

Password Reset Procedure

1. About Resetting Your Password

If you forget your password, you can reset it and set a new password.

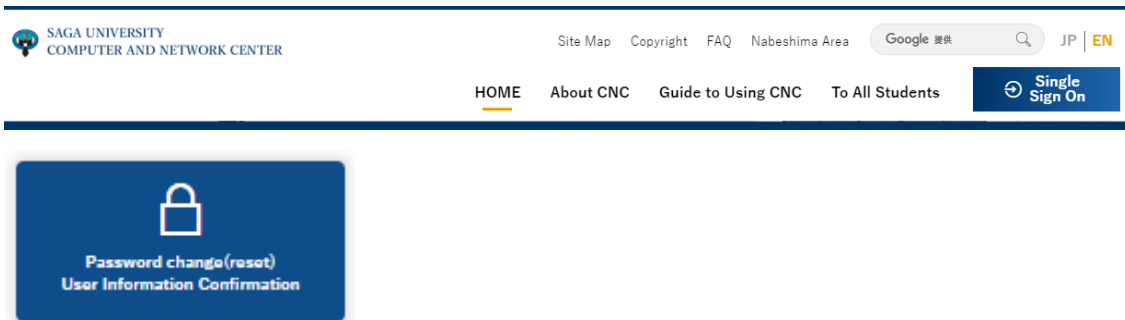
Here's what you need to reset your password:

- ① Set up an e-mail address for sending one-time passwords
- ② Faculty and staff must have a staff ID card or certification card
- ③ Students must have a student ID card.

2. To change your password


Click "Password Change (reset) User Information Confirmation" on CNC website

(<https://www.cc.saga-u.ac.jp/>).



Click [here] for "Reset password".

Password Reset

[Click here](#)  for Password Reset

Note: To reset the password, a one-time password e-mail address must be registered.
And you also need the IC card (student ID card for students, staff ID card for personnel hired faculty and staff except for part-time lecturers, and authentication card for all other staff).

To check if you have registered an email address for one-time passwords, please go to Password Change/User Information Confirmation above.

When the Password Reset Request screen appears,

- Enter User ID
- Enter the date of birth
- Enter card issue date (If it is written in Western calendar, enter it in Western calendar, and if it is Japanese calendar, enter it in Japanese calendar.)

Click Next.

Title : パスワードリセット要求

パスワードを変更できます。
 始めにユーザIDと生年月日とカード発行日を入力してください。
 カード発行日は、学生証あるいは職員証に記載されています。
 入力値が正しければ、登録されているメールアドレスにメールが送信されます。
 このメールを使ってパスワードを変更できます。

You can change the password.
 Please enter your user ID and date of birth and card issue date to the beginning.
 Card issuance date, are listed in the student ID or staff ID.
 If the input value is correct, the mail will be sent to the email address that is registered.
 You can change the password using this email.

ユーザID User ID	<input type="text"/> (必須)	
生年月日 date of birth	平成09年(1997) 年 月 日 (必須)	
カード発行日 Card issue date	<input type="text"/> 年 <input type="text"/> 月 <input type="text"/> 日 発行 (必須)	学生証、職員証、認証カードに記載あり。 It has described in the student ID or staff ID or Authentication card.

次へ (Next)

送信元アドレスは下記です。受信制限されている場合は解除してください。
 Sender email address is below. Please cancel the reception restriction.
LiveCamp@mail.admin.saga-u.ac.jp

When the "Password Reset Request Result" screen appears, a "Password Reset" e-mail will be sent to the "One Time Password Sending E-mail Address".

Title : パスワードリセット要求結果

登録されているアドレスにメールが送信されました。
 メールの指示に従ってパスワードを変更してください。

I send you message.
 Please change the password according to the email instructions.

When you receive the "Password Reset" e-mail, please follow the text of the e-mail to perform the "Password Reset".

The password reset operation is valid for 30 minutes.