



OKAYAMA UNIV.

# How to set up campus information services

Okadai ID, Okadai Gmail, moodle

Center for Information Technology and Management, Okayama University

- 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

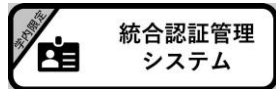
- How to Login

Method 1: Start a browser and access the following URL

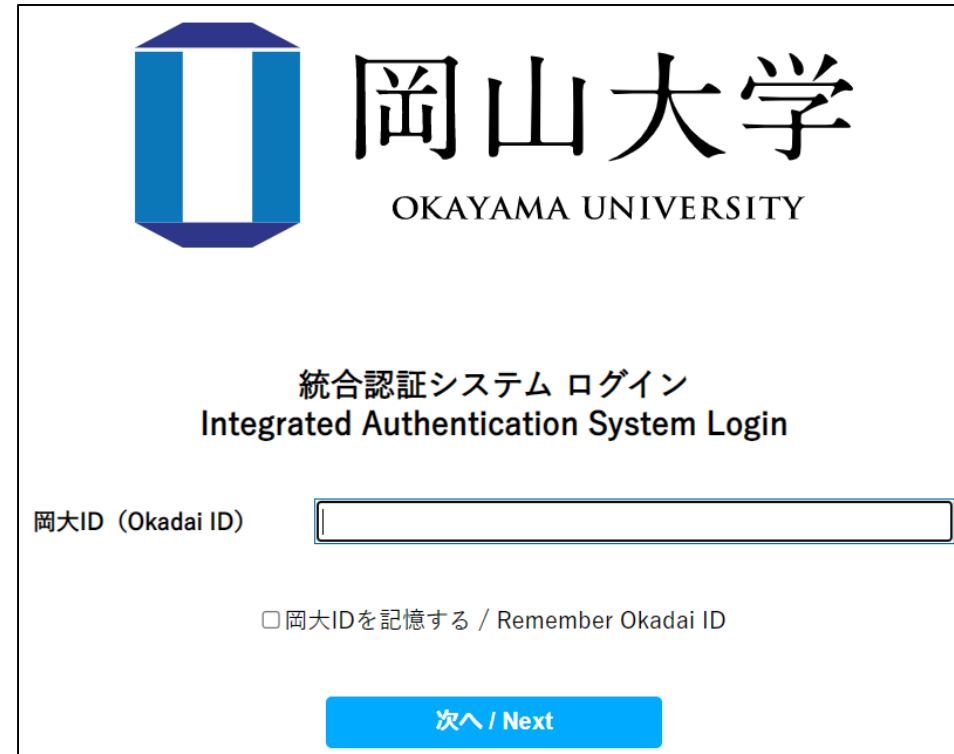
<https://iasap.a.okayama-u.ac.jp/sso/>

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.



The screenshot shows the login interface for the Integrated Authentication System. At the top left is the Okayama University logo, followed by the university name in large Japanese characters (岡山大学) and English (OKAYAMA UNIVERSITY). Below this, the text '統合認証システム ログイン' and 'Integrated Authentication System Login' is displayed. A label '岡大ID (Okadai ID)' is positioned to the left of a text input field. Below the input field is a checkbox labeled '岡大IDを記憶する / Remember Okadai ID'. At the bottom center, there is a blue button with the text '次へ / Next'.

- 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.

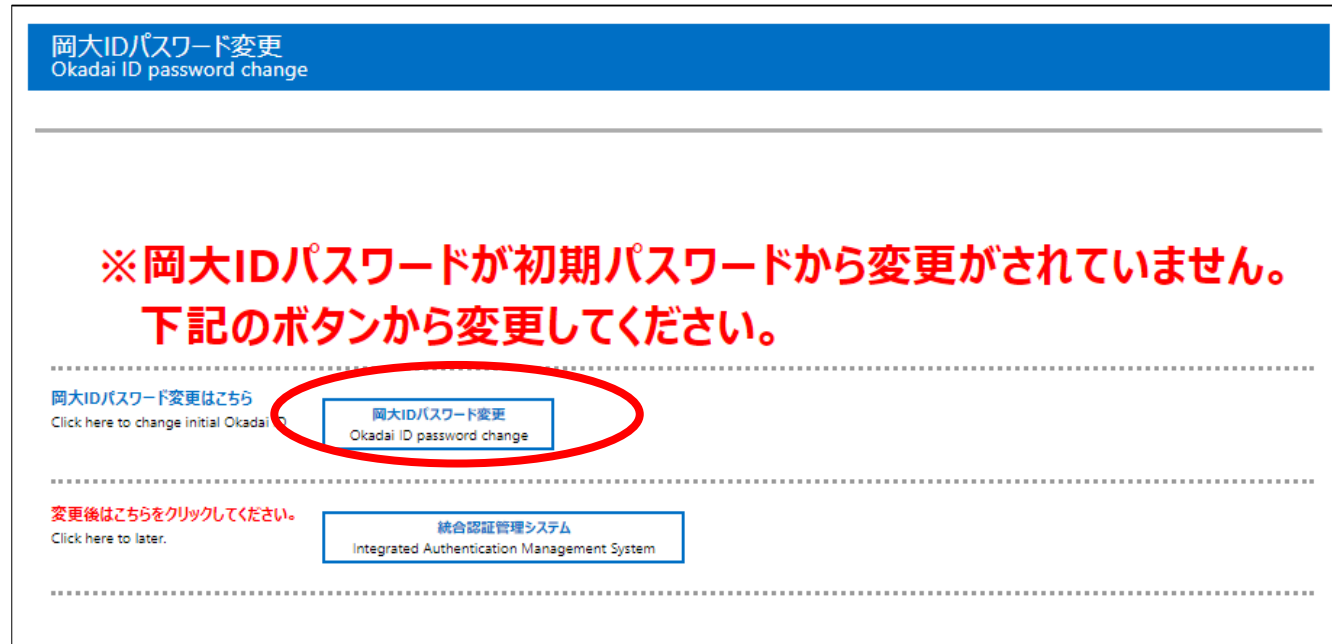
統合認証管理システム サービスに送信する情報

属性名	属性	値
<input checked="" type="checkbox"/> システムID	systemid	████████

上の情報はこのサービスを利用するために必要です。このサービスにあなたの情報を送信することに同意しますか？

今後は自動的にこの情報を送信する  
 今後は全てのサービスについて許可する

- 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.

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
4. Click 【 Save 】
  - If you do not follow the rules, an error message will appear.

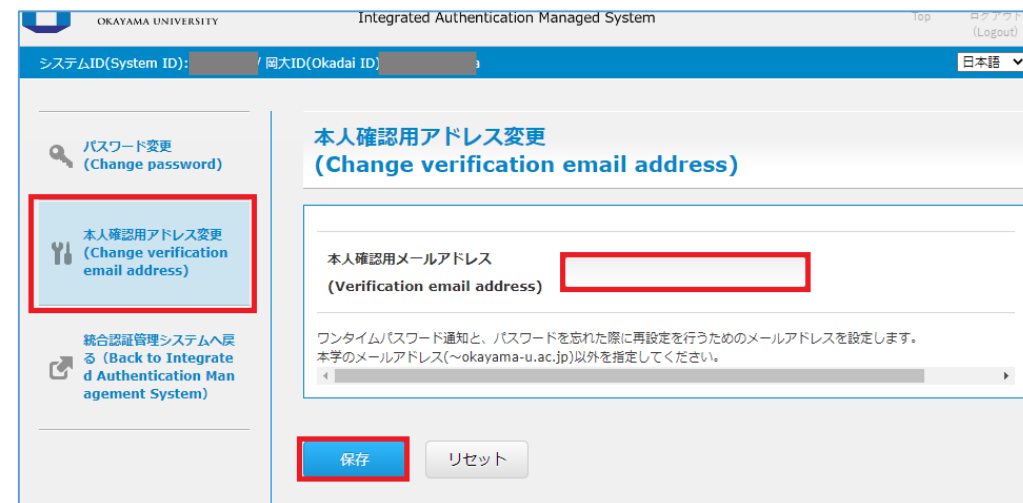


The screenshot shows a web interface for changing a password. On the left is a sidebar with three buttons: 'パスワード変更 (Change password)' (highlighted with a red box), '本人確認用アドレス変更 (Change verification email address)', and '統合認証管理システムへ戻る (Back to Integrated Authentication Management System)'. The main content area is titled 'パスワード変更 (Change password)'. It contains three input fields: '現在のパスワード (Current password)', '新しいパスワード (New password)', and '新しいパスワードの再入力 (Reenter new password)', all highlighted with red boxes. Below these is a 'パスワードルール' (Password rule) section with a red warning message: '英大文字、英小文字および、数字(or記号)を各1文字以上は混在させ、長さを10~16文字で設定してください。' (Please mix uppercase letters, lowercase letters, and numbers (or symbols) by at least 1 character each, and set the length to 10~16 characters). Below the rules are two numbered lists: '1. パスワード文字数' (10~16 characters) and '2. パスワード使用可能文字' (Allowed characters: numbers, uppercase letters, lowercase letters, and symbols). At the bottom right, a '保存' (Save) button is highlighted with a red box.

※If you have already set up the campus wireless LAN (Wi-Fi), you will need to reconfigure it (see p. 28 onward).

- Continue 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.

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.



The screenshot shows the 'Integrated Authentication Managed System' interface. On the left sidebar, the '本人確認用アドレス変更 (Change verification email address)' option is highlighted with a red box. The main content area is titled '本人確認用アドレス変更 (Change verification email address)'. It features a text input field for the '本人確認用メールアドレス (Verification email address)', which is also highlighted with a red box. Below the input field, there is a note in Japanese: 'ワンタイムパスワード通知と、パスワードを忘れた際に再設定を行うためのメールアドレスを設定します。本学のメールアドレス(~okayama-u.ac.jp)以外を指定してください。' At the bottom of the form, there are two buttons: '保存' (Save) and 'リセット' (Reset), with '保存' highlighted by a red box.

- 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.12) for how to log in when 2-step verification is requested.





- 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 I"



# 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.**
    - If you do not register an e-mail address for identification, you cannot use Okadai Gmail.
- 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 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.



The image shows a sequence of steps for logging in. On the left, a screenshot of the Okayama University homepage is shown. The navigation menu at the bottom is highlighted, with a red circle around the '在校生・保護者の方' (Current Students and Parents) link. A red arrow points from this link to a 'Gmail' banner in a separate window. A blue arrow points from the 'Gmail' banner to the login screen on the right. The login screen is titled '岡山大学 OKAYAMA UNIVERSITY' and '統合認証システム ログイン Integrated Authentication System Login'. It features a text input field for '岡大ID (Okadai ID)', a checkbox for '岡大IDを記憶する / Remember Okadai ID', and a blue button labeled '次へ / Next'.

※ 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.



岡山大学  
OKAYAMA UNIVERSITY

統合認証システム ログイン  
Integrated Authentication System Login

岡大ID (Okadai ID)

岡大IDを記憶する / Remember Okadai ID

次へ / Next




岡山大学  
OKAYAMA UNIVERSITY

統合認証システム ログイン  
Integrated Authentication System Login

岡大ID (Okadai ID)

パスワード (Password)

ログイン / Login

戻る / Back




岡山大学  
OKAYAMA UNIVERSITY

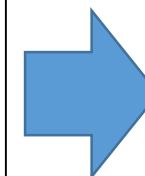
統合認証システム ログイン  
Integrated Authentication System Login

ワンタイムパスワード認証 (アプリ)  
 One-Time Password Authentication (Application)

ワンタイムパスワード認証 (メール)  
 One-Time Password Authentication (Email)

選択 / Select

認証方式を選択してください  
Please select an authentication method




岡山大学  
OKAYAMA UNIVERSITY

統合認証システム ログイン  
Integrated Authentication System Login

岡大ID (Okadai ID)

ワンタイムパスワード  
(One-Time Password)

このアプリケーションをインストールしてください  
Install this browser

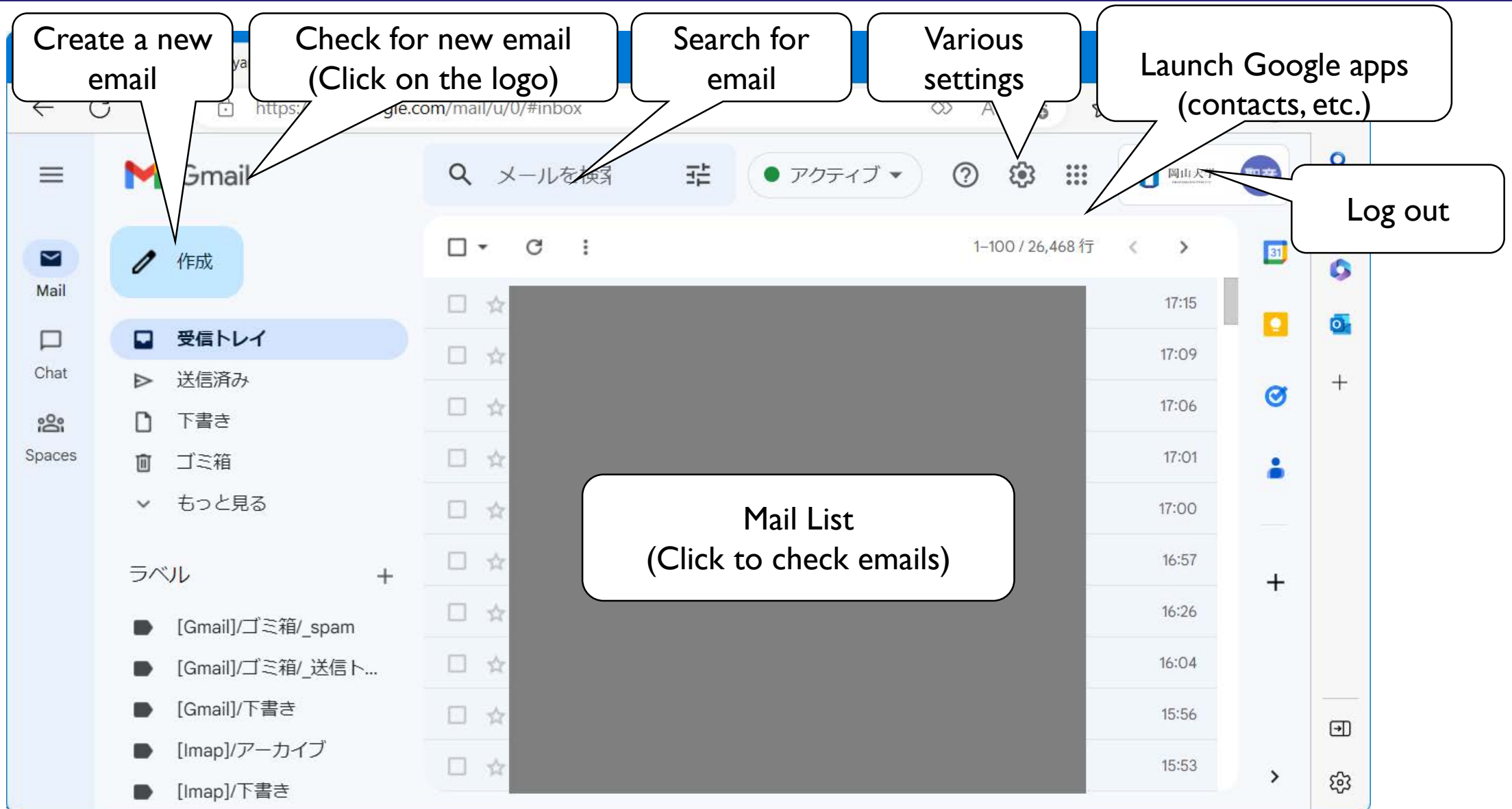
ログイン / Login

戻る / Back

通知用メールアドレス宛にパスワードを送信しました

※ 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



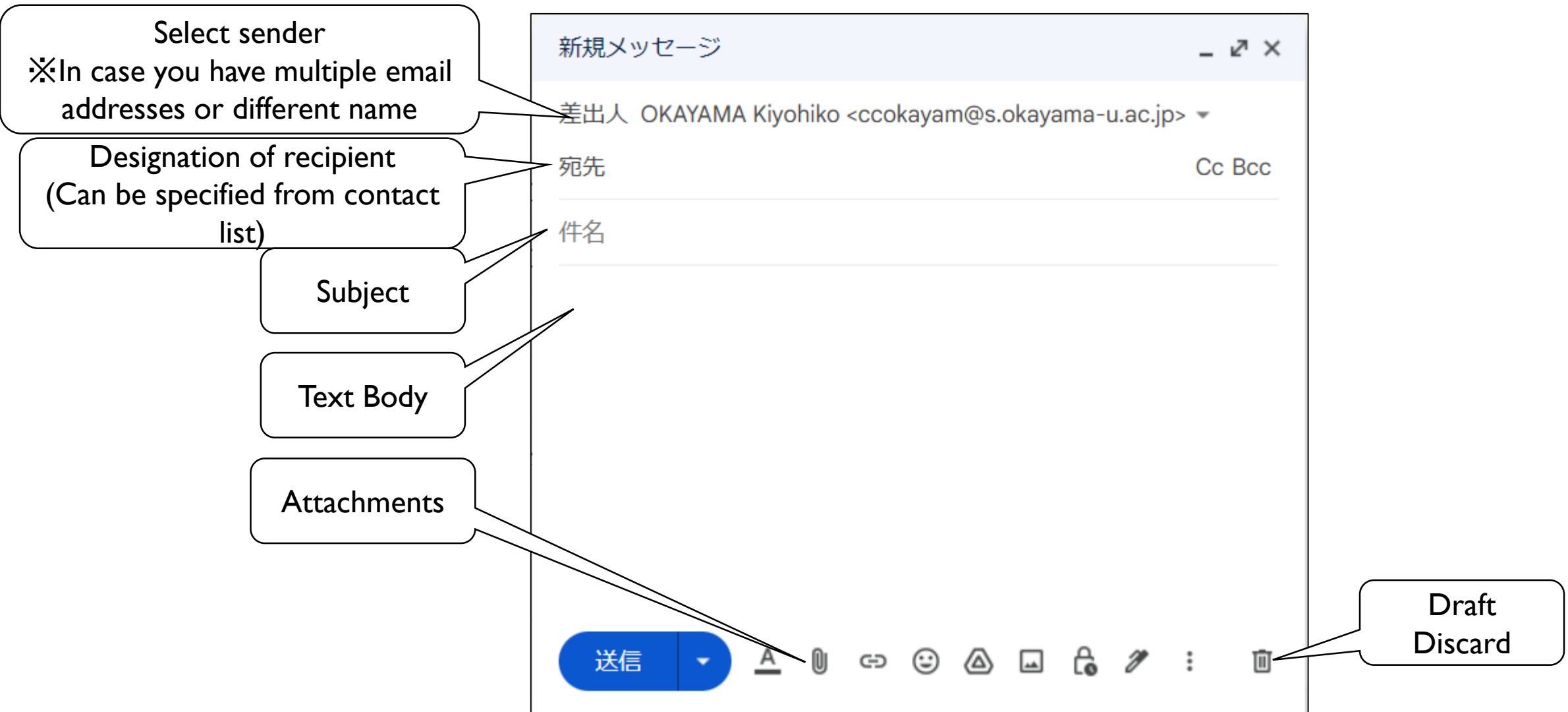
The screenshot shows the Gmail mobile app interface with several callouts:

- Create a new email**: Points to the '作成' (Compose) button in the left sidebar.
- Check for new email (Click on the logo)**: Points to the Gmail logo in the top left.
- Search for email**: Points to the search bar at the top.
- Various settings**: Points to the gear icon in the top right.
- Launch Google apps (contacts, etc.)**: Points to the app launcher icon in the top right.
- Log out**: Points to the user profile icon in the top right.
- Mail List (Click to check emails)**: Points to the list of emails in the main view.

The main view shows a list of emails with the following details:

Checkmark	Star	Time
<input type="checkbox"/>	☆	17:15
<input type="checkbox"/>	☆	17:09
<input type="checkbox"/>	☆	17:06
<input type="checkbox"/>	☆	17:01
<input type="checkbox"/>	☆	17:00
<input type="checkbox"/>	☆	16:57
<input type="checkbox"/>	☆	16:26
<input type="checkbox"/>	☆	16:04
<input type="checkbox"/>	☆	15:56
<input type="checkbox"/>	☆	15:53

# For PCs ~ Create and send new email



The image shows a screenshot of an email composition window titled "新規メッセージ" (New Message). The window includes fields for "差出人" (Sender), "宛先" (To), "Cc", "Bcc", and "件名" (Subject). Below these fields is a large area for the "Text Body" and a section for "Attachments". At the bottom, there is a "送信" (Send) button and a toolbar with icons for text formatting, attachments, links, emojis, images, video, and a trash icon. Callouts point to various parts of the interface:

- Select sender**: Points to the "差出人" field, which is currently set to "OKAYAMA Kiyohiko <ccokayam@s.okayama-u.ac.jp>". A note below it says "※In case you have multiple email addresses or different name".
- Designation of recipient**: Points to the "宛先" field, with a note "(Can be specified from contact list)".
- Subject**: Points to the "件名" field.
- Text Body**: Points to the main text area.
- Attachments**: Points to the attachment icon in the toolbar.
- Draft Discard**: Points to the trash icon in the toolbar.

- Click these buttons in the received email.





1. Launch 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. Launch 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>



# e-Learning System (moodle)

- One of the e-Learning systems
- Provides independent web pages (courses) for each subject
  - All you need is a browser to use the system
  - At our university, students are automatically registered for a course when they register for a course.
- Lecture materials are provided
- Web-based examinations
- Attendance management
- Grade management
- Accessible from inside and outside the university (no one-time password required)

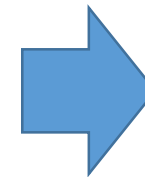
**Besides accessing your courses, make sure you have access to the moodle as you may need it to use other procedures in university such as guidance and training.**

- Access to the login page
  - Enter the following URL (address) directly
    - <https://moodle.el.okayama-u.ac.jp/>
  - Access from Okadai's official website
    - 【 For current students and guardians 】  
⇒ Click the 【 Moodle 】 banner at the bottom of the screen.



- Add this page to your favorite (Bookmark) because you will use it frequently.

1. Click **【 Okadai ID Login 】** on the moodle top page.
2. Enter your Okadai ID and click **【Next】**
  - If you check **【 Remember my Okadai ID 】** , it will be automatically entered next time.
3. Enter your password and click **【Login】**
  - No one-time password is not required.
  - After successfully logging in, the moodle dashboard screen will appear.



- “Course Overview” block on the Dashboard screen
  - Lists courses for which you are registered
  - Might be difficult to find if you have many courses you are participating in
    - Keep track of important courses by adding stars to them
- “Course Search” block
  - Note that all courses are searchable
  - Multiple keywords can be specified
    - Search by course name or faculty member name
- If you cannot find what you are looking for, please contact the course instructor.

- Course registration in moodle is linked to course registration in the Academic Affairs System.
  - Once you register for a course, you are automatically enrolled in the course of the class for which you registered.
- Be careful about the timing of the linkage
  - Course information **is reflected in moodle the day after course registration**
    - If you do not register **by the day before the lecture starts**, you will not be able to use moodle for the first lecture.



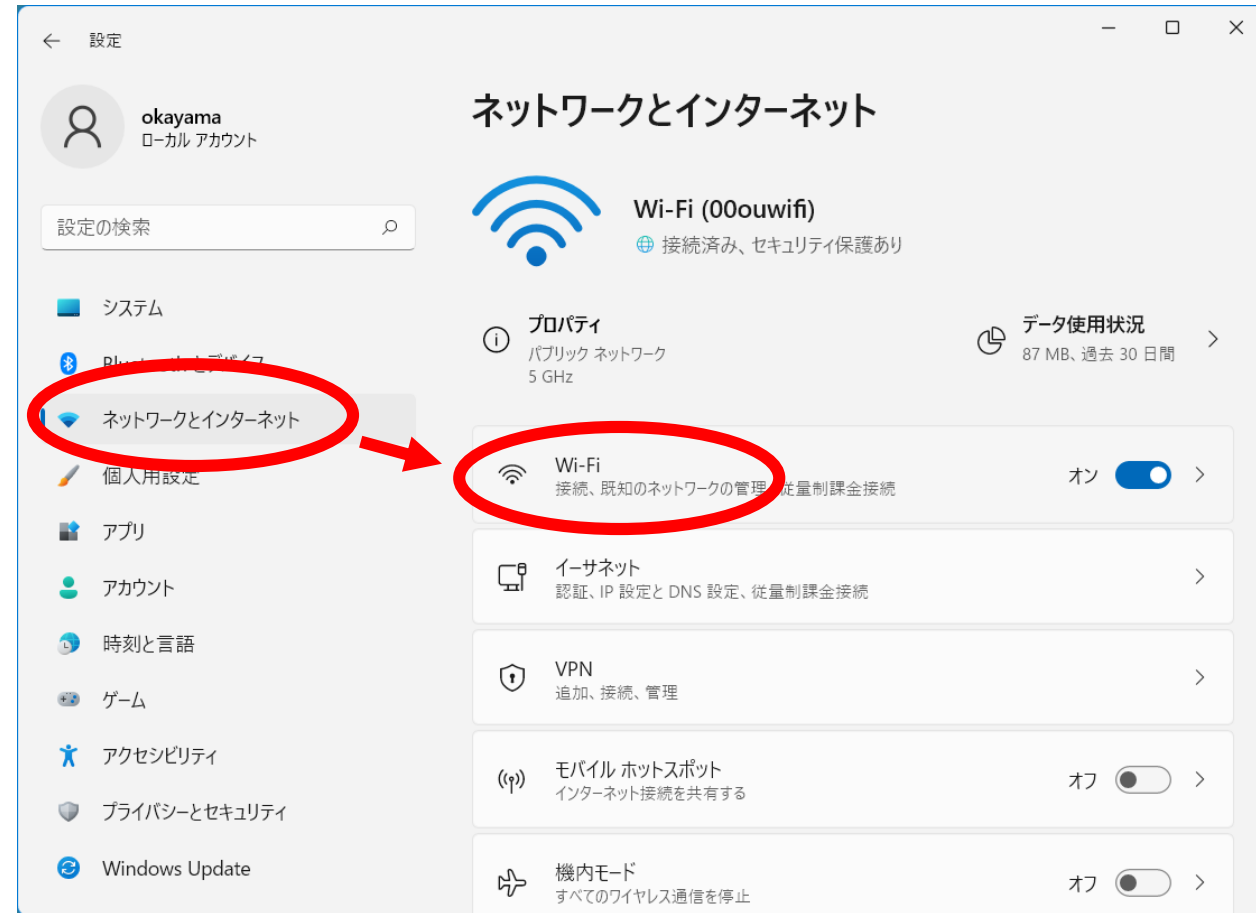
- If you are instructed by a faculty member to self-register for a course, follow these steps:
  1. Search for the course you are looking for in the **【Course Search】** block.
  2. Click on the course displayed in the search results  
⇒Self-registration menu appears.
  3. When the **【Registration Key】** entry field appears in the self-registration menu  
⇒Enter the key specified by the course administrator (faculty member, etc.)
  4. Click **【Register Me】**  
⇒The top page of the course will be displayed.



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

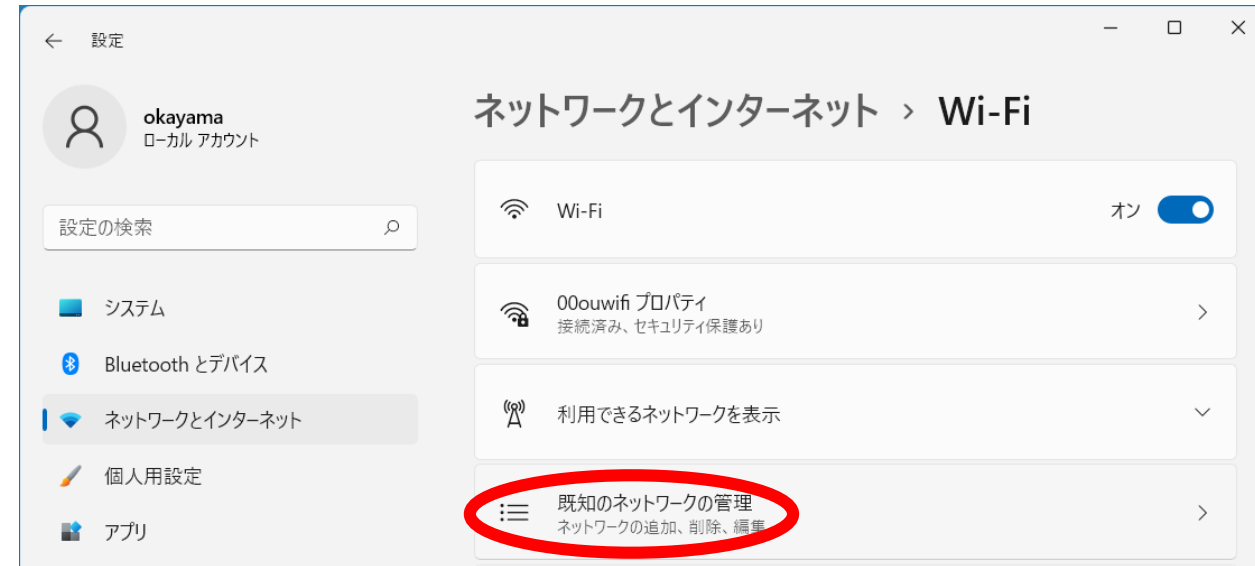
- Over 1,000 wireless access points (APs) are installed on campus
  - APs installed in all lecture rooms
  - Smartphone Wi-Fi is turned off in lectures where personal computers are used
    - Because the number of APs installed is estimated at "one device per person."
- 00ouwifi
  - Common SSID (=Identification name of Wi-Fi network) for all campuses.
  - Dual band support of 5GHz and 2.4GHz
  - 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.

- Wi-Fi authentication 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.



1. Open System Preferences and select **【Network】**
2. Select the **【Wi-Fi】** tab in the Network Preferences panel and click **【Advanced】**
3. Select the SSID (00ouwifi) you wish to reset => Click the button to delete it, then click **【OK】**
4. Click the red circle button in the upper left corner of the Network Settings environment panel
5. Click **【Apply】** in the confirmation message to apply the changes



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

1. Launch 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)

- Center for Information Technology and Management /User Consultation Desk
  - Weekdays 8:30-16:30 (except 12:00-13:00)
  - If you forget your password, you will need your student ID card.
- If you cannot visit in person
  - Inquiry form on the website of the Center for Information Technology and Management  
<https://www.citm.okayama-u.ac.jp/citm/index.html>
    - 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 the necessary information such as your question.

