Initial Password Change Procedure
（On-Campus Wireless LAN Access）

1. **When Changing Your Initial Password via On-Campus Wireless LAN**
   ・To change your initial password while connected to the campus wireless LAN, please connect your laptop to the "000saga-u" network.
   ・After changing your password, please remove the "000saga-u" network settings and reconnect.
   ・For instructions on how to remove the "000saga-u" settings, please refer to the "Campus Wi-Fi Connection & Removal Instructions."

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

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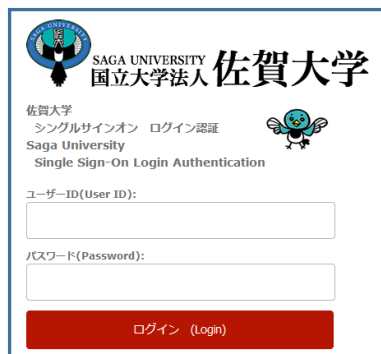

Change Password & View User Info

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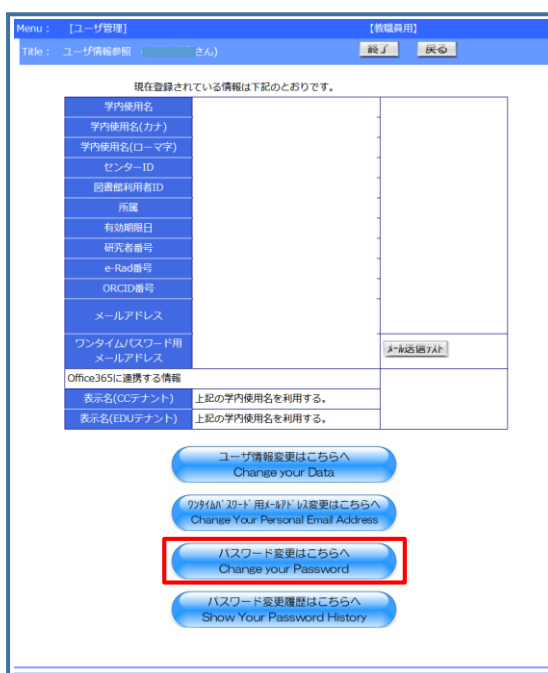You can check if your OTP email address is registered by logging in to the page linked above.

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.
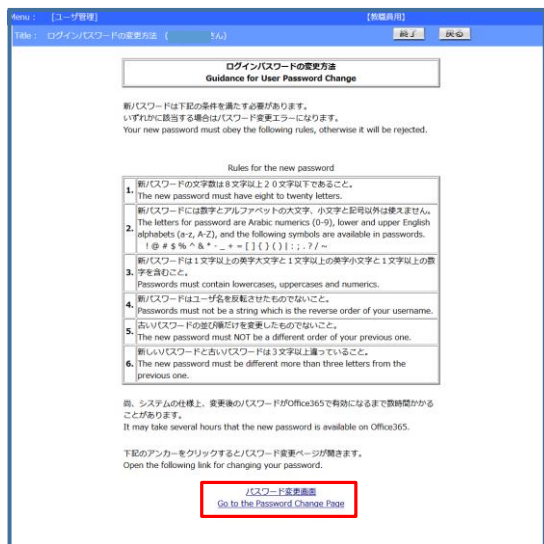

④ Click [Change your password].

⑤ Click [Go to the Password Change Page].

⑥ 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 your new password.
- Finally, click [Change Password] to complete the process.

利用者パスワード変更画面
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.

学内使用名		
センターID		
現在のパスワード Current password		
新パスワード New password		数字及びアルファベットの大文字、小文字、及び下記の記号以外は使用できません。 (Use only numeric numbers and English lower and upper letters and the following characters.)
新パスワード(確認用) New password (for confirmation)		上段の内容をカット＆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 the upper password.

⑦ Once the password has been successfully changed, a message saying "Your password has been changed" will appear.

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