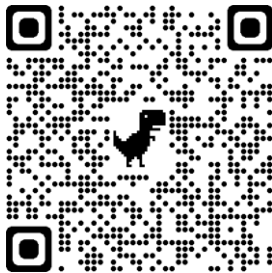# Password reset procedure

If you forget your password or your password has expired, you can reset it to a new one.

Students must present their student ID, while faculty and staff should have either their staff ID or authentication card ready.

To use the reset feature, make sure your email address for receiving one-time passwords is registered in advance.

Note: If your IC card is invalidated for any reason, the online reset feature will not be available. In that case, please visit the Computer and Network Center in person with valid identification to update your password.

Access the password reset page by scanning the QR code with your smartphone.



- When the 'Password Reset Request' screen appears, enter your User ID (student ID number for students), date of birth, and card issue date, then click the [Next] button.
- For the card issue date, please select Western calendar if the date on your IC card is shown in Western format. If it's shown in Japanese calendar format, please select Japanese calendar.



- Once the 'Password Reset Request Result' screen appears, an email containing the password reset instructions will be sent to your one-time password email address.



- When you receive the password reset email, follow the instructions in the message to complete the reset process.
  Please note that the password reset link is valid for 30 minutes.