) When self-enrolment is completed, you will see a PDF ‘Sophia Moodle selfcheck’.

Open the file and read it carefully.

Now you can use Moodle.



5. Sign up to Zoom

- A) Try to sing up to Zoom. The manual is below:  
<https://ccweb.cc.sophia.ac.jp/en/manual/other/zoom/>

Refer to '2-3 Sign-up instructions' and sign up to Zoom **using Sophia Mail address.**



Check if you can watch the videos below:

**IMPORTANT!**

<https://ccweb.cc.sophia.ac.jp/self-check-for-zoom-meetingjp/>

If you cannot watch, read '2-4 Status after Completion of Registration' carefully and try to sign in again.



6. Prepare to use your PC on campus.

- A) Have you installed Zoom application, Microsoft Office、 PDF Reader, etc.?  
B) Have you prepared a headset that does not leak sound?



7. Connect Wi-Fi on campus.

- A) Set up to connect to sophiawifi2019.  
Refer to the manual below on the ICT Office website:  
<https://ccweb.cc.sophia.ac.jp/en/manual-cat/wireless/>



**HINT!** 

It is a bit difficult to set up the Wi-Fi on a Windows PC.  
Also check the instruction video.

**IMPORTANT!**

Turn off Wi-Fi diligently when you are not using it.

8. Other Services

- A) Refer to the page below for how to use PC rooms, how to install Office software, and so on.  
<https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/nu-02-en/>



The orientation is completed. Have a good campus life!  
Sophia University, ICT Office (<https://ccweb.cc.sophia.ac.jp/en/>)