

# Procedure for registering and changing mail addresses for sending one-time passwords

1. One-time passwords cannot be registered or changed from off-campus.

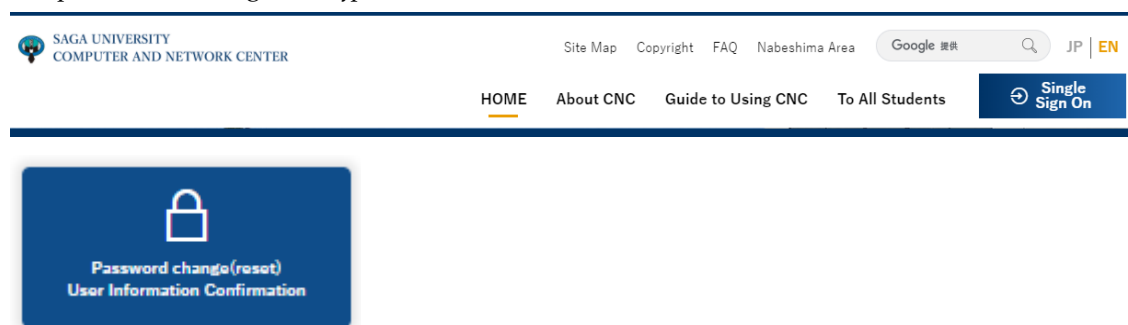
In addition, you cannot set the e-mail address of the university.

Use one-time passwords for the following purposes:

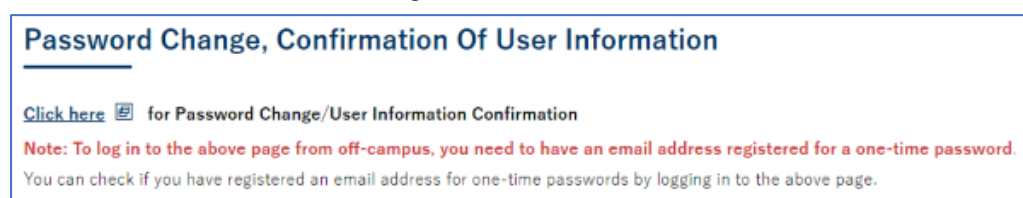
- ① When you change your password from off-campus.
- ② When you reset the password.
- ③ When you log in to Live Campus from off-campus.
- ④ When logging in to the online payroll inquiry system from off-campus (faculty and staff only)

2. Procedures for registering and changing passwords

Click "Password Change (reset) User Information Confirmation" on CNC website (<https://www.cc.saga-u.ac.jp/>).



Click [here] for "Password Change/User Information Confirmation"



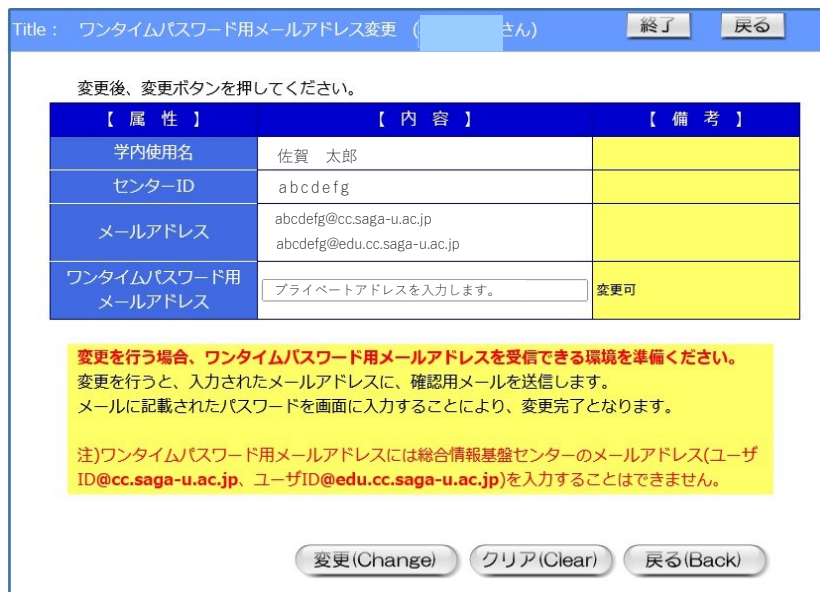
When the Single Sign-On Login Authentication screen appears, enter your user ID and password.

When your "User information reference" screen appears, click [Change Your Personal Email address].



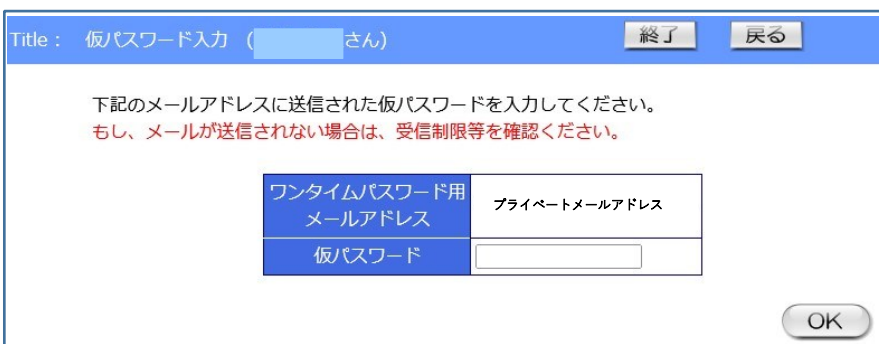
When the "Change mail address for one-time password" screen appears

Enter the private email address in the "One-time password email address" field and click [Change].



【 属 性 】	【 内 容 】	【 備 考 】
学内使用名	佐賀 太郎	
センターID	abcdefg	
メールアドレス	abcdefg@cc.saga-u.ac.jp abcdefg@edu.cc.saga-u.ac.jp	
ワンタイムパスワード用メールアドレス	<input type="text" value="プライベートアドレスを入力します。"/>	変更可

A temporary password is sent to the private email address. Enter the temporary password and click [OK].



ワンタイムパスワード用メールアドレス	プライベートメールアドレス
仮パスワード	<input type="text"/>