

For New Students: ICT Environment Check Sheet.

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

ICT Office
2024/8/26 version

(Required time: 30-45 minutes)

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

A) Check your user ID and initial 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.



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



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.



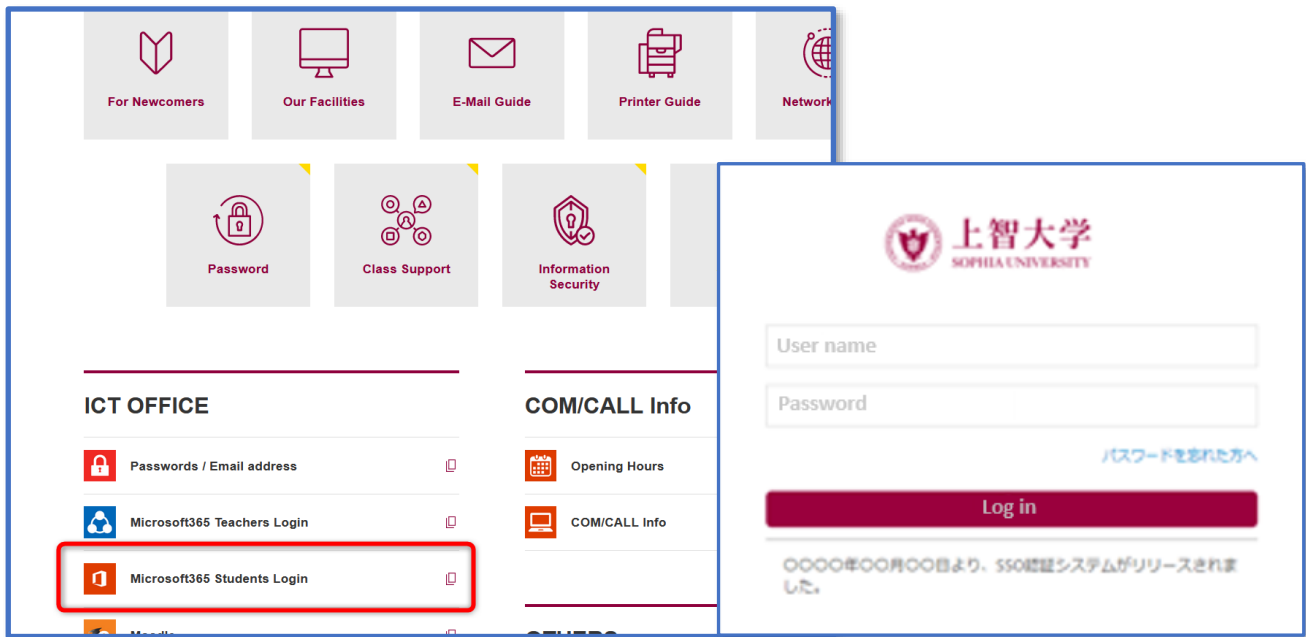
2. Log in to Sophia Mail / Send a message

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



You need your ID and password to log in to Sophia Mail.

Do not use your Sophia mail address as user ID.



B) 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.

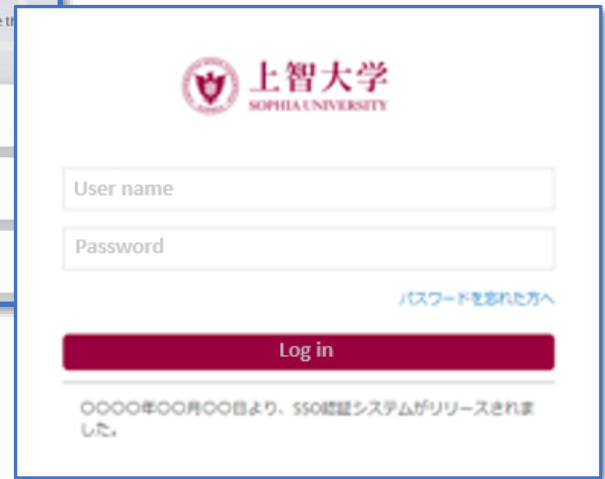
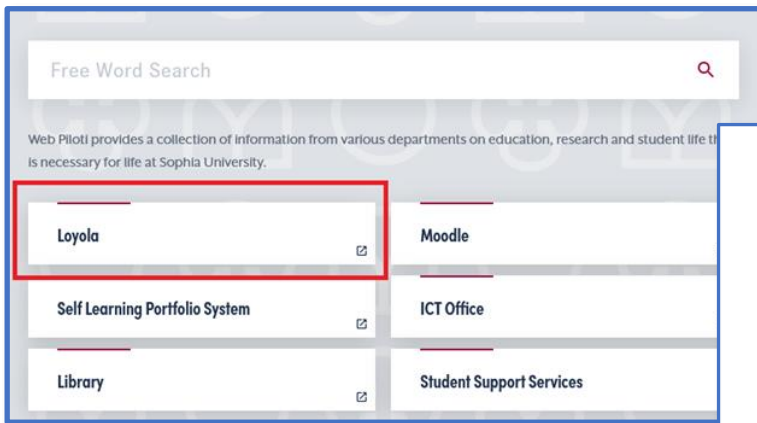
C) Send a message from your private email address to your Sophia Mail and check if you received a message. And vice versa.



3. Log in to Loyola



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

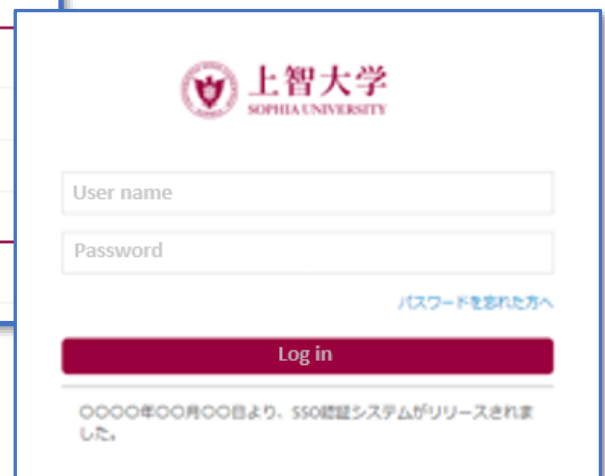
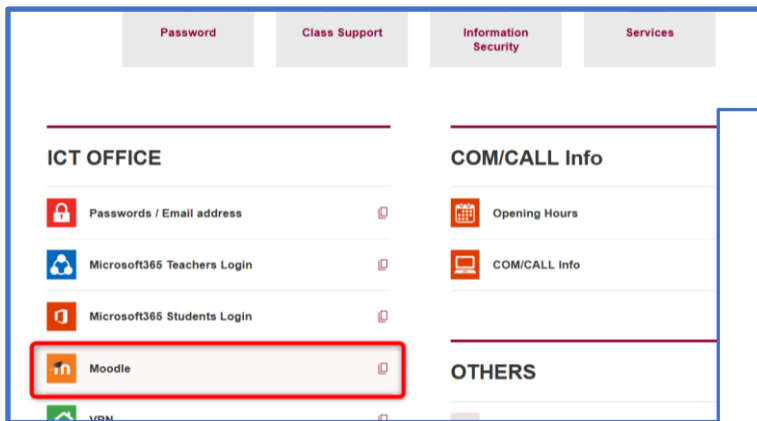


You need 'student ID' and password for Sophia ICT account to log in.

4. Log in to Moodle



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



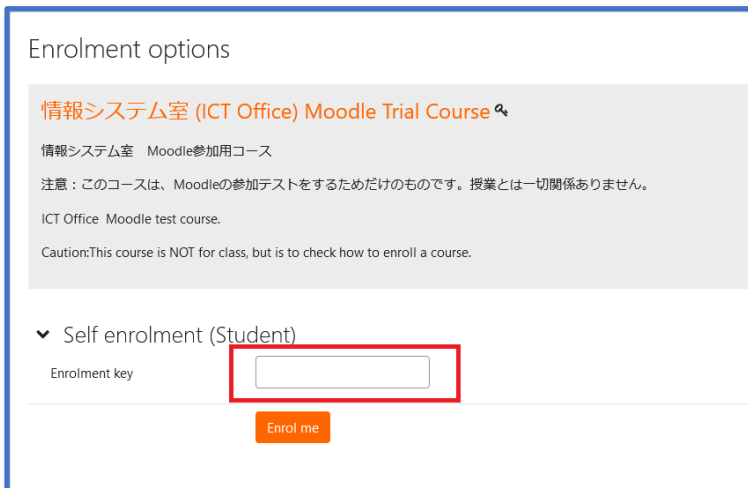
You need 'student ID' and password for Sophia ICT account to log in.

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’.



C) This is the self-enrollment screen. Enter ‘moodle’ in lowercase to the ‘Enrolment key’



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.



IMPORTANT!

Sophia Mail, Loyola, and Moodle share the same login screen for Single Sign-On. After logging in, you will be redirected to the top page of each system. Once logged in, you can access each system without re-logging in until you close your browser.



5. Sign up to Zoom

A) Try to sign 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 by yourself
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, Acrobat Reader (PDF), 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/>)