

# keio.jp Registration Guide

\* Students who have advanced within Keio (塾内進学) or who were full-time degree students up to this point and already have a keio.jp account should continue using their current Keio ID. It is not necessary to re-register.

## 1. What is keio.jp?

keio.jp is a system that authenticates you to use online services operated by Keio University safely. Students studying at Keio University must always use keio.jp to register for courses, to download class materials or to view their report card.

## 2. What services are available on keio.jp?

### (1) Google Workspace

Google Workspace for Education is a set of services that Google provides for educational institutions and that lets users comprehensively use functions such as Email (Keio Mail), Calendar, Group, and Online Storage.

\*You will be able to use the Keio ID the day after you obtain it.

### (2) Microsoft 365 Apps

Microsoft 365 Apps is a cloud service provided by Microsoft that lets you download and use the latest version of Microsoft Office.

\*It may take a few days after you obtain your Keio ID before you can use it.

### (3) K-Support (Student Portal)

This is a portal site for current students. You can check news and messages addressed to you, make various applications and inquiries, and find links to various applications.

### (4) K-LMS (Course Registration)

It is the system for course registration.

### (5) K-LMS (CanvasLMS)

A system used for study materials distribution to students, classroom message boards, and submitting/acceptance of reports, etc.

### (6) K-LMS (Education Support System)

The Education Support System consists of a broad range of educational functions. Students may use the system to browse course descriptions, syllabi, and timetables.

### (7) K-LMS (Grade Report)

You can view your grade report online. (except for some faculties and graduate schools)

### (8) Software Licensing Center

Some software licenses (for which Keio has licensing agreements with corresponding software vendors etc.) can be obtained online.

### (9) keiomobile2 / eduroam

Authenticated Wireless network connection is available at each campus.

### (10) KOSMOS My Library

You can search books and periodicals in each Keio University library and check their availability.

### (11) Remote Access (KOSMOS/Database NAVI)

From outside campus, you have access to a part of e-journals and databases.

### (12) Web Conference System

It makes meetings more efficient by sharing documents, agendas, notes and recordings in a convenient and accessible online meeting space.

### (13) The Health Checkup Result (limited time offer)

You can view your health examination report online. (except for some faculties and graduate schools)

### 3. How to use keio.jp?

In order to use keio.jp, you must complete the registration (activation) process after receiving your student ID card, obtain your Keio ID, and set up multi-factor authentication (MFA). Once you have obtained and configured these, the services listed in section 2 above will become accessible using your Keio ID.

### 4. Let's register for keio.jp.

Please have your activation key ready. Activation keys are distributed by the Student Affairs Office when student ID cards are issued. Please access the following registration page to complete activation (user registration).

After activation, please proceed to step 5 and set up multi-factor authentication (MFA).

Please note that it may take some time before you are able to log in after registration, so please wait about an hour before checking.

#### Registration

<https://activation.keio.jp/>



#### How to obtain your Keio ID

<https://act2.keio.jp/activate/help/fac/helpEn.html>



In principle, you cannot revise your Keio ID, as you use it for your Keio Mail address. Considering that Keio ID is used for communication with organizations other than Keio University, please be sure to enter an appropriate ID. We recommend that you use your name etc. that can be used in public situations and which is easily readable.

### 5. Let's proceed with setting up multi-factor authentication (MFA).

Multi-factor authentication (MFA) is a system in which authentication is performed not with a single factor, but by combining multiple factors from three different categories: "something you know," "something you have," and "something you are."

Due to the recent increase in unauthorized access, MFA is required for the use of keio.jp in order to protect both individual users and the information assets of the organization.

- When setting up MFA, you will need a PC or smartphone, and depending on the model of your PC or smartphone, you may need both devices.
- Even if you do not have either a PC or a smartphone, it is still possible to set up MFA. For details, please refer to the "MFA Setup Procedures" section on the page below: Mandatory Multi-Factor Authentication for keio.jp.
- The setup procedure differs depending on the device(s) you will use. For details, please check the "MFA Setup Procedures" section on the page below.

**【Important】** Mandatory Multi-Factor Authentication for keio.jp

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

Please review the "MFA Setup Procedures" linked on that page for instructions on *how to configure MFA*.



### 6. Inquiries

Please access the URLs below for more information before you inquire about keio.jp.

keio.jp Manual [https://www.itc.keio.ac.jp/en/keiojp\\_manual.html](https://www.itc.keio.ac.jp/en/keiojp_manual.html)

keio.jp FAQ [https://www.itc.keio.ac.jp/en/keiojp\\_manual\\_faq.html](https://www.itc.keio.ac.jp/en/keiojp_manual_faq.html)

If you still have problems, please contact the Help Desk.

keio.jp Help Desk (Open: Weekdays)

Keio University IT Inquiry Portal Site	<a href="https://sites.google.com/keio.jp/it-portal/">https://sites.google.com/keio.jp/it-portal/</a>	
Office	KIC Office	