Logging into the Integrated Authentication System

January 2026

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 January 2026, the systems that use the Integrated Authentication System include:

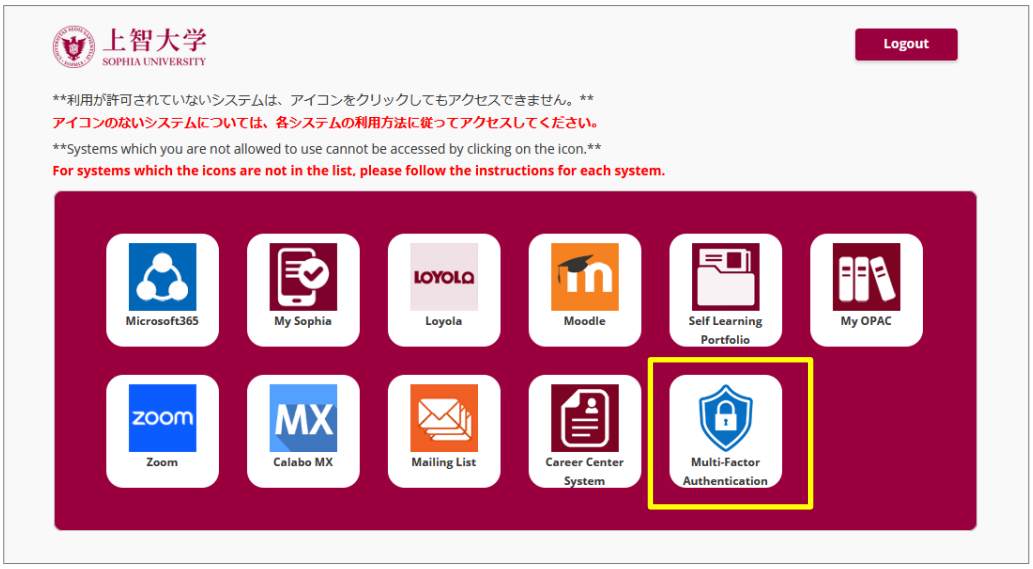
- Loyola
- My Sophia
- Sophia Mail
- Moodle
- VPN
- Mailing List System
- Self-Learning Portfolio
- CaLabo MX
- My OPAC（Library OPAC）
- Zoom
- Certificate Issuance System
- Career Center System

1. Enabling MFA for the Integrated Authentication System

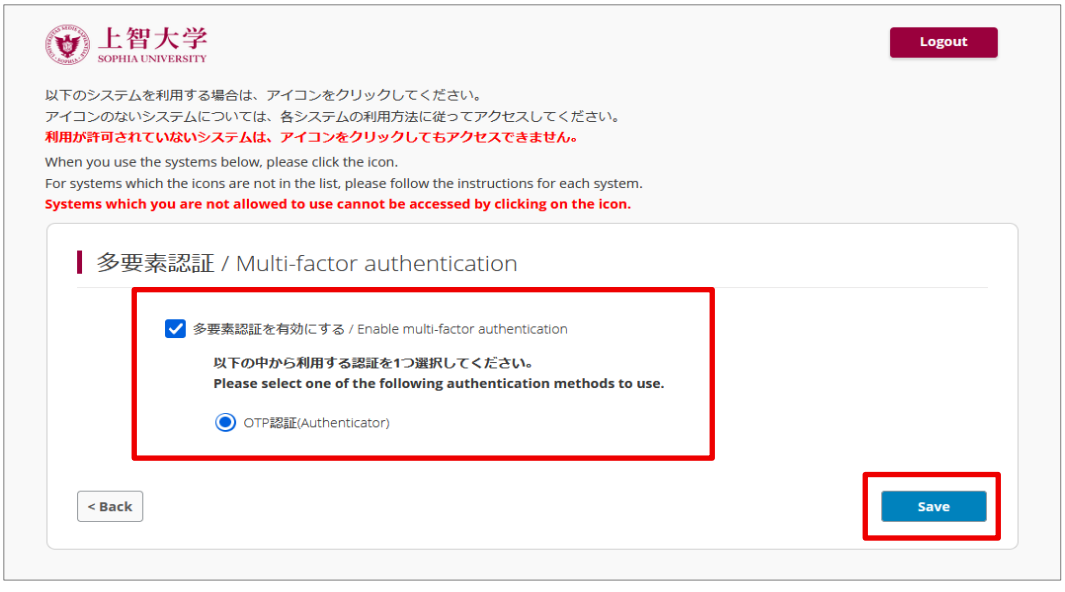
Starting August 29, 2025, Multi-Factor Authentication (MFA) has been implemented for logging into the Integrated Authentication System (Single Sign-On/SSO).
Multi-Factor Authentication enhances security by requiring additional authentication information beyond just an ID and password.
While MFA is optional at the time of introduction, it is scheduled to become mandatory early in the fall semester 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 "Preparation".

（1） Log in to the Integrated Authentication System (https://sso.sophia.ac.jp).

（2） Click the [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].



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:

Download on the App Store

GET IT ON Google Play

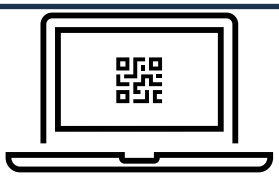
3. Login Procedure

3.1. For the First Login

The following steps explain how to log in to the Integrated 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.

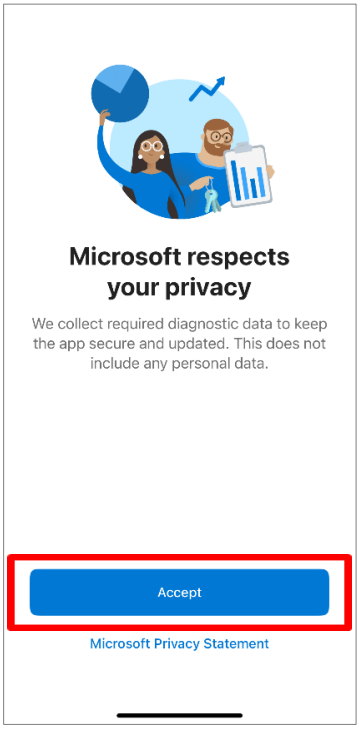
③ A QR code will be displayed. At this point, DO NOT scan the QR code with your smartphone's camera app.

※The QR code is shown only during the first login. From the second login onward. Please refer to page 8. Section “3-2. After the First Time.

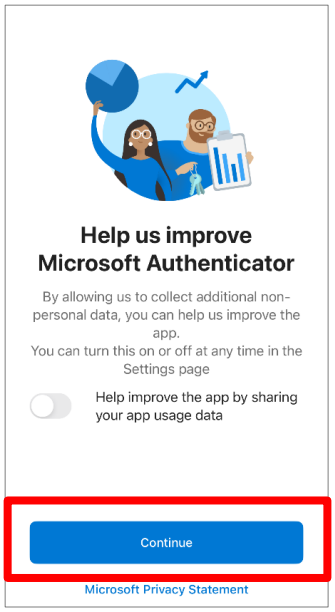
※In case you have uninstalled ”Microsoft Authenticator” after setting up multi-factor authentication and need to reconfigure it, please see section 4 “Other” on page 14.

④ Launch the “Authenticator” app on your smartphone.

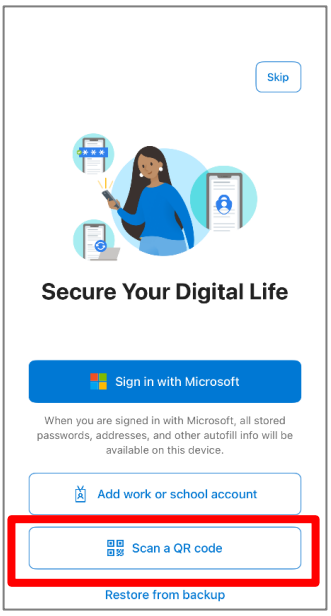
⑤ When the app opens, tap “Accept” on the screen.



⑥ Tap “Continue”.

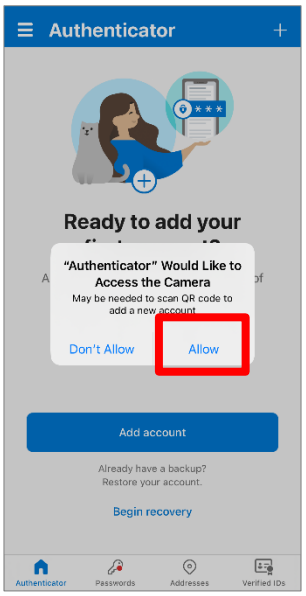


⑦ Tap “Scan a QR Code”.

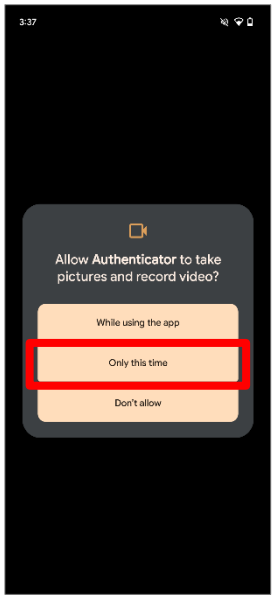


⑧ A message will appear asking for camera access. Select “Allow” or “Only this time”.

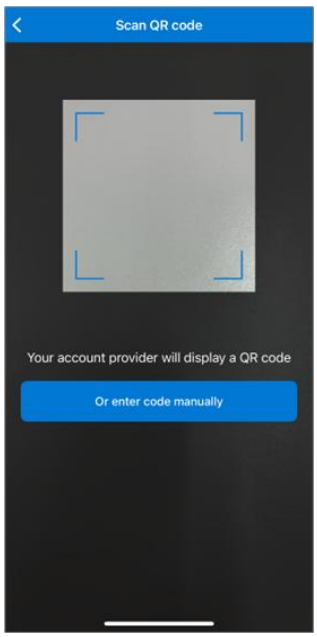
For iOS



For Android

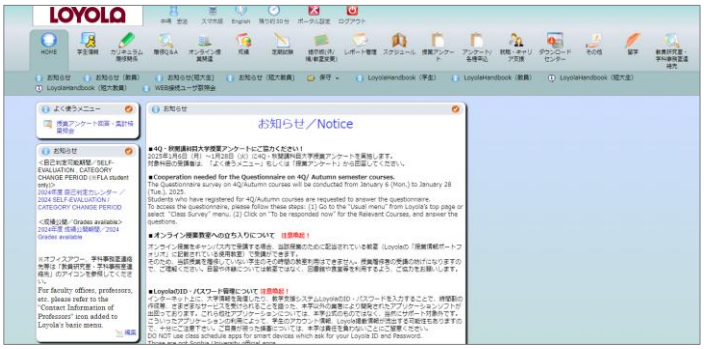


⑨ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.



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’s name is optional.
***No space between the two three-digit groups.**

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

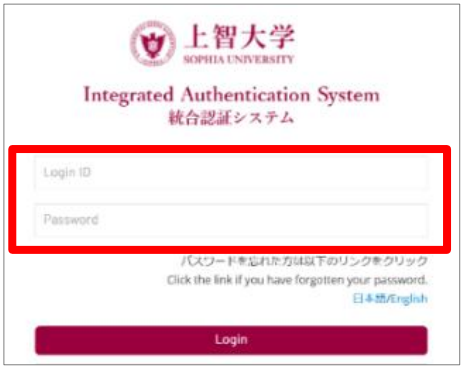


3.2. After the First Time

The following are the login steps for subsequent logins.

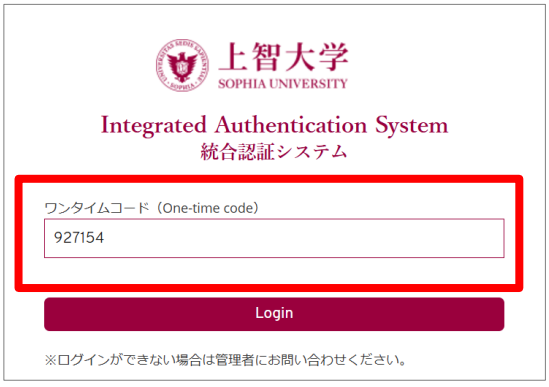
① Access the ICT Office website at https://ccweb.cc.sophia.ac.jp/en/ and click the system icon to log in. Loyola is used as an example here, but the process is the same for all systems.

② The Integrated Authentication Login screen will appear. Enter your ID (student/faculty number) and Sophia ICT account password.

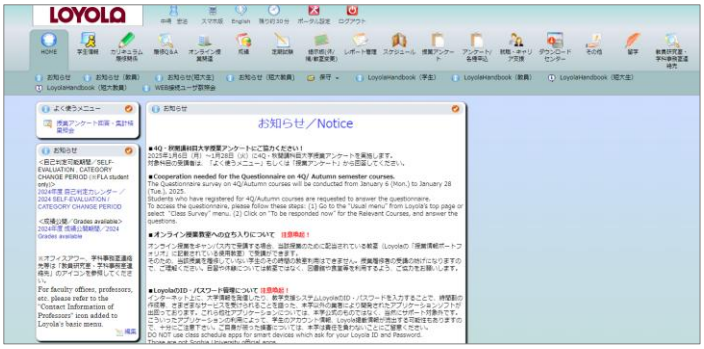


③ The screen for entering a one-time code will appear. Please open the Microsoft Authenticator app on your smartphone and check the code.

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.

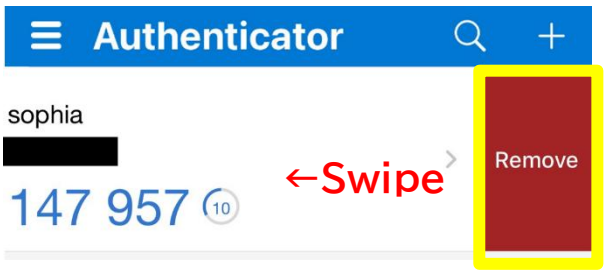


3.3. When the Initial Configuration Fails to Load

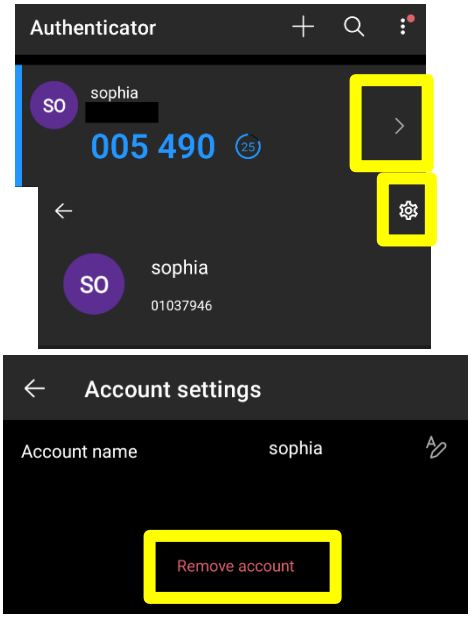
① Using a different web browser from the one initially used (such as Safari or Google Chrome), or a new browser tab, access the ICT Office website (https://ccweb.cc.sophia.ac.jp) After selecting an application, the Integrated Authentication System login screen appears. Enter the ID (student/faculty number) and the password for the Sophia ICT account.

② A QR code will be displayed.
<u>At this point, please do not scan the QR code using your smartphone's camera app or any other scanning application.</u>

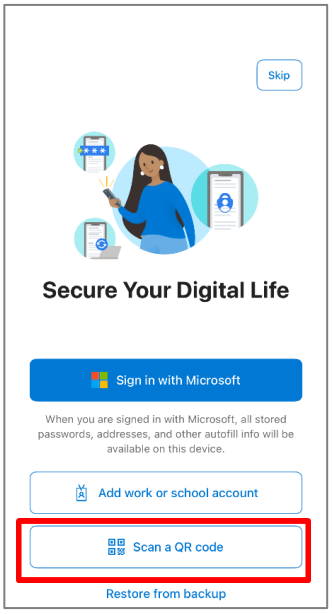
③ Please check your smartphone while leaving the computer screen as it is.
First, delete the one-time code you initially scanned.
(It is safe to delete any incorrectly displayed codes.)
※For iPhone
1. Swipe the code that is displayed.
2. Tap 'Remove'.



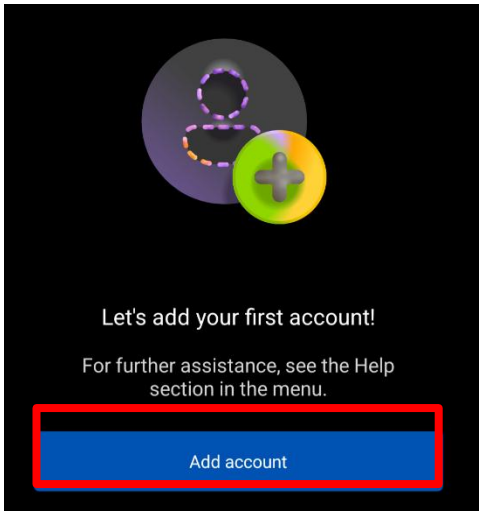
※For Android
1. Tap the ”＞” icon.
2. Tap the gear icon.
3. Tap “Remove account”.

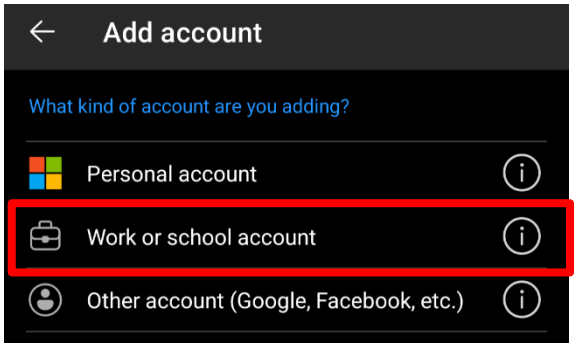


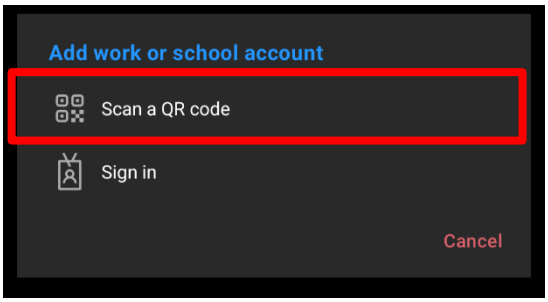
④ Display the screen for scanning the QR code
※For iPhone
Tap “Scan a QR code”.



※For Android
1. Tap “Add account”.
2. Select “Work or school account”.
3. Select “Scan a QR code”.

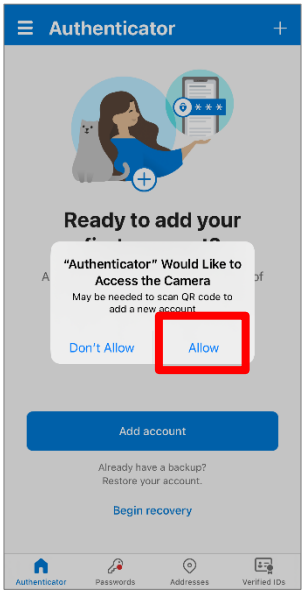




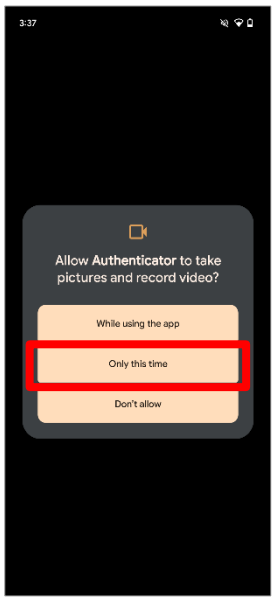


⑤ A message will appear asking for camera access. Select “Allow” or “Only this time”.

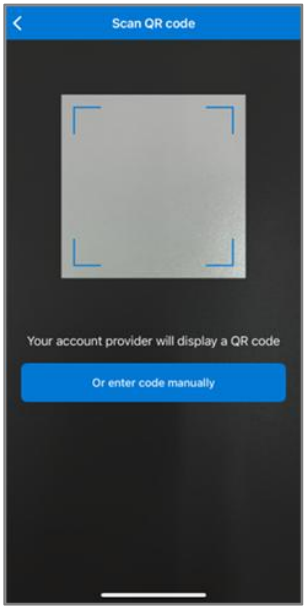
For iOS



For Android



⑥ The QR code scanning screen will appear. Scan the QR code displayed on the Integrated Authentication System.



⑦ 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.**

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. for resetting your settings to display the QR code again.
  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 the user must resolve any issues that arise during initial setup or use.
- **If the QR code for the initial setup is entered incorrectly even once, or if the screen is left idle for an extended period, the QR code will be refreshed. If the message “Invalid code” continues to appear after multiple attempts, and the cause is not a device change or accidental deletion of a previously registered code, perform the setup again by following the steps in “3.3. When the Initial Configuration Fails to Load”.**

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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/