

# **Logging into the Integrated Authentication System**

September 2025

ICT Office

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# Contents

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1. Preparation.....	3
2. Login Procedure.....	3
2.1. For the First Login.....	3
2.2. After the First Time.....	7
3. Other .....	8

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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 necessary 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

### 2.1. For the First Login

Here are the steps for logging into the unified authentication system for the first time after multi-factor authentication has been introduced.

- 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 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. Please refer to page 4. Section “2-2. After the First Time.

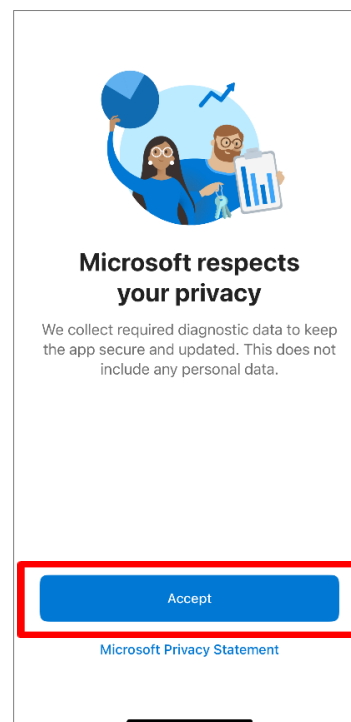
※In case you have uninstalled “Microsoft Authenticator” after setting up multi-factor authentication and need to reconfigure it, please see section 3 “Other” on page 4.



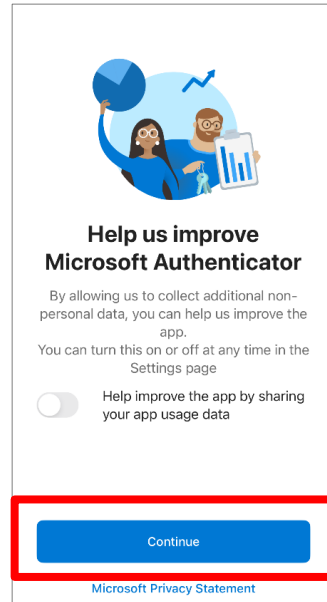
- ④ Launch the “Authenticator” app on your smartphone.



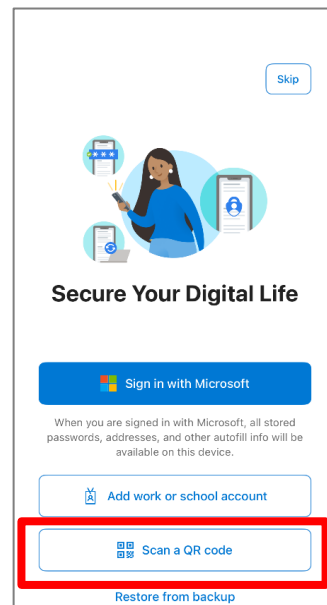
- ⑤ When the app opens, tap “Accept” on the screen.



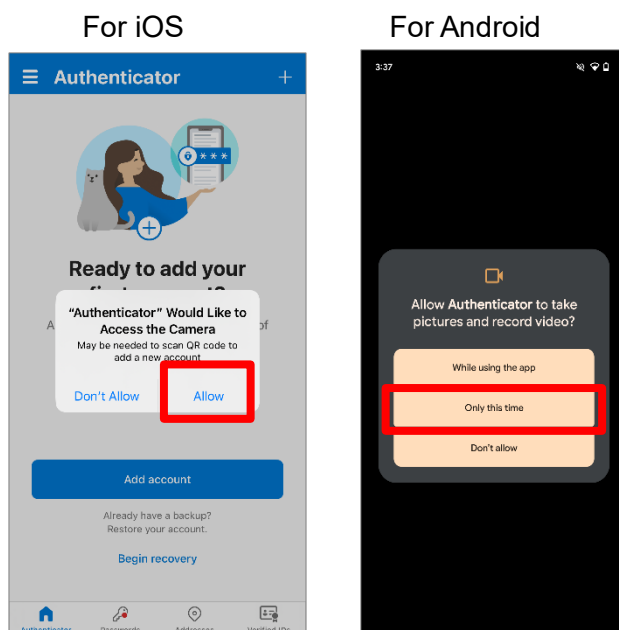
⑥ Tap “Continue”.



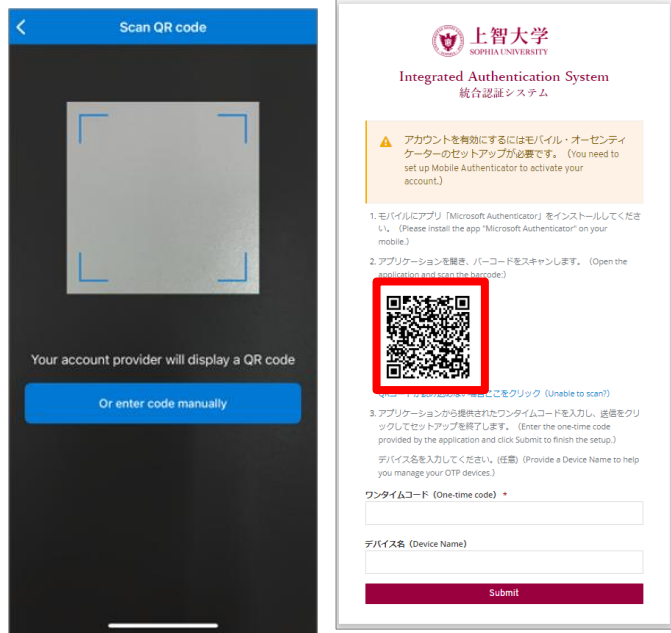
⑦ Tap “Scan a QR Code”.



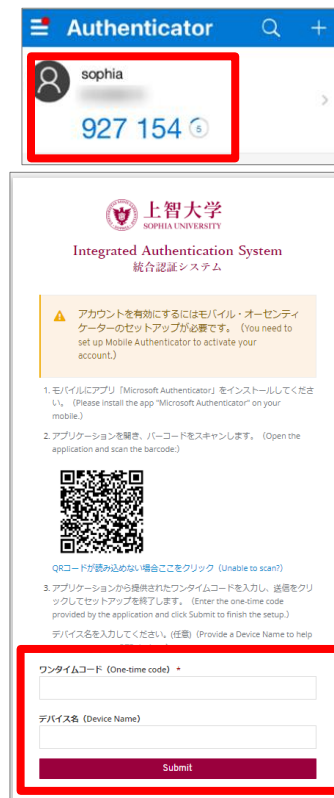
⑧ A message will appear asking for camera access. Select “Allow” or “Only this time”.



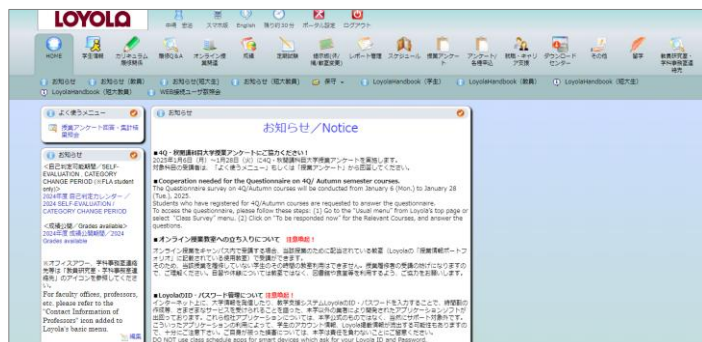
- ⑨ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.



- ⑩ Once the QR code is scanned, a one-time code will appear under the “sophia” entry in the Microsoft Authenticator app. Enter this code in the “One-time code” field and tap “Submit”. Entering a device name is optional.



- ⑪ Authentication is complete, and you will be logged into the system.



## 2.2. After the First Time

Here are the login steps for subsequent access.

- 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.



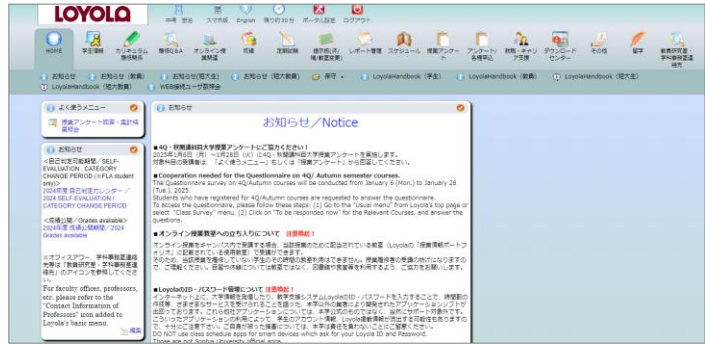
- ③ The screen for entering a one-time code will appear. Please open the Microsoft Authenticator app on your smartphone and check the code.



- ④ Enter the one-time code displayed in Microsoft Authenticator app into the "One-time code" field.



- ⑤ 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](mailto:ict-support@sophia.ac.jp). We will reset your settings so that the QR code can be displayed again.

If you do not have a smartphone, please contact the ICT Office by email.



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