Logging into the Integrated Authentication System

December 2025

ICT Office

Contents

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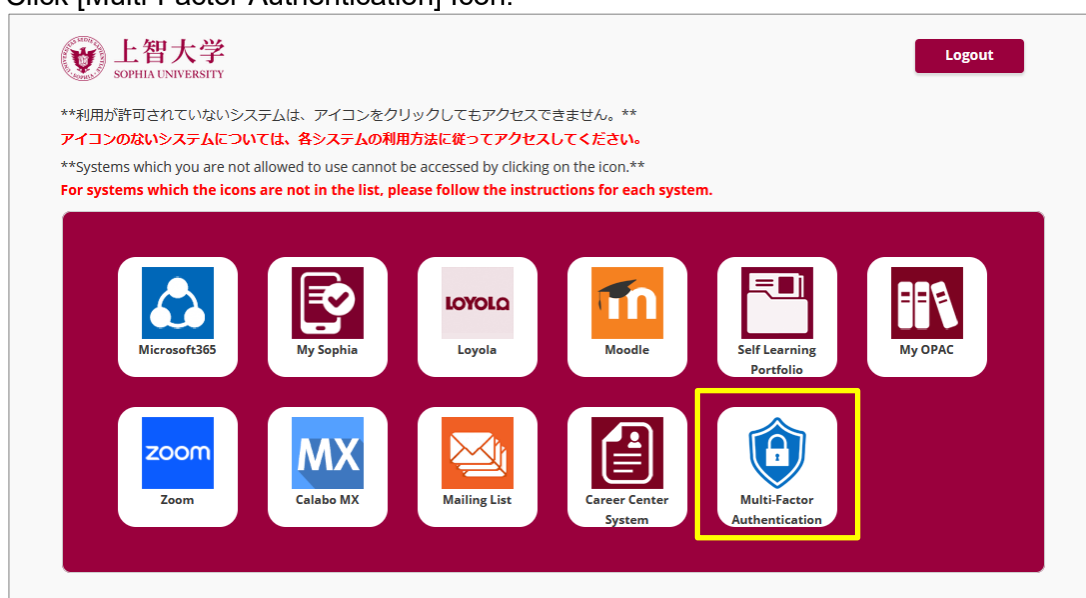
If you do not have a smartphone, please get in touch with the ICT Office.

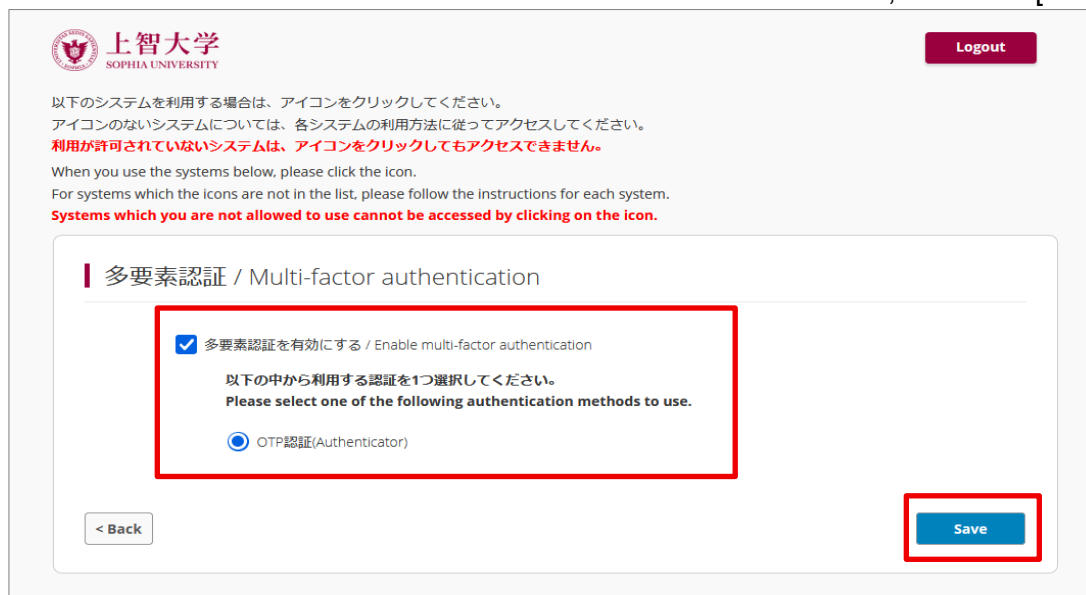Please install the "Microsoft Authenticator" on your smartphone:

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].
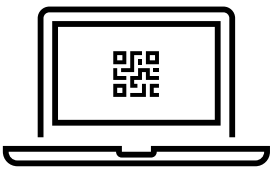
3. Login Procedure

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.

> For the initial setup, both a PC (to display the QR code) and a smartphone (to scan the QR code) must be prepared, as the QR code displayed on the screen needs to be scanned.

Required Items

Device to display the QR code

(e.g., PC)

Device to scan the QR code (e.g., smartphone)

※As scanning the QR code is required, separate devices must be prepared for displaying and scanning.

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.
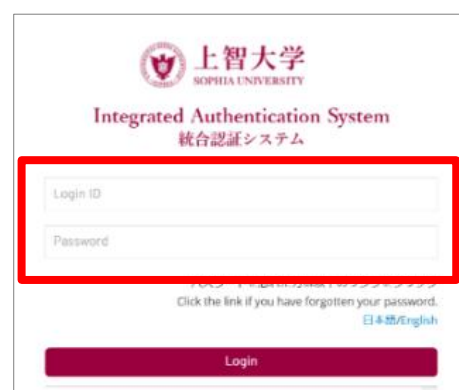
③ A QR code will be displayed. At this point, <u>DO NOT scan the QR code with your smartphone's camera app.</u>

　　※<u>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.</u>

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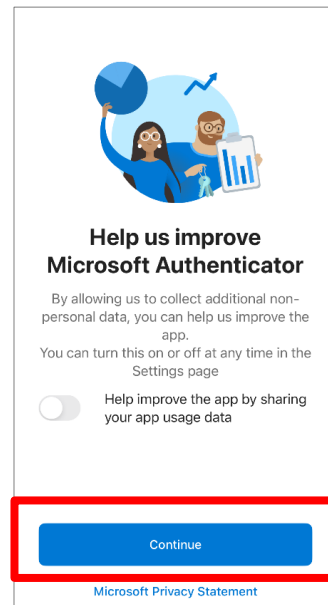
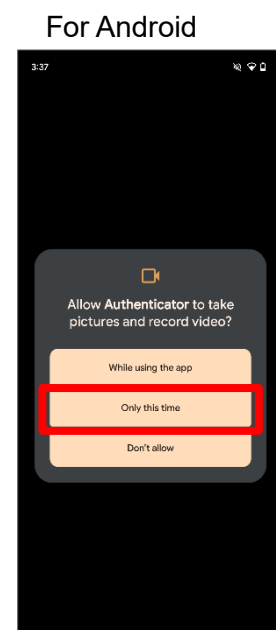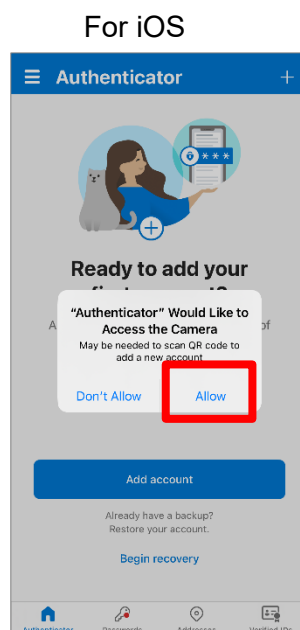⑦ Tap "Scan a QR Code".
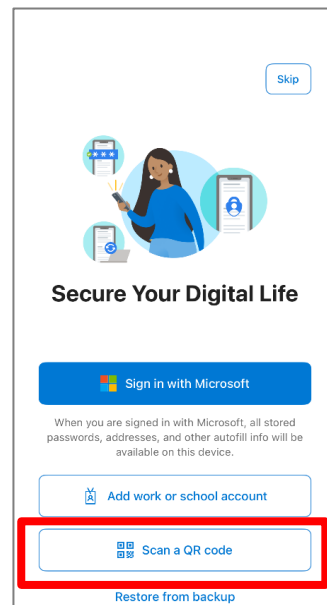
⑧ A message will appear asking for camera access. Select "Allow" or "Only this time".

For iOS   For Android

⑨ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.
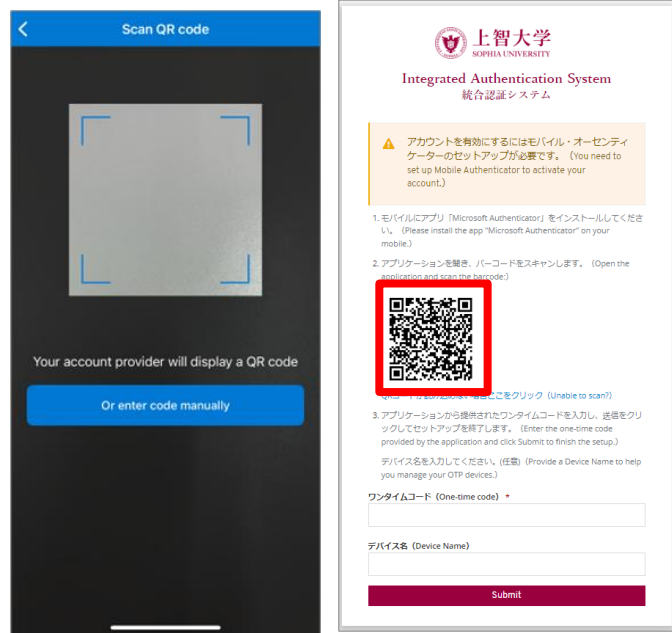
⑩ Once the QR code is scanned, a one-time code will appear under the "Sophia" entry in the Microsoft Authentication app. Enter this code in the "One-time code" field and tap "Submit". Entering a device name is optional.
*No space between the two three-digit groups.

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

3.2. After the First Time
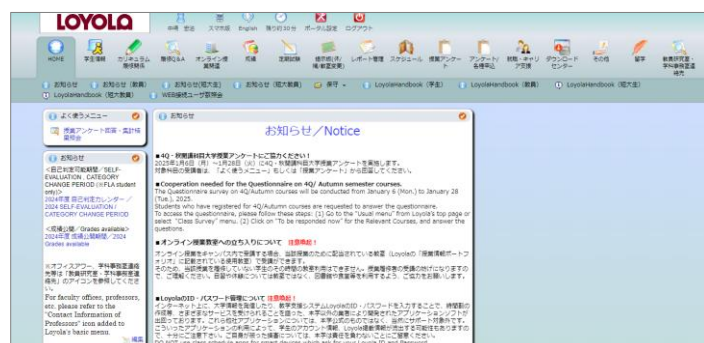
Here are the login steps for subsequent access.

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.

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 displayed under the "sophia" entry.

④ Enter the one-time code displayed in Microsoft Authenticator app into the "One-time code" field.
*No space between the two three-digit groups.

⑤ Authentication is complete, and
you will be logged into the system.
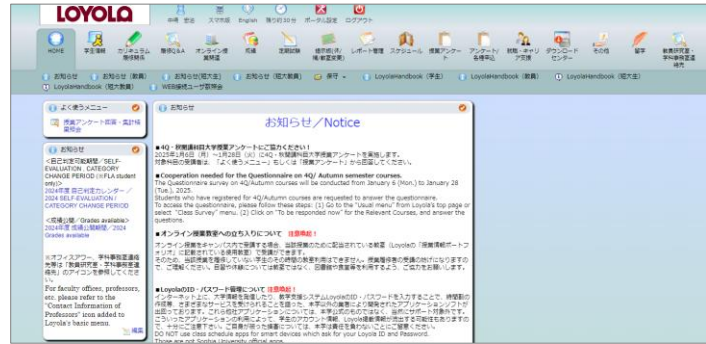
4. Other

- 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.
- Regarding Multi-Factor Authentication applications other than Microsoft Authenticator, while the ICT Office does not provide support for them, you are free to use them (e.g., Google Authenticator, Duo Mobile).
  However, please note that any issues that arise during initial setup or use must be resolved by the user.

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