

02 User ID and Password

To use the University's computers and networks, you need a user ID and password issued by the University. Your user ID is listed on the User ID Notification that you received at the time of enrollment.

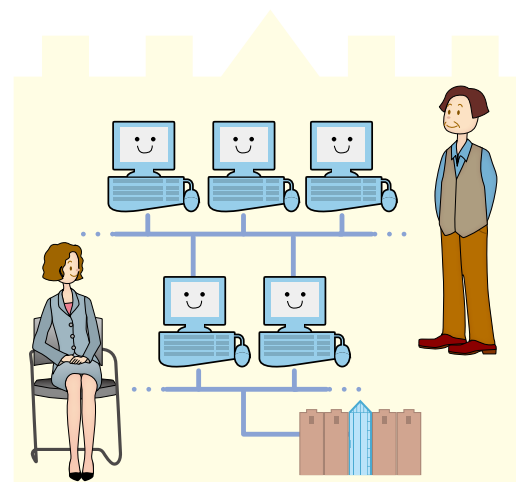
Using on-campus computers

User authentication

Only users entering a user ID and password that match those registered on the University's system are recognized as legitimate users.

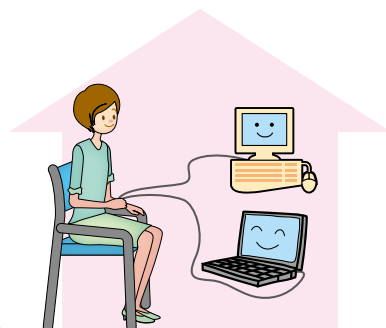
Reason for using user IDs and passwords

Many different persons, including students and faculty members from different faculties and graduate schools, use the University's computing resources. In this environment, user IDs and passwords ensure computing resources can be used in a safe and fair manner. Additionally, many people not affiliated with the University visit the campus. By requiring users to authenticate with a user ID and password, only legitimate users can access to the University's computing resources.



University computers

A large number of students and faculty members use the University's computers. A system is necessary to ensure that legitimate users can access these resources in a consistent, comfortable manner.



Home computers

You can change the settings on your own computer at home as you see fit to suit your preferences.

Student ID card

Just as it is impossible to determine whether an individual is a student of the University if he or she does not have a student ID card, it is impossible to determine whether an individual is a legitimate user of the University's computing resources if he or she does not have a user ID and password.



User ID expiration date

User IDs are valid from the time of issue until graduation (program completion). As long as your student ID remains the same, there is no need to renew it.

User ID

Your user ID serves to identify you as a user. You must have a user ID in order to make use of the University's computers and networks. User IDs are issued to particular individuals and should **NEVER** be shared with others.



[[Illustration]]

Difference between your user ID and your student ID

Your user ID (a 7-digit number) and your student ID (a 8-digit number) are different. Take care not to confuse them.

Password

Passwords, which serve to verify that the individual entering the user ID is in fact that person, are extremely important in using computers and networks. If you do not manage your password carefully, your own privacy will be invaded. In addition, illegitimate use of your user ID and password could cause serious damage both on and off campus. It is necessary to manage your user ID and password carefully by keeping them confidential, just as you would your ATM card's PIN number.

If you forget your password

Since passwords are extremely important, it is necessary to memorize your password carefully. If you forget your password, visit the **IT Support Office**. Administrators cannot access users' passwords, so they need to issue you a new password.



User authentication and access privileges

To use the University's computing resources, you must authenticate with a user ID and password to verify that you are a legitimate user. To use the Internet and systems provided by the University on the Web from the campus LAN, you must also pass the Network User Certification Examination*.

< Usage requirements >

User ID and password	<ul style="list-style-type: none"> ● Equipment (computers and printers) available in the University's computing environment ● Any of the following systems: DUET (Doshisha University Electronic Tutorial System), e-class (e-learning system), e-career (career support system), remote desktop Web connections, prepaying additional charge for printing, scholarship system
User ID and password + Network User Certification Examination	<ul style="list-style-type: none"> ● Internet access from the campus LAN ● E-mail, off-campus Web access, use of connections using your own computer to the campus LAN (wired or wireless), telnet ● Any of the following systems and services: Academic information system (library system) (services requiring authentication only), webdisk online storage, dialup connections, VPN connections (including remote desktop Web connections from off campus and DoKoDeMo print service)

*Network User Certification Examination
New undergraduate and graduate students, undergraduate students transferring to the University during their second year, undergraduate students transferring to the university during their third year, and students transferring into the combined doctoral degree program must take this exam. If they fail to pass it, they will not be able to use the above-mentioned services.

Network User Certification Examination

An examination designed to ensure that students have the minimum knowledge and ethical awareness to use the University's computing resources. Take the exam after selfstudying with the textbook.

Your user ID and password, which are required to use the University's computing resources, are extremely important. Manage them carefully.

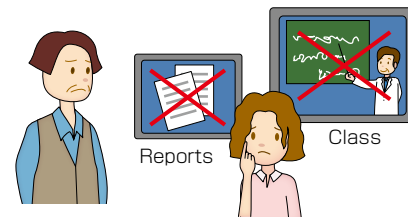
Reasons it is necessary to manage your user ID and password

1 If you don't know your user ID and password...

- You won't be able to log into computers in computer classrooms and other facilities, preventing you from participating in classes.
- You won't be able to use email, preventing you from submitting reports.

2 If someone else learns your password...

- He or she will be able to illegitimately print documents from computers in computer classrooms and other facilities, generating print fees.
- He or she will be able to check your email and other information, compromising your privacy.



3 What is more!

- If a crime is committed by someone while illegitimately using your user ID, you may be called upon to take responsibility for his or her actions.



How to manage your user ID and password

Your initial password is created using random alphanumeric characters so that it cannot be easily memorized. Consequently, many students end up carrying around their user ID Notification if they keep using that initial password. It is very dangerous to do so, since it is impossible to foresee when or where your user ID and password might fall into the wrong hands. As soon as you receive your User ID Notification, be sure to change your initial password to a password that is easy for you to memorize but difficult for others to guess, and then memorize it. This is the most important single facet of user ID and password management. By carefully memorizing a password that you yourself have created, you can prevent the unforeseen situations described above.

For more information about how to change your password, see page 7.



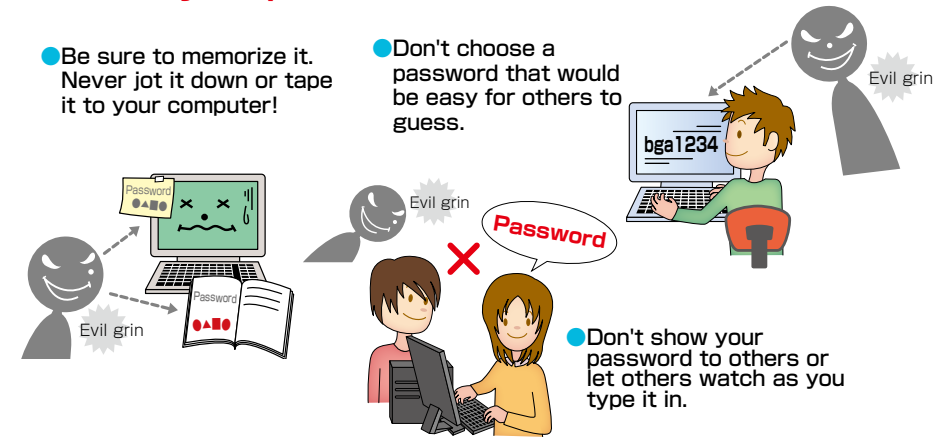
Creating a password that is difficult for others to guess

Passwords such as the following are potentially easy for third parties to guess, making it more difficult to prevent illegitimate access. Never use passwords such as these:

- bga1234 (same as your user ID)
- neesima (your name or the name of a friend)
- 19921111 (your birthdate or phone number)
- 4321agb (your user ID in reverse or shifted by some number of spaces)

Handle your password with care!

- Be sure to memorize it. Never jot it down or tape it to your computer!
- Don't choose a password that would be easy for others to guess.



- Don't show your password to others or let others watch as you type it in.

Changing your password

The password printed on your User ID Notification consists of random alphanumeric characters set by the system administrator for you to use to connect to the system for the first time. Do not continue to use that password, but rather be sure to change it as described below. For security reasons, you should change your password on a regular basis. Never jot it down on a notepad as this increases the risk of it falling into the wrong hands.

Accessing the change password menu directly

You can change your password either on or off campus.

1 Launch your browser and access the following

URL: <https://kaerukun.doshisha.ac.jp>

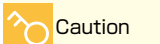
2 Enter your user ID and password.

Enter your user ID and password and click the "Go" button.



Why is it important to change your password regularly?

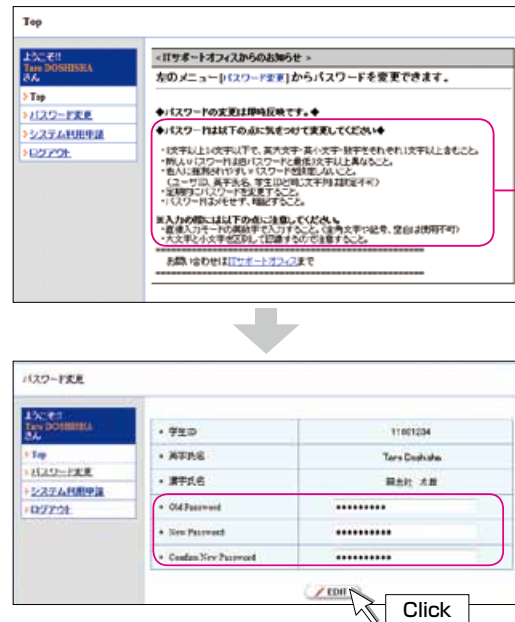
Hopefully nobody is still using the password printed on his or her User ID Notification. But many students may still be using the password they selected when they first changed their initial password. No matter how careful you are, your password may still fall into the wrong hands. Consequently, it's important to change your password on a regular basis. Changing your password regularly is the easiest way to prevent identity theft and illegitimate access as well as the theft of your personal information.



You may not be able to log into the change password menu on some Web browsers. If you experience difficulty logging in, use either Internet Explorer 6 SP2 or later or Firefox 1.5 or later.

3 Enter your passwords.

Click “パスワード変更(Change your password)” and enter your old password and new password twice to confirm it. Then click the “EDIT” button.



- Precautions when setting your password**
- Passwords must be from 8 to 14 characters in length and must include at least one uppercase letter, one lowercase letter, and one numeral.
 - Your new password must differ from your old password by at least three letters.
 - Avoid setting passwords that can be easily guessed by others. (You cannot use your user ID, romanized name, or student ID.)
 - Enter your password using single-byte characters in “Direct” input mode. (You cannot enter double-byte characters, symbols, or spaces.)
 - Note that passwords are case-sensitive.

4 Verify that the message indicating your password was changed is displayed.

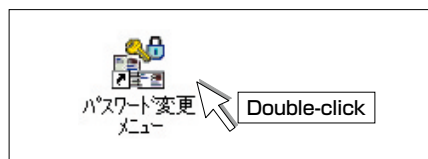
Your new password will take effect immediately.



Changing your password from a University computer

Change your password in the computer classrooms or computer rooms. To do so, use the “パスワード変更メニュー (Change password menu)” icon.

1 Double-click on the “パスワード変更メニュー (Change password menu)” icon on the desktop



2 Once the page has opened in your browser, change your password.



Changing your password from the University's website

You can also change your password by selecting “パスワード変更” (Change your password) on the Information Education Navigation website.

1 Access the “情報教育環境ナビゲーション” (IT Support Office webpage) page from the University's website (Japanese site).

(From the “在学生” (Student) page)



(From the “大学の取り組み” (University initiatives) section of the University's main page)



2 Click the “パスワード変更” (Change your password) link.



3 Change your password.

