

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:

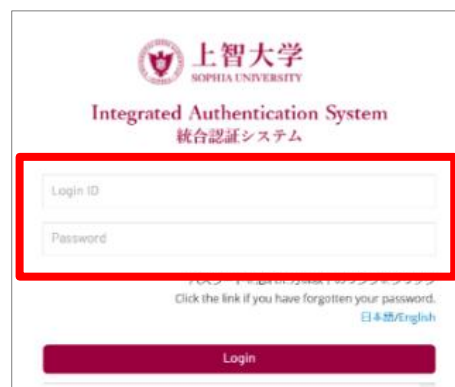


2. Login Procedure

- 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.



上智大学
SOPHIA UNIVERSITY
Integrated Authentication System
統合認証システム

⚠️ アカウントを有効にするにはモバイル・オーセンティケーターのセットアップが必要です。 (You need to set up Mobile Authenticator to activate your account.)

1. モバイルにアプリ「Microsoft Authenticator」をインストールしてください。 (Please install the app "Microsoft Authenticator" on your mobile.)

2. アプリケーションを開き、バーコードをスキャンします。 (Open the application and scan the barcode.)

QRコードが読み込めない場合ここをクリック (Unable to scan?)

3. アプリケーションから提供されたワンタイムコードを入力し、送信をクリックしてセットアップを完了します。 (Enter the one-time code provided by the application and click Submit to finish the setup.)

デバイス名を入力してください。 (任意) (Provide a Device Name to help you manage your OTP devices.)

ワンタイムコード (One-time code) *

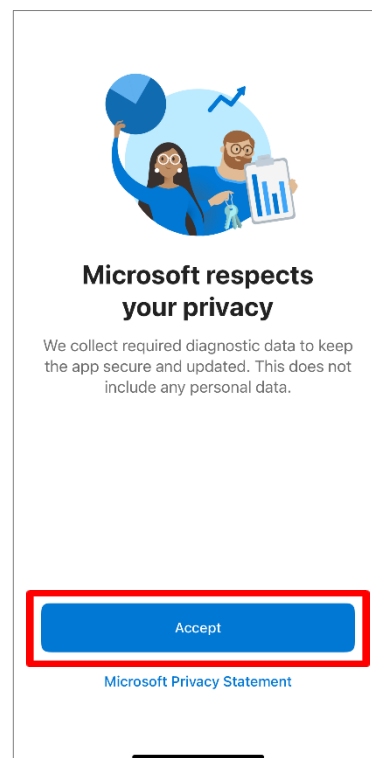
デバイス名 (Device Name)

Submit

- ④ Launch the “Authenticator” app on your smartphone.



- ⑤ When the app opens, tap “Accept” on the screen.



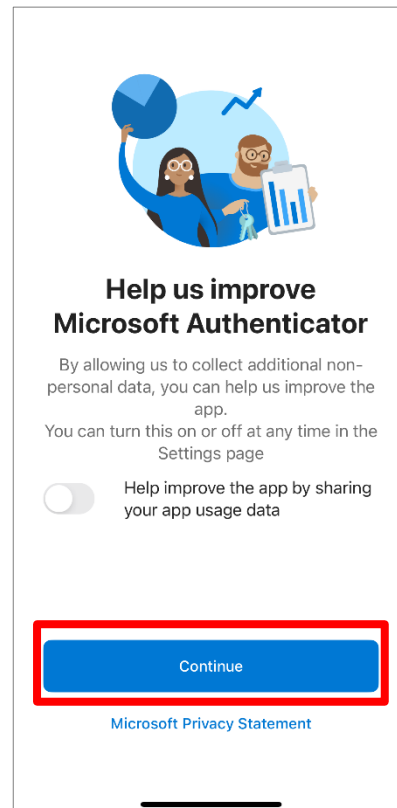
Microsoft respects your privacy

We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.

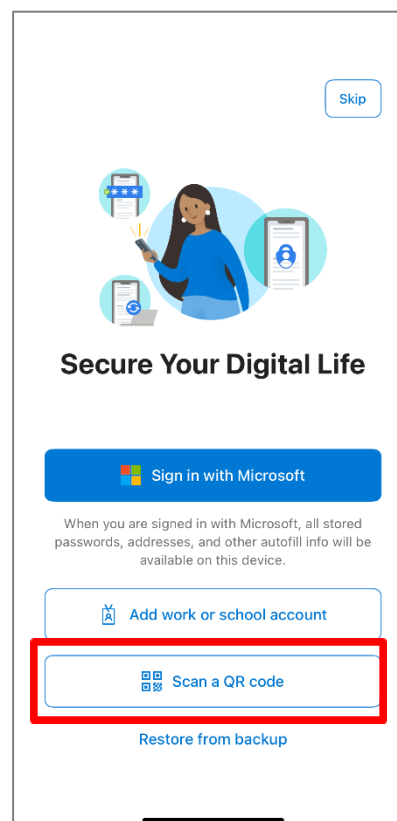
Accept

[Microsoft Privacy Statement](#)

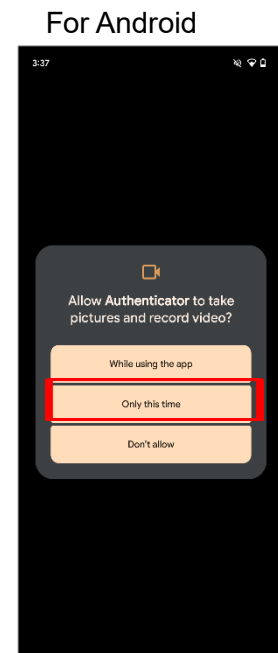
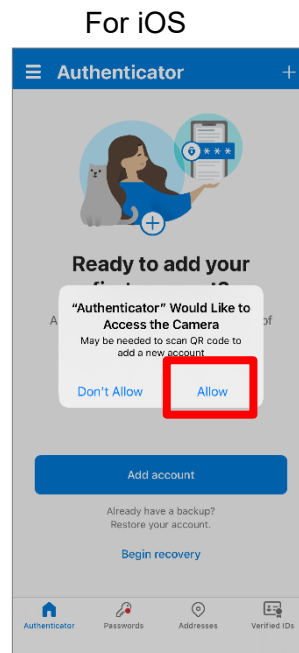
⑥ Tap “Continue”.



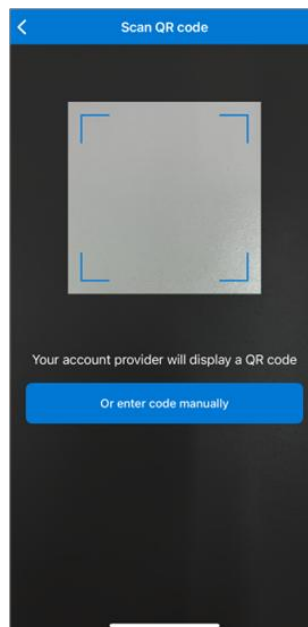
⑦ Tap “Scan a QR Code”.



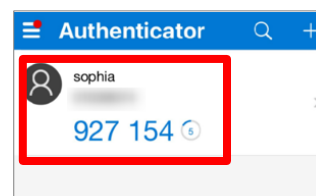
- ⑧ A message will appear asking for camera access. Select “Allow” or “Only this time”.



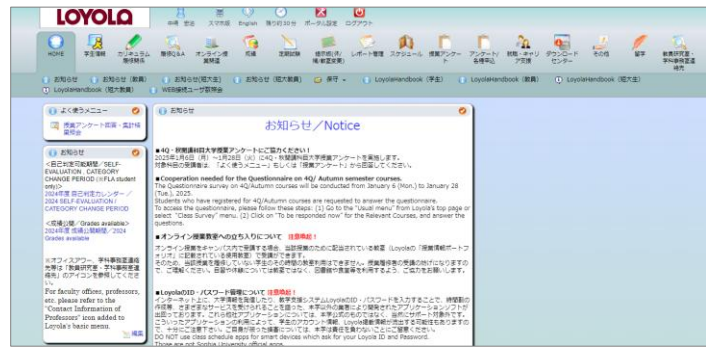
- ⑨ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.



- 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.

Logging into the Integrated Authentication System
August 2025 Created a new document.

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Sophia ICT

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