

# 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.

SAGA UNIVERSITY  
COMPUTER AND NETWORK CENTER

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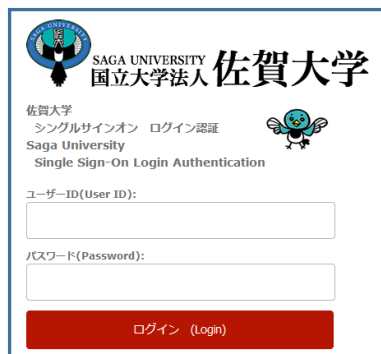
**Change Password & View User Info**

[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).

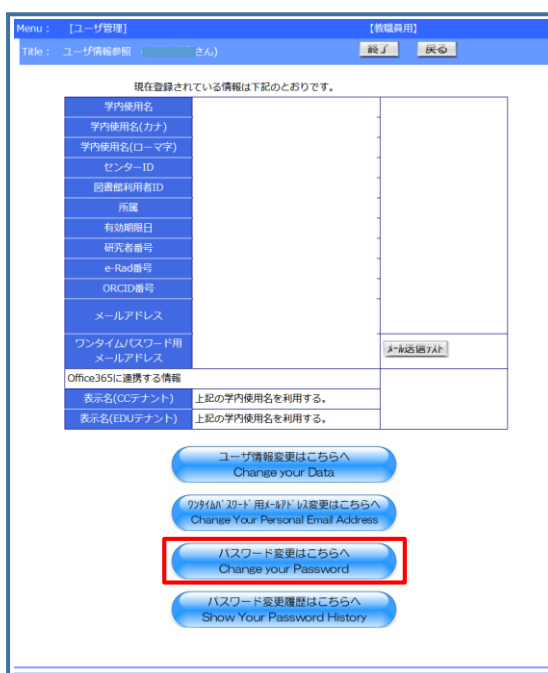
You can check if your OTP email address is registered by logging in to the page linked above.

- 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.



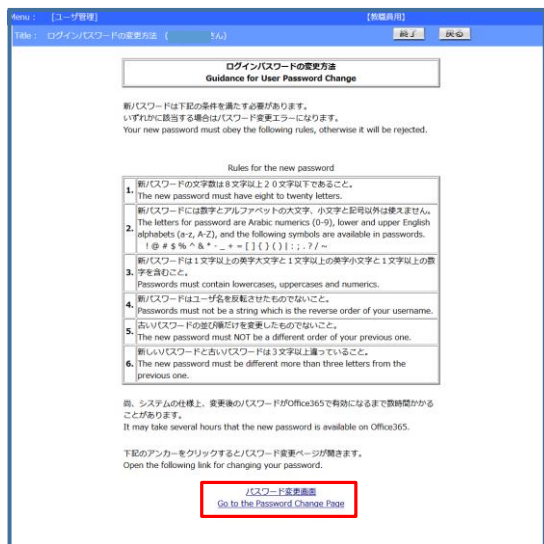
The image shows the Saga University Single Sign-On Login screen. At the top, there is the Saga University logo and the text "SAGA UNIVERSITY 国立大学法人 佐賀大学". Below this, it says "佐賀大学 シングルサインオン ログイン認証" and "Saga University Single Sign-On Login Authentication". There are two input fields: "ユーザーID (User ID):" and "パスワード (Password):". At the bottom, there is a red button labeled "ログイン (Login)".

- ④ Click [Change your password].



The image shows the "ユーザ管理" (User Management) screen. The title bar says "Menu: 【ユーザ管理】" and "【教職員用】". The main content area has a table with the following columns: "現在登録されている情報は下記のとおりです。" (The information currently registered is as follows.) and "ユーザ情報詳細" (User Information Details). The table lists various user information fields: 学内使用名 (Institutional Username), 学内使用名(カナ) (Institutional Username (Kana)), 学内使用名(ローマ字) (Institutional Username (Roman Letters)), センターID (Center ID), 図書館利用ID (Library Usage ID), 所属 (Affiliation), 有効期限日 (Valid Period Date), 研究番号 (Research Number), e-Rad番号 (e-Rad Number), ORCID番号 (ORCID Number), メールアドレス (Email Address), and ワンタイムパスワード用メールアドレス (One-time Password Email Address). Below the table, there are buttons for "ユーザ情報変更はこちらへ" (Change your Data), "マイ連絡先変更はこちらへ" (Change Your Personal Email Address), "パスワード変更はこちらへ" (Change your Password), and "パスワード変更履歴はこちらへ" (Show Your Password History). The "パスワード変更はこちらへ" button is highlighted with a red box.

- ⑤ Click [Go to the Password Change Page].



The image shows the "ログインパスワードの変更方法" (Guidance for User Password Change) screen. The title bar says "Menu: 【ユーザ管理】" and "【教職員用】". The main content area has a section titled "ログインパスワードの変更方法" (Guidance for User Password Change). Below this, there is a list of rules for the new password: 1. The new password must have eight to twenty letters. 2. The letters for password are Arabic numerals (0-9), lower and upper English alphabets (a-z, A-Z), and the following symbols are available in passwords: ! @ # % ^ & \* - = [ ] { } | : ; ' , . / ~. 3. Passwords must contain lowercases, uppercases and numerics. 4. Passwords must not be a string which is the reverse order of your username. 5. The new password must NOT be a different order of your previous one. 6. The new password must be different more than three letters from the previous one. Below the rules, there is a note: "前、システムの仕様上、変更後のパスワードがOffice365で有効になるまで数時間かかることがあります。" (It may take several hours that the new password is available on Office365.) and "下記のアンカーをクリックするとパスワード変更ページが開きます。" (Open the following link for changing your password.) At the bottom, there is a red button labeled "パスワード変更画面" (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	<input type="text"/>	
センターID	<input type="text"/>	
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)	<input type="password"/>	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