Center for Management of Information Technologies, Kagoshima University
Kagoshima University ID Setup Guide
~Tutorial and Basic Usage~
September 2023

IT services available in Kagoshima University often require Kagoshima University ID and its password that issued by Center for Management of Information Technologies. Once you receive the notice of 'Kagoshima University ID password setup code', first please read this guide carefully before using your account.

Use "Kagoshima University ID My Page" website to setup your "Kagoshima University ID"
https://id.cc.kagoshima-u.ac.jp   (Kagoshima University ID My Page)

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1. Setup Your Kagoshima University ID

Please pay attention to management of your ID and password. You cannot access to many IT services of the university without the ID. Once you receive the notice of "パスワード設定コード通知書, Kagoshima University ID password setup code", please setup your ID through login to "Kagoshima University ID My Page" to activate your ID.

Caution: The password setup code in the notice will be expired at a certain priod of time. Once you receive the notice, register your password and secret question immediately.

1-1. Activate Your ID

Step 1. Open https://id.cc.kagoshima-u.ac.jp Kagoshima University ID My Page, and choose language "English". And follow the link titled "Please Set password from password setting code input screen".

Step 2. In the page titled "Enter password setup code", enter your Kagoshima University ID, and the password setup code, then click "Next".

Step 3. Create your password and enter it two times to appropriate fields in the page" Password setup". If this is your first setup of your account, check the checkbox "Set/Change also kadai mail address in the same time".

The following rules will be applied to your password for successful registration. Any passwords violate the rules will be denied.

- Any valid passwords must consist of at least 8 characters and up to 16 characters.
  Available Characters
    Alphabets and digits : A,a,B,b,C,c,…1, 2, … 9,0
    Marks (**The following marks only valid**) : ! # = @ - ?
- Any valid passwords **must include three types** of characters, a small case alphabet, a digit and a mark.

A successful password setup shows a pop up message "Password has been set."

※ If you encounter the pop up message "Term of validity has expired so password setting code must be reissued.", you should submit the form "鹿児島大学ID 手続依頼書, Kagoshima University ID Form [Password Setup Code Reissue]" to the support counter of center.

Step 4. Register your contact email address.

Click on "Account Information" in the menu bar.

Find a contact e-mail address field, click to "Change" and enter your contact email address. Confirmation code will be sent from "info@cc.kagoshima-u.ac.jp". The code is valid

for only 10 minutes, so we recommend that you may proceed this registration process under email accessible environment. The received confirmation code should be entered to "Confirmation code" field. To finish the email registration, click "Next".

Step 5. Register Secret Question and Its Answer

Step 4 as a guide, select a secret question from "Secret Question" popup menu and enter your answer. Your email address, and secret question and answer are required to recover your account.

1-2. In Case of Lost Your Password

You can reset your password by registering your email address and secret question in advance as described in step 3 and 4 in the previous section.

Open the login page of "Kagoshima University ID My Page" site.

Step 1. Click "Here, if you forgot password".

Step 2. Choose "If Contact e-mail address is registered" or "If secret question is registered"

Step 2-1. If you choose "If Contact e-mail address is registered", enter your Kagoshima University ID and click "Next".

You will receive an email contains confirmation code from info@cc.kagoshima-u.ac.jp. Enter the code and click "Next", new password should be entered twice into the respective fields in a new password setup page. Click "Reset password" to finish.

Step 2-2. If you choose "If secret question is registered", select your question and put its answer to the field.

Once you click "Next", new password should be entered twice and click "Reset password" to finish.

Step 3. If you have no registered information,
Student : Please contact student affairs office you belong to
Stuff : Please contact us .

1-3. In Case of Lost Your Kagoshima University ID

If you have the student number, you can obtain Kagoshima University ID through the "Kagoshima University ID my page" site. In the site,
Step 1. Click "Here, if you don't know the Kagoshima University ID"

Step 2. Click "Next" in the window, "Display Kagoshima University ID".

Step 3. Enter your "Student ID number" and "Date of birth", and click "Display Kagoshima University ID", your ID will be shown in the window.
※ If you are not eligible to have the student number of Kagoshima University, such as a credited auditor, faculty member or staff, please contact us.

1-4. Change Password

The password of Kagoshima University ID can be changed in the site, "Kagoshima University ID My Page".
From the login page,
Step 1. Enter your Kagoshima University ID and its password and click "Login".
Step 2. Click "Change Password" from the menu.

Step 3. Enter your current old password and new password. The new password should be entered twice and followed to the rules described in the page. The password is case sensitive so you enter it carefully.
Step 4. If you would like to change your kadai mail account password, click the checkbox, "Set/Change also kadai mail address in the same time".
Step 5. Click "Change Password" to complete your change.

2.kadai mail (@kadai.jp)

Any users who receives a "パスワード設定コード通知書, Password setup code notice" from the center are eligible to use the email service for **the during and after enrollment period. It is also able to use after graduation.** Your kadai mail address is
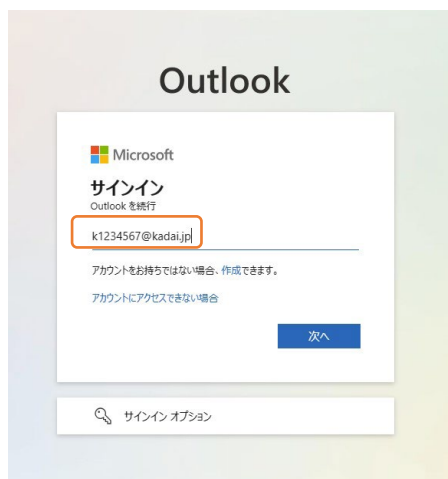
Kagoshima University ID@kadai.jp

You can also see from the "Account Information" of the "Kagoshima University ID My Page". One email can hold up to 25MB.

2-1. Use kadai mail with a Web Browser

This email service can be used from the campus and off-campus through a web browser. This can be done in the following steps.

Step 1. From a web browser

Open "https://www.outlook.com/kadai.jp" in a browser. The site is shown as in the screenshot below.

Step 2. Enter your email address (for example k1234567@kadai.jp) and click the "次へ" And next window, Enter your password of Kagoshima University ID, then click the "サインイン,

※ Wait a few minutes to activate your kadai mail account if you have just set up your new password. Please try again later if you failed to login.

2-2.In Case Of Lost Your kadai mail Password

When you have forgotten your kadai mail password, you can reset it through "Kagoshima University ID My Page". Follow to the guide section "1-4 Change Password", in step 4, please check the checkbox of "Set/Change also kadai mail address in the same time".

2-3.Use PC Email Clients and Smart Phones

You can use POP3 / IMAP and SMTP or Microsoft Exchange protocols to use the service with PC email clients and smart phones. For more on how to set up, To access the "http://help.outlook.com/".
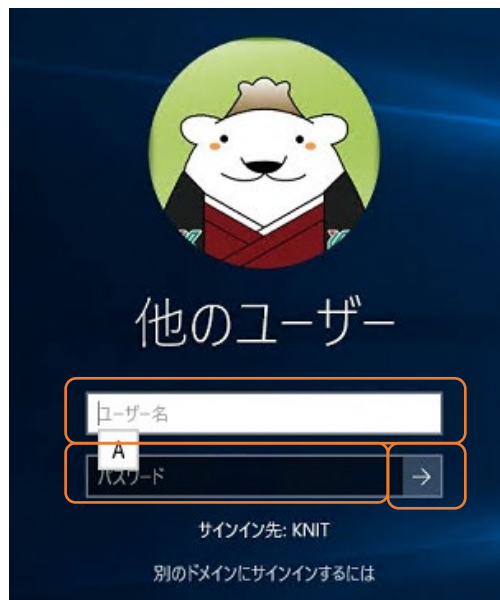
3.Basic Operations of Center Managed PCs

Basic operations of the PCs in the classroom are described. Please be careful that the PCs in the classroom, there are some difference from the PC you are using at home.

3-1. Power-On and Shutdown of PCs

Please the following steps to start and shutdown the PCs.
Step 1. Turn Power On

Once you turn power button on in the front panel of the PC, after a while, you will see the screen as shown in the screenshot below.

Step 2. Logon

Using the keyboard, enter your "Kagoshima University ID" to the field of "ユーザー名, User Name", enter your password to the field of "パスワード, Password". The password is case sensitive so that please be careful.

Click [⇒] button to login. The initial screen is displayed when you successfully log on.

Please shutdown the PC as the following the step after use the PC.

Step 3. Shutdown

Click the button 🪟 located at upper left in the screen, and select "電源"→"シャットダウン, Shutdown" to start shutdown process. Please leave after make sure the PC's power is lost. Don't forget to unplug your USB memory.

3-2.Note on Preservation of Your Data

All PCs in the classroom are specially designed to clear all the changes you made to the hard drive once you power is turned off. Although the working data files can be saved temporary in the desktop or other folders, but to keep your data, please use a USB memory or online storage such as OneDrive other than the local hard drive.

4.PC Classrooms

Center Managed PCs are installed in the following table of location.

Department	Faculty Room Name	NoPCs	Self-study Use time
情報基盤統括センター（Center for Management of Information Technologies）	第1端末室 Computer Room 1	45	8:30～21:00 （Week day） 13:00～ 18:00 （Week end）
	第2端末室 Computer Room 2	90	
	第3端末室 Computer Room 3	34	
	第4端末室 Computer Room 4	21	
共通教育棟 1号館 (Education Center Building 1)	123号教室 (class room 123)	38	Ask Center for General Educaation
	134号教室 (class room 134)	14	
	135号教室 (class room 135)	51	
	136号教室 (class room 136)	51	
	137号教室 (class room 137)	51	
附属図書館 (University Library)	中央図書館 (Central Library)	55	Library Open Hours
	水産学部分館 (Shimoarata Library)	10	
医学部 (Faculty of Medicine)	インテリジェント講義室 (Intelligent class room)	89	Ask each faculty
	マルチメディア情報演習室 (Multimedia class room)	50	
歯学部 (Faculty of Dentistry)	講義棟第4講義室 (Lecture Building, class room 4)	70	
農学部 (Faculty of Agriculture)	306教室 (class room 306)	60	
水産学部 (Faculty of Fisheries)	第41号講義室 (class room 41)	36	
	第13号講義室 (class room 13)	8	
教育学部 (Faculty of Education)	教育実践総合センター多目的室 (Center for Educational Research and Development, multi-purpose room)	20	
保健管理センター（Health Care Center）	1F,2F	8	

5.Usage Rules and Precaution

Upon use of the center managed PCs, please observe the following usage rules and precautions.

5-1.Password Management Rules

Kagoshima University ID and password is the one given to the individual user. Do not tell it to others, and attention to the loss or theft of the notice, please strictly managed. Once known the password,

- Our system is possibly threatened with unauthorized access.
- Through unauthorized access, many other passwords would be stolen.
- The system also could be used as an intermediate to breach other external systems.

Revocation or suspension of account will be made to the user caused such situation whatever intentionally or negligently. Not only personal problems that is detrimental to the study and research, so weak passwords also can take trouble to the computer that is connected to the worldwide Internet, please be careful in the management of the password. The most effective way to prevent the protecting of the password, without using the password that are used in other, is to frequently change the password.

The password can be changed from "Kagoshima University ID My Page",
https://id.cc.kagoshima-u.ac.jp

5-2.Kagoshima University ID Usage Rules

1. **Kagoshima University ID is valid and issued to only individual. Lending to a third party is prohibited.**
   Example: the prohibition of making use your Kagoshima University ID to family and friends.
2. **The user must observe the manners and rules on the use, please comply with various laws and regulations.** The following is an illegal act, you may be punished by the Penal Code.
   Example 1: Copyright infringement that uses a P2P software such as WinMX and Winny. In addition, many file-sharing software, unauthorized use of a university is prohibited.
   Example 2: Destroying the equipment devices and others in all organizations including university, or interfere with the normal operation and use, and performs unauthorized access.
   Example 3: Bringing an infected device or media contains the virus. In Kagoshima University.
   Example 4: Attacking the passwords of others. Unauthorized access files.
   Example 5: Slandering others in such bulletin board.
3. **If there are instructions on the use of account from the Center for Management of Information Technologies or faculty, please follow the instructions.**
4. **If you violate the above prohibitions, your account will be stopped or revoked.**
5. **In order to prevent the violation, Center for Management of Information Technologies will audit the information in management equipment without your consent.**
6. **Password must be managed and changed by the individual.**
7. **Liability for damages, etc. arising on its use is at your own risk.**

5-3.PC Classroom Usage Rules

It is prohibited to use the PCs other than education and research and its support purposes.
Example: political activities, religious activities, prohibition of making a profit.

1. **During class, the class room is off-limits other than its attendees.**
2. **Please do not open the window.**
3. **Please do not drink or eat wherever the sign posted.**
4. **Please do not make a call with a mobile phone in PC classroom.**
5. **Please do not speak loudly.**
6. **Equipment must be dealt with polite.**
7. **Magazines must be back to its original place.**
8. **Please to contact if there is a trouble.**

☆In the case that you do not observe the above rules and precaution, suspension or revocation of Kagoshima University ID could be made