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How to set up campus information services

Okadai ID, Okadai Gmail, Wi-Fi

Center for Information Technology and Management, Okayama University

Okadai ID

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- IDs and passwords to access major information services at Okayama University.
- Access to all services with one ID
  - Never reveal your password to others!!
- Your Okadai ID is in the "Password Notification Form" distributed to all new students.
- **First steps**
  1. Change the initial password
  2. Register your e-mail address for identification

  Please log in to the Integrated Authentication System to perform the steps.
  - Integrated Authentication System = Management system for Okadai IDs (and their attribute information)

Login to Integrated Authentication System

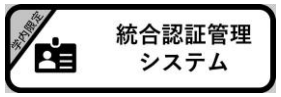
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- How to Login

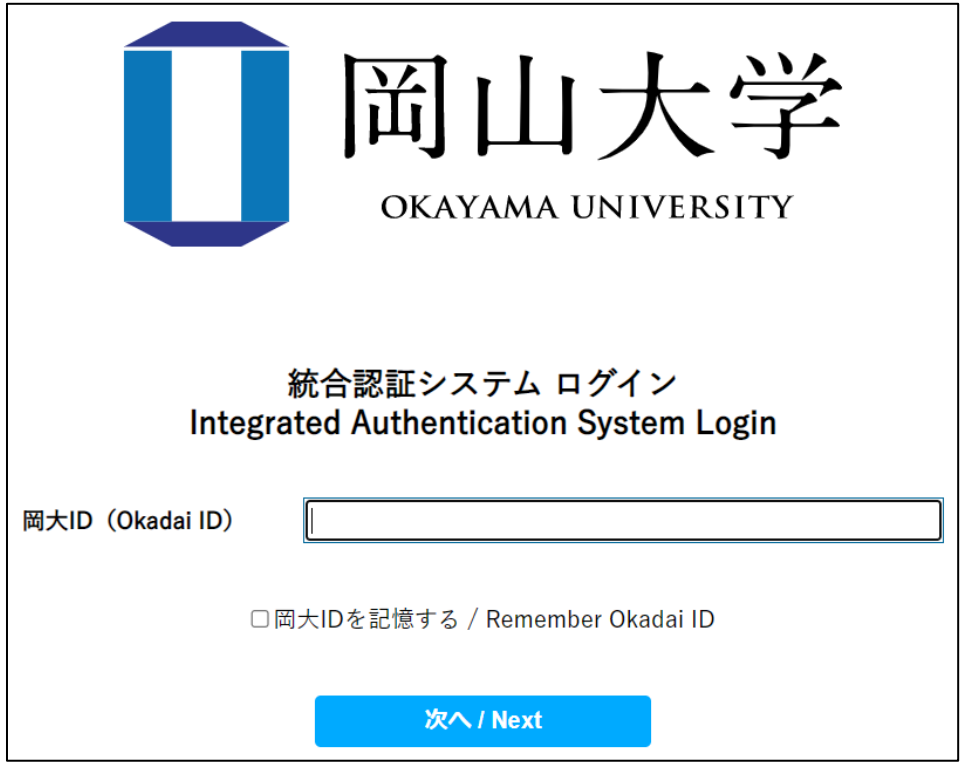
  Method 1: Start a browser and access the following URL
  https://iasap.a.okayama-u.ac.jp/sso/

  Method 2： Okayama University Official Website ⇒【 Faculties, Graduate Schools, Hospitals, etc.] 】

  ⇒【 Center for Information Technology and Management 】

  ⇒ Click 

When the login screen appears, enter your Okadai ID and password, then click the 【 Login 】 button.



About the consent screen for information sharing

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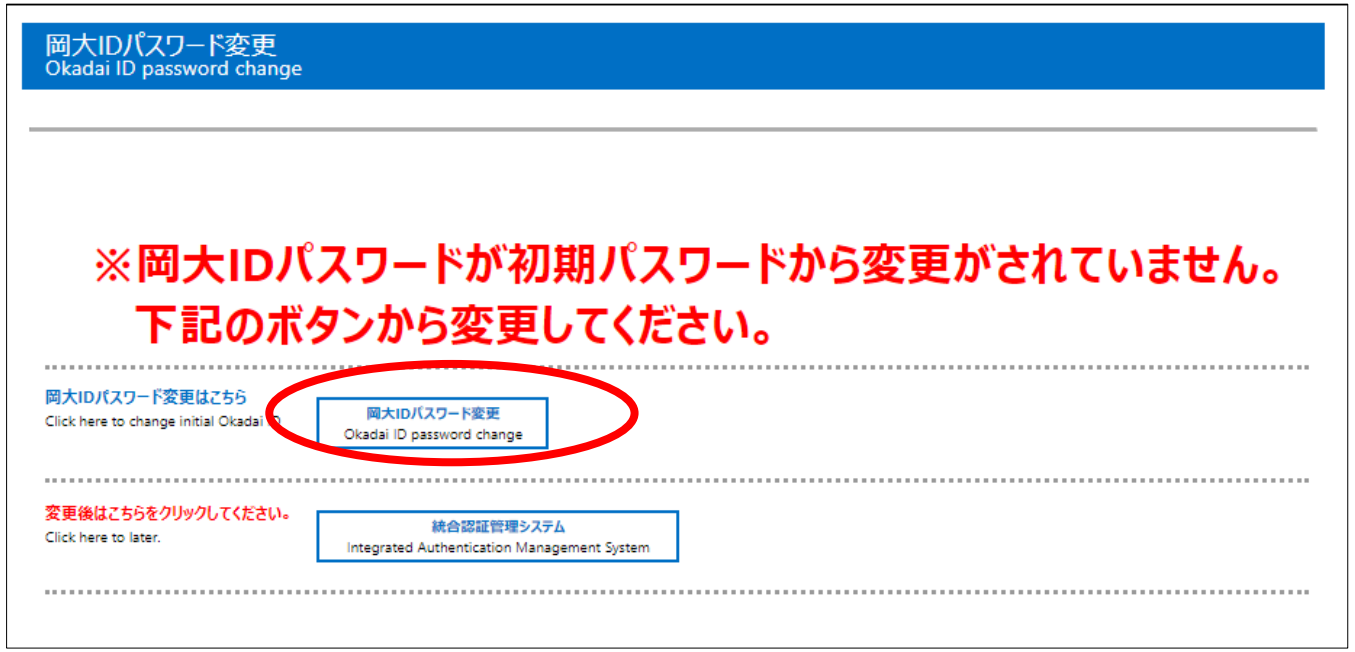
- Initial display when using the service for the first time
  - Confirm that the authentication server of Okadai ID sends the user's attribute information to the integrated authentication system.
- Confirm the contents and click 【 I agree 】.
  - **If you refuse, you will not receive services.**
  - If you select 【 All services from now on... 】, you will be considered to have agreed to services other than the Integrated Authentication System.



Change initial password and register e-mail address for identification (1)

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- Log in by using the initial password provided in the password notification letter
  - After logging in, the "Okadai ID Password Change" screen will be displayed immediately.

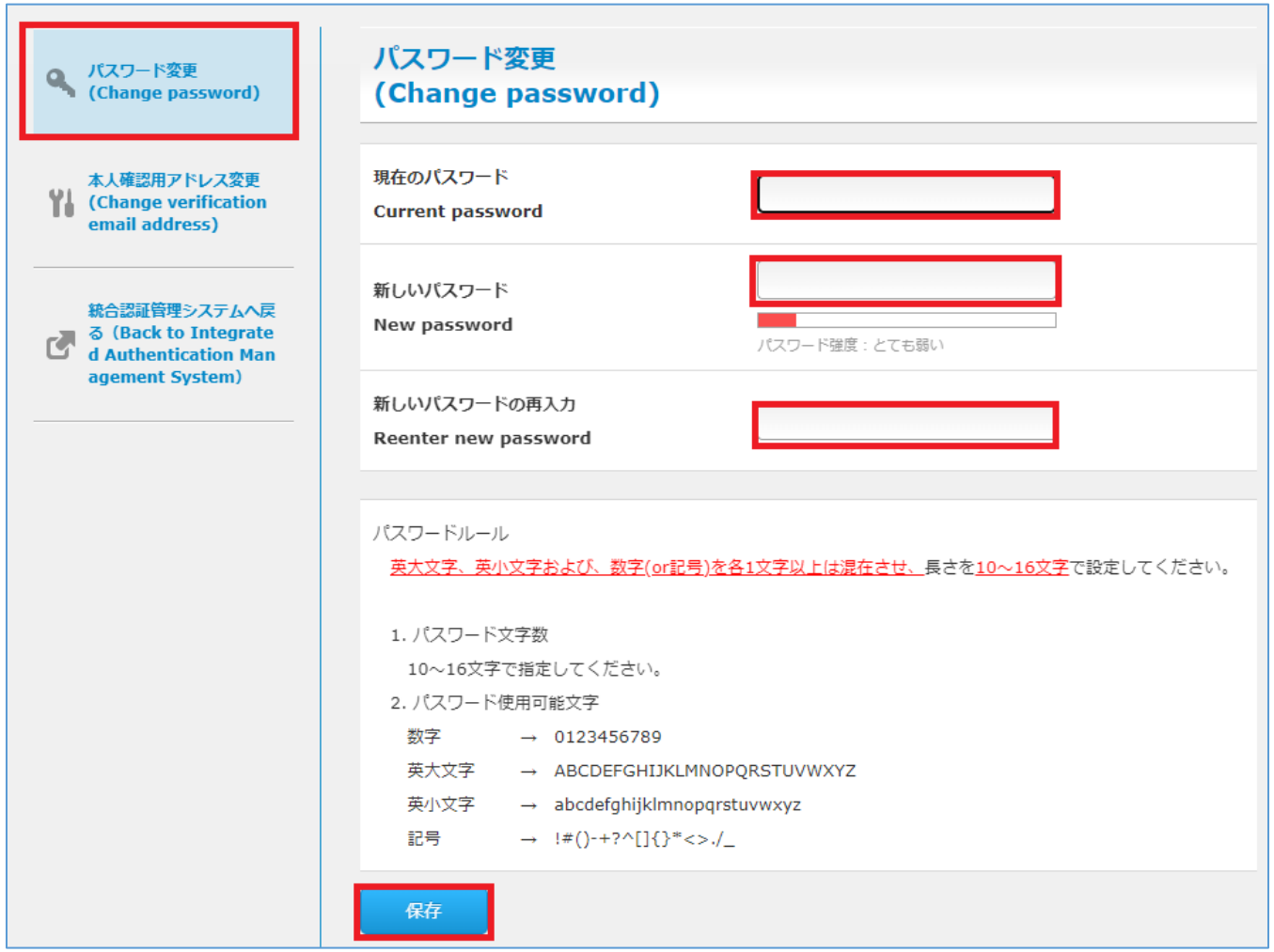


- Click the 【 Okadai ID Password Change 】 button to proceed.

Change initial password and register e-mail address for identification (2)

1. Click the 【 Change Password 】 button on the left side of the screen
2. Enter your current password
3. Enter your new password twice
   - Please pay attention to the password rules at the bottom of the screen
   - Do not use passwords from other sites!
4. Click 【 Save 】
   - If you do not follow the rules, an error message will appear.

※If you have already set up the campus wireless LAN (Wi-Fi), you will need to reconfigure it (see p. 20 - 25).



Change initial password and register e-mail address for identification (3)

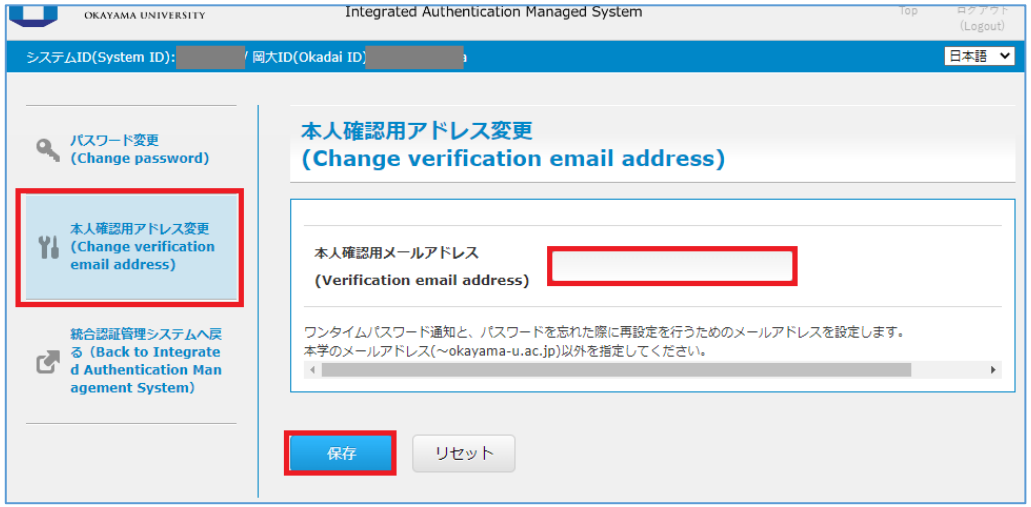
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- The next step is to register an e-mail address for identity verification
- There are two uses for a confirmation e-mail address
  1. A way to reset your password in case you forget it.
     - If you have not registered, you need to visit the Center for Information Technology and Management with your student ID card.
  2. E-mail address for receiving one-time passwords for two-step verification.
- Register an e-mail address other than Okayama University Gmail
  - E-mail address provided by your cell phone company, provider, etc.
    - Confirmation is required for overseas use (prior procedures may be required).
  - Free email addresses such as Gmail (excluding Okadai Gmail) and Yahoo are recommended!
- An email address that can be read on a mobile phone is convenient.

Change initial password and register e-mail address for identification (4)

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1. Click 【 Change verification email address 】 on the middle left of the screen.
2. Enter your email address in the 【 Verification email address 】 field.
   - Please be careful of typos.
3. Click 【 Save 】 to complete registration.



- Note that after registration, you will be asked for two-step authentication when using the Integrated Authentication System from off-campus.
  - See the explanation of Okadai Gmail (p.13) for how to log in when 2-step verification is requested.

About Password Notification Letter

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- Keep the password notice after the initial password change.
  - The initial password will be required in a session of the General Education Course "Introduction to Information Processing 1”

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Okadai Gmail

Okadai Gmail

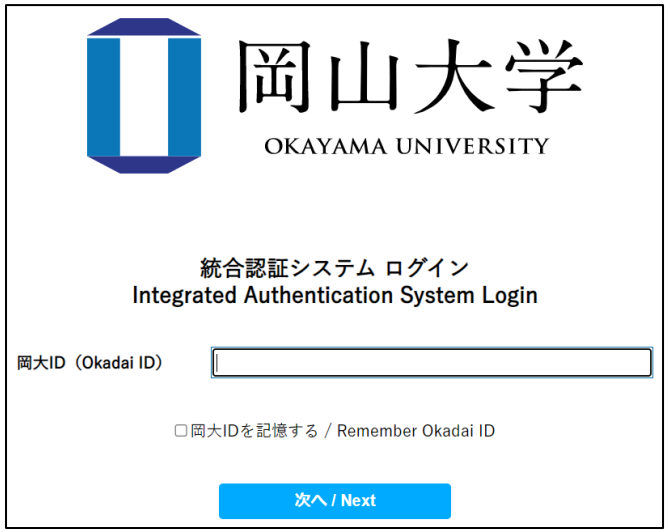
- Gmail service for students
  - Uses Gmail's servers, but the email addresses are original email addresses of Okayama University
    - username@s.okayama-u.ac.jp
      - Not username@gmail.com
    - Can be used not only for communication with the university but also for job hunting, etc.
  - **Two-step verification (one-time password) is required.**
    - **You cannot use Okadai Gmail without registering an e-mail address for identification.**

- How to use
  1. For PCs (slide p.12～)
     - Can be used from a browser
  2. For iPhone (slide p.17)
     - After completing the settings, use the standard 【 Mail 】 application to send and receive messages.
  3. For Android (Slide p. 18)

For PCs ～ How to log in

1. Access the official website of Okayama University with a browser
   - https://www.okayama-u.ac.jp
2. 【For current students and parents】⇒ Click the 【Gmail】 banner at the bottom of the screen.
3. The login screen appears.

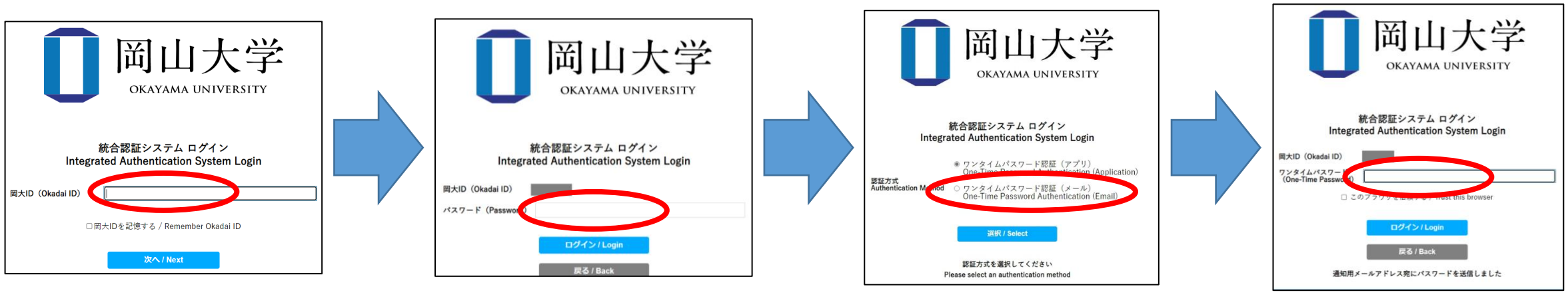




※ Although you can also use the browser on your phone, the standard mail application is recommended (because the new email notification function can be used with the app)

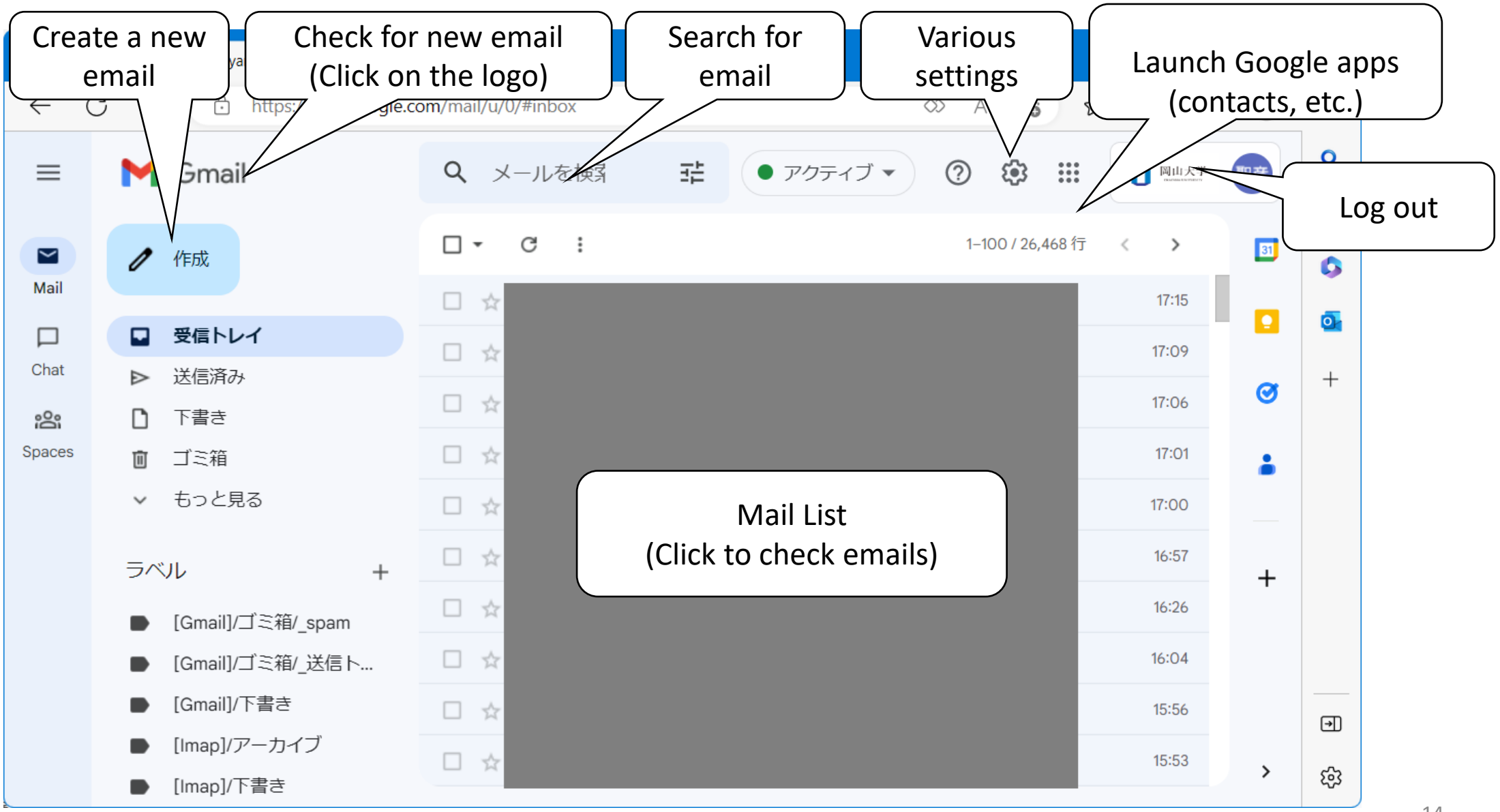
For PCs ～ How to log in (continued)

4. Enter your Okadai ID and click 【Next 】
5. Enter your password and click 【Login】
6. Select 【 One Time Password Authentication (Email) 】 and click 【 Select 】
   - An email containing a One Time Password (confirmation code) will be sent to the email address used to confirm your identity.
7. Enter the One Time Password and click 【Login】
   - If you successfully log in, your Inbox (next page) will be displayed.

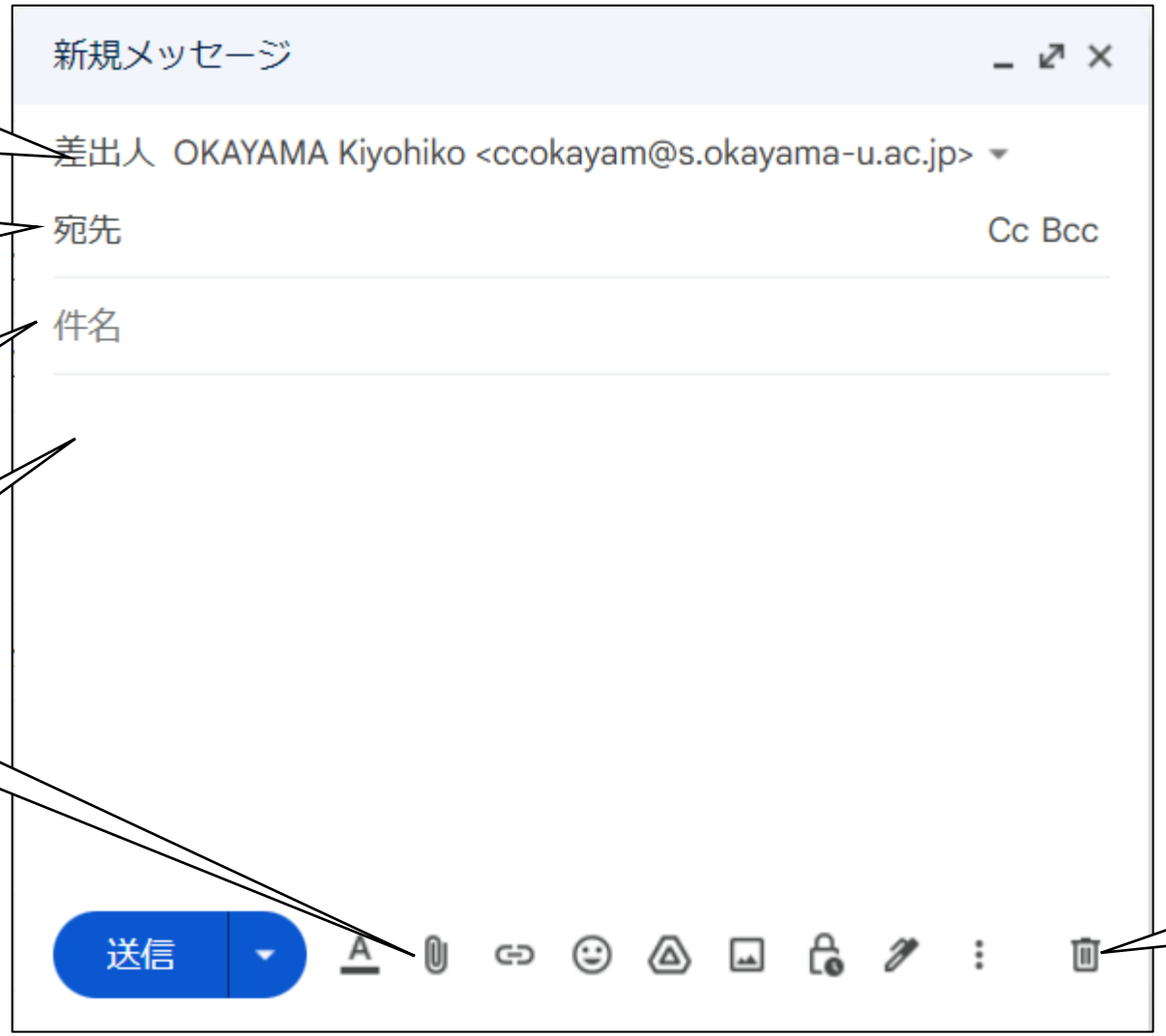


※ Although you can also use the browser on your phone, the standard mail application is recommended (because the new email notification function can be used with the app)

For PCs ～ Okadai Gmail inbox screen



For PCs ～ Create and send new email



Select sender
※In case you have multiple email addresses or different name

Designation of recipient
(Can be specified from contact list)

Subject

Text Body

Attachments

Draft Discard

For PCs ～ Reply・Forward

- Click these buttons in the received email.



Steps to add an Okadai Gmail account on iPhone

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1. Opne the Settings application
2. Go to 【Mail】 => 【Accounts】 => 【Add Account】
3. Select 【Google】 on the Add Account screen
4. On the Google login screen, enter the email address (beginning with "p") provided in the password notification
5. Log in with your Okadai ID
    1. Enter your Okadai ID
    2. Enter your password
    3. Select 【 One Time Password Authentication (Email) 】
    4. Enter the one-time password (confirmation code) sent to your email address for identification
6. Select an application that uses your Gmail account and click 【Save】
    - Be sure to turn on your email.

Steps to add an Okadai Gmail account on Android

1. Open the Gmail application
2. Tap your profile picture in the upper right corner of the screen
3. Tap 【Add another account】
4. Select 【Google】
5. Enter the email address provided in the password notification.
6. Log in with your Okadai ID
    1. Enter your Okadai ID
    2. Enter your password
    3. Select 【One Time Password Authentication (Email)】
    4. Enter the one-time password (confirmation code) sent to your email address for identification

- The procedure may differ depending on the model and version.
- Reference: Procedure for adding an account on the official Google website
    - https://support.google.com/mail/answer/6078445?co=GENIE.Platform%3DAndroid&hl=ja

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Reference: On-campus wireless LAN (Wi-Fi)

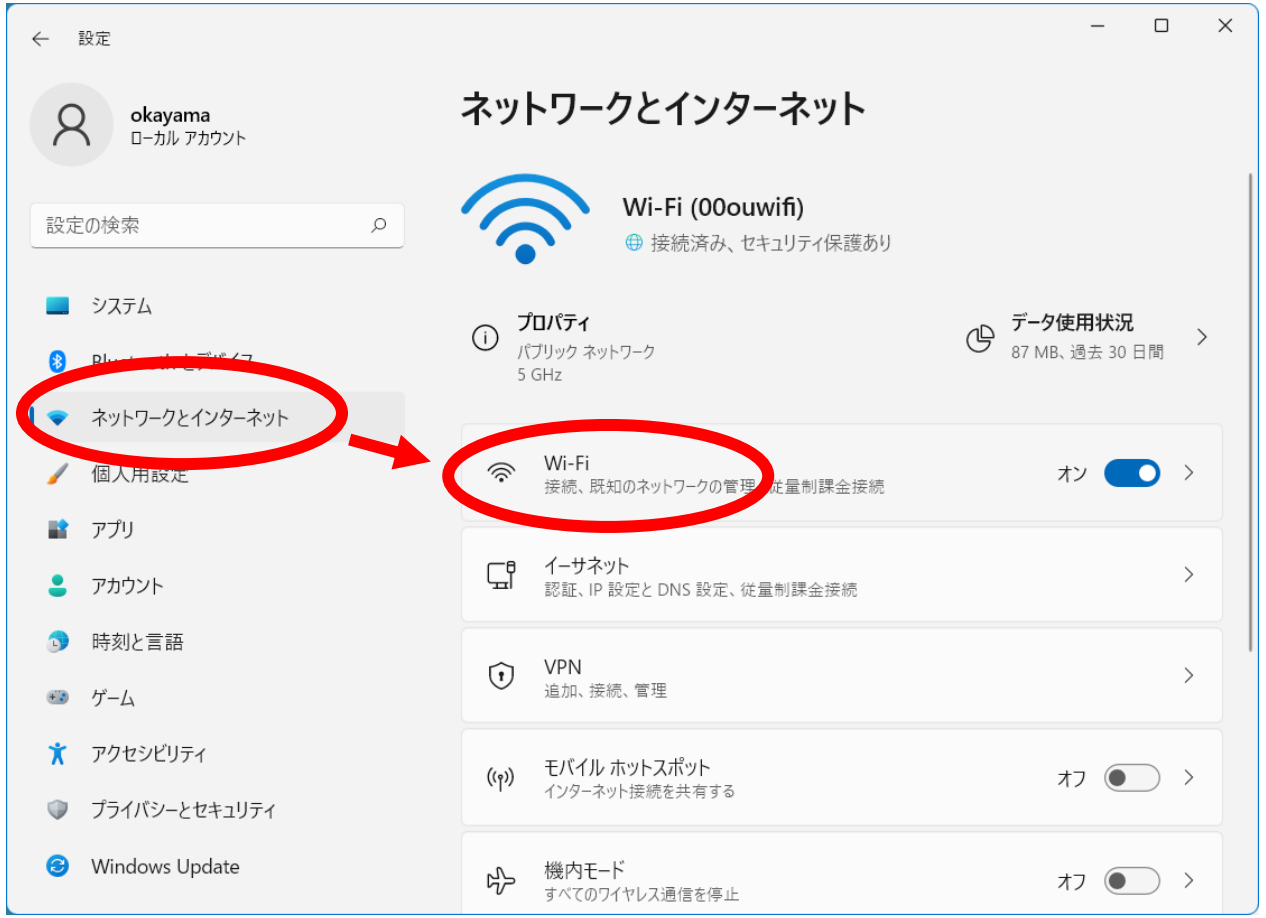
On-campus wireless LAN (Wi-Fi)

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- Over 1,800 wireless access points (APs) are installed on campus
  - APs have been installed in all lecture rooms
- To prevent network slowdowns, please turn off Wi-Fi on your smartphone during lectures where computers are used.
- 00ouwifi
  - Common SSID (=Identification name of Wi-Fi network) for all campuses.
  - Authentication by Okadai ID/password
- How to connect
  1. Connect to 00ouwifi
  2. Enter your Okadai ID and password (first-time connection only)
     - After successful authentication, it takes a few seconds to 10 seconds to connect.

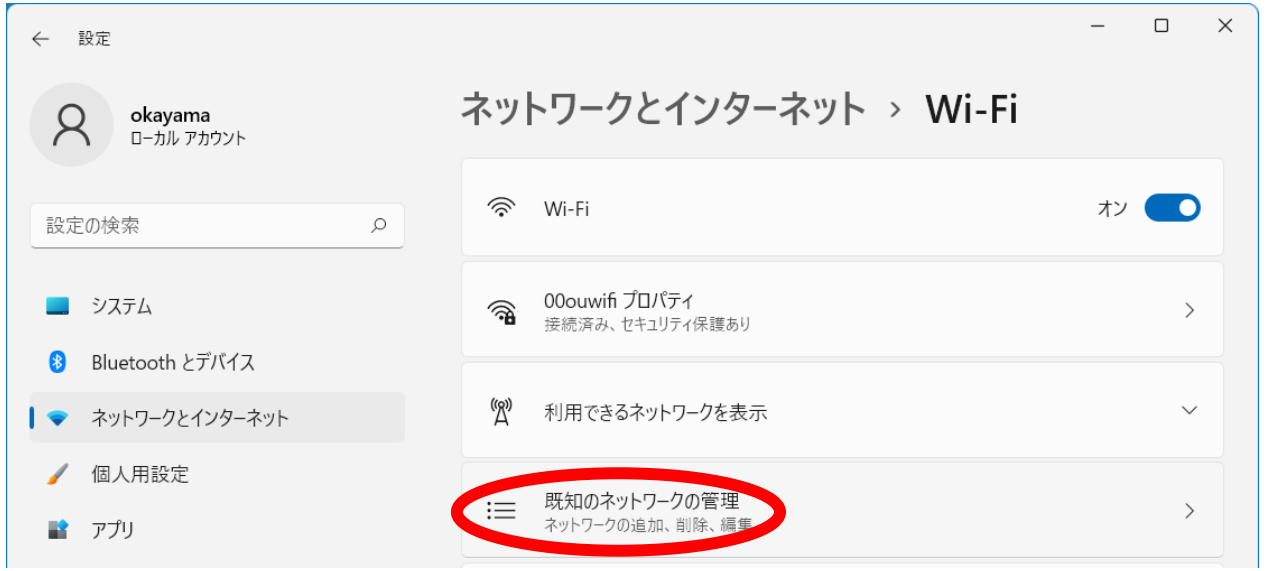
Reset Wi-Fi authentication information

- Wi-Fi authetication information are memorized by the device
  - If you change your Okadai ID or password after setting up 00ouwifi
    - **Delete old information memorized by the device**
- In case of Windows 11
  1. Start menu ⇒ 【Settings】(gear icon)
     - The Settings application (shown on the right) starts up
  2. Go to 【 Network and Internet 】 ⇒ 【Wi-Fi】



Reset Wi-Fi authentication information (continued)

3. Select 【 Manage Known Networks 】



4. Click the 【Delete】 button of the SSID (00ouwifi) you want to delete



⇒ When you reconnect to this SSID, you will be asked for ID/password.

Reset Wi-Fi authentication information （Mac）

1. Open System Preferences and select【System Settings(Network)】
2. Select the 【Wi-Fi】 tab in the Network Preferences panel.
3. Click 【Details】
   - A list of previously connected networks (SSIDs) will be displayed.
4. Click the … button next to the SSID you want to remove (e.g., 00ouwifi), and then select 【Remove This Network Configuration】
5. If a confirmation dialog appears, click 【Delete】.

Reset Wi-Fi authentication information （iPhone/iPad）

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1. Open the Settings application and go to 【Wi-Fi】.
2. Tap on the right end of SSID(00ouwifi) ⓘ if you want to reset
3. Tap 【Delete this network setting 】
4. Tap 【 Delete 】on the confirmation screen to complete

Reset Wi-Fi authentication information （Android）

1. Open the Settings application and go to 【Wi-Fi 】
2. Tap 【 Saved Networks 】
3. Tap the SSID (00ouwifi) you wish to reset
4. Tap 【 Delete Settings 】

※This may vary depending on the model and version.

Contact information (for inquiries)

- Enquiries about the services provided by the Center for Information Technology and Management
  - Okadai ID, Okadai Gmail, Wi-Fi, Microsoft365, Virus Buster.

1. Inquiry form on the website of the Center for Information Technology and Management
   https://www.citm.okayama-u.ac.jp
   - From Okadai's Homepage
     ⇒ 【 Faculties, Graduate Schools, Hospitals, etc. 】
     ⇒ 【 Center for Information Technology and Management 】
     ⇒ Click the 【 Inquiry Form 】 banner on the website of Center for Information Technology and Management.
     ⇒ Fill in questions and other necessary information.

2. Center for Information Technology and Management /User Consultation Desk
   - Weekdays 8:30-16:00 (except 12:00-13:00)
   - If you forget your password, you will need your student ID card.

