# Setup process for new students, transfer students, and graduate students

1. User ID and Initial Password
   ・user ID: student ID
   ・Initial Password: The string of characters below the photo on your student ID
   The initial password must be changed within two months. If you do not change it within the deadline, you will not be able to use our student information system (Live Campus) or the Microsoft 365 portal, where you register for courses.

2. Setup work to be done by new students, transfer students, and graduate students
   If you are a new student, a transfer student, or a graduate student, please prepare the necessary environment for the setup process.
   ① Personal computers and mobile phones must be available.
   ② Ensure you have an Internet connection where you perform the configuration tasks.
   ③ Make sure you can view the transmitted "one-time password" on hand.(Note)

   The "one-time password" will be sent to the Live Campus contact email address that you registered when you applied for Internet access from outside the university.
   Note that the"one-time password" is valid for 30 minutes.
   Note: The"one-time password" will not be sent when connected to campus wireless LAN.

   After you have completed the setup process, perform the following steps.
   Instructions for each can be found at https://www.cc.saga-u.ac.jp/use/fresh

   ① To change the initial password (On-campus and off-campus)
   ② Initial Setup Procedure for Microsoft 365 Portal Multi-Factor Authentication (Initial setting is available off-campus)
   ③ Office Installation Instructions (can be installed off-campus)
   ④ Installation procedure for the anti-virus software "WithSecure" (installation is limited to on-campus)
   ⑤ On-campus wireless LAN connection and Internet usage procedures (settings are limited to on-campus)
   ⑥ Mail software setup procedure (can be setup off-campus.)

3. About F-Secure anti-virus software
   Our university has a comprehensive license agreement for anti-virus software WithSecure, which can be installed free of charge on laptops owned by our students.
   If you already have any anti-virus software other than WithSecure installed on your laptop, please uninstall the existing software before installing WithSecure.
   Note that laptops purchased from the university co-op do not have any anti-virus software pre-installed, so you do not need to perform any uninstallation. Please install "WithSecure" on campus.

4. Inquiries
   ① For inquiries regarding password settings, Microsoft 365, Office, WithSecure, campus wireless LAN, and e-mail software, please contact the Computer and Network Center.
   ② For inquiries about using Live Campus and online classes, please contact the Academic Affairs Office.
   ③ For inquiries about software specified for installation by the department, please contact the relevant department.
   ④ For inquiries about initial settings or malfunctions of the laptop, please contact the store where you purchased it.