

# ① Initial Password Change Procedure (For Off-Campus Access)

## 1. Requirements for Changing Your Initial Password from Home

When changing your initial password from an off-campus location (such as your home), a one-time password (OTP) will be sent to you.

To proceed, you must be able to access and view this OTP at the time of the password change.

The OTP will be sent to the contact email address you registered during your online application. Please note that the OTP is valid for 30 minutes only.

## 2. Password Requirements

Your new password must meet the following criteria:

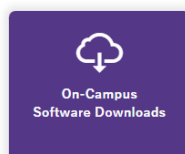
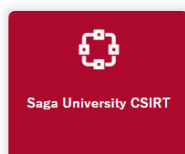
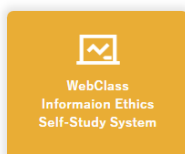
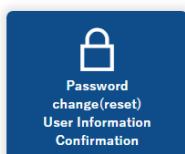
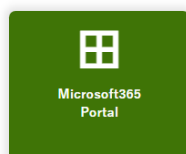
- Must be between 8 and 20 characters in length.
- May include numbers, uppercase and lowercase letters, and symbols.
- Must contain at least one uppercase letter, one lowercase letter, and one number.
- Must differ from your initial password by at least three character

## 3. Steps to Change Your Initial Password


- ① Go to the Computer and Network Center website and click the “Password change /User Information Confirmation” button.

Website URL: <https://www.cc.saga-u.ac.jp>

- ② Click the "Change Password & View User Info" link.



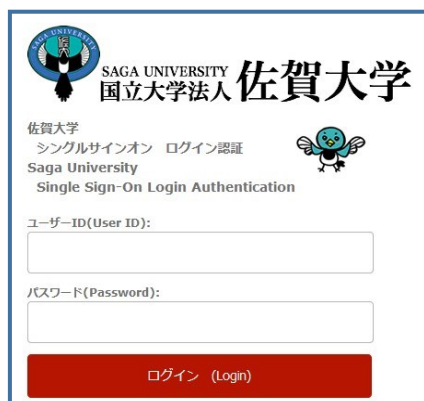
### Change Password & View User Info

[Change Password & View User Info](#) 

**Note:** To access this page from outside the university network, you must first register your email address for receiving one-time passwords(OTP).

You can check if your OTP email address is registered by logging in to the page linked above.

- ③ On the Saga University Single Sign-On screen, enter your student ID number as the user ID and your initial Password” as the password. Then click [Login] to proceed.

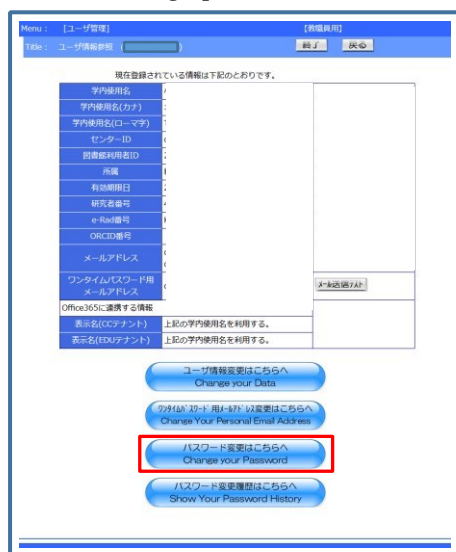


When you click 【 Login 】 , a one-time password(OTP) will be sent to you.

- ④ Enter the one-time password and click [Login] again.  
The one-time password consists of 8 digits and is valid for 30 minutes.



- ⑤ Click [Change password here].



⑥Click the [Password Change Screen] button at the bottom of the page.

[illegible]

⑦ Update your password as follows:

- In the Current Password field, enter your initial password
- In the New Password field, enter your new password.
- In the Confirm New Password field, re-enter the new password.
- Click the [Change Password] button to complete the process.

⑧ Once your password has been successfully changed, a message saying “Your password has been changed” will be displayed.

Menu:
[ユーザ管理]
[情報共有]

Title:
パスワード変更
[終了]
[戻る]

### 利用者がパスワードを変更画面

#### User Password Change Page

下記項目を入力して「[パスワード変更]」ボタンを押下してください。  
Please input the form below and push "Change password" button.

学内所属名		
セクターID		
現在のパスワード Current password	<input type="password"/>	
新パスワード New password	<input type="password"/>	数字及びアルファベットの文字、小文字、及び下記の記号は使用できません。 (Use only numeric numbers and English lower letter and upper letters and the following characters (x).)
新パスワード(確認用) New password (for confirmation)	<input type="password"/>	上段の文字をコピー&ペーストした場合はエラーになります。 (It should be error if you just cut and paste it he upper password.)

■注意事項

- パスワード変更には約3〜5分かかります。  
The process for changing password takes about 3 - 5 minutes.
- 新パスワードは8文字以上20文字以下で入力してください。  
Please type in password at least 8 characters and less than 20 characters.
- 新パスワードと現在のパスワードは3文字以上変更してください。  
The new password must be different from the previous one more than 3 letters.
- 新パスワードは数字・アルファベットの大文字、小文字、及び下記の記号のみで入力できます。  
Use only numeric number [0-9] and English alphabet [a-z] [A-Z] and the following sign for the new password.  
新パスワードには全角記号は使用できません。  
Double-byte characters can not be used for the new password.
- 新パスワードには下記の文字を含めてください。  
Please include the following characters in the new password.
  - ・英字大文字：1文字以上 (Alphabetic upper case 1 or more characters)
  - ・英字小文字：1文字以上 (Alphabetic lower case 1 or more characters)
  - ・数字：1文字以上 (Number 1 or more characters)

使用可能な記号一覧 (Available special characters list)

!	エクスクラメーションマーク	exclamation mark	アンダーバー	underscore	パイプライン	vertical bar
@	アットマーク	at sign	プラス	plus sign	コロロン	colon
#	ハッシュ	numerical s sign	イコール	equal	セミコロロン	semicolon
\$	ドル記号	dollars sign	[ 左大括弧 ]	bracket	[ 右大括弧 ]	period
%	パーセント	percent	[ 右大括弧 ]	bracket	クエスチョンマーク	question mark
^	ハット	caret	[ 左括弧 ]	bracket	スラッシュ	slash
&	アンパサンド	ampersand	[ 左小括弧 ]	brace	ティルダ	tide
*	アスタリスク	asterisk	[ 右小括弧 ]	paren		
-	ハイフン	hyphen	[ 右小括弧 ]	paren		

[パスワード変更(Change Password)]
[クリア(Clear)]
[戻る(Back)]

#### 4. Password Synchronization with Microsoft 365 Portal

Students can access Microsoft's online services through the Microsoft 365 Portal using their university ID and password.

Please note that after changing your password, it may take more than 30 minutes for the update to be reflected in the Microsoft 365 Portal