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 riminder.

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



CHECK

企业 上智大 SOPHIA UNIVERS	
	User ID Password Login
	<u>※パスワード忘れはこちら / Forgot your password?</u> 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 logir 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 <u>こちら</u> <u>Click here</u> if you are continuing to apply for e-mail address application o

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

00 🛞;	上智大学 Sophia Integrated Database System OMHIA LENIVERSITY ソフィア統合データベース
Profile	
パスワード変更 / Password	
リマインダ登録 / Reminder メールアドレス/E-mail Add	
使用できる文字は、アルファベ パスワードは、これらの3種類 スペースキーまたは[Tab]キー A password must be eig Use a mixture of alphab	ス・メス・Continue2pace5. メース・Continue2pace5. めなデザバワードに含れている場合にの決正常に作成されます。 を使用できませんのでご注意でださい。 特徴用できませんのでご注意でださい。 Ht characters or more and slateen characters or less. ht characters of the slate of the
最終更新日時 Last updated	2021/03/20 13:45:33
変更可能日 Can be changed	2021/03/20 13:45:33
パスワード* Password	
新パスワード* New Password	
新パスワード(確認用)* Confirm New Password	ı
	back save



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.

For Newcomers Our Facilities	E-Mail Guide	Printer Guide	Network
	© ♪ ® © ss Support	() Information Security	● 上智大学 SOPILAL INVESSITY
			User name
ICT OFFICE	(COM/CALL Info	Password
Passwords / Email address	D	Opening Hours	パスワードを忘れた方へ
Microsoft365 Teachers Login	D	COM/CALL Info	Log in
	P		○○○○年○○月○○目より、SSO問題システムがリリースされま
Microsoft365 Students Login			した。

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.





2 / 5

3. Log in to Loyola

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



Loyola 2 Moodle 论上智大学	SITY	SOBULINITY STREET			
Self Learning Portfolio System 2 ICT Office User name			Moodle	ß	Loyola
		User name	ICT Office	n 🛛	Self Learning Portfolio System
ibrary Bitudent Support Services Password	パスワードを忘れた方へ		Student Support Services	ß	ibrary



HINT!

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.

Password	Class Support	Information Security	Services	
ICT OFFICE		COM/CALL In	fo	🝙 上智大学
Passwords / Email address	Ø	Opening Hours		SOPHIAL NIVERSITY
Microsoft365 Teachers Login	Ø	COM/CALL Info		11
Microsoft365 Students Login	Ø			User name
Moodle	D	OTHERS		Password
		_		パスワードを忘れた方/
				Log in
				0000年00月00日より、SS0問証システムがリリースされま した。

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'

Enrolment options
情報システム室 (ICT Office) Moodle Trial Course 🔦
情報システム室 Moodle参加用コース
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。
ICT Office Moodle test course.
Caution:This course is NOT for class, but is to check how to enroll a course.
 ✓ Self enrolment (Student) Enrolment key
Enrol me

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 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 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: <u>https://ccweb.cc.sophia.ac.jp/en/manual-cat/wireless/</u>



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



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 (<u>https://ccweb.cc.sophia.ac.jp/en/</u>)









