

Information Technology Center(KIC) User's Guide

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Introduction

~Welcome to The Information Technology Center at Yagami Campus~

The Information Technology Center (KIC) provides computing and communications infrastructure, network services, support and innovation of Keio University's instructional, research and learning programs.

This brochure gives a brief summary of Science & Technology KIC (ST-KIC) services, necessary procedures, rules, and user policy. For more detailed information and latest news, please visit our website at https://www.st.itc.keio.ac.jp/en/top_st.html(*) and read this guidebook carefully before utilizing our facilities and services.

(*)Some web pages require user authentication when accessing from outside the campus network.



Science & Technology Information Technology Center, Keio University

https://www.st.itc.keio.ac.jp/en/top_st.html

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I. About Science & Technology KIC (ST- KIC)

To use KIC services or facilities, you are required to obtain a user account. This section describes how to obtain the account at Yagami campus.

(1) Qualification for use

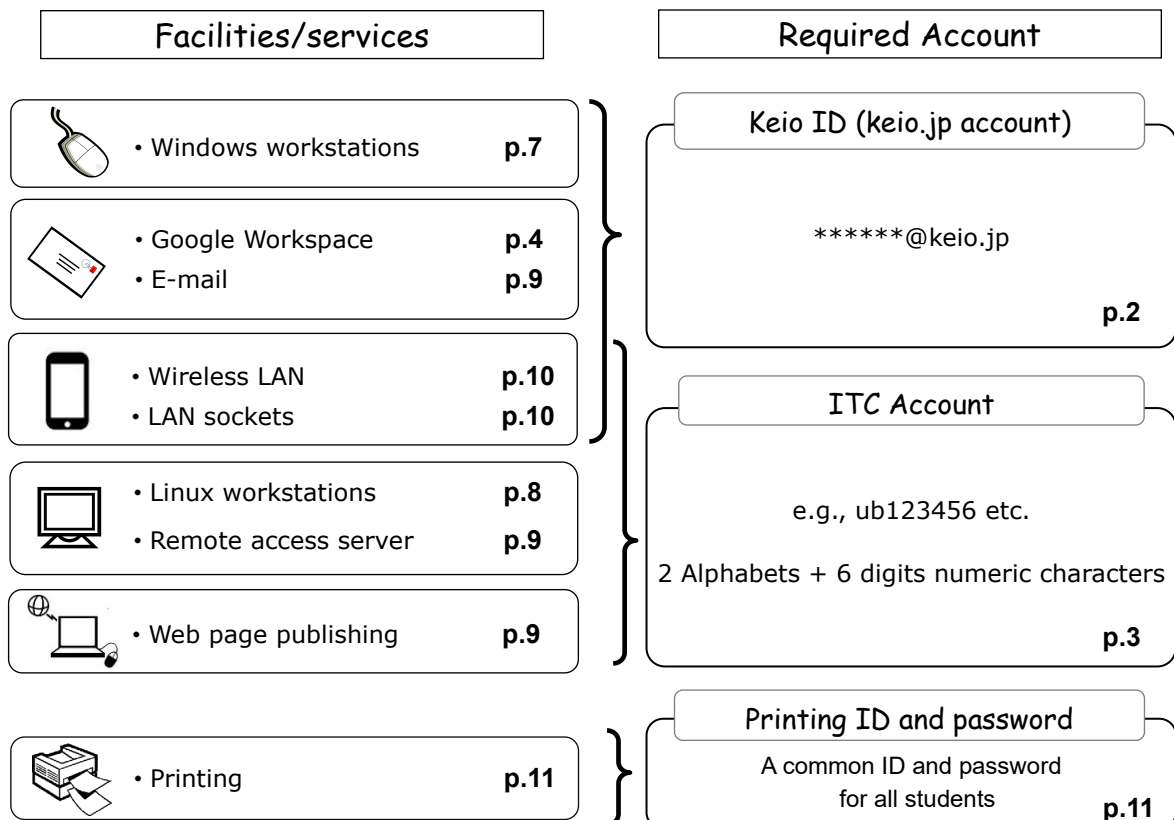
Registered students and faculty staffs of Keio University listed below are eligible for using our services. If you are no longer registered with Keio University, your account will be expired immediately.

- Bachelor’s program students
- Master’s program students
- Doctoral program students
- Non-degree students
- Japanese language program students
- Undergraduate training students
- Faculty members of Keio University
- Other people entitled by the KIC Director

* Some accounts require renewal annually

(2) User Account types

Choose an appropriate account from the following chart.



(3)The keio.jp Authentication System

The “keio.jp” is the common authentication system to access various kinds of network services provided by Keio University.

It is necessary to obtain the Keio ID and the password and set up Multi-Factor Authentication (MFA) to use the keio.jp.

1)MFA Setup

To protect your data and university resources, Multi-Factor Authentication (MFA) is required to use keio.jp.

Please refer to the following URL:

<https://sites.google.com/keio.jp/kmfa-info-1st-en/>



[Important] Mandatory Multi-Factor Authentication for keio.jp

2) Available services

The keio.jp authentication system allows users to use the following web services.

- Google Workspace(E-mail, Online storage, Calendar, Group, Contacts, etc.)
- K-LMS
- K-Support
- Software Licensing Center
- Web-Based Courses for IT Utilization
- Placement and Career Support System
- KOSMOS My Library (Media Center (Library))
- e-journal / DB Access (Media Center (Library))
- Grade Report (limited time offer)
- Health Examination Results (limited time offer)
- Academic Affairs Web System/Web Entry System
- Teaching – training course
- Wireless LAN Connection Authentication
- Development of the Academic Access Management Federation (GakuNin)
- Workstation / PC installed by KIC (Windows sign-in)

3) Manuals (online manual)

For more detailed information about the keio.jp authentication system, please refer to the following URL:

<https://www.st.itc.keio.ac.jp/en/keiojp.html>

4) FAQ

Before making any inquiry, please refer to the website below.

Frequently Asked Questions about the keio.jp are introduced on the following URL;

https://www.st.itc.keio.ac.jp/en/keiojp_manual_faq.html

(4)ITC Account

ITC account name is composed of 2-letters lower-case alphabets and 6-digits numeric characters. (e.g., ub012345)

To use Linux workstations at KIC or Media Center (Library) in Yagami Campus, you need to obtain the ITC account.

1)Application procedure

Applicant need to apply for the account in person at ST- KIC office with the student ID card.

2) Valid duration

The account is valid while you are registered as a student, and will be extended if one proceed his/her studies to master's or doctoral program even the student ID is changed.

3) Account Fee

There is no charge for ITC Account for all students.

(5) Google Workspace for Education

It is a set of services that Google provides for educational institutions and that lets users comprehensively use functions such as Email, Calendar, Chat, and Online Storage. You can use this service by using a keio.jp account.

It differs from services that Google provides for general users, but the layout of the screen and the way the functions are used are the same.

1) Available Services

Google Workspace allows users to use the following web services.

- Email
- Calendar
- Google Drive (Online Storage)

2) Manuals (online manual)

For more detailed information about the Google Workspace for Education, please refer to the following URL:

https://www.st.itc.keio.ac.jp/en/google_user_manual.html

3) FAQ

Before making any inquiry, please refer to the website below.

Frequently Asked Questions about Google Workspace are introduced on the following URL;

https://www.st.itc.keio.ac.jp/en/keiojp_gsuite_faq.html

(6) Academic Access Management Federation in Japan (GakuNin)

The Academic Access Management Federation in Japan is a federation consisting of universities, who are users of academic e-resources, and organizations like publishers, who are providers of such e-resources. By mutually trusting rules/policy stipulated by the Federation, organizations will be able to utilize federated access between each other.

1) Available services

GakuNin allows users to use the following services.

CiNii	Searching academic information such as academic theses, books and journals
NII-REO	Searching and perusing of archive electronic journals and electric collection of social science
ScienceDirect	Searching and perusing of archive electronic journals and electronic books by full text database

2) Manuals (online manual)

For more detailed information about the GakuNin, please refer to the following URL:

https://www.itc.keio.ac.jp/en/gakunin_index.html

3) Helpdesk

If you have any question or difficulty, please contact with helpdesk.

(E-mail: gakunin-help@itc.keio.ac.jp)

Before making any inquiry, please refer to the website below.

Frequently Asked Questions are introduced on the following URL;

https://www.itc.keio.ac.jp/en/gakunin_faq.html

(7) Inquiry Form for IT-Related Topics

If you have any question or difficulty related to IT, please make an inquiry through our form below.



https://docs.google.com/forms/d/e/1FAIpQLScQ8p0m3zdRCKLpZQYU4uP1r_q2RyvJMTmavg6ri1ZXUEBA8Hg/viewform?usp=sf_link

II. Available Facilities & Services

(1) Workstations

KIC provides workstations that are installed with Windows and Linux (UNIX) as the Operating System.

As workstation rooms are occasionally used for classes, please check the weekly schedule on the bulletin board on the door of each room or the following URL;

https://www.st.itc.keio.ac.jp/ja/schedule_st.html

The public workstation areas and opening hours are as follows:

Terms	Areas	Monday – Friday	Saturday
During the school terms	14 th B1	8:45 - 18:30	8:45 – 17:00
	12 th B1·B2	8:45 – Comforming to 12 th building	CLOSED
Other terms	14 th B1	8:45 – 17:00	CLOSED
	12 th B1·B2	CLOSED	CLOSED

※ All rooms are closed on Sundays, national holidays, Keio University holidays, summer and winter.

In case of maintenance, workstation rooms may be closed temporarily.

Please check out updated schedule in the following URL;

<https://www.st.itc.keio.ac.jp>

1) Windows Workstations

Workstations installed with Windows are available in the following areas.

Keio ID will be required to use.

Room No.	Areas	Units	Notes
14-B101	14 th B1	80	Occasionally for class use
14-B102		64	Occasionally for class use
14-B103		53	Occasionally for class use
14-B107		123	Occasionally for class use
Open space		1	Windows English Version For self-instructional use
		2	For scanner use
	12	For self-instructional use	
12-203	12 th 2F	121	Occasionally for class use
12-204	12 th 2F	51	Occasionally for class use
12-107	12 th 1F	124	Occasionally for class use
Media Center (Library)	14 th 1F / 15 th 1F	37	For self-instructional use
		2	For scanner use

Please refer to the application software lists for Windows in the following URL;

https://secure.itc.keio.ac.jp/c/a/st/en/com_ws_windows_software_st.html

In Open space (14th-B1) and Media Center, we offer some facilities for using image scanner.

For more details, visit the URL below;

https://www.st.itc.keio.ac.jp/en/com_ws_scanner_st.html

2) Linux Workstations

Workstations installed with Linux are available in the following areas.

To use the workstations, please apply for the UNIX login service after obtaining ITC account.

Room No.	Areas	Units	Notes
14-B101	14 th B1	80	Occasionally for class use
14-B102		64	Occasionally for class use
14-B103		53	Occasionally for class use
14-B107		123	Occasionally for class use
Open space		12	For self-instructional use
12-107	12 th 1F	124	Occasionally for class use
12-203	12 th 2F	121	Occasionally for class use
12-204		51	Occasionally for class use
Media Center(Library)	14 th 1F	3	For self-instructional use

Please refer to the application software lists for Linux in the following URL;

https://secure.itc.keio.ac.jp/c/a/st/en/com_ws_linux_software_st_r8.html

(2) Remote Access Servers

Remote login servers are available by ITC account with the UNIX login service.

There are three remote login servers available for short time usage.

Install SSH (Secure SHell) client software to access the following servers.

- logex00.educ.cc.keio.ac.jp
- logex01.educ.cc.keio.ac.jp
- logex02.educ.cc.keio.ac.jp

Please refrain from the following activities in order not to disturb other user's activities.

- Keeping the machine to yourself for a long time
- Heavy load application or calculations

For more detailed information, please refer to the following URL;

https://www.st.itc.keio.ac.jp/en/com_remote_st.html

(3) Network Services

1) E-mail

Please use the "Keio Mail" service.

Please refer to the following URL for the detailed information.

https://www.st.itc.keio.ac.jp/en/keiojp_keiomail.html

2) Web page publishing

Please refer to the following URL for the detailed information about web page publishing.

https://www.st.itc.keio.ac.jp/ja/com_personal_webpage.html

3) File transfer

By using SFTP (SSH FTP), you are allowed to transfer your file data between Linux environment provided by ST-KIC and PCs outside of the campus network.

Assign the remote login server (see (2) "Remote Access Servers" above) as a connecting host.

For more detailed information and restrictions about file transfer, please refer to the following URL;

https://www.st.itc.keio.ac.jp/en/com_remote_st.html

(4) Network Connections

Every student can access to the campus network by connecting their own PCs to the Wireless LAN / LAN socket at Yagami campus.

Keio ID (see p.2) is necessary for authentication procedure as eligible users.

1) Wireless LAN (keiomobile2)

Wireless LAN (IEEE 802.11a/b/g/n/ac/ax) service “keiomobile2” available in almost all the buildings is provided at Yagami campus. In order to use the “keiomobile2” service, you need to setup your network setting.

For more detailed information about Wireless LAN/WiFi Service (keiomobile2) password authentication method, please refer to the following URL;

https://www.st.itc.keio.ac.jp/en/net_connect_keiomobile2_peap.html

2) About use of eduroam

Eduroam is an international wireless LAN roaming infrastructure to achieve the mutual use of the campus wireless LAN between universities and other educational and research institutions.

For more detailed information about eduroam, please refer to the following URL;

https://www.st.itc.keio.ac.jp/en/net_connect_eduroam.html

3) LAN sockets

At Yagami campus, almost all rooms are equipped with LAN sockets. This enables you to connect to the campus network.

LAN sockets at the student seats of the classrooms (11th building /12th building /14th building), at the cyber corner in the 1st floor of 14th building are available with the user authentication.

For more detailed information about LAN sockets, please refer to the following URL;

https://www.st.itc.keio.ac.jp/en/network_outlet_st.html

III. Printing Services

(1) Printing System

ST-KIC's printing system is common to other campuses such as Mita, Hiyoshi, Shinanomachi, and Shiba-Kyoritsu KIC.

When you execute printing jobs from a workstation, PC and mobile device printing data will be accumulated on the cloud server. Documents will be printed by operating the touch screen on the printer rack.

Printing fee will be charged depending on whether it is monochrome (black and white) or color, and it is payable in cash.

The printing system will be replaced in 2024 fiscal year, so please refer to the following URL for the latest information.

https://secure.itc.keio.ac.jp/c/a/st/en/com_printcopy.html

1) Printing environment

As for ST- KIC printing system, we provide the following printing environment.

- Paper & size : A4, A3
Specially-coated papers or carried-in papers are not available.
- Duplex printing : printable with all printers

For more detailed information about printing services, please visit the following URL:

https://secure.itc.keio.ac.jp/c/a/st/en/com_printcopy.html

2) Printing fee

Printing fee indicated below is payable in cash.

- Monochrome (black and white) : 10 yen / side
- Color : 50 yen / side

* Fee is added according to the number of printing sides.

→ 10 yen will be charged when you print 2 pages with monochrome duplex printing.

10 yen * 2 sides = 20 yen

3) Printer locations

Please refer to the following URL for the latest information.

https://secure.itc.keio.ac.jp/c/a/st/en/com_printcopy.html

Areas	Unit
14 th B1 Open space	1
12-107	1
12-203,204 common space	1
Media Center(Library)	1

4) Warnings and cautions

- The estimated price will be shown on the screen in advance before printing. Sometimes you'll find differences between the estimated price and the final charged price caused by limitation of the system.
- Please print your data within 1 week after you operate printing job. The data accumulated on the printer will be deleted automatically after 1 week.
- Do not monopolize the printer with large amount printings.
- Do not leave the printer while you are printing.
- Do not forget your documents and card. KIC will not be responsible for any loss.
- If you have any trouble with printers or need to replenish consumables, please contact Co-op Keio Yagami. Contact information is posted on printers.

(2)Large size printing service

The Large size printing service, which has been provided by ST-KIC, will be transferred to Keio Co-op Yagami store from fs 2026.

Please refer to the Keio Co-op Yagami store website for details.

https://www.univcoop.jp/keio/order/order_287.html

IV. Software information

(1) Software available in ST-KIC

Some software that Keio University has the license agreement may be installed on computers in labs or personal computers without personal charge. Since each contract is different, you need to check each requirement and agree with it before applying. This service can be used only for learning purposes, not for business-related activities.

For terms and conditions, refer to the following URL.

(Each webpage is only accessible within Keio University network)

https://www.st.itc.keio.ac.jp/en/software_license_st.html

Applications are also acceptable at the ST- KIC office.

If applicant's requirement meets the terms and conditions, the installation media will be shared via Google drive or lent you at ST- KIC office. Generally, installation media is lent out overnight. You should return the media by the next business day.

ST- KIC office opening hours are as follows:

Mon. - Fri. 8:45 – 17:00

- * For personally owned computers, you can download MATLAB, Mathematica, SPSS, Amos, ChemDraw, ESET, Zoom and iThenticate (graduate students only) from the license center in "The Software Licensing Center" provided by K-support.
- * The license expires at the end of the academic year. If you would like to use the software in next academic year, please apply for the installation next year again.

V. Appropriate Use Policy

This chapter describes the basic rules and guidelines to all users of KIC services.

Following rules and guidelines should be obeyed when using our services and facilities.

KIC reserves the rights to terminate the access at any time of whom use of KIC's resources violates our policy or threatens the system or network security.

Moreover you might be punished by your department director.

(1) Purpose of use

- Computer and network facilities should be used only for educational, research and studying purposes.
- Use of our computers and network for business-related purposes such as selling goods, earning commission is strictly prohibited.

(2) Warnings and cautions

- The following activities are prohibited:
 - Offensive activities to public order and morals such as transmitting the immoral contents.
 - Defamation of people in the network.
 - Obliquity under anonymity in the network.
 - Disrupting other's activities such as resource hogging, repeating unnecessary excessive network traffic, computer load, distributing virus, or spamming.
 - Illegal activities such as violation of copyright, right of publicity, or unauthorized access.
- Users must strictly observe the laws and rules of each country which they access to.

(3) Use and management of your account

- An account should be used only by the account holder.
- Do not share your login name or password with any third parties.
- Users are responsible for their own account not to be used by others.
- When you put a password, please use the possible long characters by combining all the character type possible in order to ensure sufficient strength.
- Do not use the same password to other accounts or services.

The login name and password pair is used to identify oneself on the network. When being used by third party illegally, the account holder might need to bear the legal responsibility caused by the irregular access.

(4) Management of your data

- Be sure to back up your data by yourself (with USB memory etc).
- KIC will make best efforts to keep data integrity but cannot guarantee any loss from natural calamities, operating system or machinery hindrances.

(5) Rules and cautions when using Workstation rooms

Please keep in mind the following rules in order to share the facilities in comfort.

◆ Use only one machine, and remain seated while using.

The facilities of the Workstation room are provided for all account holders. Using multiple machines by one person may interfere with services to other users. Use only one machine in order to equally share our facilities with other users. You will be required to type your login/user name and password each time you use the computer.

Login/user name and password are to be confidential to keep your personal information secret, and account holder is the only person that can use them. It is dangerous to be away from your seat while logging in the machine. Someone may use your computer while you are away, and they may delete or destroy your data or masquerade as impersonating others using your ID.

◆ Shut down the machine in an appropriate way when you have finished using.

Do not push the power button when you finish using. As for Windows workstations, shutdown in an appropriate way.

As for Linux workstations, just log off properly, and then the power will turn off automatically.

◆ No food or drink

No food or drink is allowed in the KIC area since those may cause machine disorder.

(Only covered container of drink is accepted)

◆ Keep silence

Keep silence in KIC in order not to disturb others.

(6) Cautions and rules for using Networks

Since “Internet” is the worldwide network, we ask you to keep in mind the following rules when you use our network services.

◆ About Peer-to-Peer (P2P) file sharing software

When you want use Peer-to-Peer file sharing software, you need to submit an application form in advance.

For more information, please visit the following URL;

https://www.st.itc.keio.ac.jp/en/software_fileshare.html

◆ Prohibited from unauthorized access

Using another person’s user name or password and breaking into the computers by attacking security holes are considered as illegal activities.

To disclose your user name or password to others is considered equivalent to encouraging an unauthorized access.

◆ Do not publish illegal data on the website

Make sure if your contents are not violating the Copyright Laws before uploading. (e.g., graphics of celebrities, music data etc.)

Sharing of copyrighted works such as pictures of celebrities, graphical files, music, movies, or games without permission results in penalties.

To express offensive words against others or public moral on the website may also result in violation of the laws.

◆ Prevent from virus penetration

Computers may get infected by virus via E-mail, website, storage media (USB memory, CD-ROMs) or network. Once a computer is infected, it may work abnormally, destroys user’s data or severely affects other computers. Refrain from careless access to the insecure/unreliable websites, and be sure to check with the latest anti-virus software or utilize information security program in the Operating System.

◆ **Do not send fraud chain mails**

You will see various E-mails, SNS or news on the BBS about attractive deals. They may look very tempting, but please be careful because some of them may be illegal.

For example, transferring money as instructed by E-mail, and forwarding the same E-mail to other people may cause troubles. Even if you think that your action is just forwarding an E-mail, you would be regarded as committing a crime.

Please check the contents carefully even though they look legal.

◆ **About Social Media**

Social media are computer-mediated tools that allow people to create, share or exchange information, ideas, and pictures/videos in virtual communities and networks. Social media are different from traditional or industrial media in many ways, including quality, reach, frequency, usability, immediacy, and permanence. It is impossible to erase all the data once you upload your information to social media. If you are not aware of social media are open to worldwide society, it may cause many troubles. Please be aware of personal information and privacy and use it based on keeping rules, morals, and respect.

https://www.st.itc.keio.ac.jp/en/itc_socialmedia_guideline_intro.html

Information about facilities and services at Science & Technology KIC (ST-KIC)

❖ Office : 14th building. B1 west side (Room No. : 14-B104)

Phone : (ex) 40351 / (dial in) 045-566-1480

Email : st-staff@itc.keio.ac.jp

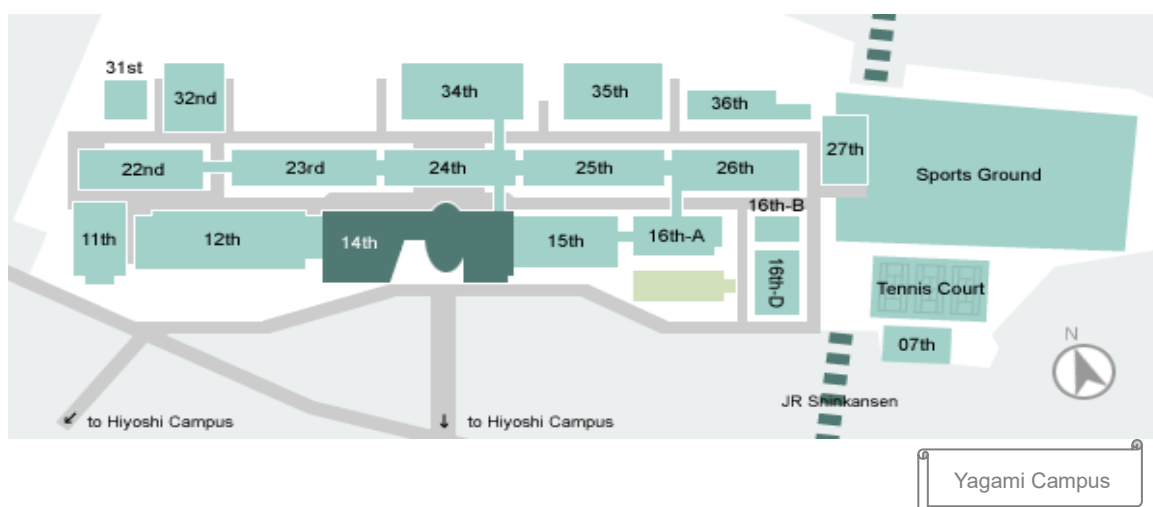
<ul style="list-style-type: none"> • Account application • Lending and returning installation media • Other operation with documents 	Monday to Friday	Saturday, Sunday & holiday
	8:45 ~ 17:00	closed

<ul style="list-style-type: none"> • Equipments lending out • Initialization of password • Lost and found • Machine trouble in WS room • Questions about operating WS 	Conform to the Workstation opening hours. (ref.P6)	
	<p>When you encounter machine trouble while using WS room etc, People using the room in 14th B1F, please come directly to the KIC office. Others using the room 12-107, 12-203 or 12-204, please dial to Extension No. 40351 (KIC office).</p>	

In some cases, it may take longer in case of system outages.

❖ Map

- 14th B1 : 14-B101, 14-B102 (Linux/Windows Workstations)
14-B103 (Windows/Linux Workstations)
14-B107 (Windows/Linux Workstations)
Open space (Linux/Windows Workstations / English Windows PC /
Ultra wide monitor 49inch, 5120 × 1440 / Scanner)
- 12th 1F : 12-107 (Linux/Windows Workstations)
- 12th 2F : 12-203 (Windows/Linux Workstations)
12-204 (Windows/Linux Workstations)
- 14th 1F : Media Center (Windows PC / Linux Workstations / Scanner)
- 15th 1F : Media Center (Windows PC)
- 25th 1F : Office of Student Services (Stamps are available)



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