Announcement of Class Groups, Student ID Numbers, and Foreign Language Classes

Hiyoshi Office of Student Services, Academic Affairs Section

Information on class groups, student ID numbers, and foreign language classes, etc., for all newly enrolled students will be announced on the "Notification System for new students" on keio.jp (see the *Schedule and Formalities after Completing Admission Registration*). Follow the procedures outlined below, and confirm your class groups, student ID numbers, and registered foreign language classes, etc., before attending the September orientation.

1. How to Confirm Class Groups, Student ID Numbers, and Foreign Language Classes

① **Carry out the registration for keio.jp and obtain a Keio ID**

> ## Sep. 10 (Tue.) 3:00 p.m. to Sep. 19 (Thu.) 3:00 p.m.

Please make sure that you complete your keio.jp registration and obtain a Keio ID within the period stated above. For more information on how to register, please refer to "keio.jp and ITC Account Registration Method" on p. 3.

* For New PEARL (Programme in Economics for Alliances, Research and Leadership) students, there is several online guidance, which will take place after September 24 (Tue.). New PEARL students should carry out the registration procedures for keio.jp within the time frame and obtain a Keio ID to access those guidance.

*If there has been a change to the faculty to which you will be admitted after acquiring a Keio ID, it will be necessary for you to obtain a new Keio ID. You can obtain a new ID using your Examination Number for the faculty that you have changed to and its corresponding serial number.
In principle, the Keio ID that you first acquired cannot subsequently be used.
All Keio IDs for faculties other than that to which you have been admitted will be rendered null from September 20 (Fri.).

*If you are unable to carry out the procedures for registration during the period stated above due to unavoidable circumstances, refer to section "2" below.

② **Confirm whether you can view the Notification System for new students**

Make sure to check whether or not you can log in to and view the Notification System for new students with the Keio ID you have obtained. In addition to information concerning class groups, the system has a lot of important information for new students.

*Please allow **an hour** or so for confirmation, **as it takes time** to become able to log in after registration.

Notification System for new students   **https://fresh.keio.jp/**

③ **Announcement of Class Groups via the Notification System for new students**

> ## After 3:00 p.m., September 13 (Fri.)

Students should confirm their class groups, student ID numbers, and the foreign language classes for which they are registered, etc., in preparation for the September orientation.

2. If you are unable to register for keio.jp by September 19 (Thu.)

If you are unable to carry out the registration for keio.jp during the period stated above in section 1. ①, please promptly complete the registration for keio.jp from 8:30 a.m. on September 22 (Sun.) onward, and confirm your **class group, student ID number, and the foreign language class for which you are registered**. If you are unable to complete the registration for keio.jp for any reason, please contact the counter of your faculty at the Hiyoshi Office of Student Services listed on page 2 with your Examination Number.
Please understand that it may take time to confirm your details and the Office of Student Services tends to be particularly busy during the orientation period. New students are responsible for any disadvantages as a result of delaying confirming their student ID numbers and other necessary information, so we strongly recommend that you obtain your Keio ID soon and check the announcements on the Notification System for new students within the allotted registration period.

keio.jp and ITC Account Registration Method

Information Technology Center (KIC)

* Students who were full-time degree students up until now and those who enrolled via the course registration system before admission are requested to use the Keio IDs obtained. It is not necessary to re-register.

1. What are keio.jp and ITC accounts?

The Keio Single Sign-On System (keio.jp) is a system for safe use of various online services that Keio University provides. Students enrolled at Keio University use keio.jp to register courses, download class materials or view their grade reports.

All new students can, by registering for keio.jp before enrolling, confirm information about class groups, student ID numbers, foreign language classes, etc.

An ITC account is required to use PCs, printers, wireless LAN, etc., on campus. Students taking courses in the PC room are also required to use it.

Please register for keio.jp and ITC accounts during the following registration period.

> **Registration period: Sep. 10 (Tue.) 3:00 p.m. to Sep. 19 (Thu.) 3:00 p.m.**

If you were unable to register for keio.jp during the above registration period for unavoidable reasons, you can register from 8:30 a.m. on September 22 (Sun.).

2. What services can be used after keio.jp registration?

The services that can be used after keio.jp registration include the services available immediately after registration, and the services available after admission (September 22 (Sun.)). The services that can be used immediately after registration are listed below.

- "Notification System for new students"
  (Class group, student ID number, foreign language course and announcements from offices)
  Available until September 30 (Mon.)

- "Web-based Courses for IT Utilization"
  (Web-based learning on topics such as information security, delivered through videos.)

With regard to the services that can be used after admission (September 22 (Sun.)),
check the page entitled [To all new students] in the Information Technology Center (KIC) section posted in the [Notification System for new students]
* Services that require an ITC account registration will be available from September 22 (Sun.).

Notes on keio.jp-related services

Pay particular attention to the following services that will be available after admission.

About Box
If access fails, do not register for a general free account, but instead contact the Help Desk listed below or the keio.jp Help Desk. If an account is registered in advance, it may result in problems arising after admission, so do not register an account under any circumstances, but instead contact the Help Desk. https://www.hc.itc.keio.ac.jp/en/keiojp_manual_contact.html
Network Access Authentication (Wi-Fi) keiomobile2/eduroam
Services can only be setup and used from inside Keio University.

3. How to use keio.jp and ITC accounts

To use keio.jp, it is necessary to obtain a Keio ID by registration (activation). To use the ITC account, it is necessary to set a password. The ITC account will be available from September 22 (Sun.). Once an ID has been obtained, it will be possible to use all of the services available.

4. Registering for keio.jp and ITC accounts

Please have the following information ready. Note that you must complete the registration yourself (you may not have a proxy to do it for you).

*Please allow an hour or so for the login to become available after registration.

○ **Faculty of enrollment and examination number**
Even if you were eligible to join multiple faculties, please select the one in which you wish to enroll.
If you have registered multiple times, all Keio IDs except for the one for the faculty at which you enrolled will be deleted on September 20 (Fri.).

○ **Your serial key**
Refer to the "keio.jp Account Registration Serial Key" section at the very bottom of the Enrollment Registration Menu screen on the Online Enrollment System.

Registration　　　**https://start.keio.jp/**

User Guide　　　https://act2.keio.jp/activate/help/newstd/helpEn.html

*Precautions when registering

In principle, you cannot change your Keio ID, as it is used for your Keio Mail address. Note also that your Keio ID is used for communication with organizations outside Keio University (for example, to contact companies during job-seeking), **so please be sure to choose a suitable ID.** We recommend that you use your name or something else appropriate for public situations.
Your ITC account ID name is automatically assigned by the system and cannot be changed.
We recommend that you set different passwords for each account.
Do not forget these IDs and passwords.
*Keio Mail is an e-mail application that uses Gmail from Google, and is provided by KIC.

5. About the user manuals for Keio ID and ITC accounts

Please refer to the following page for details relating to the use of your Keio ID and ITC account.

keio.jp User's Manual
http://www.hc.itc.keio.ac.jp/en/keiojp_manual.html

**The login authentication screen will be changed from 9/15(Sun.), though,
The login method will remain unchanged.**

ITC Account
http://www.hc.itc.keio.ac.jp/en/com_account.html

Contact Information

Questions concerning the Notification System for new students (p. 1)

Please note that contact information differs by undergraduate faculty. New students should get in contact in person when making inquiries.

Academic Affairs Section at the Hiyoshi Office of Student Services: Weekdays 8:45 a.m.–4:45 p.m.
*Office closed on weekends and national holidays.

| Faculty of Economics | 045-566-1012 |
| Faculty of Law | 045-566-1013 |

Questions concerning registration for keio.jp and ITC accounts (p. 2 - 3)

If you still have trouble after reviewing the pre-enrollment registration procedures and usage manual after obtaining an account, directly contact the Help Desk below. (It may take time to respond to inquiries.)

Help desk for keio.jp and ITC account registrations
(Only during the registration period)

Online	https://start.keio.jp/