Logging into the Integrated Authentication System

August 2025

ICT Office

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At Sophia University, system logins are conducted via an integrated authentication system (Single Sign-On, hereafter referred to as SSO) that incorporates multi-factor authentication. Multi-factor authentication enhances security by requiring additional authentication information beyond just an ID and password. It is required when accessing internal systems from external networks.

   Note: Multi-factor authentication is not required when using the campus network (such as sophiawifi2019).

As of September, 2025, the systems that use the Integrated Authentication System include:
- Loyola
- My Sophia
- Sophia Mail
- Moodle
- Mailing List System
- Self-Learning Portfolio
- CaLabo MX
- My OPAC（Library OPAC）
- Zoom
- Certificate Issuance System
- Career Center System

1. Preparation

To log in to the integrated authentication system, a smartphone is required.
If you do not have a smartphone, please get in touch with the ICT Office.
Please install the "Microsoft Authenticator" on your smartphone:

2. Login Procedure

① Access the ICT Office website at https://ccweb.cc.sophia.ac.jp/en/ and click the system icon to log in. Loyola is used as an example here, but the process is the same for all systems.

② The integrated authentication login screen will appear. Enter your ID (faculty/staff number) and Sophia ICT account password.
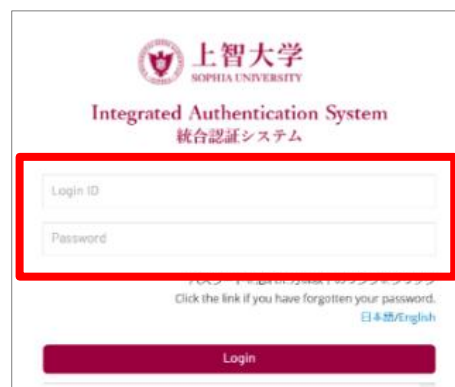
③ For the first login, a QR code screen will appear. Scan the QR code using the "Microsoft Authenticator" app on your smartphone.

※The QR code is shown only during the first login. From the second login onward, the process skips to step ② → ⑩.

※In case you have uninstalled "Microsoft Authenticator" after setting up multi-factor authentication and need to reconfigure it, please see section 3 "Other" on page 4.
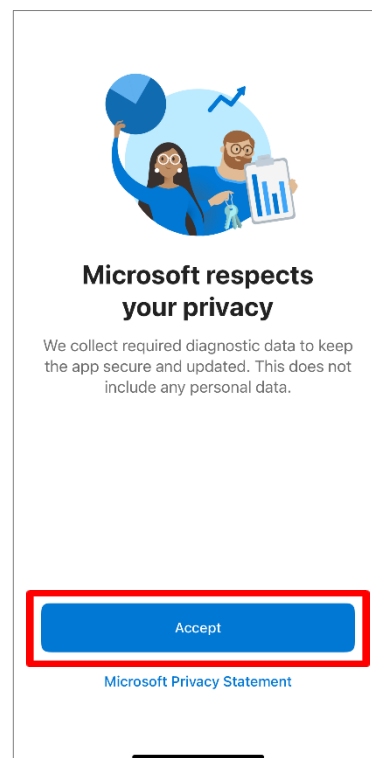
④ Launch the "Authenticator" app on your smartphone.

⑤ When the app opens, tap "Accept" on the screen.

⑥　Tap "Continue".
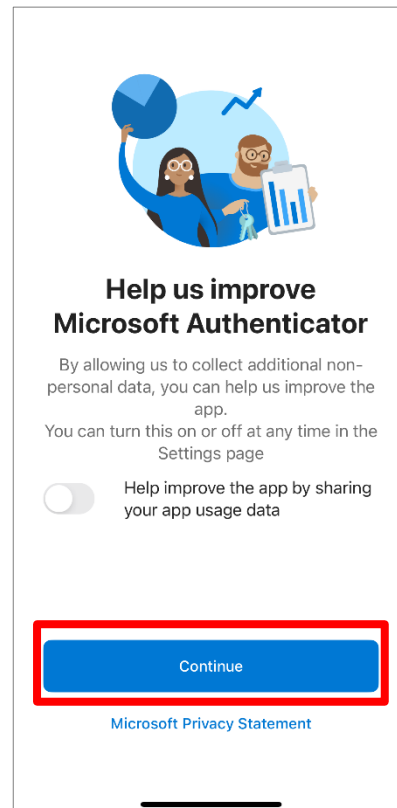
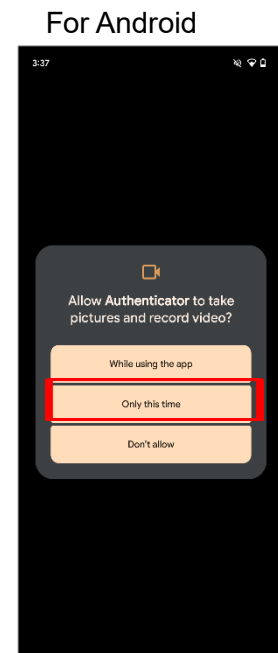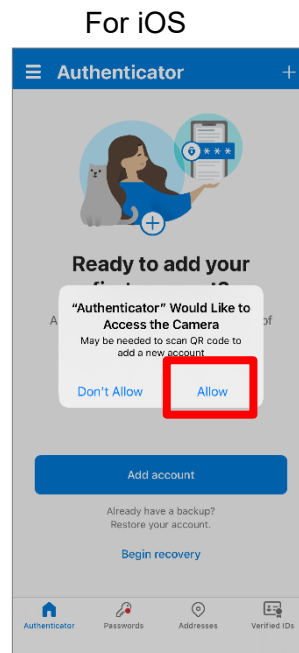⑦　Tap "Scan a QR Code".
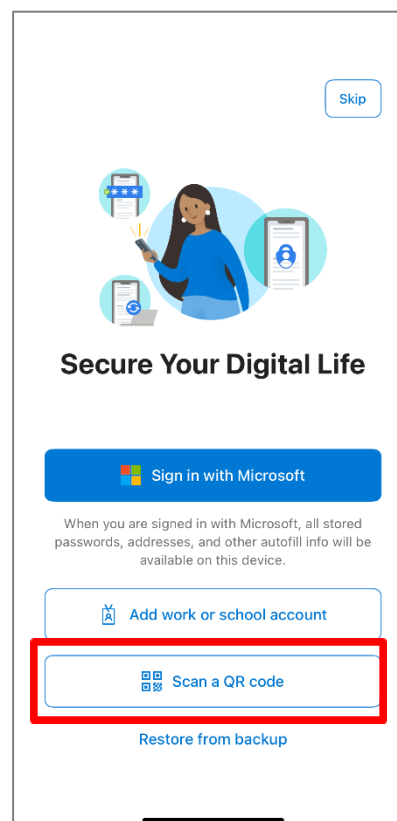
⑧ A message will appear asking for camera access. Select "Allow" or "Only this time".
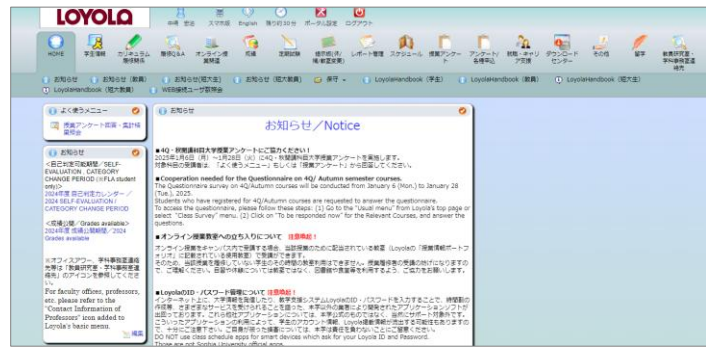
For iOS

For Android

⑨ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.
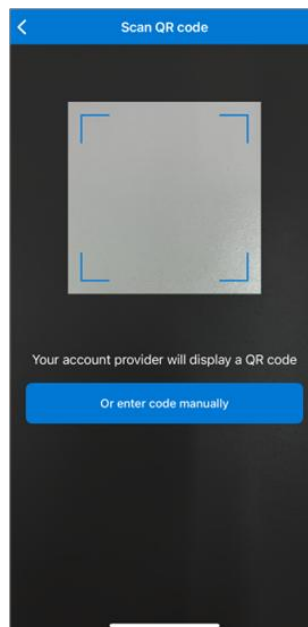
⑩ Once scanning is complete, a one -time code will appear under "Sophia" in the app. Enter this code on the login screen.
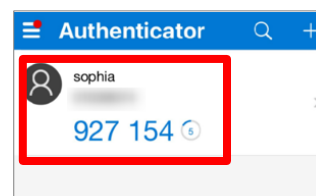
⑪ Authentication is complete, and
you will be logged into the system.

3. Other

If you have uninstalled "Microsoft Authenticator" after setting up multi-factor authentication and need to scan the QR code again, please contact ict-support@sophia.ac.jp.
We will reset your settings so that the QR code can be displayed again.

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August 2025　　Created a new document.

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