

Logging into the Integrated Authentication System

September 2025

ICT Office

Contents

1. Preparation.....	3
2. How to enable MFA.....	3
3. Login Procedure.....	4
3.1. For the First Login.....	4
3.2. After the First Time	7
4. Other	9

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.

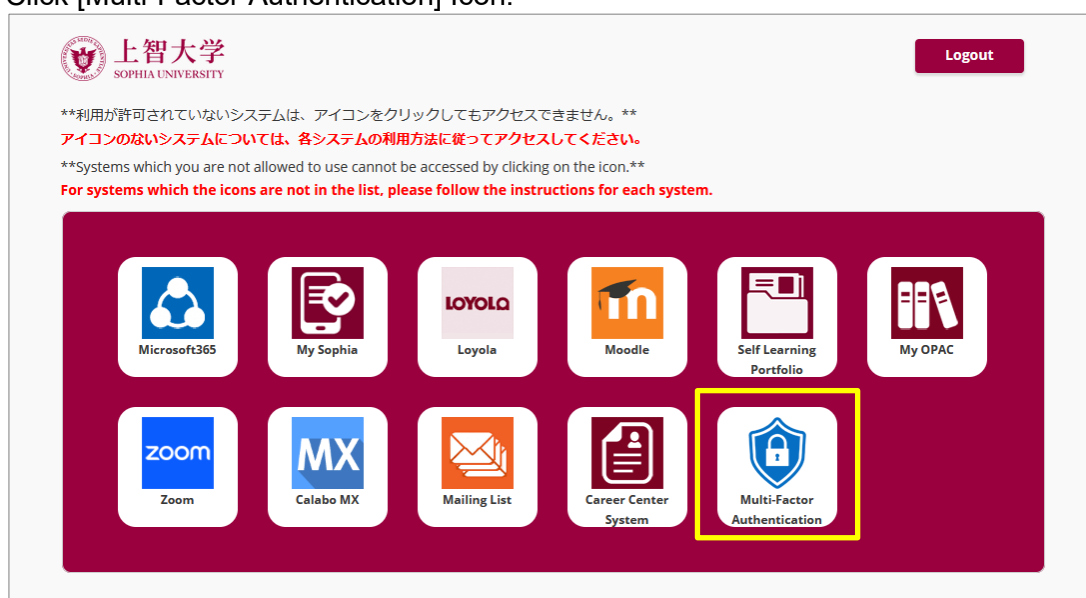
If you do not have a smartphone, please get in touch with the ICT Office.

Please install the “Microsoft Authenticator” on your smartphone:

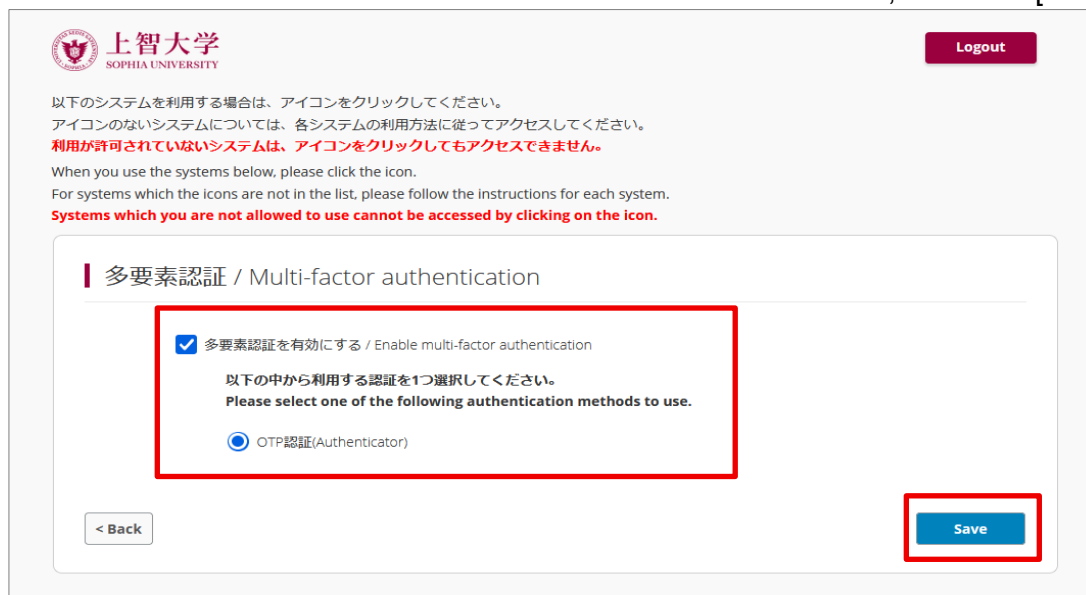


2. How to enable MFA

- ① Log in to the Integrated Authentication System (<https://sso.sophia.ac.jp>).
- ② Click [Multi-Factor Authentication] Icon.



- ③ Check the box labeled [Enable Multi-Factor Authentication]. Ensure that “Authenticator” is selected as the authentication method, then click [Save].



3. Login Procedure

3.1. For the First Login

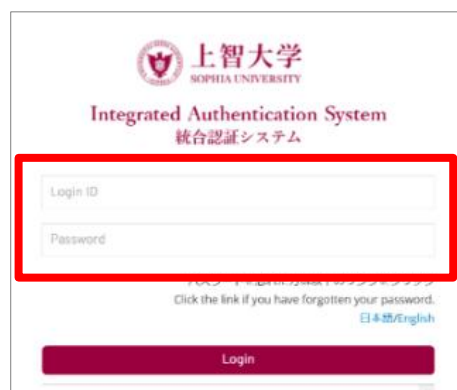
Here are the steps for logging into the unified authentication system for the first time after multi-factor authentication has been introduced.

Initial setup is recommended on a PC, as it involves scanning a QR code displayed on the screen.

- 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."

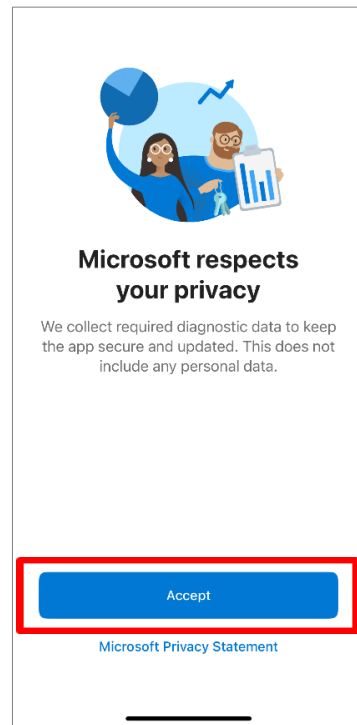
※In case you have uninstalled "Microsoft Authenticator" after setting up multi-factor authentication and need to reconfigure it, please see section 3 "Other" on page 4.



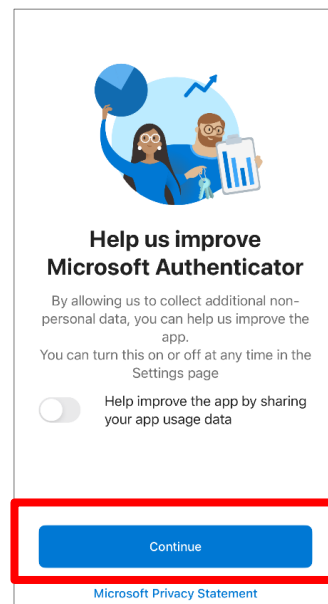
- ④ Launch the "Authenticator" app on your smartphone.



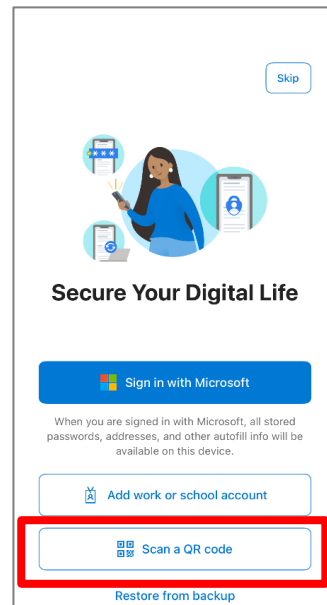
- ⑤ When the app opens, tap “Accept” on the screen.



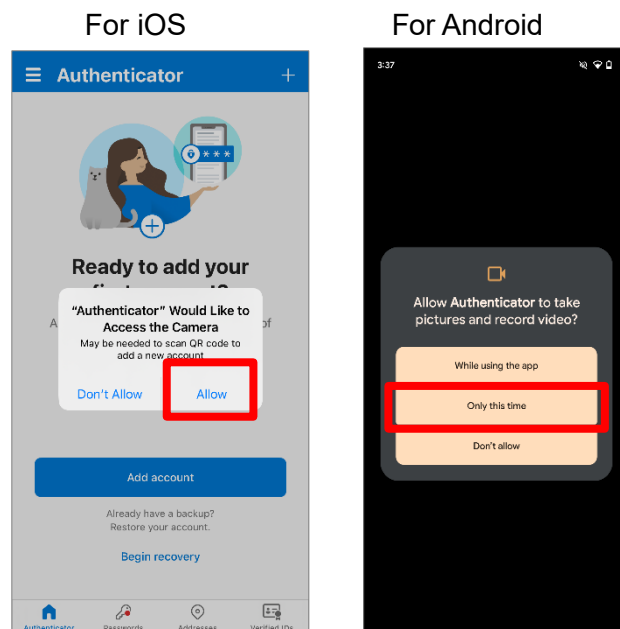
- ⑥ Tap “Continue”.



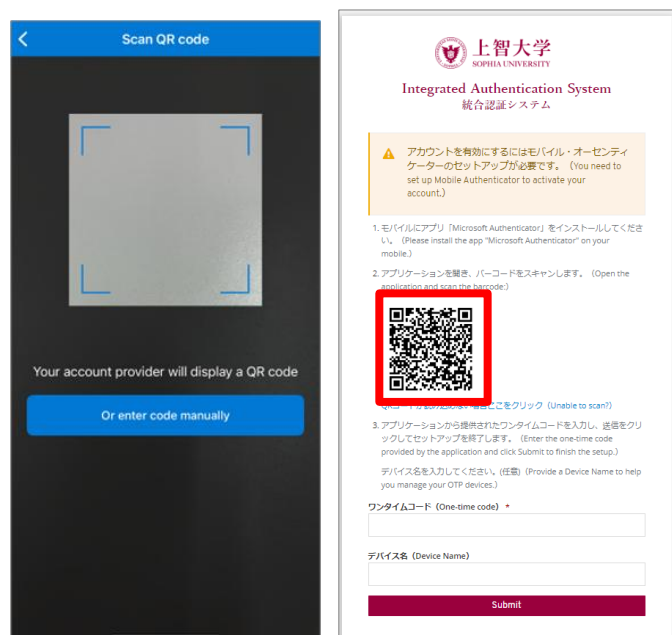
- ⑦ Tap “Scan a QR Code”.



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



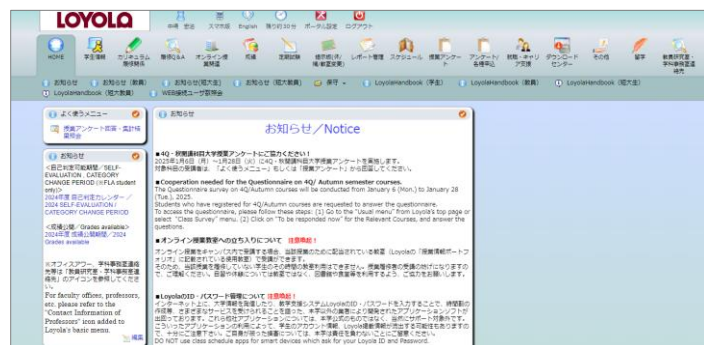
- ⑨ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.



- 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.



3.2. 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.



- 

上智大学
SOPHIA UNIVERSITY

Integrated Authentication System

統合認証システム

パスワードを忘れた方は以下のリンクをクリック
Click the link if you have forgotten your password.

[日本語/English](#)

Login

-

- 

- The screenshot shows the Loyola University Chicago website. The top navigation bar includes the Loyola logo and links for Home, About Us, Admissions, Academics, and more. The main content area is titled 'お知らせ / Notice' (Notice / Notice). It contains a section for a survey titled 'Loyola University Chicago Student Survey' (Loyola University Chicago Student Survey). The survey is conducted by the Office of Institutional Research and Assessment and is available in English and Japanese. The survey is titled 'Loyola University Chicago Student Survey' and is conducted by the Office of Institutional Research and Assessment. The survey is available in English and Japanese. The page also includes a 'お問い合わせ / Contact Us' section with a contact form and a 'お問い合わせ / Contact Us' section with a contact form.

4. 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.

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

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

Author	Sophia University ICT-Office
Address	102-8554 Kioicho 7-1, Chiyoda-ku, Tokyo-to, Japan.
Phone	03(3238)3101
Website	http://ccweb.cc.sophia.ac.jp/

Sophia ICT

Search

