

① Initial Password Change Procedure (Off Campus)

1. Conditions for changing the initial password from home, etc.

A "one-time password" is sent when the initial password is changed. You should be able to see this "one-time password" at hand.

The "one-time password" is sent to the e-mail address you registered when you applied for the Internet. Note that "one-time password" is valid for 30 minutes.

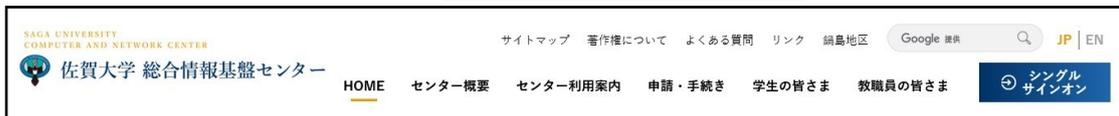
2. About Passwords

- ① Must be between 8 and 20 characters.
- ② You can use uppercase, lowercase, and symbols for numbers and alphabets.
- ③ Must contain at least one uppercase alphabetic character, at least one lowercase alphabetic character, and at least one numeric character.
- ④ The password to be changed must be at least three characters different from the initial password.

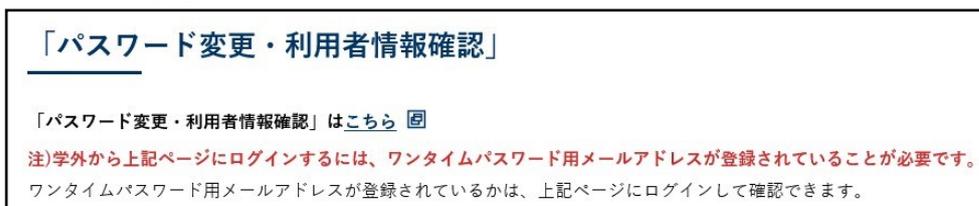
3. To change the initial password

- ① Access the "Password Change (reset) User Information Confirmation" page of the Saga University CNC website.

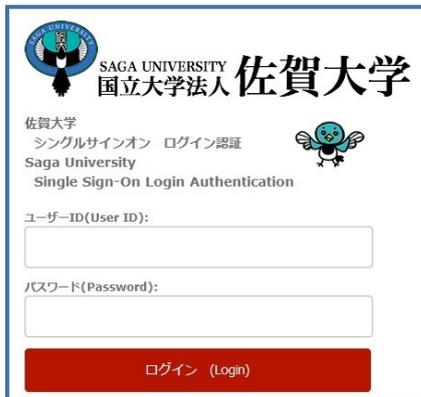
Saga University CNC website URL <https://www.cc.saga-u.ac.jp/>



- ② Click "Change password and check user information" here.



- ③ At the Saga University "Single Sign-On" screen, enter "student number" for the user ID and "Initial Password" for the password, then click "Login".



When you click 【 Login 】 , "one-time password" is sent.

- ④ Enter "one-time password" and click "Login". "One-time password" is an 8-digit number and valid for 30 minutes.



- ⑤ Click [Change password here].



現在登録されている情報は下記のとおりです。	
学内利用名	
学内利用名(カナ)	
学内利用名(ローマ字)	
センターID	
図書館利用名ID	
所属	
有効期限日	
研究番号	
e-ResID番号	
ORCID番号	
メールアドレス	
ワンタイムパスワード用メールアドレス	
Office365に連携する情報	
表示名(CAアカウント)	上記の学内利用名を利用する。
表示名(DOUアカウント)	上記の学内利用名を利用する。

メニュー: [ユーザ管理] [情報利用]

ユーザ情報変更 [終了] [戻る]

ユーザ情報変更はこちらへ
Change your Data

メールアドレス変更はこちらへ
Change Your Personal Email Address

**パスワード変更はこちらへ
Change your Password**

パスワード変更履歴はこちらへ
Show Your Password History

⑥ Under Change Login Password, click Change Password Screen.



⑦ Change the password on the "User password change screen".

- Enter the Initial Password for the current password.
- Enter New Password for the new password.
- Enter the new password (for confirmation) again.
- Click Change Password.



⑧ When the password is changed, "Password changed" is displayed.

4. Reflect password on Microsoft 365 portal

Students can use their college ID and password to access Microsoft's online service, Microsoft 365 Portal is available. After you change your password, it may take 30 minutes or more for the changes to take effect on the Microsoft 365 portal.