

Logging into the Integrated Authentication System

January 2026

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 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 January 2026, 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. How to enable MFA for the Integrated Authentication System

Starting August 29, 2025, multi-factor authentication (MFA) has been implemented for logging into the Integrated Authentication System (Single Sign-On/SSO).

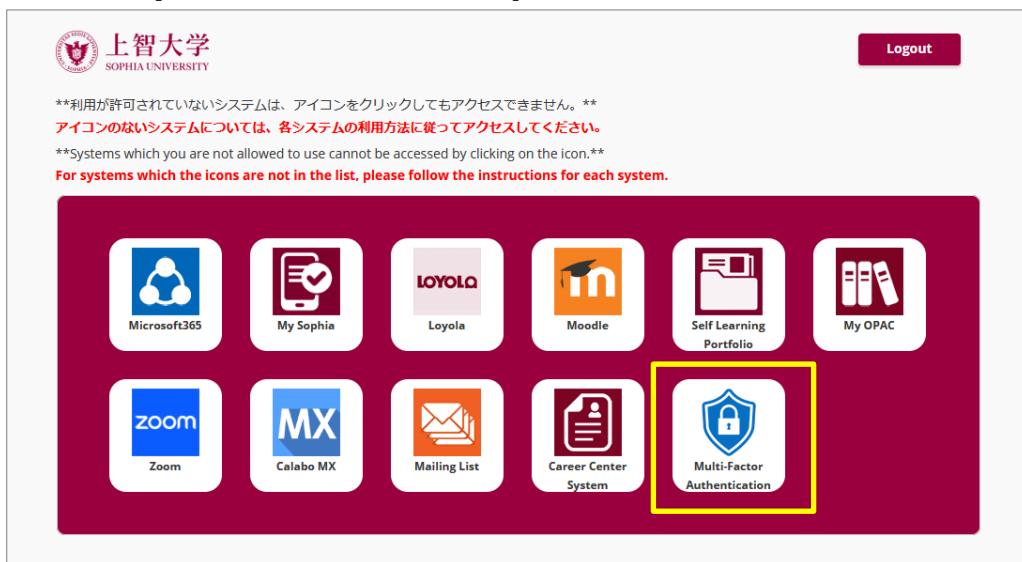
Multi-factor authentication enhances security by requiring additional authentication information beyond just an ID and password.

While the use of MFA is optional at the time of introduction, it is scheduled to become mandatory early in the Fall semester as part of our efforts to enhance information security.

The procedure for enabling multi-factor authentication is outlined below.

For instructions on how to log in using MFA after it has been configured, please refer to the section titled "Logging into the Integrated Authentication System".

- (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].

以下のシステムを利用する場合は、アイコンをクリックしてください。
利用が許可されていないシステムは、アイコンをクリックしてもアクセスできません。

When you use the systems below, please click the icon.
For systems which the icons are not in the list, please follow the instructions for each system.

Systems which you are not allowed to use cannot be accessed by clicking on the icon.

多要素認証 / Multi-factor authentication

多要素認証を有効にする / Enable multi-factor authentication

以下のの中から利用する認証を1つ選択してください。
Please select one of the following authentication methods to use.

OTP認証(Authenticator)

< Back

Save

2. Preparation

To log in to the integrated authentication system, a smartphone is required.

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

Please install the “Microsoft Authenticator” on your smartphone:



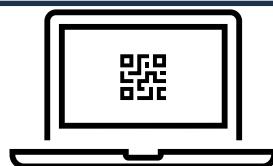
3. Login Procedure

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.

The screenshot shows the ICT OFFICE section of the website with several icons and links:

- ICT OFFICE: パスワード・メールアドレス, Microsoft365 教職員ログイン, Microsoft365 学生ログイン, Moodle, Sophia Web Print(学内ネットワーク/VPN経由), VPN.
- PC教室: 開室カレンダー, 教室利用状況.
- OTHERS: LOYOLA (highlighted with a red box), セルフ学修ポートフォリオ.

② The integrated authentication login screen will appear. Enter your ID (faculty/staff number) and Sophia ICT account password.

The screenshot shows the Integrated Authentication System login page with the following fields:

- 上智大学 SOPHIA UNIVERSITY
- Integrated Authentication System 統合認証システム
- Login ID (highlighted with a red box)
- Password (highlighted with a red box)
- Click the link if you have forgotten your password. (日本語/English)
- Login button

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

※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.

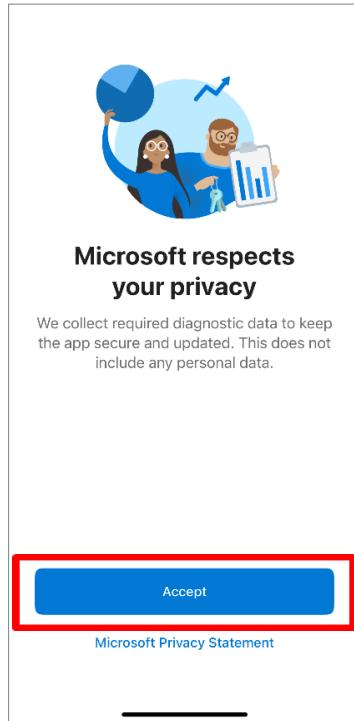
The screenshot shows the setup page for the first login:

- 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ティングを完了します。 (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) * (input field)
- デバイス名 (Device Name) (input field)
- Submit button

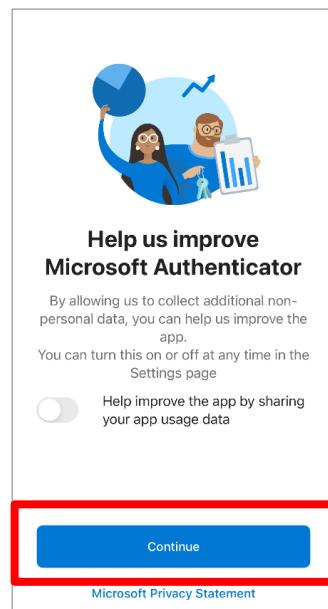
④ Launch the "Authenticator" app on your smartphone.



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



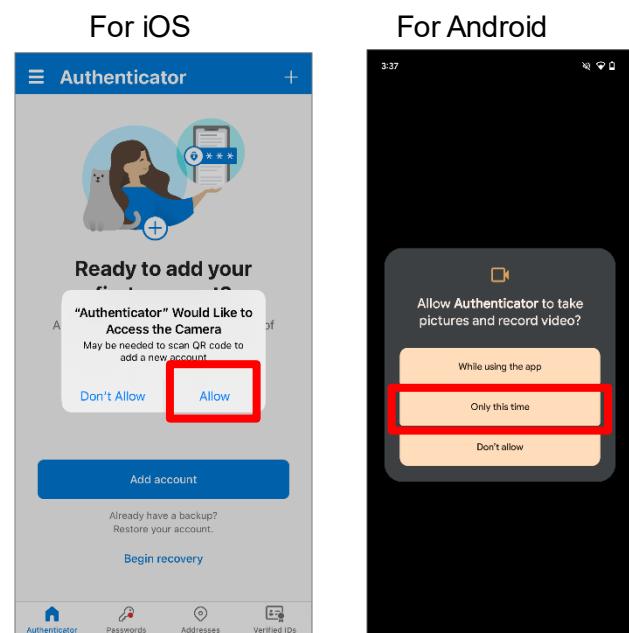
⑥ Tap “Continue”.



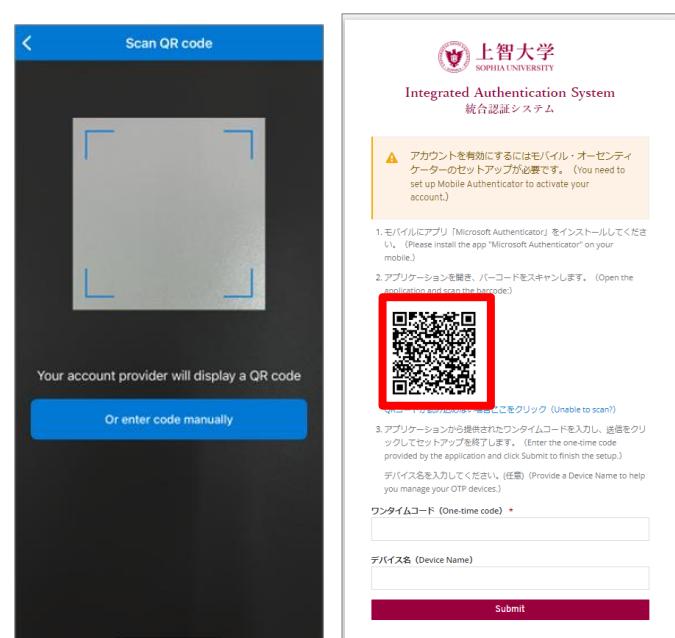
⑦ Tap “Scan a QR Code”.



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 Authentication app. Enter this code in the “One-time code” field and tap “Submit”. Entering a device’s 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.

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 changed your smartphone model or 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.

Logging into the Integrated Authentication System

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