## Password reset procedure

If you forgot your password or if it has expired, you can reset a new password. Please have your student ID or staff ID ready.

To reset the password, you need to register a one-time password email address.

• Access the Password Reset page. (Please scan the QR code with your smartphone)



• When the "Password Reset Request" screen is displayed, enter the "User ID (Student ID)," "Date of Birth," and "Card Issue Date," and click the [Next] button.

For the card issue date, if it is the Western calendar, enter the Western calendar, and if it is the Japanese calendar, enter the Japanese calendar.



• When the "Reset Password Request Result" screen appears, a "Password Reset" email will be sent to the "One Time Password Sending Email Address".



• When you receive the "Password Reset" e-mail, please follow the text of the e-mail to reset your password. The password reset operation is valid for 30 minutes.