For New Students: ICT Environment Check Sheet.

> This check sheet is also available for sophomore and above. Let's check!

1. Register a password reminder and change the password for Sophia ICT Account

① Check your user ID and initial password on the 'Sophia ICT Account Notice'.

② Access the page 'Password Change / E-mail Address.'

(Sophia Integrated Database System https://idb.sophia.ac.jp/)

then log in with your student ID and pre-set password.

③ Click [OK] when the dialog below appears.

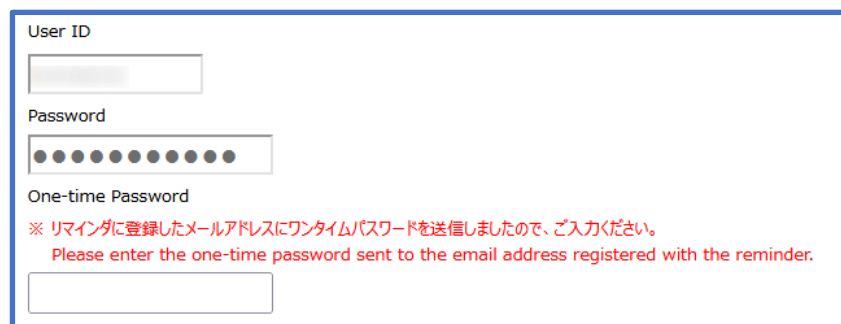④ After logging in, register a password reminder email address.

You use the reminder email address for two-factor authentication when logging in to Sophia Integrated Database System, or reissue your password by yourself.

HINT! Refer to https://ccweb.cc.sophia.ac.jp/en/userguide/password/pass-04-en/

for how to register a password reminder.

⑤ After completing the reminder registration, please log out of the integrated database once and then log in again. A one-time password will be sent to your reminder email address, so please enter it.
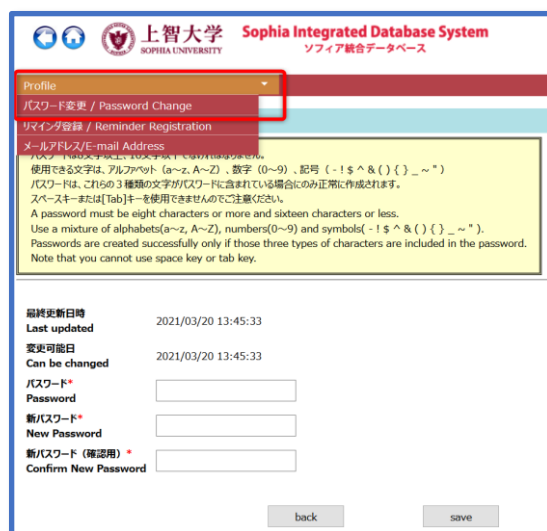

⑥ After logging in, change your password and remember or write down your new password.

HINT! Refer to https://ccweb.cc.sophia.ac.jp/en/userguide/password/pass-02-en/

for how to change your password.
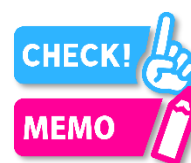
2. Logging into the Integrated Authentication System

① 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.

② To log in to the integrated authentication system, a smartphone is required. Please install the "Microsoft Authenticator" on your smartphone:

HINT! 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.

③ For the First Login

Please continue to section [3. Log in to Loyola].

This is also introduced in the manual at the URL below.

https://ccweb.cc.sophia.ac.jp/en/manual/other/logging-into-the-integrated-authentication-system/

3. Log in to Loyola

① Write your Student ID in the column below

② Log in to Loyola from the Sophia University Web Piloti or the ICT Office website. (https://ccweb.cc.sophia.ac.jp/en/)
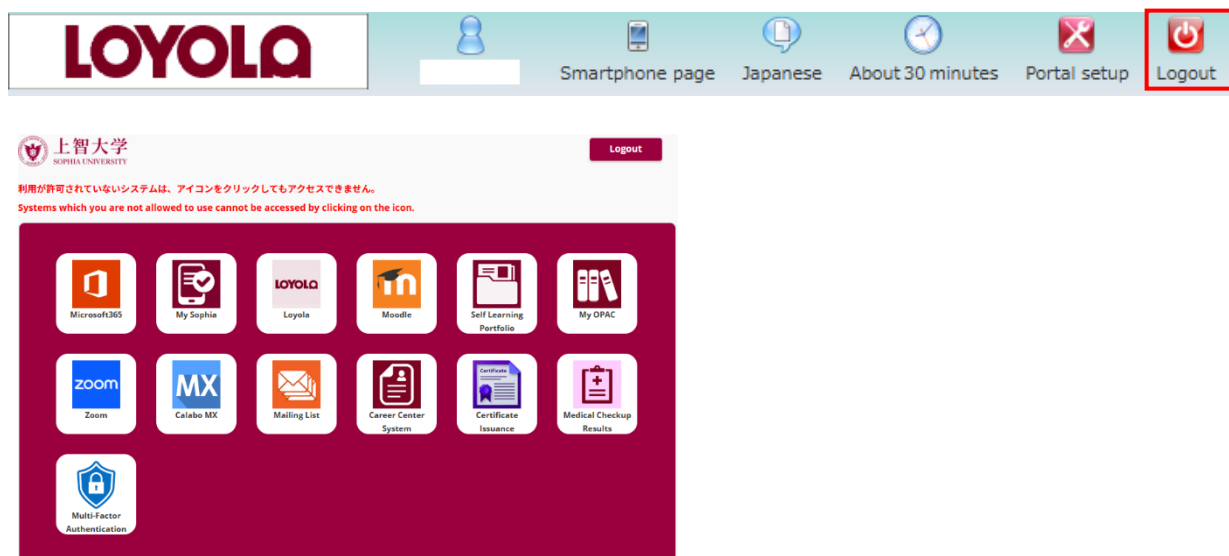
HINT! You need your Student ID and the password for Sophia ICT Account.

③ The integrated authentication login screen will appear. Enter your ID (student number) and Sophia ICT account password. A QR code will be displayed. At this point, DO NOT scan the QR code with your smartphone's camera app.

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

⑤ Please select Log out.
The icons for the SSO-enabled systems will be displayed.

4. Log in to Sophia Mail / Send a message

① Click on the 'Microsoft365' icon on the page below to log in to Microsoft365.
https://sso.sophia.ac.jp/
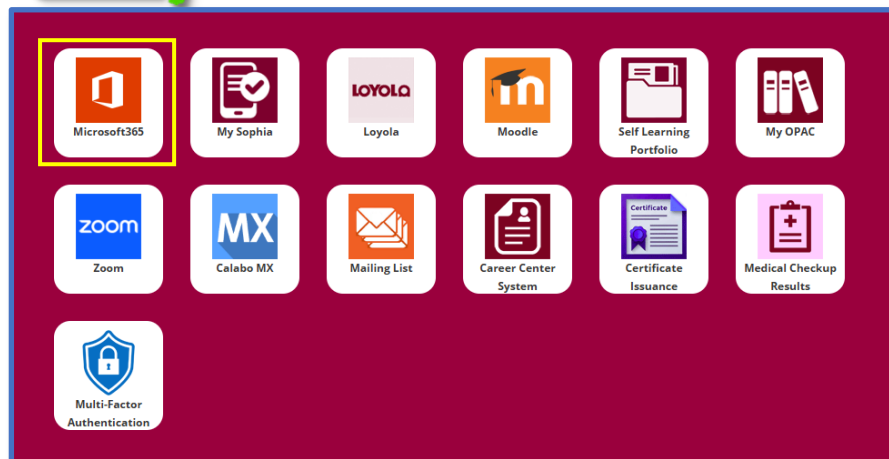
CHECK!

HINT! You need the Student ID and the password for Sophia ICT Account.

② Write your Sophia Mail address on the 'Sophia ICT Account Notice' in the column below.

CAUTION! Check your email address for any misleading characters, such as numeric 1 and lowercase L.
The initial Sophia email address includes lowercase letters, numerical characters, and hyphens.

③ Send a message from your private email address to your Sophia Mail and check if you receive a message. And vice versa.
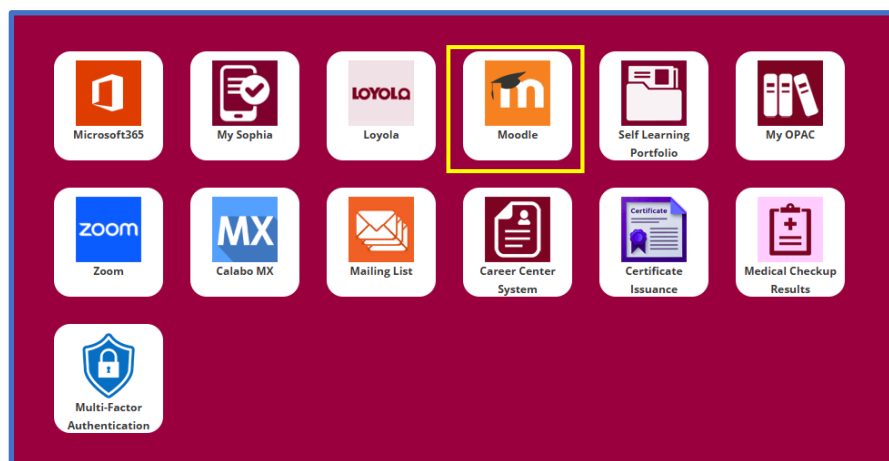
CHECK!

5. Log in to Moodle

① Click on the 'Moodle' icon on the page below to log in to Moodle.
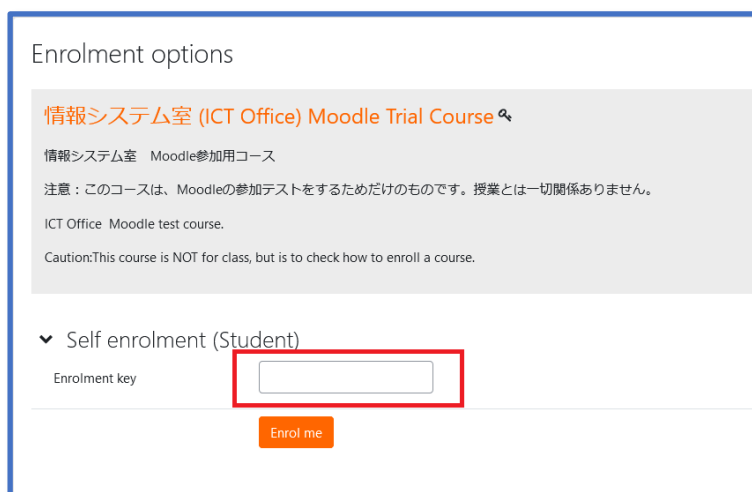
https://sso.sophia.ac.jp/

HINT! 💡 You need your Student ID and the password for Sophia ICT Account.

② Try to enroll in the test course on Moodle, which the ICT Office creates.

Click '情報システム室（ICT Office)' at the bottom of the page, click 'public', then click '情報システム室（ICT Office) Moodle Trial Course'.

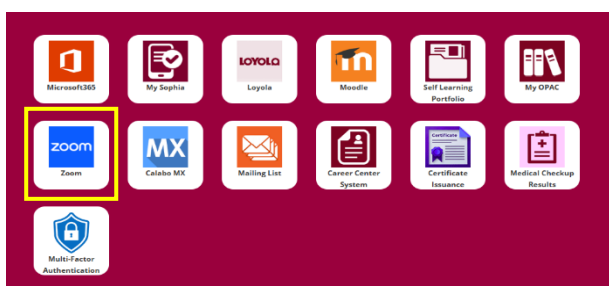③ This is the self-enrollment screen. Enter 'moodle' in lowercase in the 'Enrolment key.'

④ When self-enrolment is completed, you will see a PDF 'Sophia Moodle selfcheck'.
Open the file and read it carefully.
Now you can use Moodle.

CHECK!

6. Log in to Zoom

① Click on the 'Zoom' icon on the page below to log in to Zoom.
https://sso.sophia.ac.jp/

HINT! You need your Student ID and the password for Sophia ICT Account.

IMPORTANT! Check if you can watch the videos below:
https://ccweb.cc.sophia.ac.jp/self-check-for-zoom-meetingjp/
If you cannot watch, sign out of Zoom, then sign in again.

CHECK!

7. Prepare to use your PC on campus.

① Have you installed the Zoom application, Microsoft Office, Acrobat Reader (PDF), etc.?

CHECK!

② Have you prepared a headset that does not leak sound?

CHECK!

8. Connect to Wi-Fi on campus.

① Set up to connect to sophiawifi2019.
Refer to the manual below on the ICT Office website:
https://ccweb.cc.sophia.ac.jp/en/manual-cat/wireless/

HINT! It is a bit difficult to set up the Wi-Fi on a Windows PC.
Also, check the instruction video.

IMPORTANT! Turn off Wi-Fi diligently when you are not using it.

9. Other Services

① Refer to the page below for how to use PC rooms, how to install Office software, and so on.
https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/nu-02-en/

The orientation is completed. Have a good campus life!