

Guidance from Information and Communications Technology Center

Welcome to Otaru University of Commerce!

Information and Communications Technology Center (ICT Center) provides IT services for campus life.

We will provide you with the necessary documents and what you should do.

1. Documents

- (a) Using the Information and Communications Technology Center
- (b) Setting your Network Password
- (c) How to log in University WEB mail, ICT Center, OUC
- (d) Manuals for using SSL-VPN (to connect to the campus network from off-campus)
- (e) Manuals for eduroam (how to use Wi-Fi)

2. What you should do

No.	<i>What you should do</i>	<i>Documents</i>	<i>Check when completed</i>
1	Understanding the ICT Center and its services	(a)	<input type="checkbox"/>
2	Understanding your Network ID and Network Password	(a)	<input type="checkbox"/>
3	Understanding your email address in OUC	(a)	<input type="checkbox"/>
4	Setting your Network Password	(b)	<input type="checkbox"/>
5	Logging in University WEB mail	(c)	<input type="checkbox"/>
6	Submitting the application form according to the instructions in the email sent from ICT Center	(a)/(c)	<input type="checkbox"/>
7	Connecting to SSL-VPN on your device	(d)	<input type="checkbox"/>
8	Connecting to eduroam (Wi-Fi) on your device	(e)	<input type="checkbox"/>

3. Others

- (a) When setting your Network Password, if you cannot use your device such as a computer or smartphone, you can use the computer in the training room (now, 4th training room) of ICT Center.
- (b) Login ID and Password to use the computer in the training rooms
Login ID: Your Network ID
Password(first time, before setting your Network Password): otaru100
- (c) If you have any trouble setting password or anything else, Please send an email to ICT Center (Email Address: g-test-office@office.otaru-uc.ac.jp)

Thanks regards.

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Using the Information and Communications Technology Center

The Information and Communications Technology Center has four training rooms (computer rooms), which are used for various purposes, such as classes, seminars, and computer use by students.

The Information and Communications Technology Center also provides the following services: (1) use of the university web mail, (2) use of PCs in the Information and Communications Technology Center training rooms, (3) use of the campus wireless LAN (campus Wi-Fi), (4) provision of an SSL-VPN (a tool to access from off-campus to such as OUC campus-only pages and the Campus Square), and (5) provision of network IDs and network passwords for use of PCs in LL (Language Laboratory) rooms.

A. Introduction

OUC Information and Communications Technology Center (ICT Center) website
<https://www.otaru-uc.ac.jp/center/>

We inform such as "Facilities", "Training Room Reservation Status", and "Access Map" are posted on the website. Please check the latest information from time to time.



(1) Network ID

The network ID is for using the services provided by the ICT Center. It is 11 characters consisting of "g1" + "student number" + "8".

E.g., Student number: 20239999 → Network account: g1202399998

(2) Network password

The network password is for using the services provided by the ICT Center, and you set it yourself. Please note that this network password is different from the password for using "Campus Square" and "manaba".

(3) About the use of Microsoft services

Our university has a licensing agreement with Microsoft, which allows you to use Office products free of charge while you are enrolled in the university.

<https://www.otaru-uc.ac.jp/center/ms.html>



B. 5 things you should do immediately from ICT Center**(1) Setting your network password (changing the temporary network password)**

(1-1) How to set : <https://www.otaru-uc.ac.jp/center/passset.html>

(1-2) Before setting, please read and understand the "ICT Center Usage Regulations" and "Information Security Manners" carefully.

(2) Verifying access via SSL-VPN off-campus

Use "SSL-VPN" (initial settings are required before use). For example, try verifying whether you can access the "CampusSquare."

(3) Verifying that you can connect to wireless LAN (Wi-Fi) on campus.

The "network name (SSID)" is "eduroam" (initial settings are required before use). The documents are distributed with this document.

(4) Opening your university webmail

For instructions on how to open the service, please refer to the "How to Opening the University Webmail".

(5) A confirmation email will be sent to your email address from the ICT Center. When you access the URL listed therein, a survey will be displayed, so please answer according to the survey items and submit. The process includes submitting an application to use the ICT Center and receiving an ICT Center use permit.

Setting your Network Password

< Decide on **your Network Password** (satisfy all four conditions below) >
【Total number of characters】 8 characters or more and 16 characters or less
【Types of characters that can be used】 Uppercase, lowercase and numbers
【1st character】 Lowercase

1. Access the Network Password management page (URL below).

<https://www.otaru-uc.ac.jp/center/passset.html>



2. After carefully reading the "ICT Center Usage Regulations(情報総合センター利用規程)" and "Information Security Manners(情報セキュリティマナー)", click the "I understand(了承しました)" button.



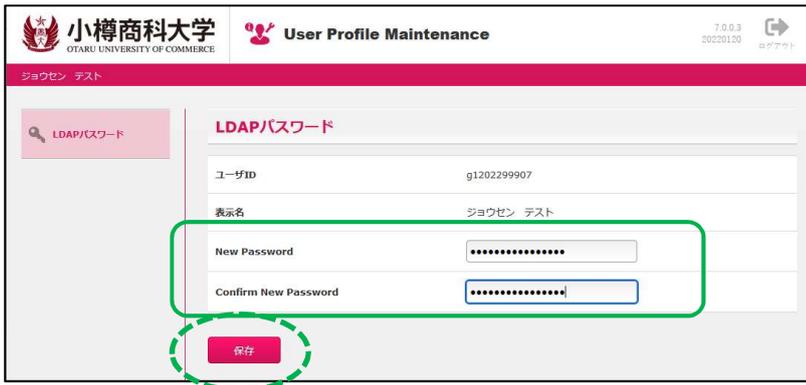
3. Enter "your Network ID" in "Username(ユーザー名)" and "otaru100" in "Password(パスワード)", then press "Login(ログイン)".



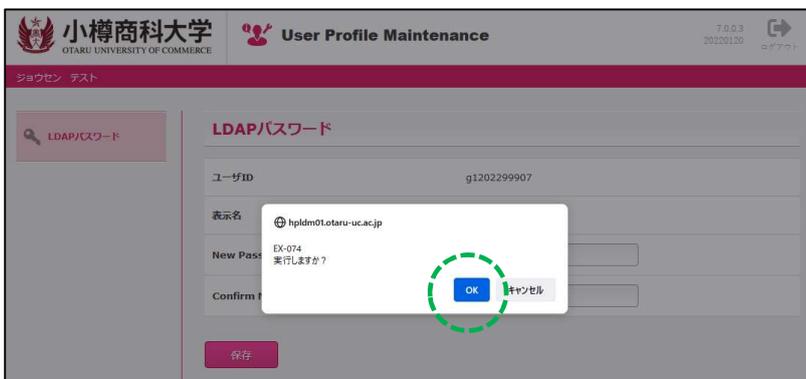
Username : Your Network ID

one zero zero
Password : o t a r u 1 0 0

4. Enter "Your network password (set by yourself)" in two places, and press "Save(保存)".



5. Press "OK".



6. Press "Logout(ログアウト)".



7. Close the browser.



How to log in University WEB mail, ICT Center, OUC

University WEB mail
URL

<https://outlook.office.com/>



University Email Address :

{Network ID}@edu.otaru-uc.ac.jp

(Example)

g1202400008@edu.otaru-uc.ac.jp

How to log in University WEB mail, ICT Center, OUC

Outlook

Microsoft

サインイン
Outlook を続行

メール、電話、Skype

アカウントをお持ちではない場合、作成できます。

アカウントにアクセスできない場合

戻る 次へ

サインイン オプション

① Your University Email Address

② Click

ログイン

ユーザー名

パスワード

ログイン

③ Your Network ID

④ Your Network Password

⑤ Click

Outlook

Microsoft

s-kawa@office.otaru-uc.ac.jp

サインインの状態を維持しますか?

これにより、サインインを求められる回数を減らすことができます。

今後このメッセージを表示しない

いいえ はい

⑥ Click

⑦ University WEB mail inbox is displayed!

Android

This instruction manual is for the installation of the SSL-VPN application for Android devices.

[Notes]

If the SSL-VPN application "Cisco Secure Client" was installed before the initial setup, please **uninstall it**.

Open "Google Play".

Click on the profile icon in the upper right corner.

Tap "Manage Apps and Devices" > "Manage".

Tap "Cisco Secure Client".

Tap "Uninstall".

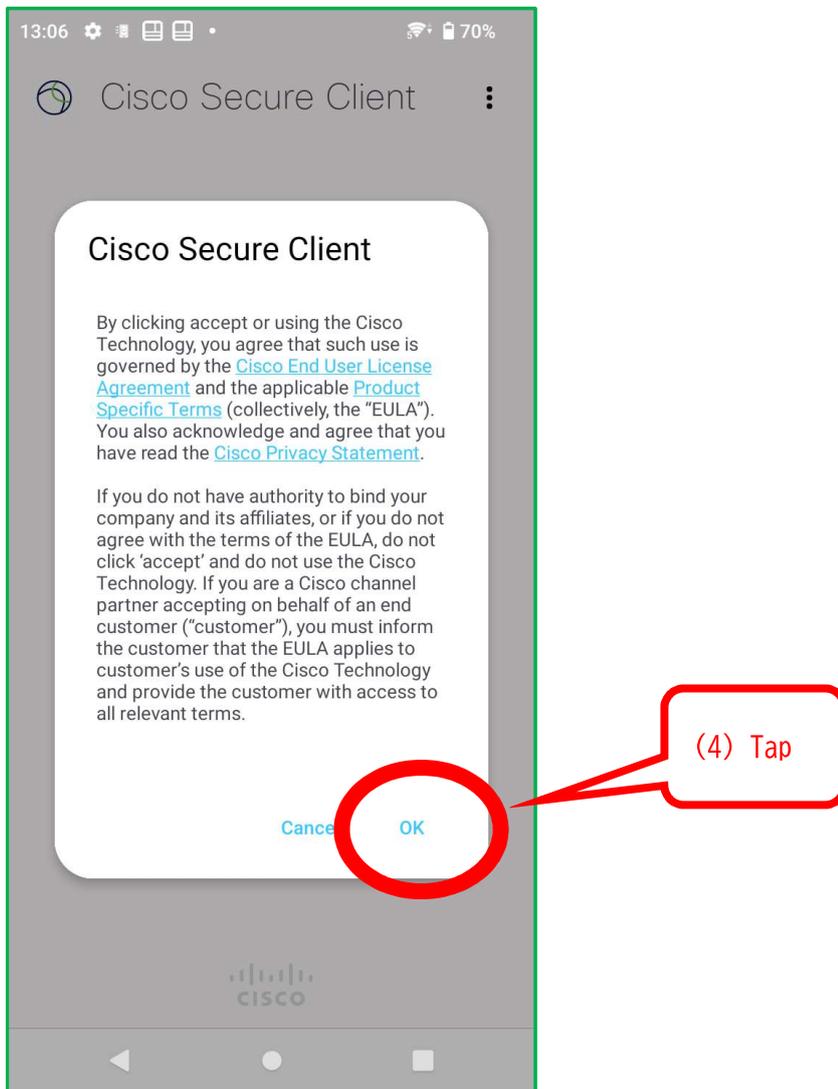
2, During the process, you may be **asked to choose between "cancel" and "ok"** when the screen transitions. In such a case, please **click "ok" for all the options**.

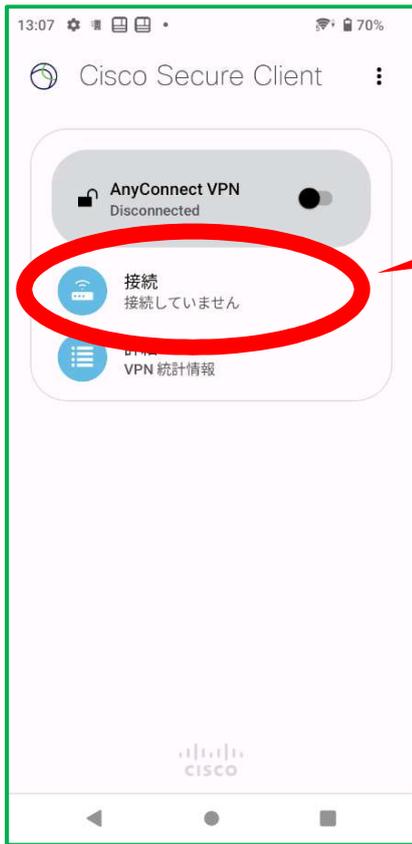
3, "Do you want to allow Cisco Secure Client to place and manage calls?" may appear. In that case, select **"Do not allow"**.

4, When you have **finished** using the equipment, be sure to **disconnect it**.

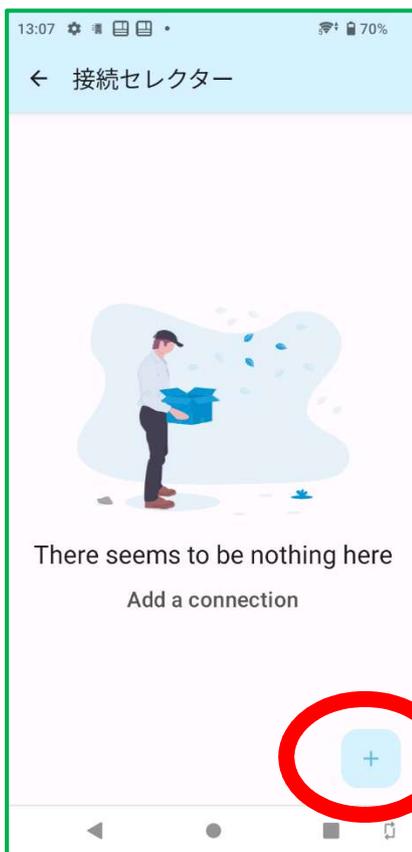
[Initial setup section]

On "Google Play", (1)search for "Cisco Secure Client", (2)install it, and (3)open the application. Proceed until the following screen appears.

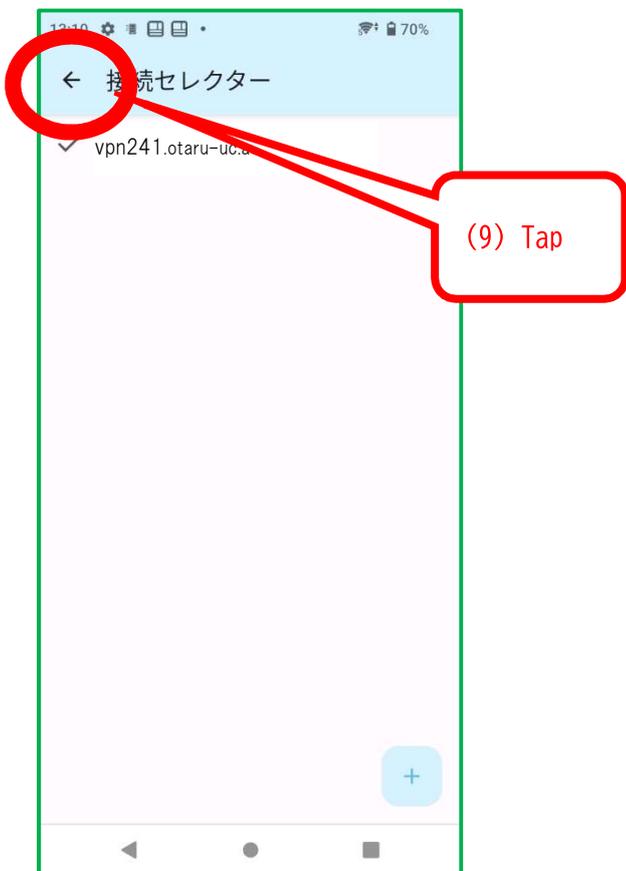
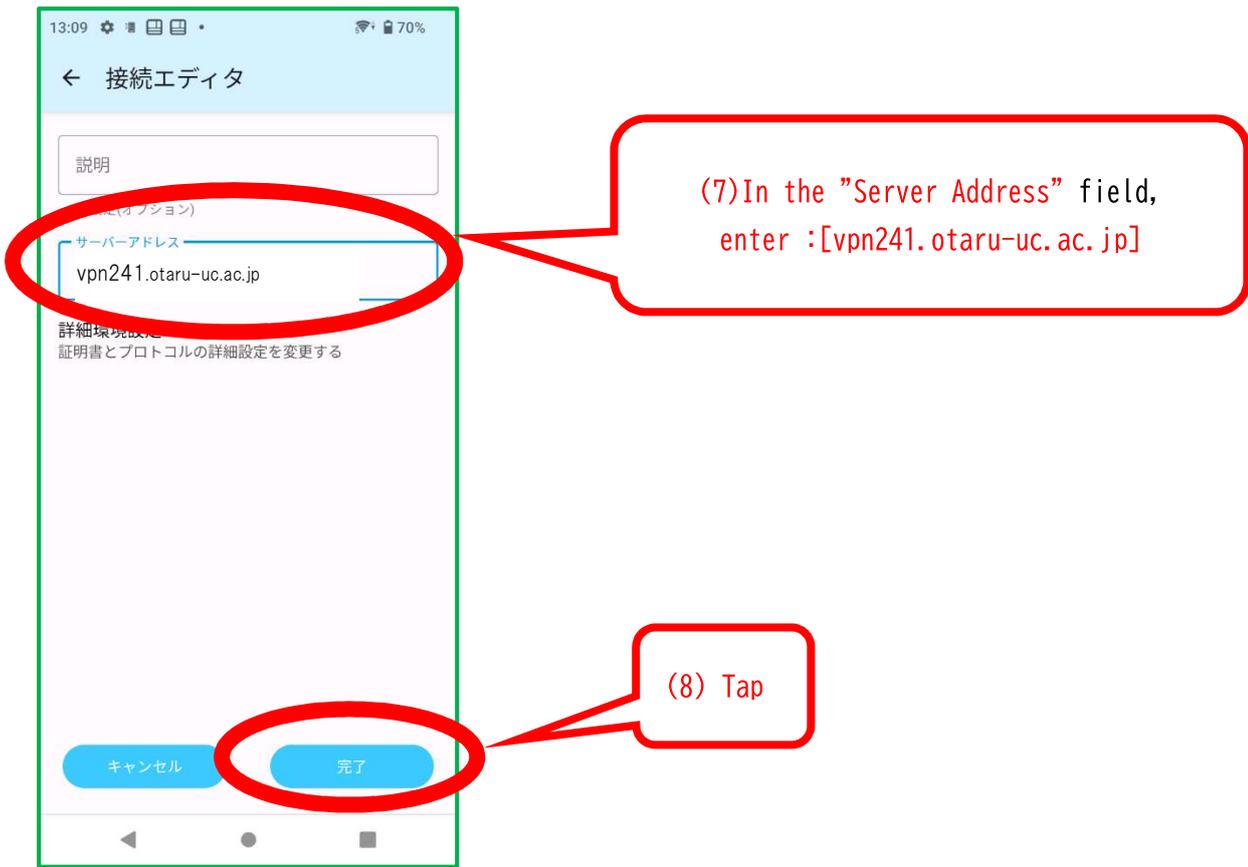


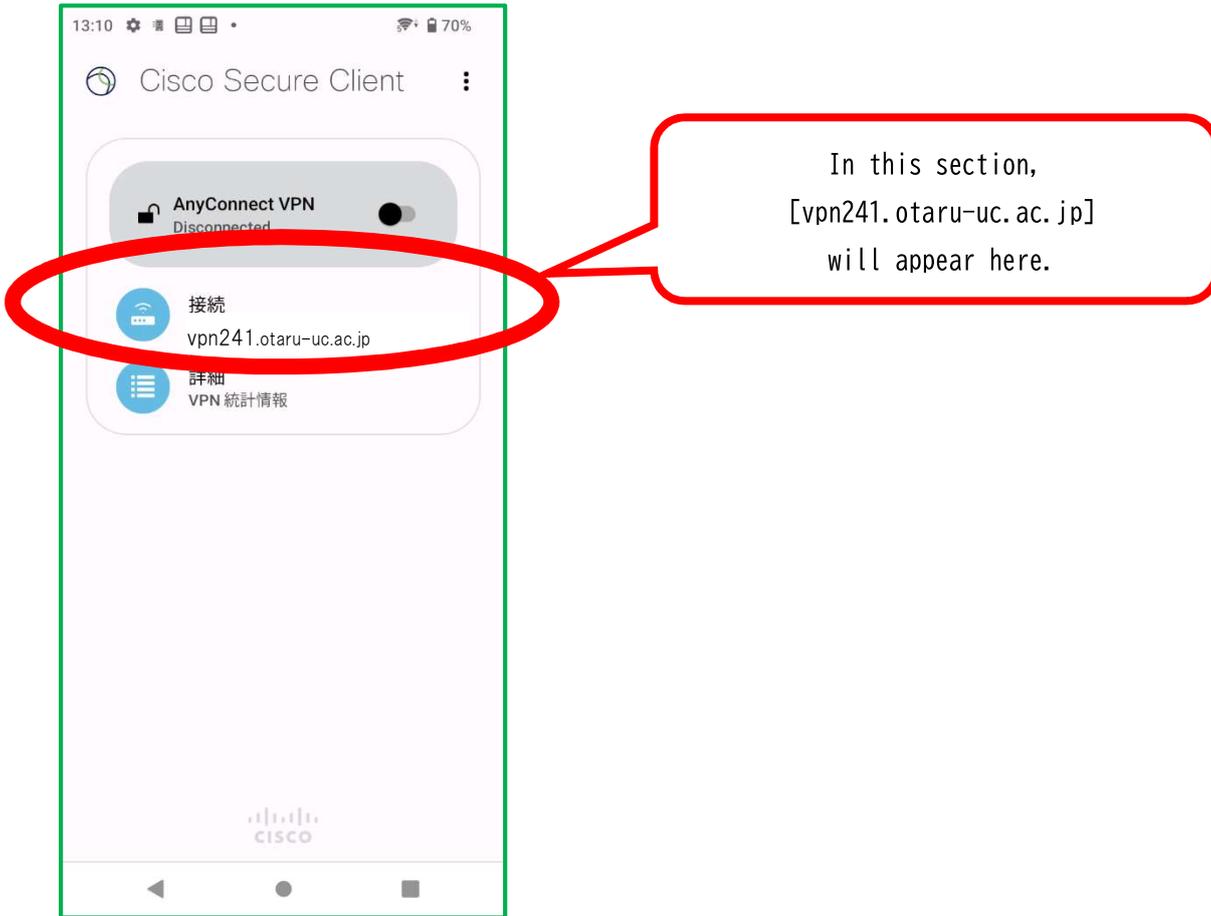


(5) Tap



(6) Tap





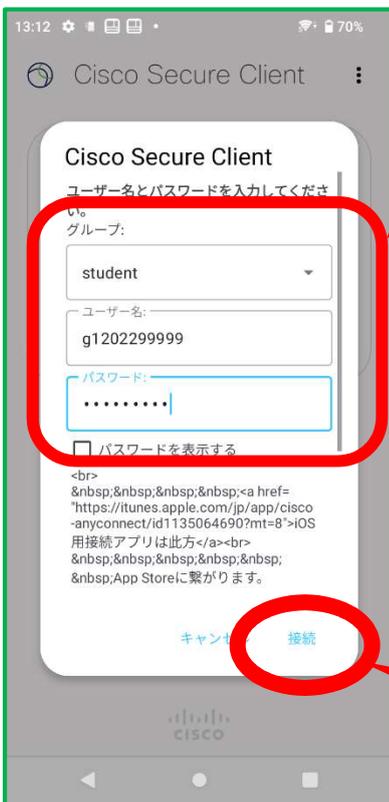
(10) Completed

[Connections Procedures section]

(1) Launch the application



(2) Tap



(3) Group space:
Select the appropriate item
from the following
Student: select "Student"
Teacher: select "Teacher"
Staff: select "Office"

(4) Username space:
Enter your "Network ID"

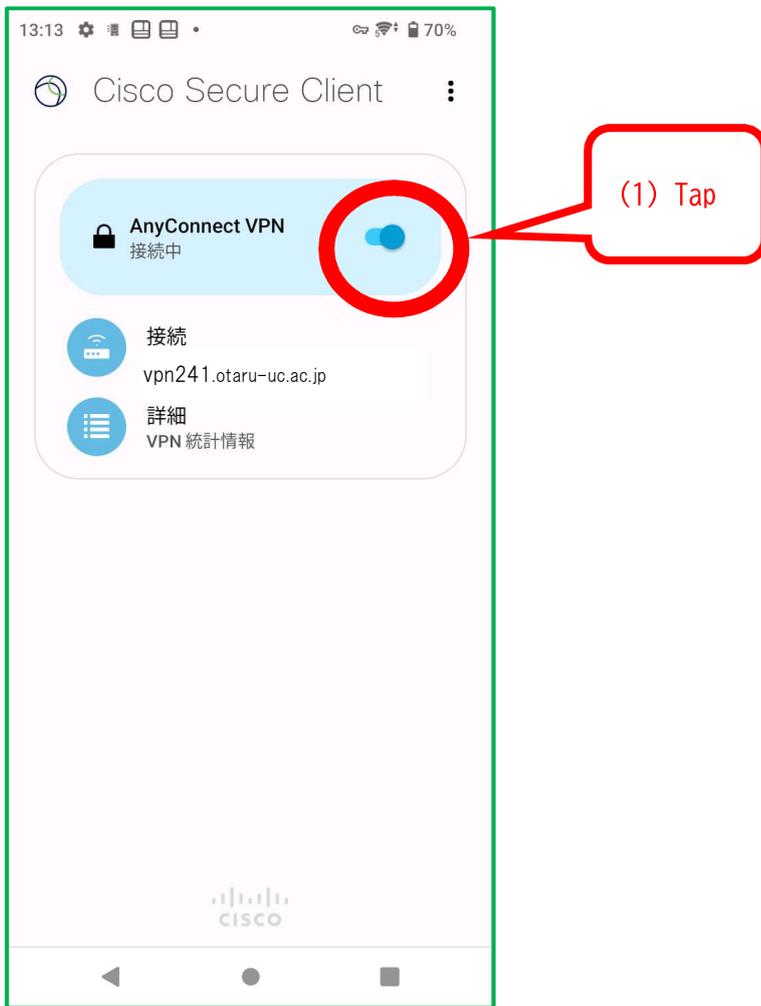
(5) Password space:
Enter your "Network password"

(6) Tap



(8) Completed

[Cutting operations section]



(2) Completed

iOS (iPhone/iPad)

This instruction manual is for the installation of the SSL-VPN application for iOS (iPhone/iPad) devices.

[Notes]

If the SSL-VPN application "Cisco Secure Client" was installed before the initial setup, please **uninstall it**.

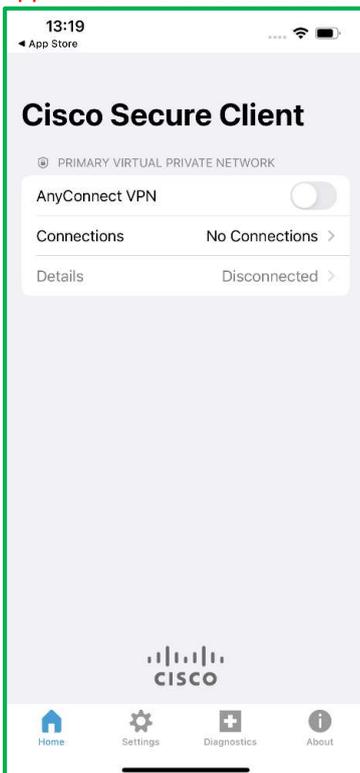
1. Tap and hold "Cisco Secure Client".
2. Tap "Delete App" .
3. Tap "Delete App" again.
4. Tap "Delete".

During the process, you may be asked to choose between "cancel" and "ok" when the screen transitions. In such cases, please **click "ok" for all the options**.

When you have **finished** using the equipment, be sure to **disconnect it**.

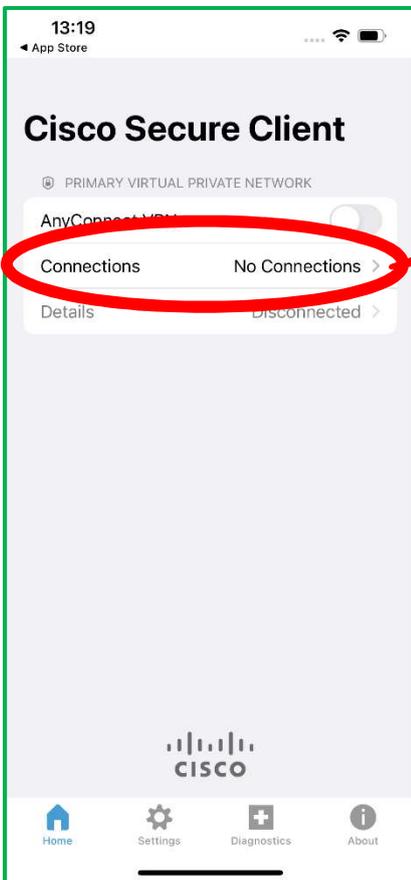
[Initial setup section]

On "App Store", (1)search for "Cisco Secure Client", (2)install it, and (3)open the application. Proceed until the following screen appears.





(4) Tap



(5) Tap



(6) Tap

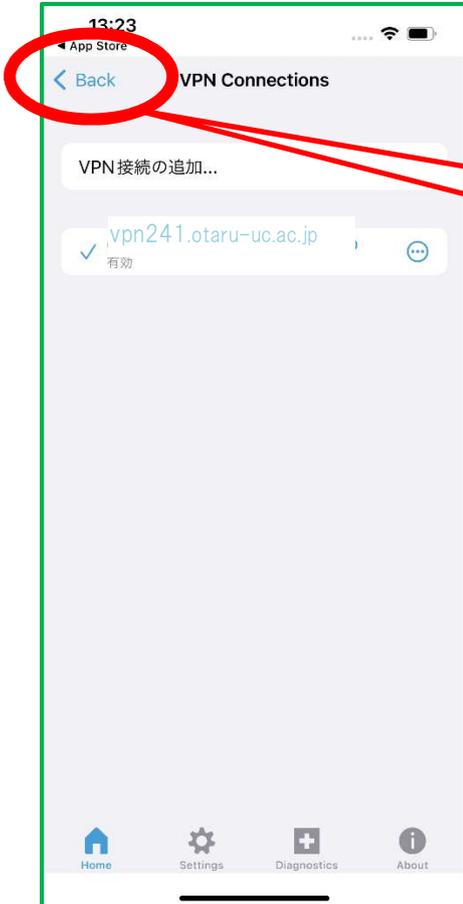


(7) In the "Server Address" field,
enter : [vpn241.otaru-uc.ac.jp]

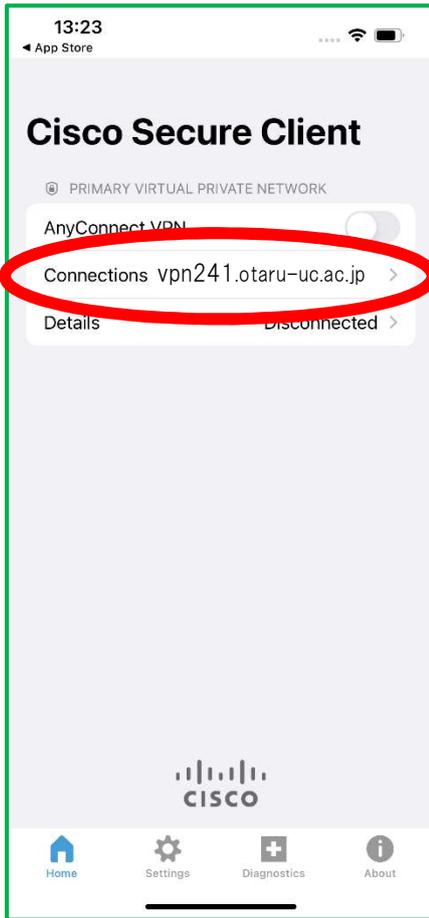
(8) Tap



(9) Tap



(10) Tap

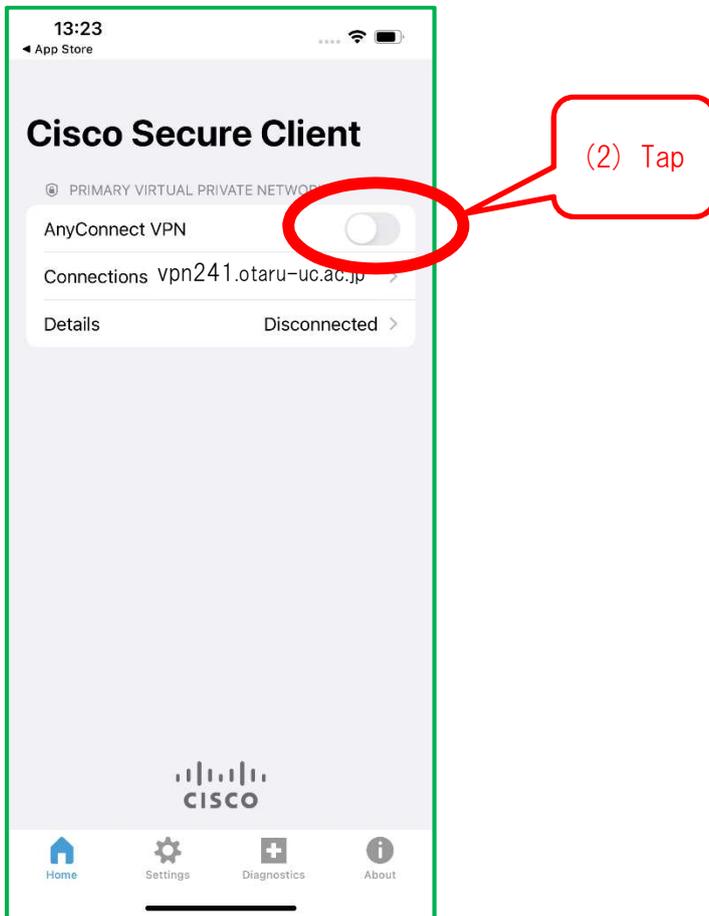


In this section,
[vpn241.otaru-uc.ac.jp]
will appear.

(11) Completed

[Connections Procedures section]

(1) Launch the application





(3) Group space:
 Select the appropriate item from the following
 Student: select "Student"
 Teacher: select "Teacher"
 Staff: select "Office"

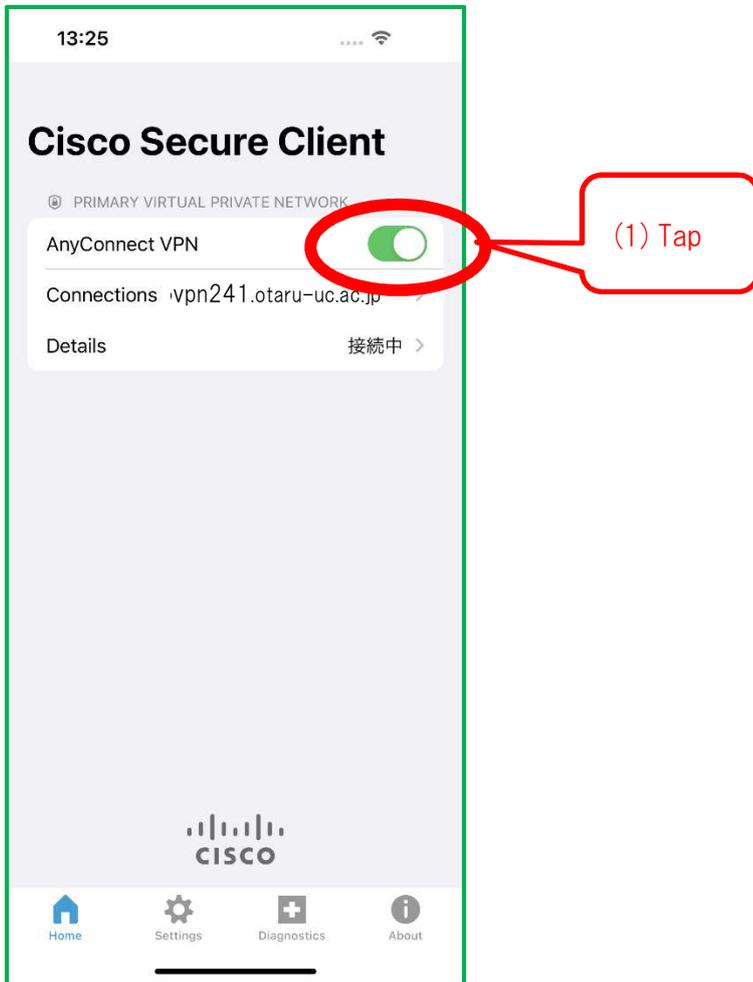
(4) Username space:
 Enter your "Network ID"

(5) Password space:
 Enter your "Network password"

(6) Tap

(7) Completed

[Cutting operations section]



(2) Completed

Mac OS

This instruction manual is for the installation of the SSL-VPN application for Mac OS devices.

[Notes]

- 1, If a **previous SSL-VPN application (Cisco AnyConnect)** has been **installed**, please **perform a overwrite installation**.
- 2, During the process, you may be **asked to choose between "cancel" and "ok"** when the screen transitions. In such a case, please **select "ok" for all the options**.
- 3, During the process, you will be asked to enter the **"name" and "password" of the administrator of the PC in question**. Please make a note of them beforehand.
- 4, When you have **finished** using the equipment, be sure to **disconnect it**.

[Initial setup section]

(1) Access the following URL with a browser
<https://vpn241.otaru-uc.jp/>

小樽商科大学 SSL-VPN

OTARU UNIVERSITY OF COMMERCE
 高 大
 O.T.U.C. 1962

ログイン

グループ: student

ユーザー名:

パスワード:

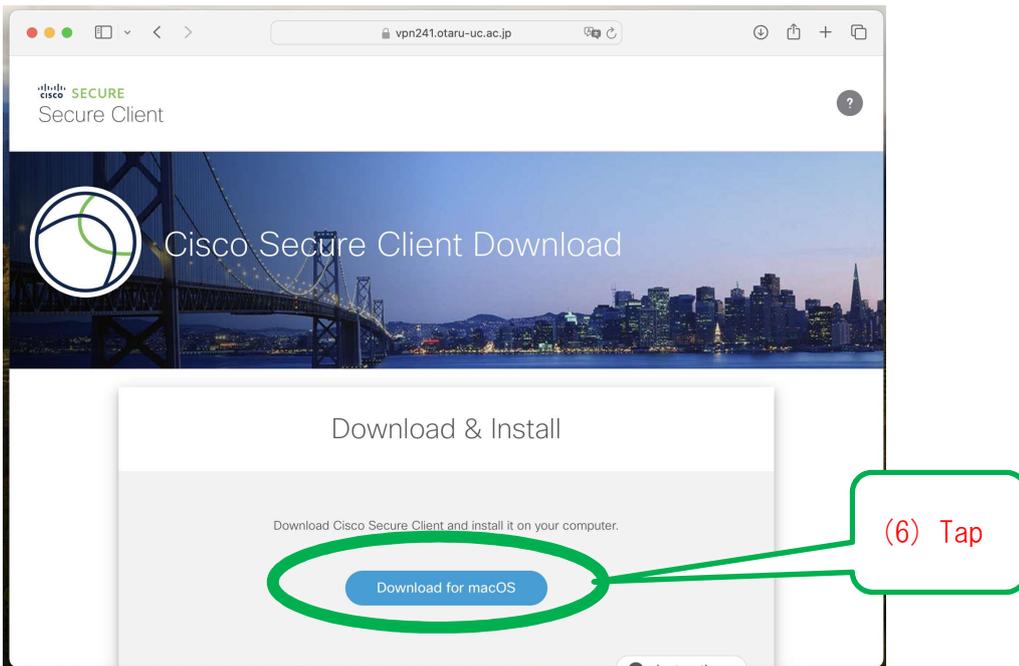
ログイン

(2) Group space:
 Select the appropriate item from the following
 Student: select "Student"
 Teacher: select "Teacher"
 Staff: select "Office"

(3) User name space:
 Enter your "Network ID"

(4) Password space:
 Enter your "Network Password"

(5) Tap



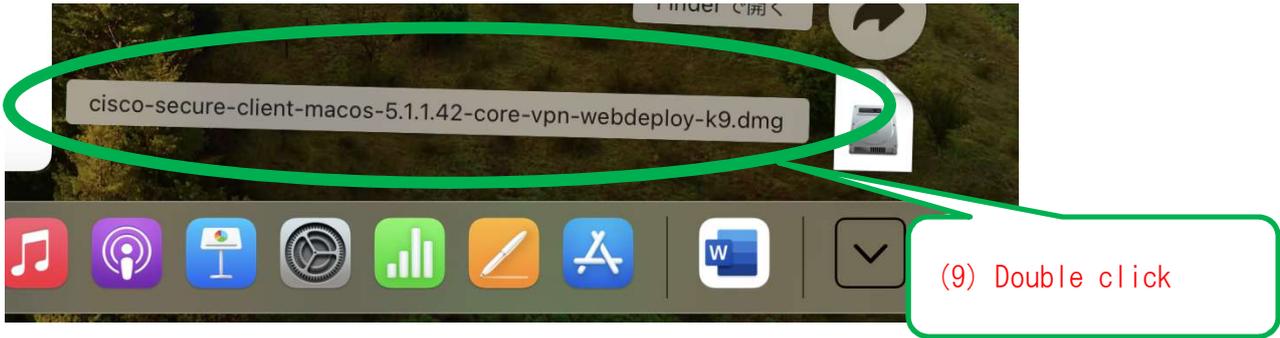
*If the following screen is displayed



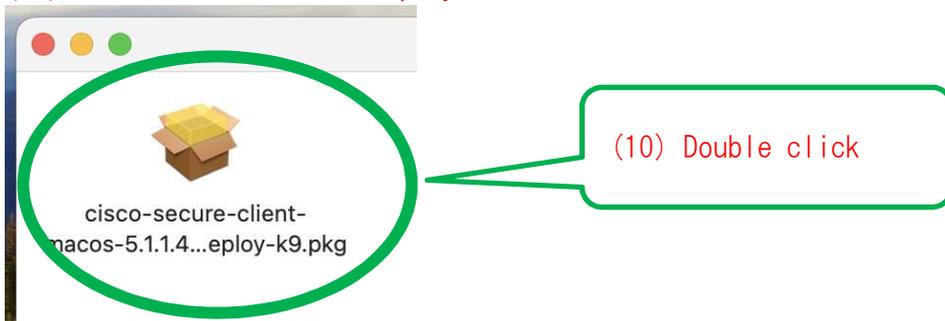
(8) Click "Download".

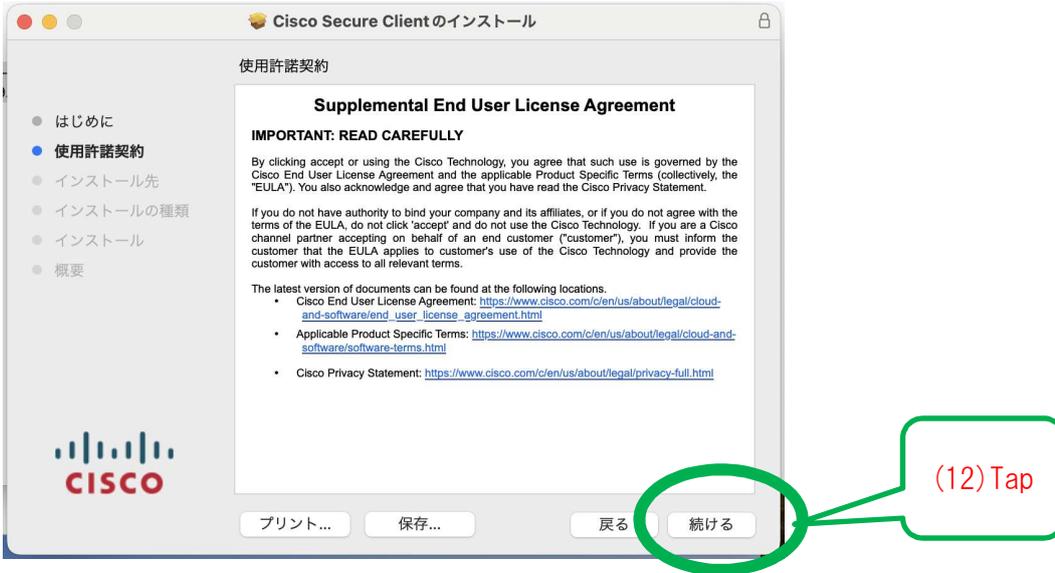


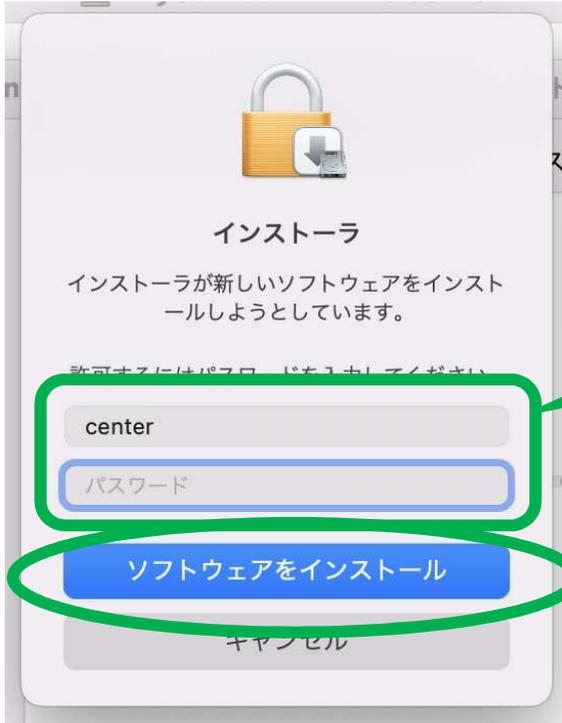
(9) Double-click the downloaded file.



(10) Double-click on the displayed file

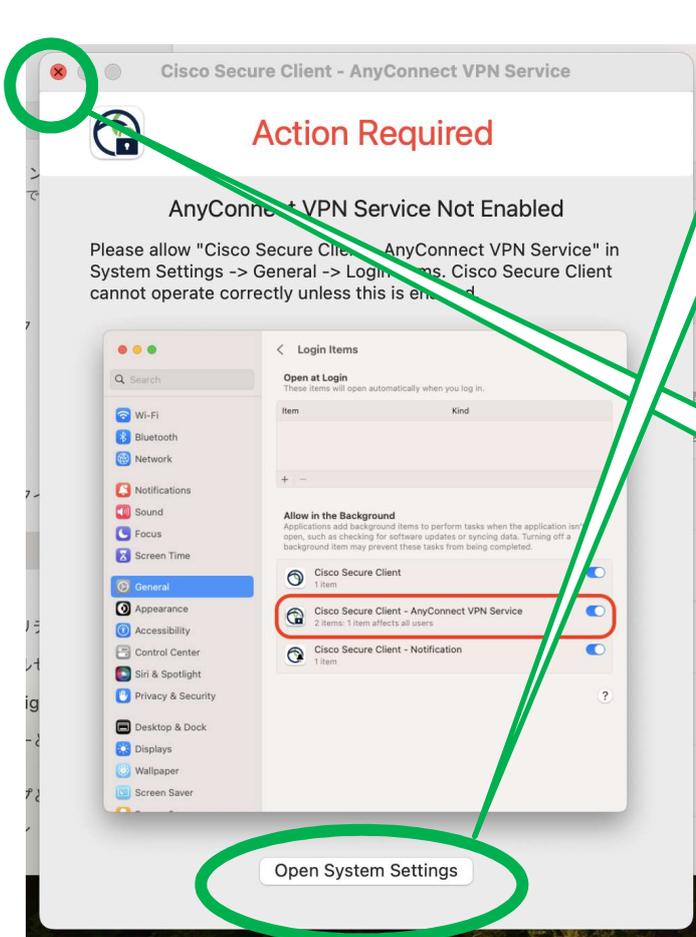






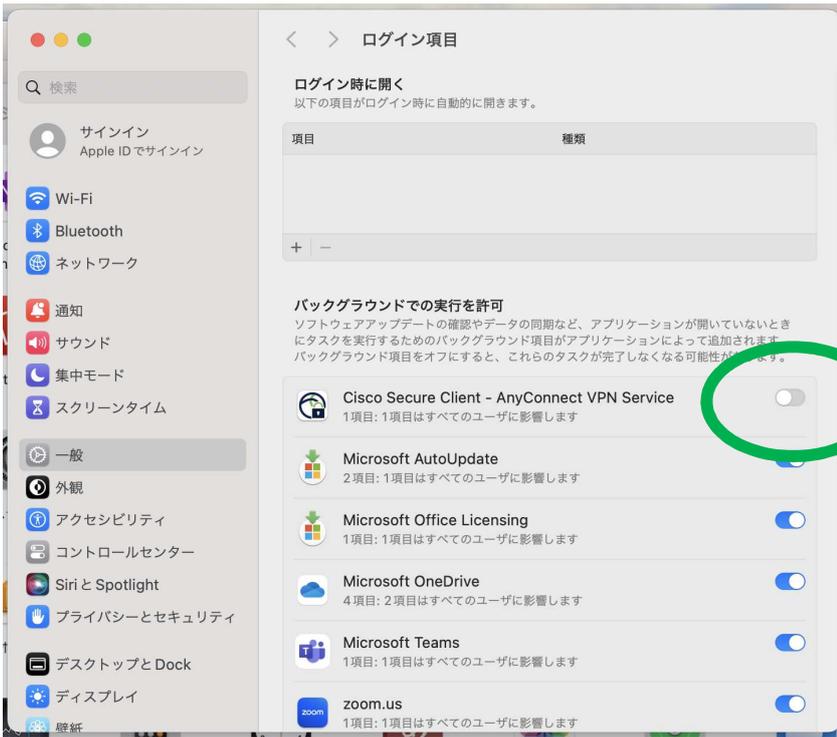
(15) Enter the name and password of the PC administrator.

(16) Tap



(17) Tap

(18) Tap

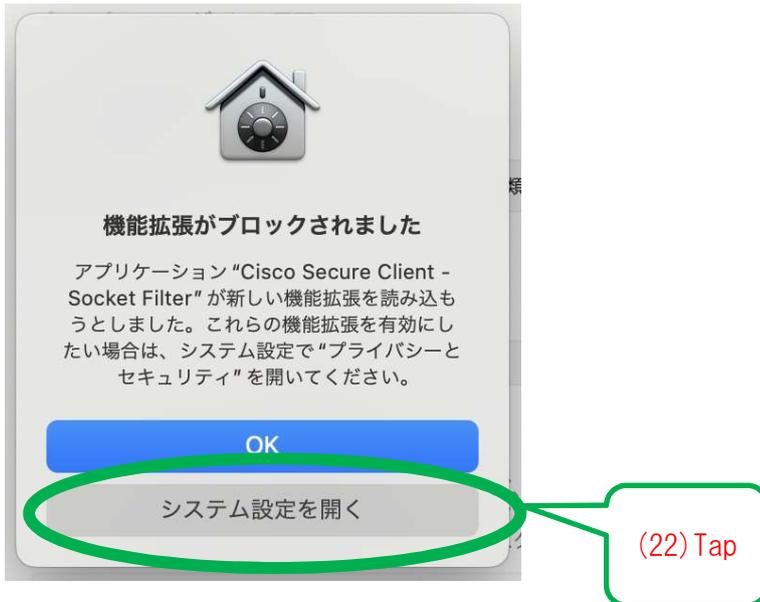


(19) Tap



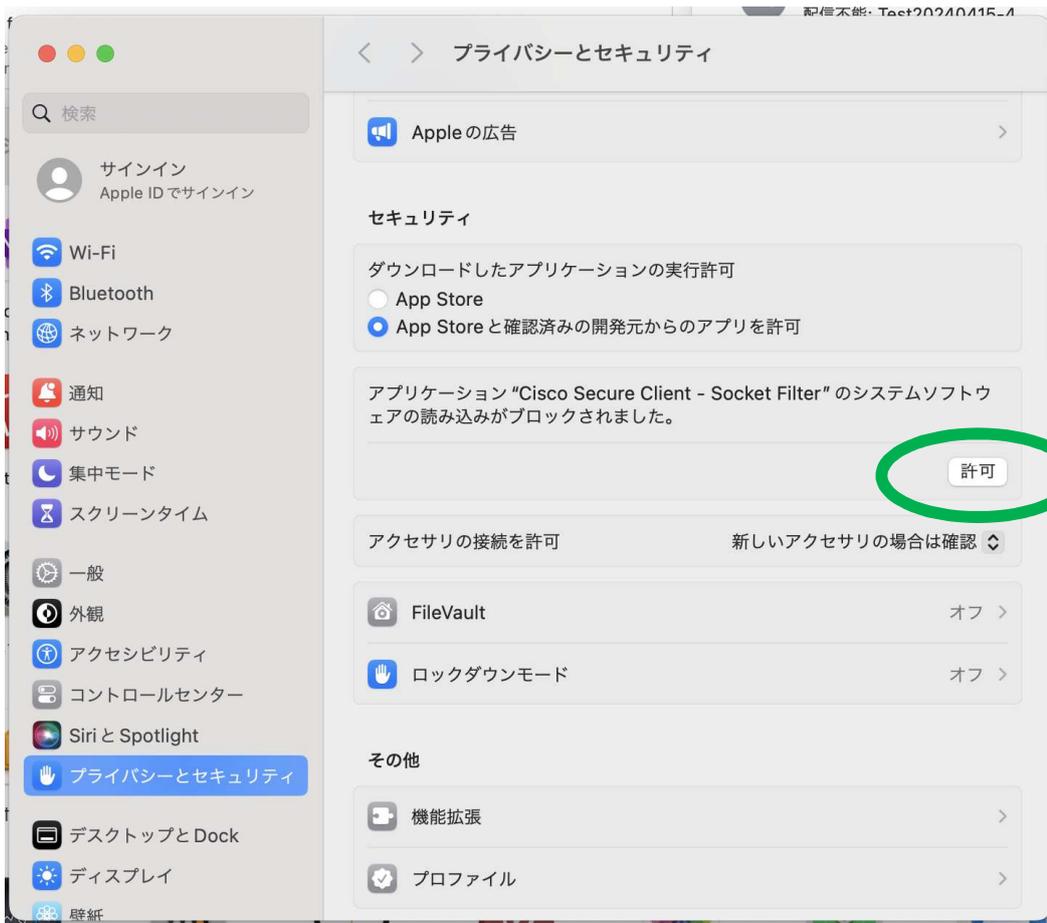
(20) Enter the name and password of the PC administrator.

(21) Tap



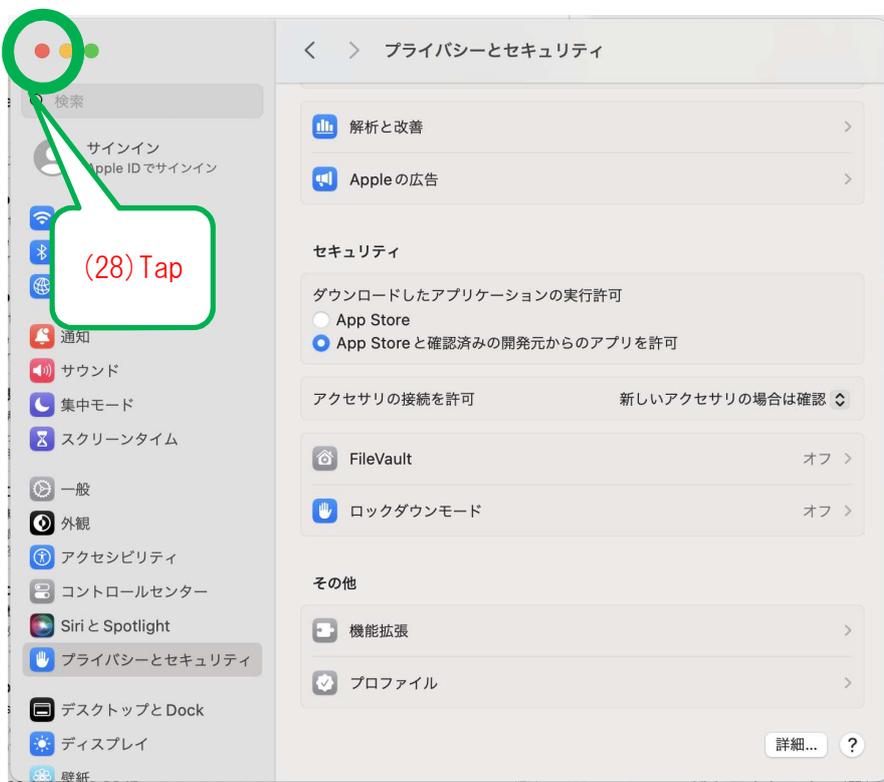
*If the following screen is displayed

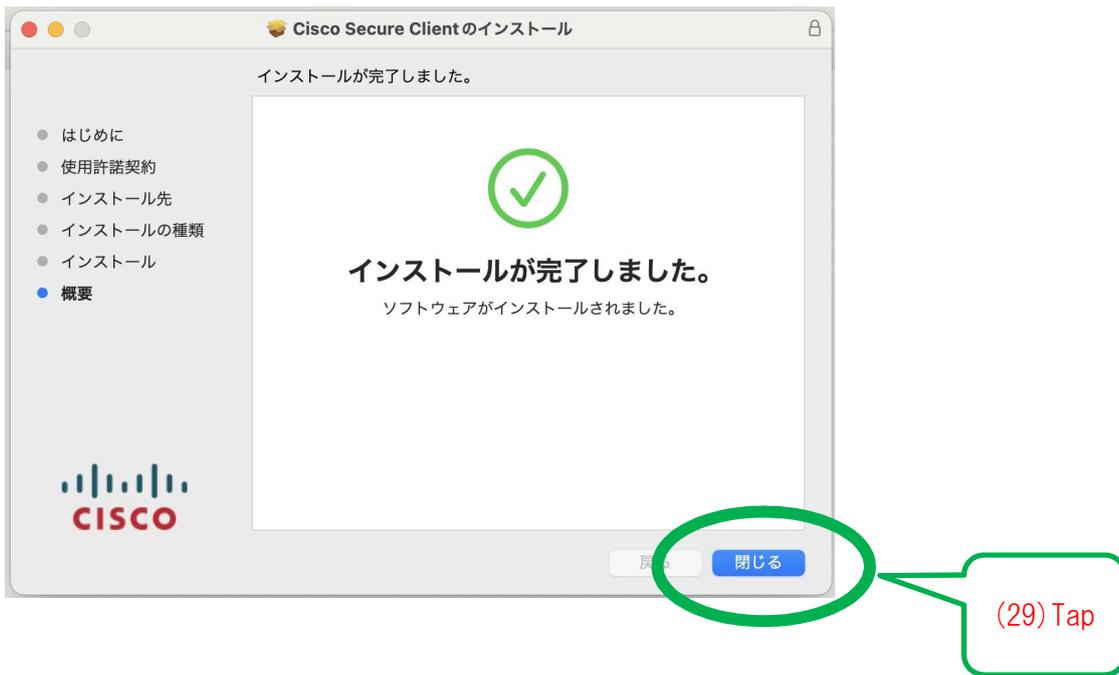




(25) Enter the name and password of the PC administrator.

(26) Tap





(31) Completed

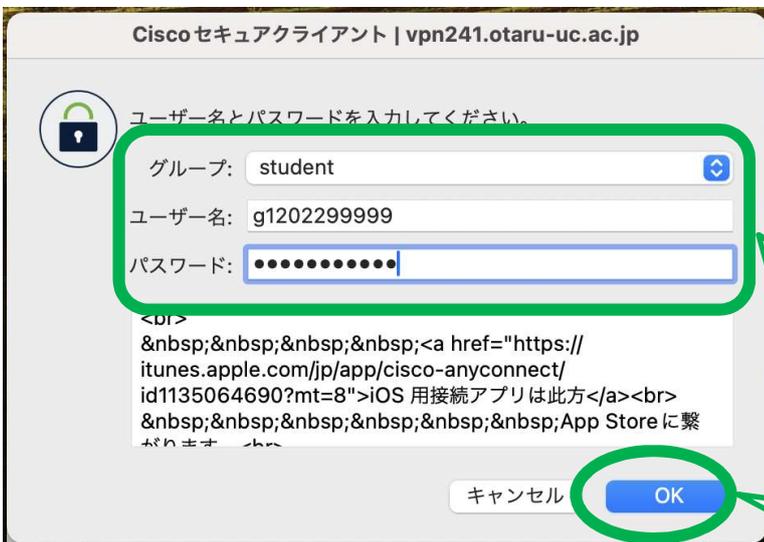
[Connections section].

(1) Launch the application

(2) Enter :“vpn241.otaru-uc.ac.jp”



(3) Tap



(4) Group space

Select the appropriate item from the following

Student: select “Student”

Teacher: select “Teacher”

Staff: select “Office”

(5) User name space:

Enter your “Network ID”

(6) Password space:

Enter your “Network Password”

(7) Tap

(8) Completed

[Cutting operations section]



(2) completed

Windows OS

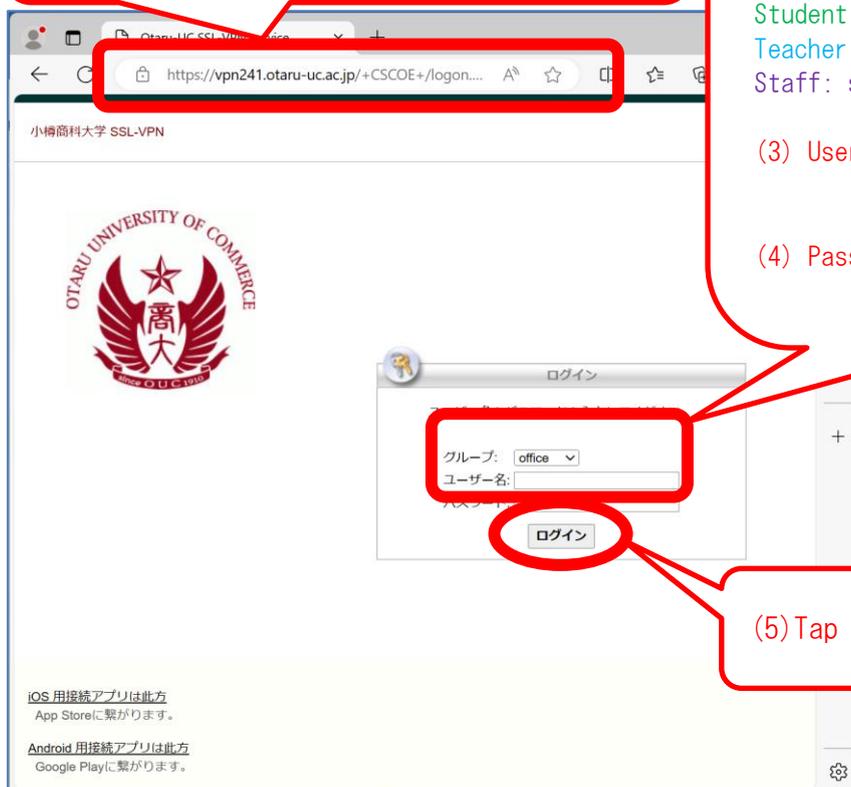
This instruction manual is for the installation of the SSL-VPN application for Windows OS terminals.

[Notes.

- 1, If a **previous SSL-VPN application (Cisco AnyConnect)** has been **installed**, please **perform a overwrite installation**.
- 2, During the process, you may be **asked to choose between "cancel" and "ok"** when the screen transitions. In such a case, please **select "ok" for all the options**.
- 3, When you have **finished** using the equipment, be sure to **disconnect it**.

Initial setup section

(1) Access the following URL with a browser
<https://vpn241.otaru-uc.ac.jp/>

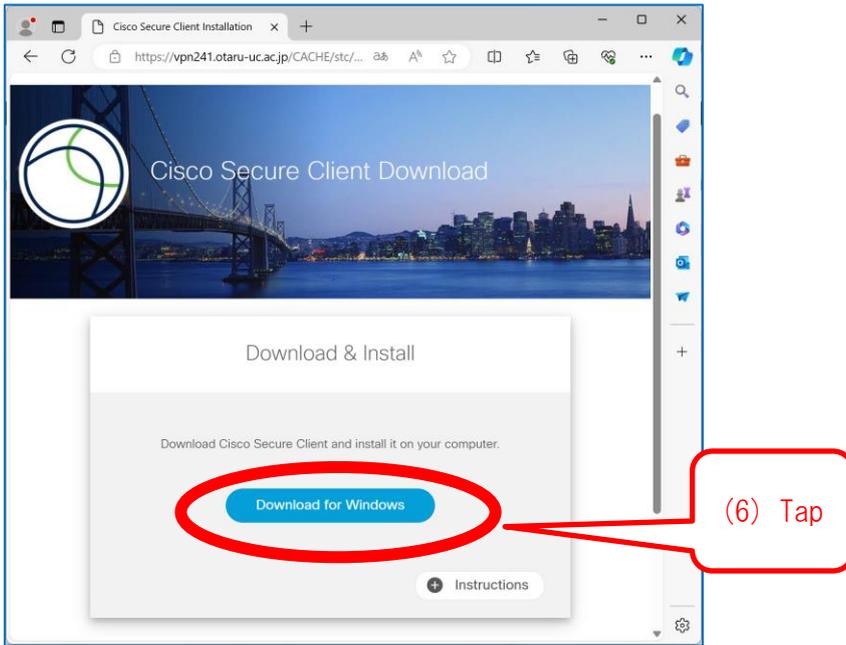


(2) **Group space:**
 Select the appropriate item from the following
 Student: select "Student"
 Teacher: select "Teacher"
 Staff: select "Office"

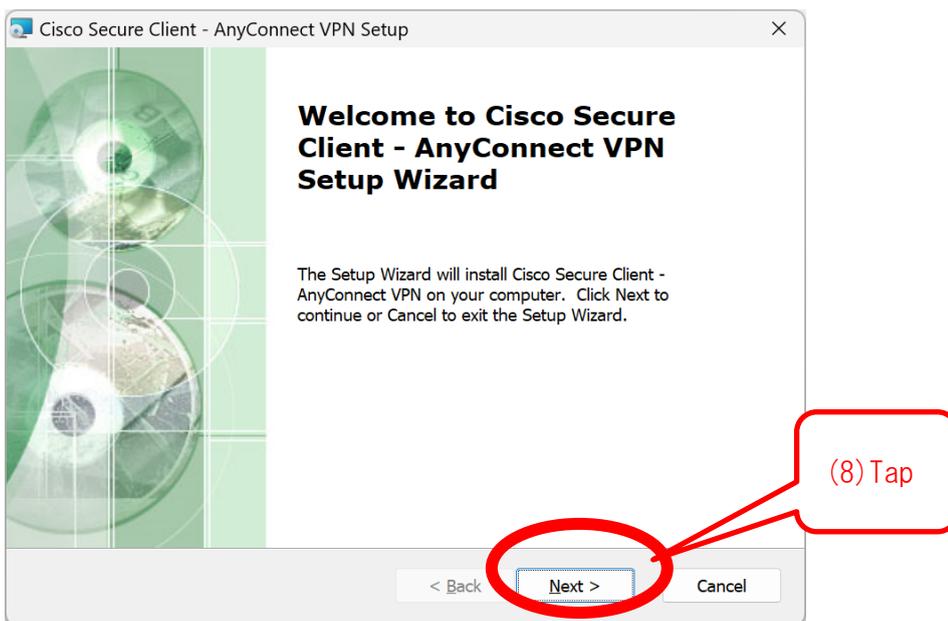
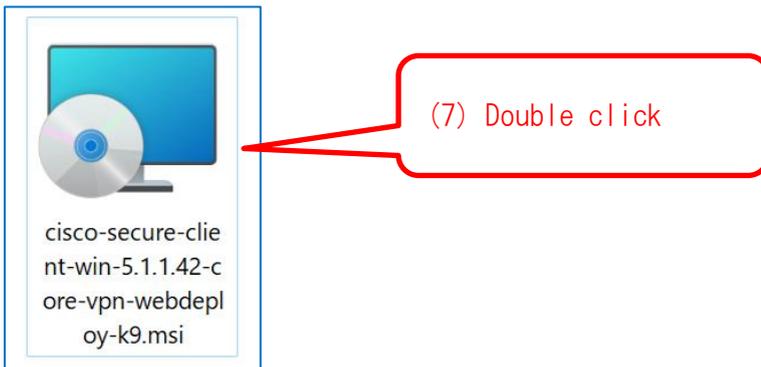
(3) **User name space:**
 Enter your "Network ID"

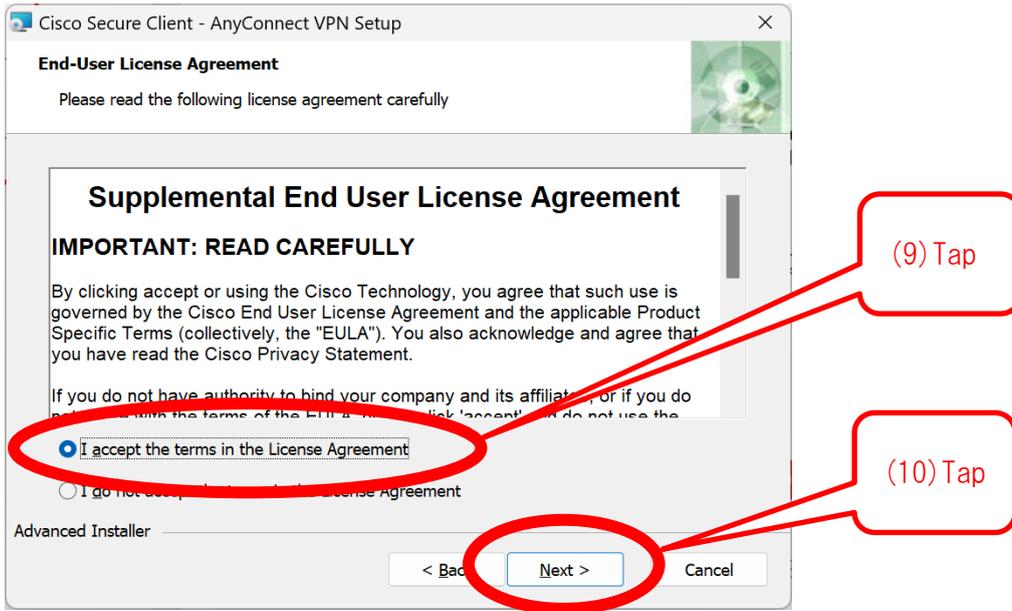
(4) **Password space:**
 Enter your "Network Password"

(5) Tap

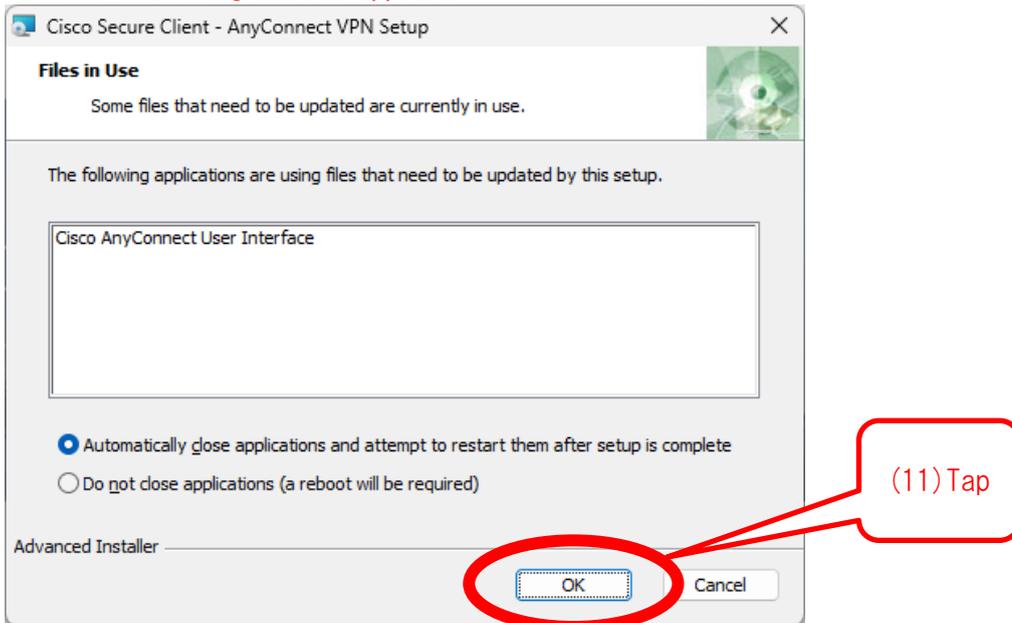


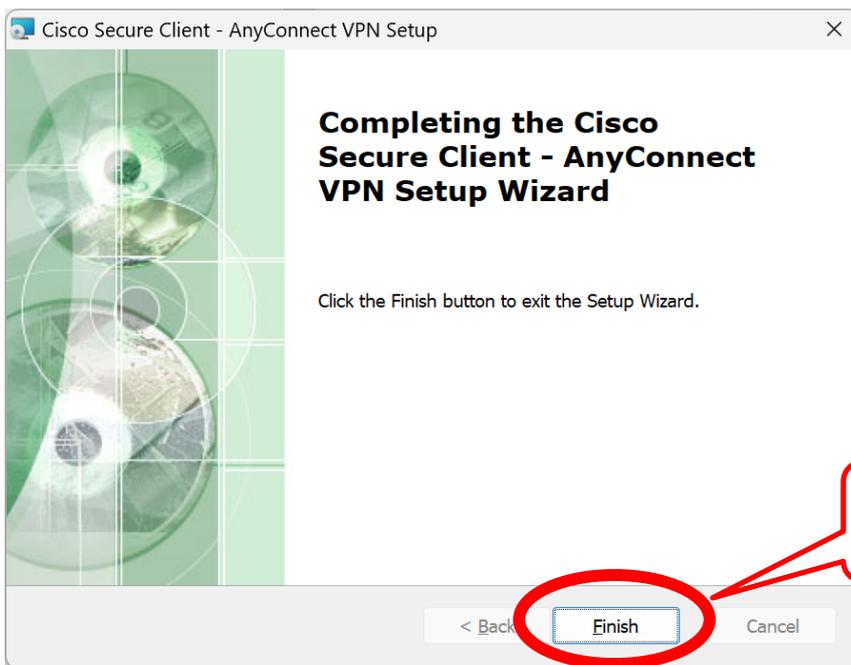
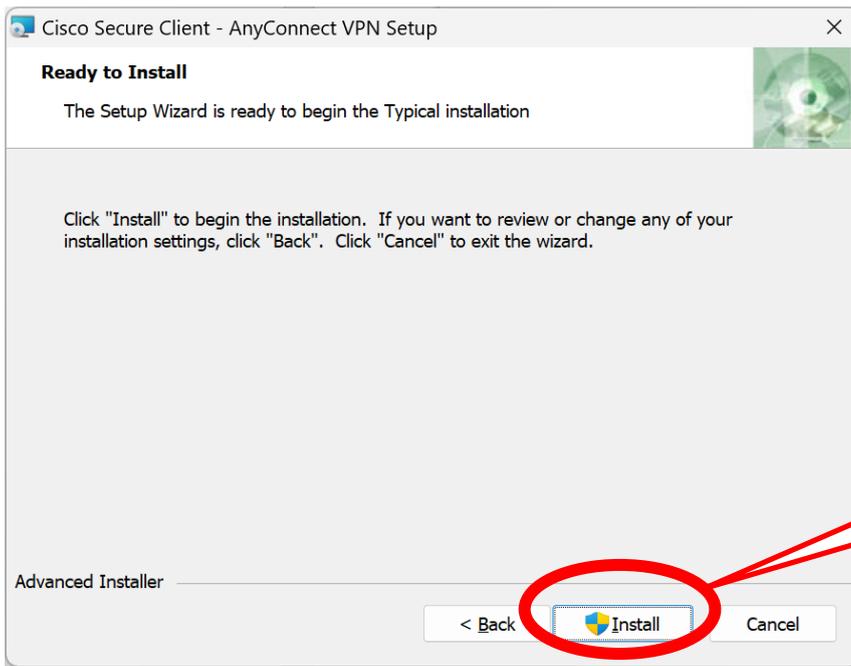
(7) Double-click the downloaded file





*If the following screen appears

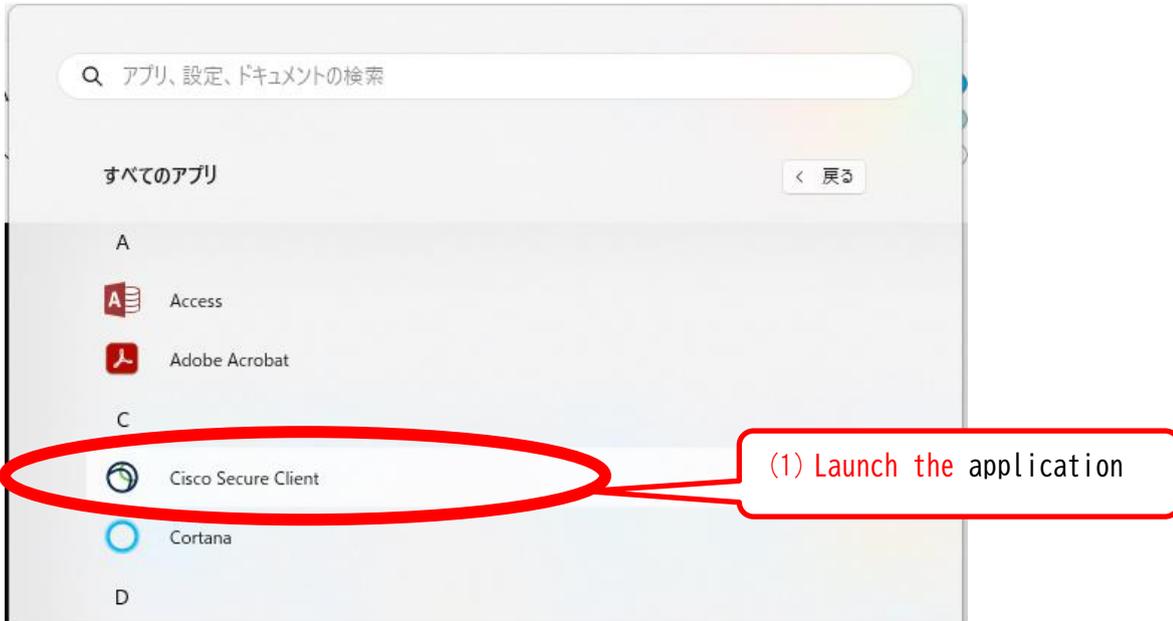




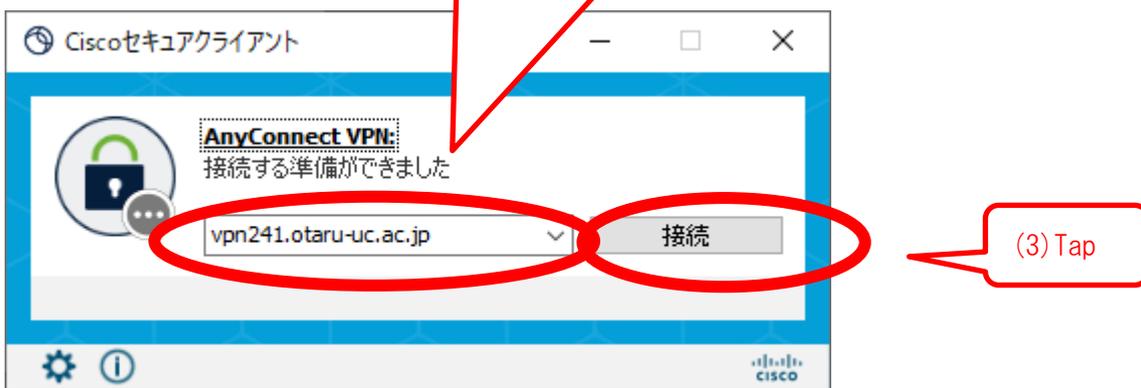
(14) completed

[Connections Procedures section]

(1) Launch the application



(2) Enter: "vpn241.otaru-uc.ac.jp"



Ciscoセキュアクライアント | vpn241.otaru-uc.ac.jp

グループ: student

ユーザー名: g1202299999

パスワード: *****

OK キャンセル

(4) Group space :
Select the appropriate item
from the following
Student: select "Student"
Teacher: select "Teacher"
Staff: select "Office"

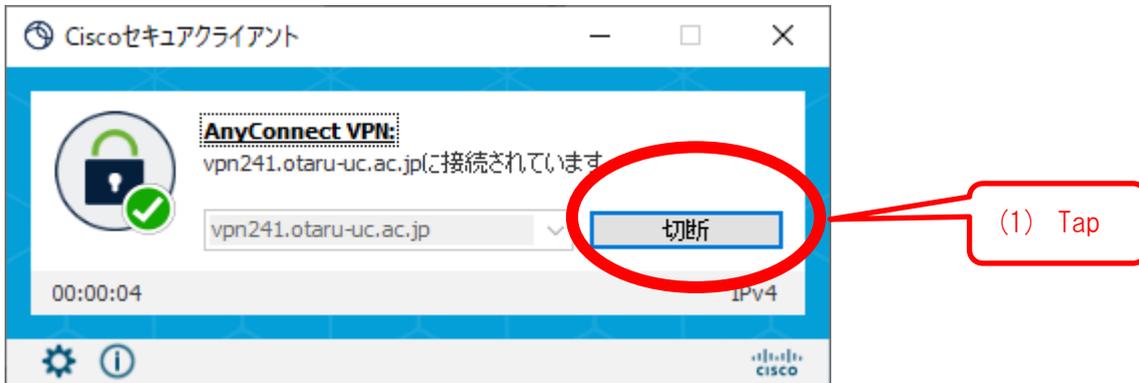
(5) Username space:
Enter your "Network ID"

(6) Password space:
Enter your "Network Password"

(7) Tap

(8) completed

[Cutting operations section]



(2) Completed

Blank page
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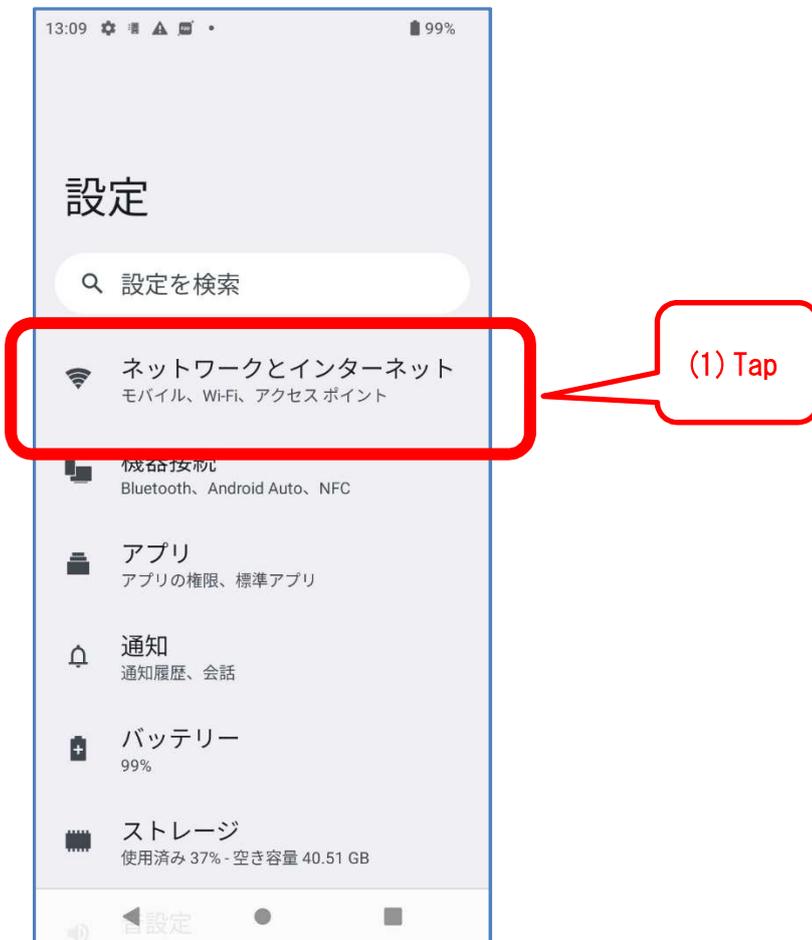
Android

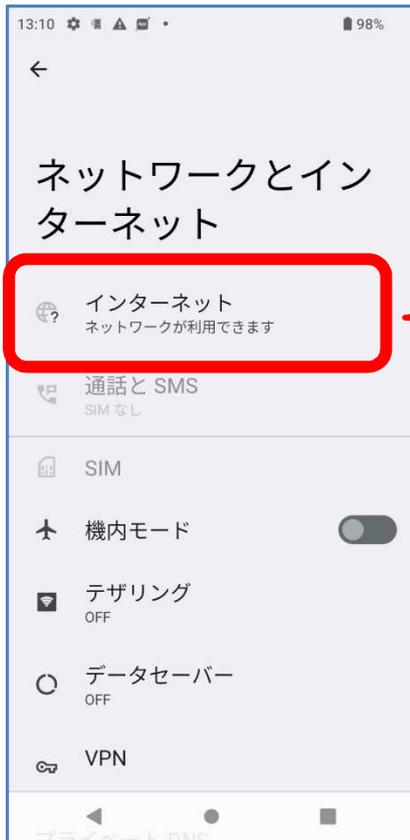
This instruction is connection procedure of campus wireless LAN “eduroam” for Android device.

【Notes】

- In the middle of work, if you are asked please chose “Cancel” or “OK” then please chose “OK” in all case.

In this instruction, please complete 12 steps.





(2) Tap



(3) Tap

The screenshot shows the eduroam configuration interface on an Android phone. The title is "eduroam". The settings are as follows:

- EAP方式: PEAP
- フェーズ2認証: MSCHAPV2
- CA証明書: システム証明書を使用
- 証明書のオンライン検証: 検証しない
- ドメイン: otaru-uc.ac.jp
- ID: g12022999@campuse.ipc.otaru-uc.ac.jp
- 匿名ID: (empty)
- パスワード: (empty)

Red boxes highlight the following elements:

- PEAP
- MSCHAPV2
- システム証明書を使用
- 検証しない
- otaru-uc.ac.jp

(4) Select "PEAP".

(5) Select "MSCHAP2" or "MSCHAPV2".

(6) Select "Use system certificates".

(7) Select "Do not validate".

(8) Input "otaru-uc.ac.jp".



(12) You completed all steps.

iOS

This instruction is connection procedure of campus wireless LAN “eduroam” for iOS device.

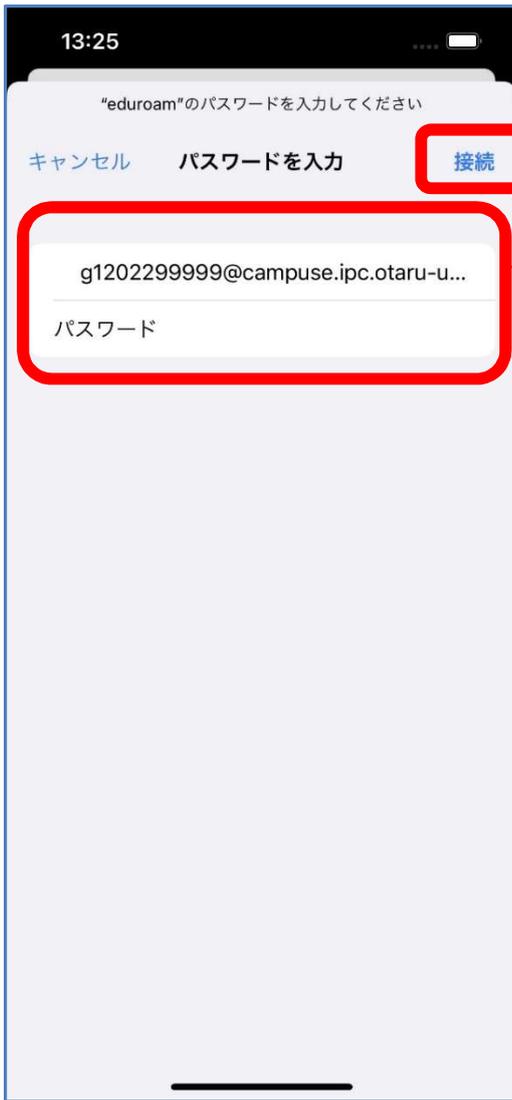
【Notes】

- In the middle of work, if you are asked please chose “Cancel” or “OK” then please chose “OK” in all case.

In this instruction, please complete 7 steps.







(3) Input "[Network ID](#)" @campuse.ipc.otaru-uc.ac.jp in space of "User name" .

(4) Input "Network Password" in space of "Password" .

(5) Tap



(7) You completed all steps.

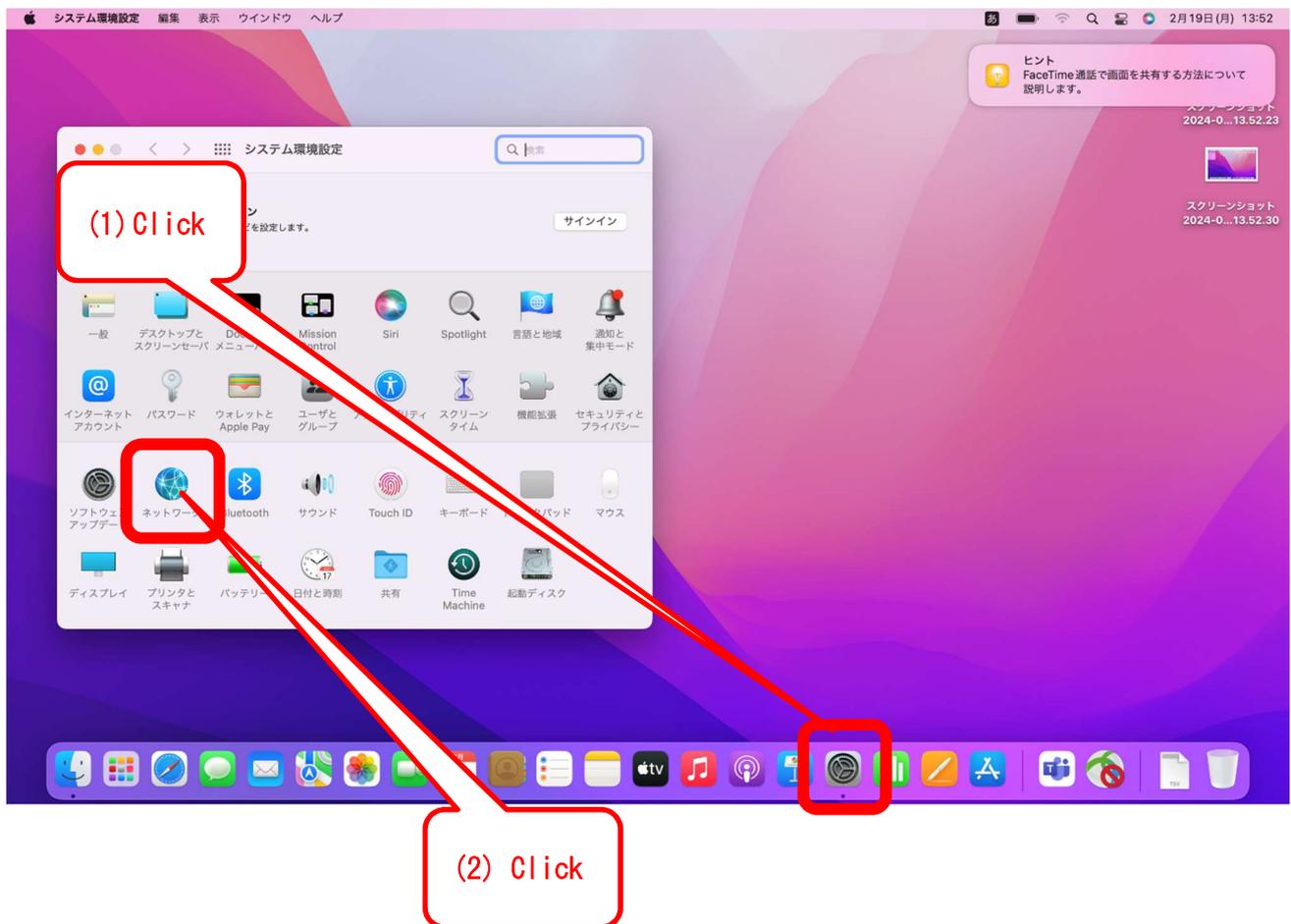
Mac

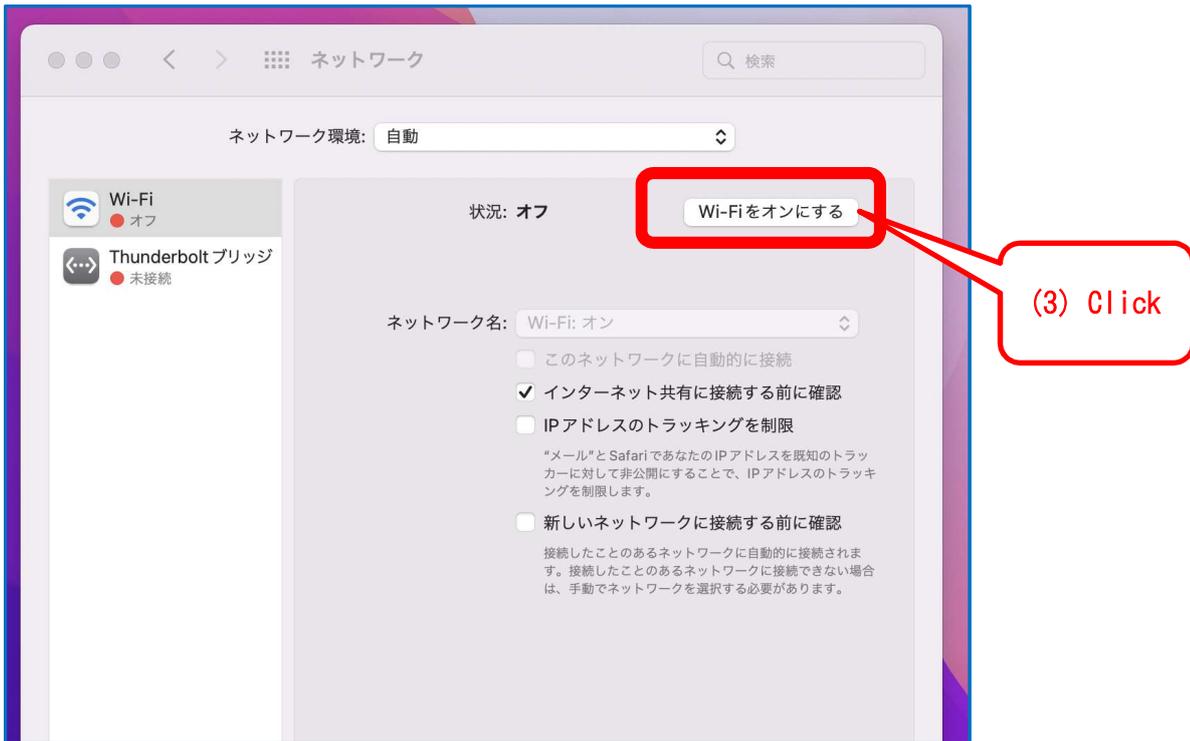
This instruction is connection procedure of campus wireless LAN “eduroam” for Mac OS.

【Notes】

- In the middle of work, if you are asked please chose “Cancel” or “OK” then please chose “OK” in all case.

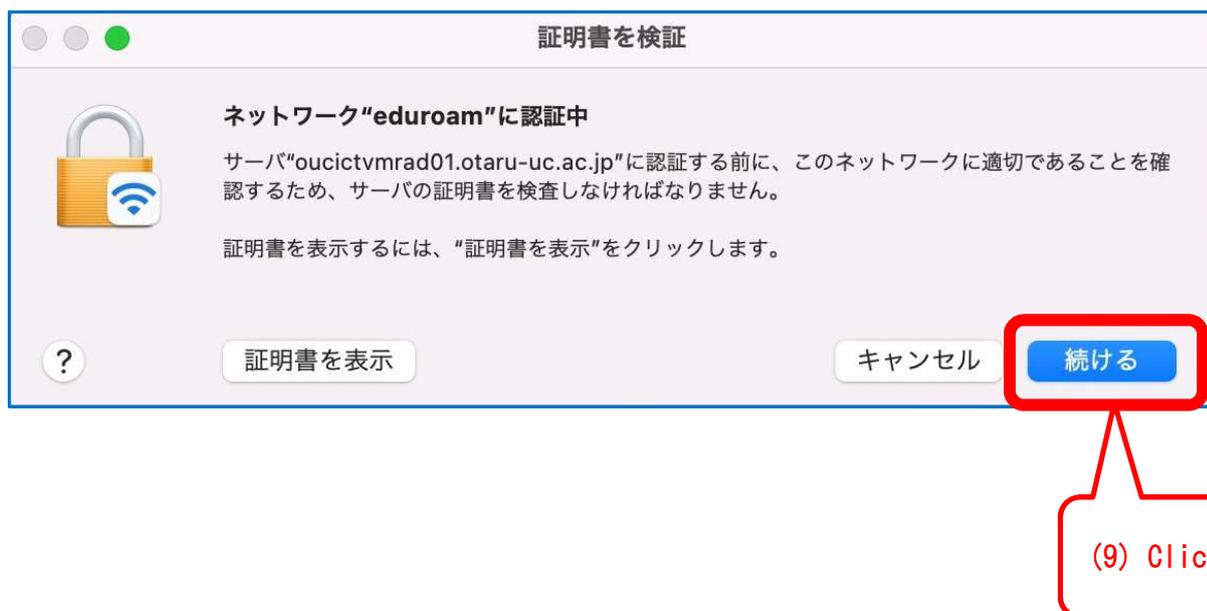
In this instruction, please complete 11 steps.

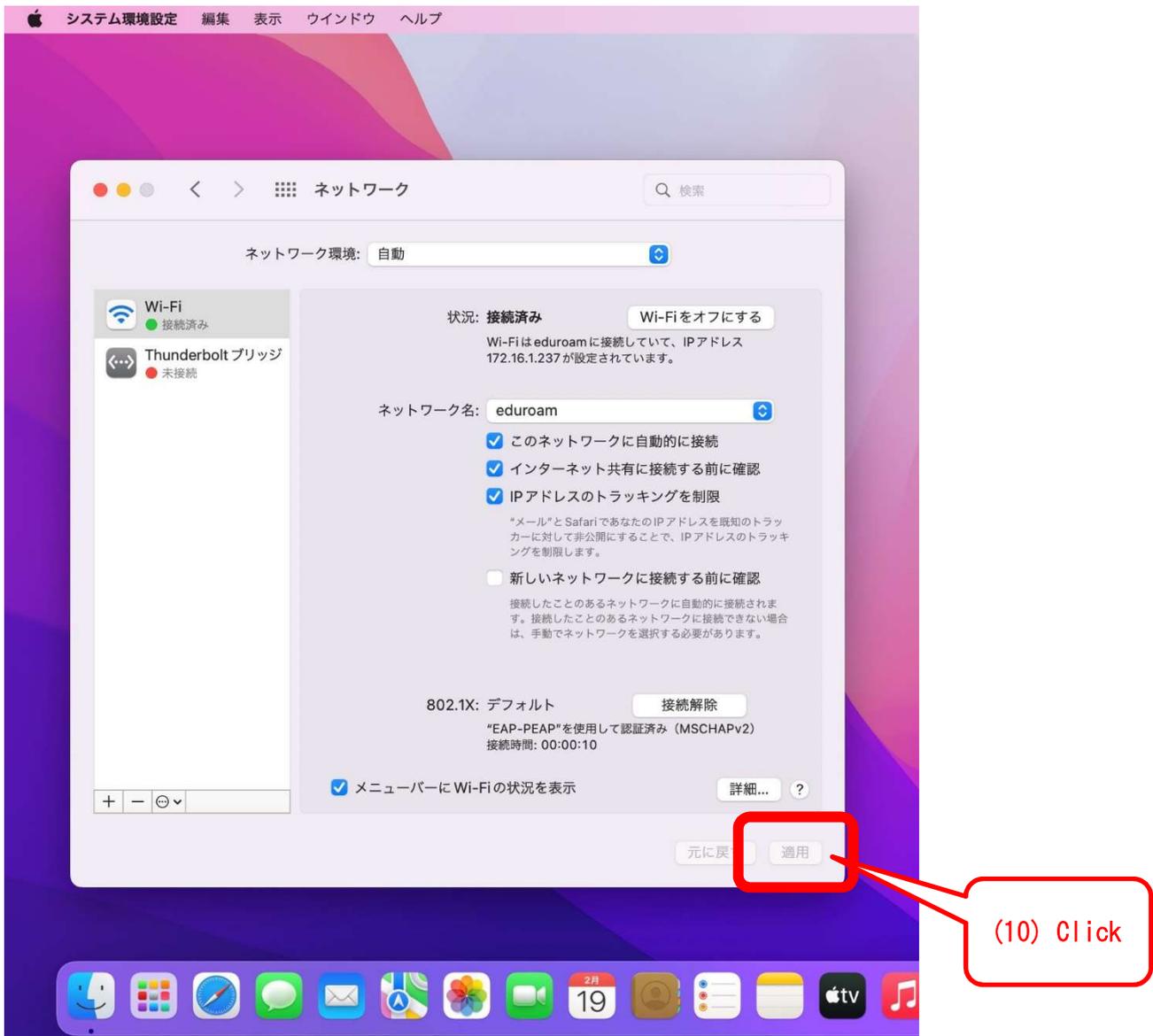




(5) Input “Network ID” [@campuse.ipc.otaru-uc.ac.jp](mailto:campuse.ipc.otaru-uc.ac.jp) in space of “Account name” .

(6) Input “Network password” in space of “Password” .





(11) You completed all steps.

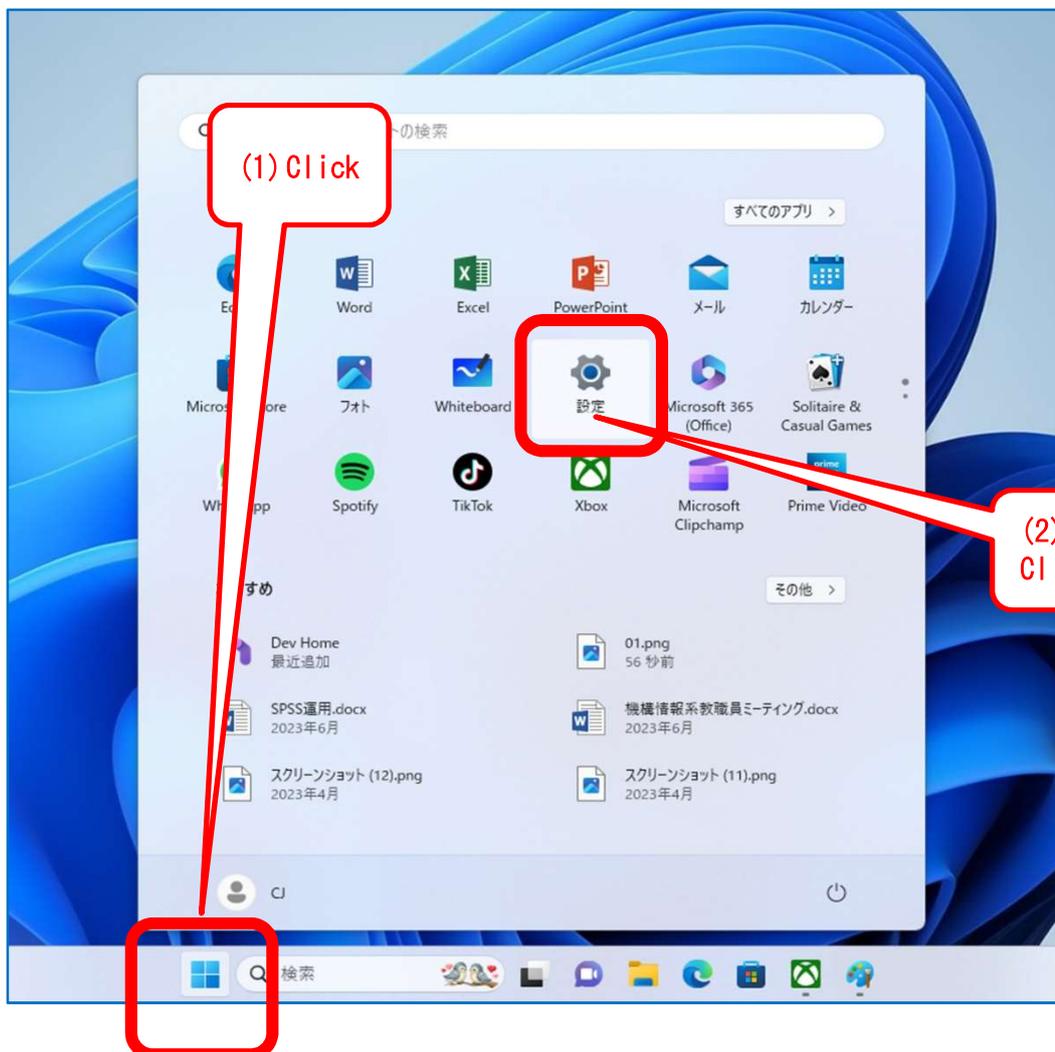
Windows 11

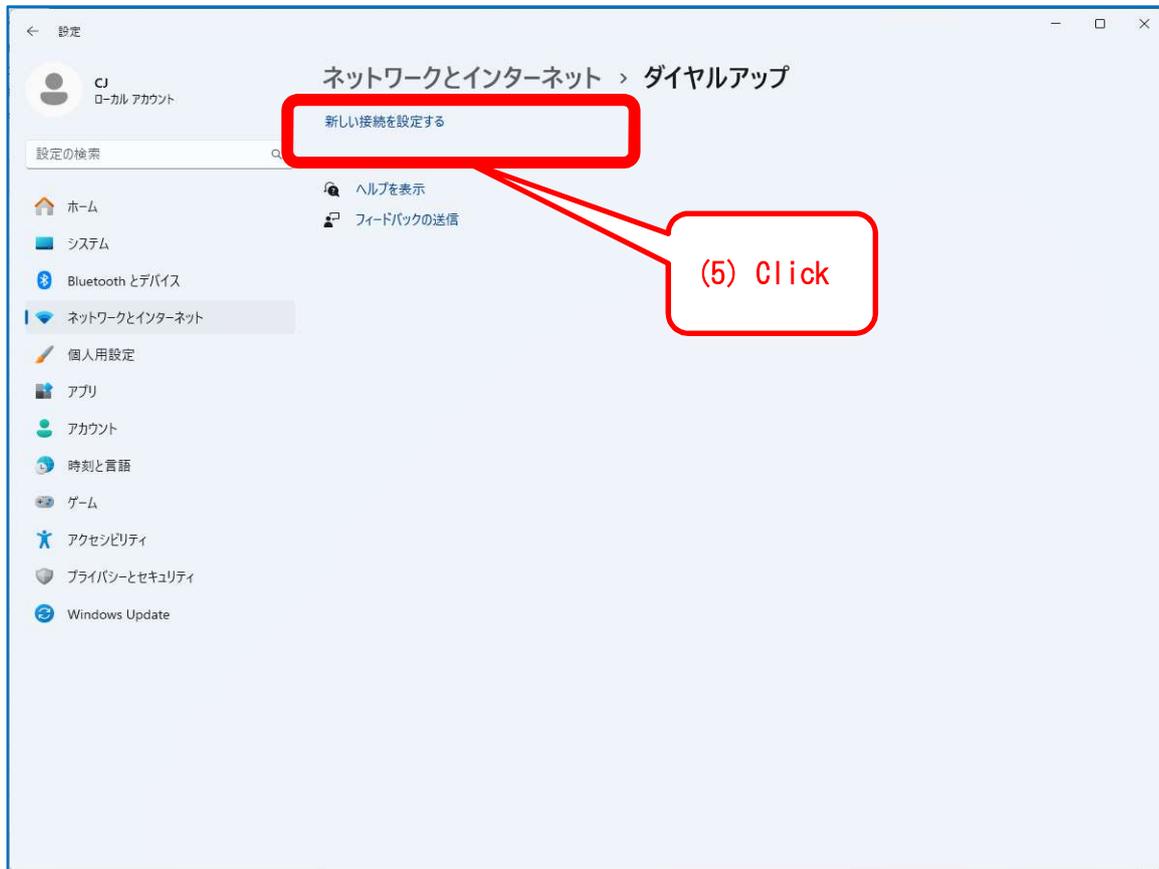
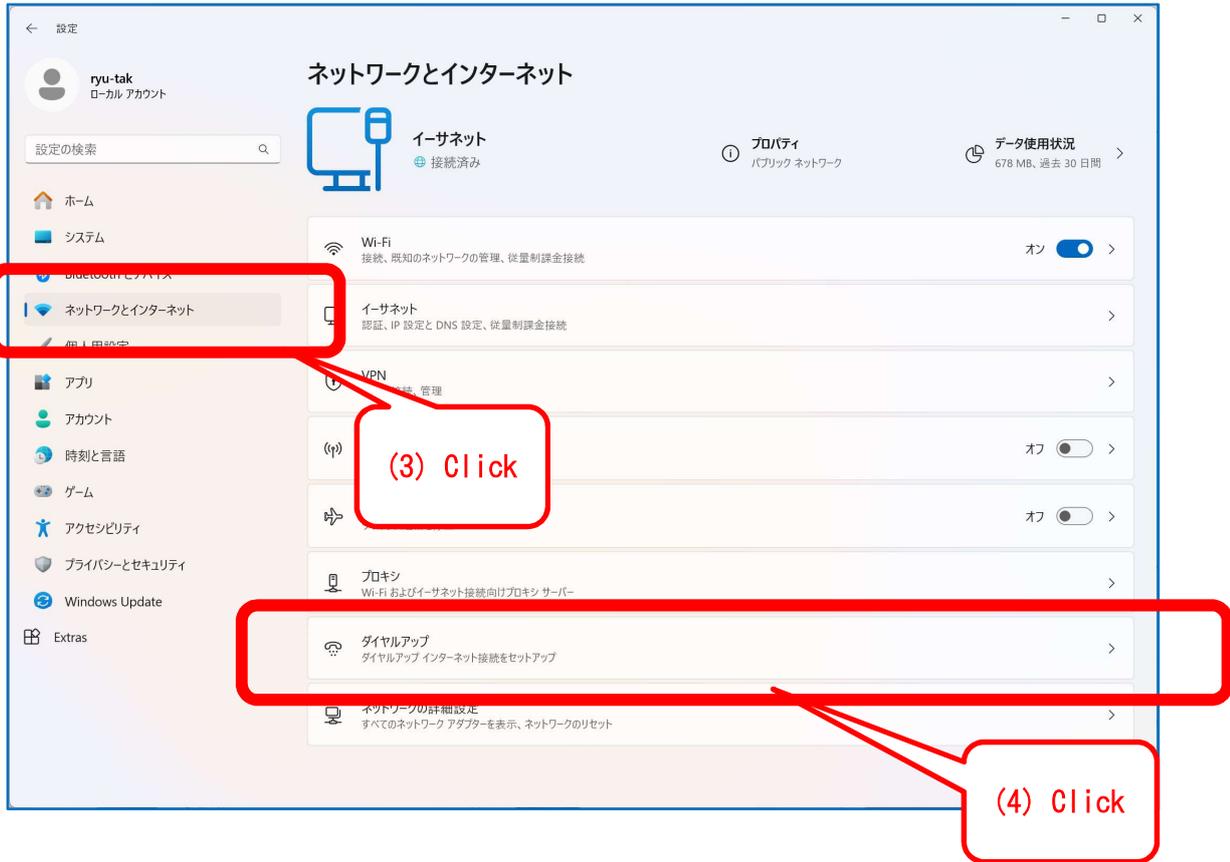
This instruction is connection procedure of campus wireless LAN “eduroam” for Windows 11.

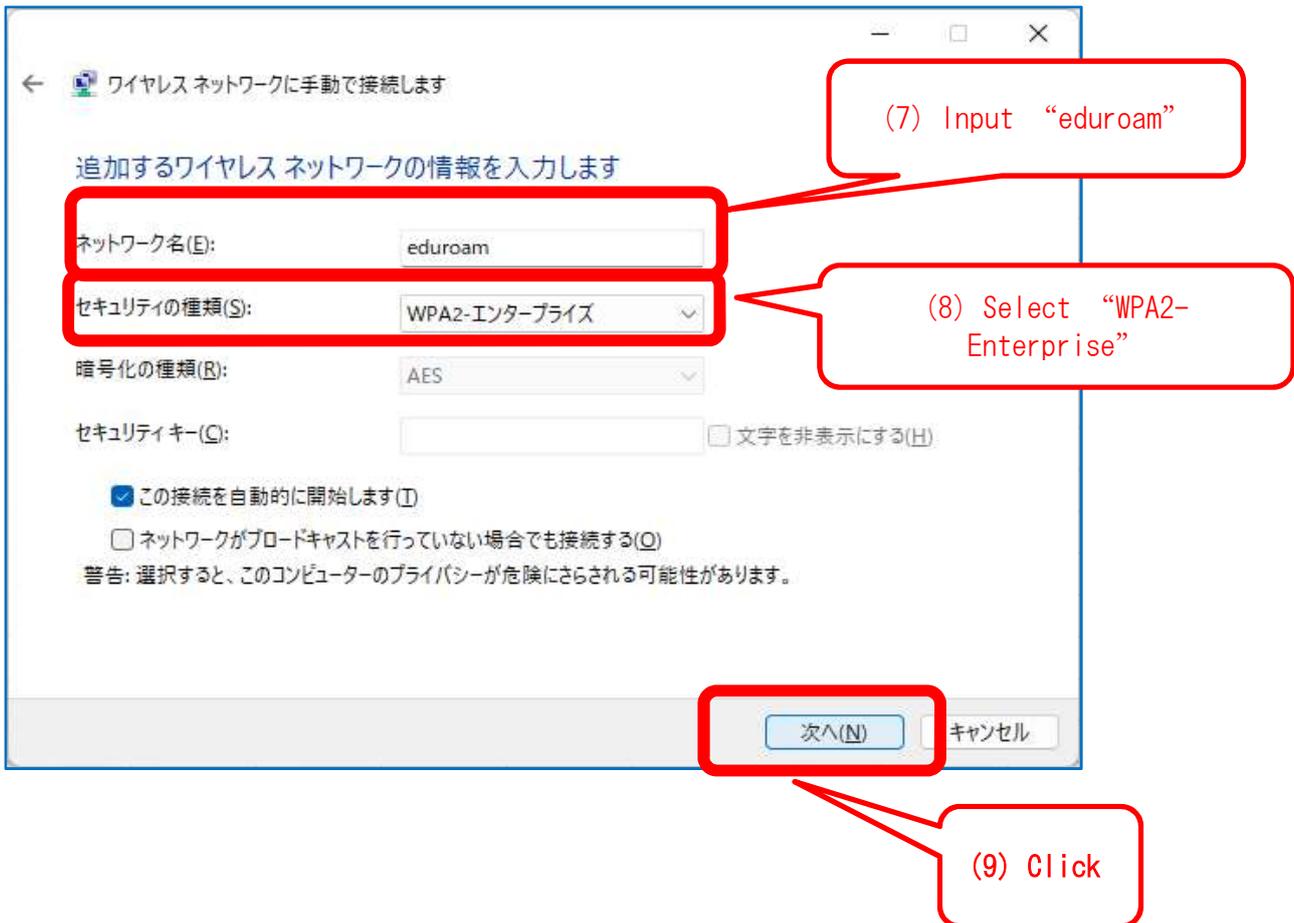
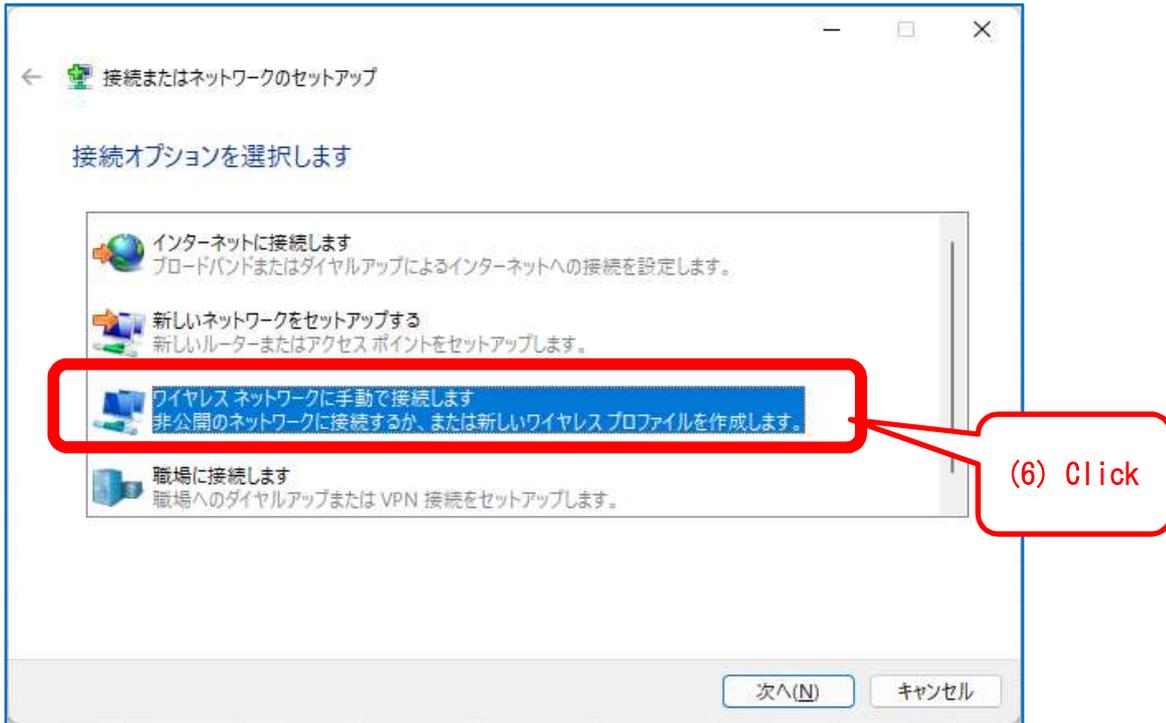
【Notes】

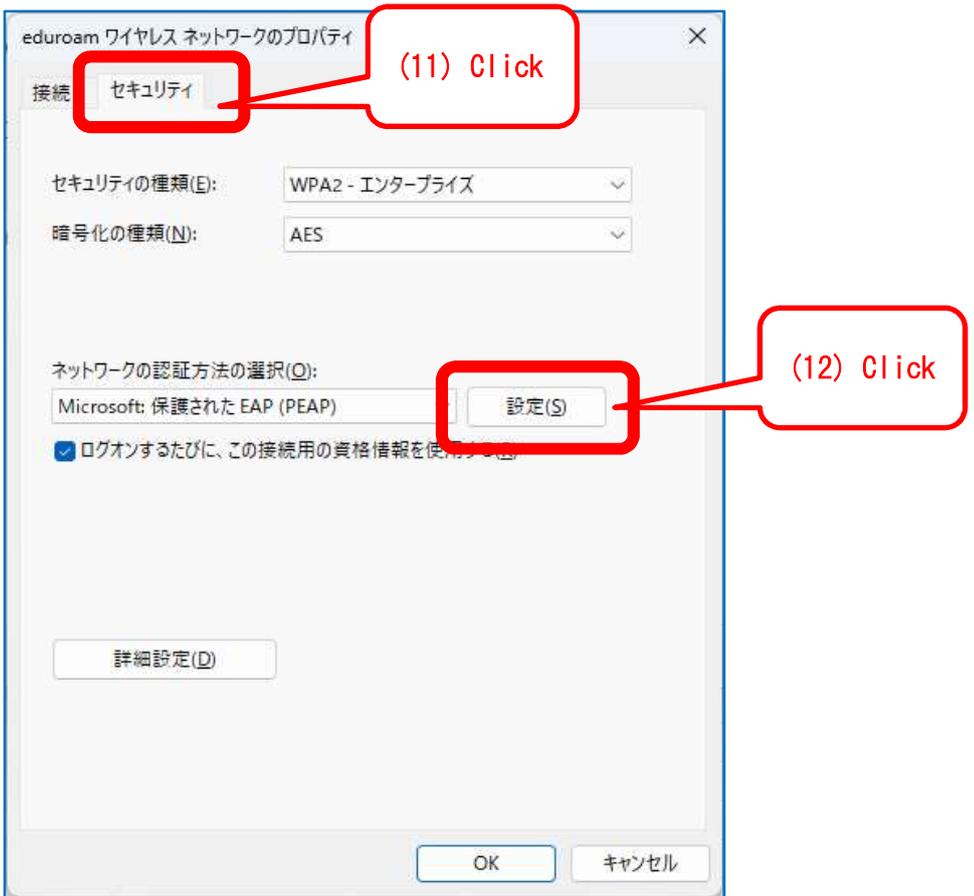
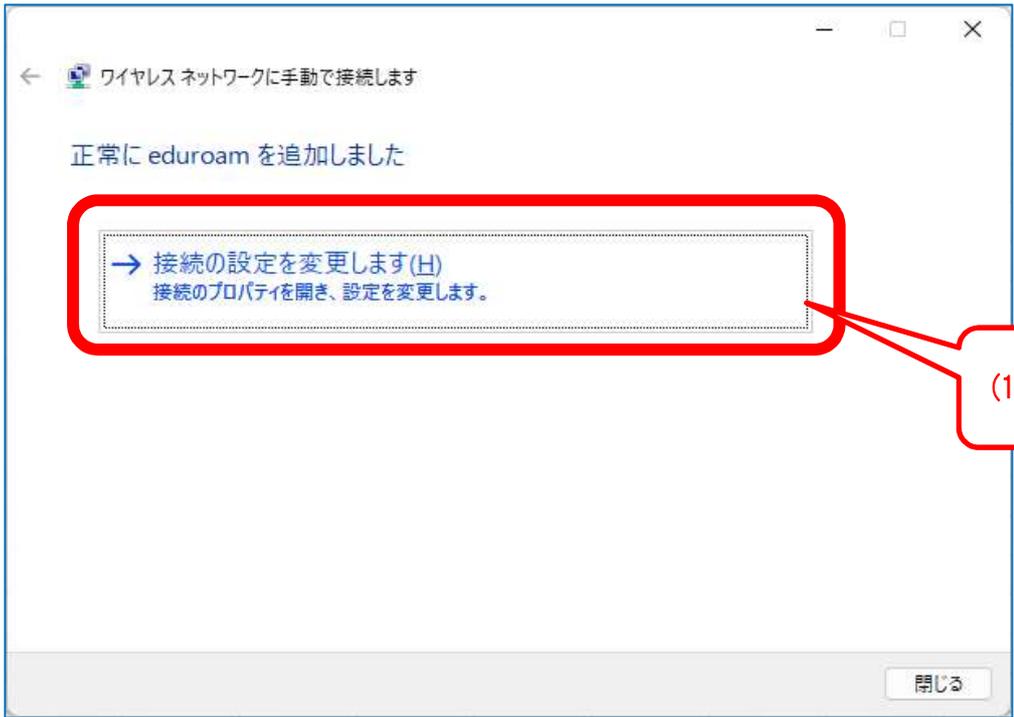
- In the middle of work, if you are asked please chose “Cancel” or “OK” then please chose “OK” in all case.

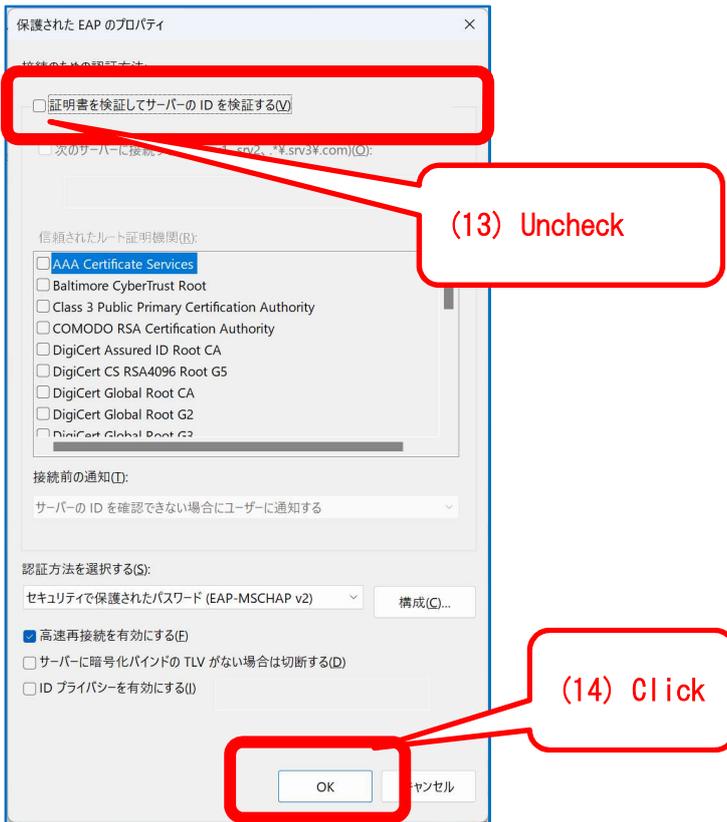
In this instruction, please complete 25 steps.

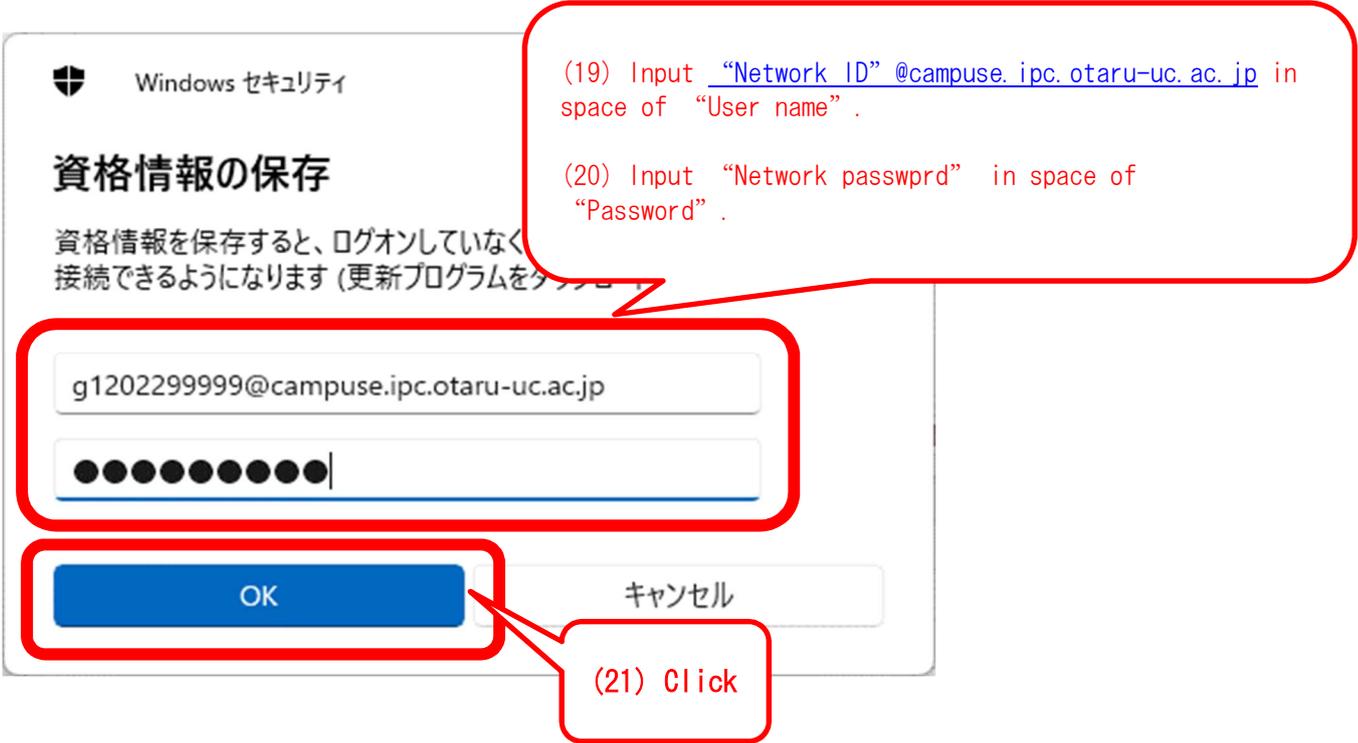


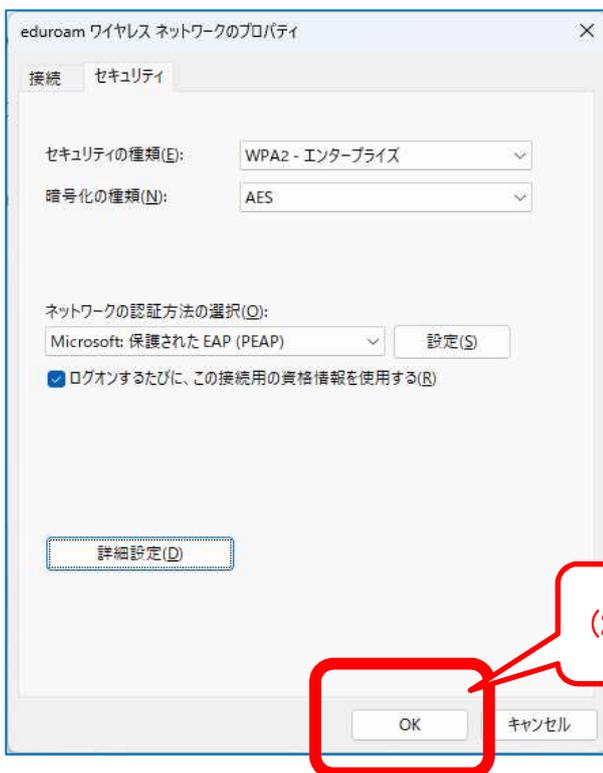
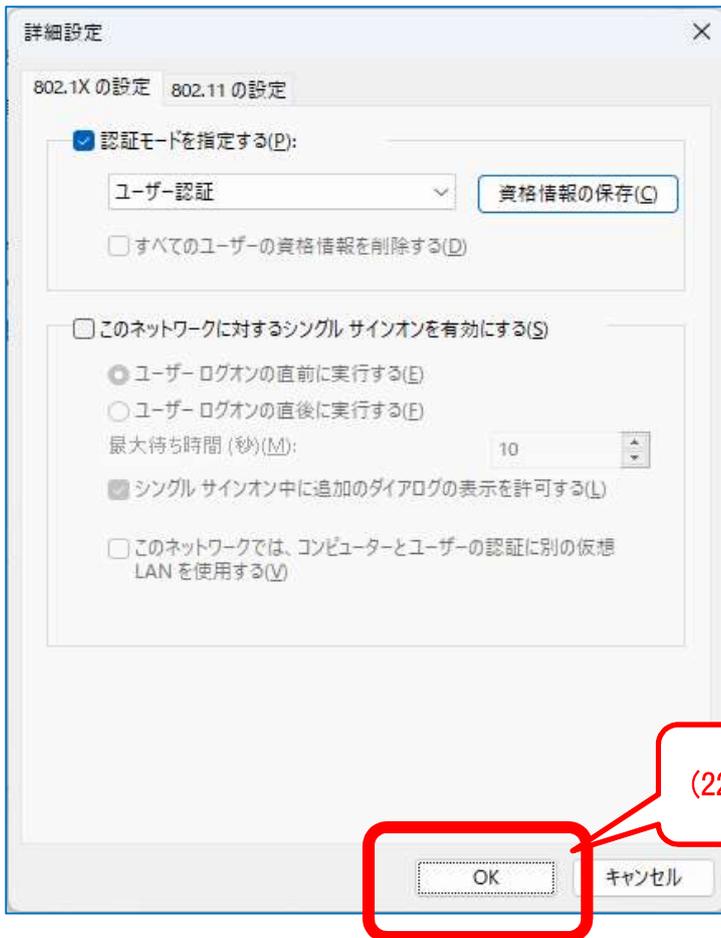


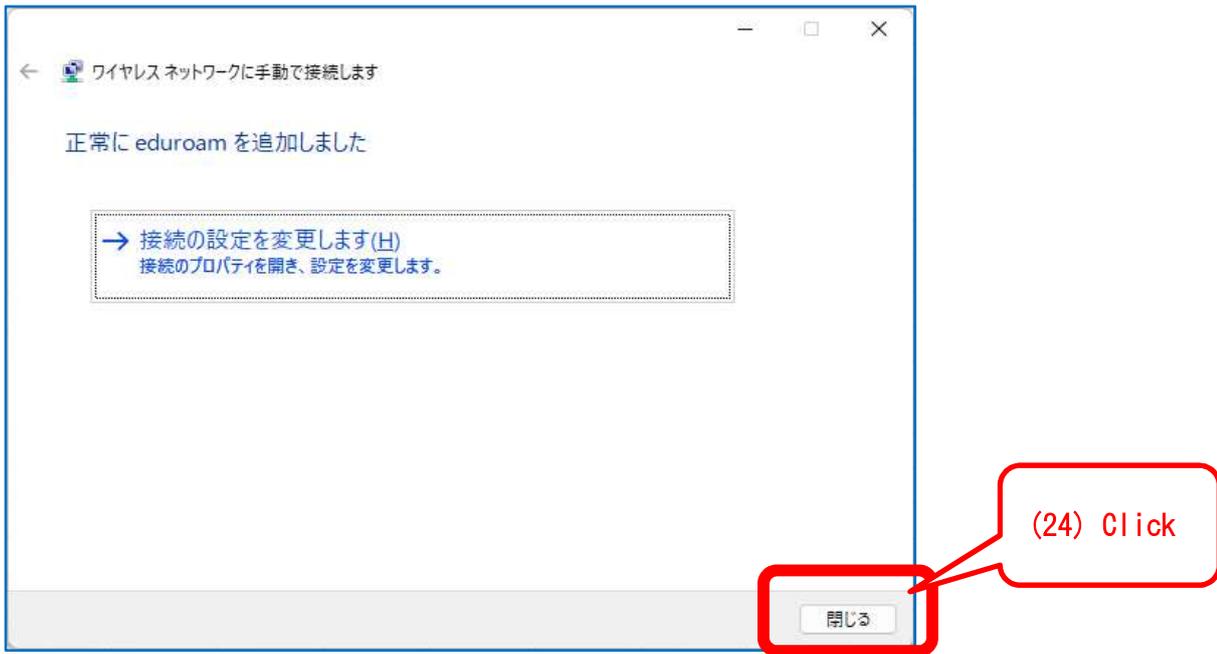












(25) You completed all steps.

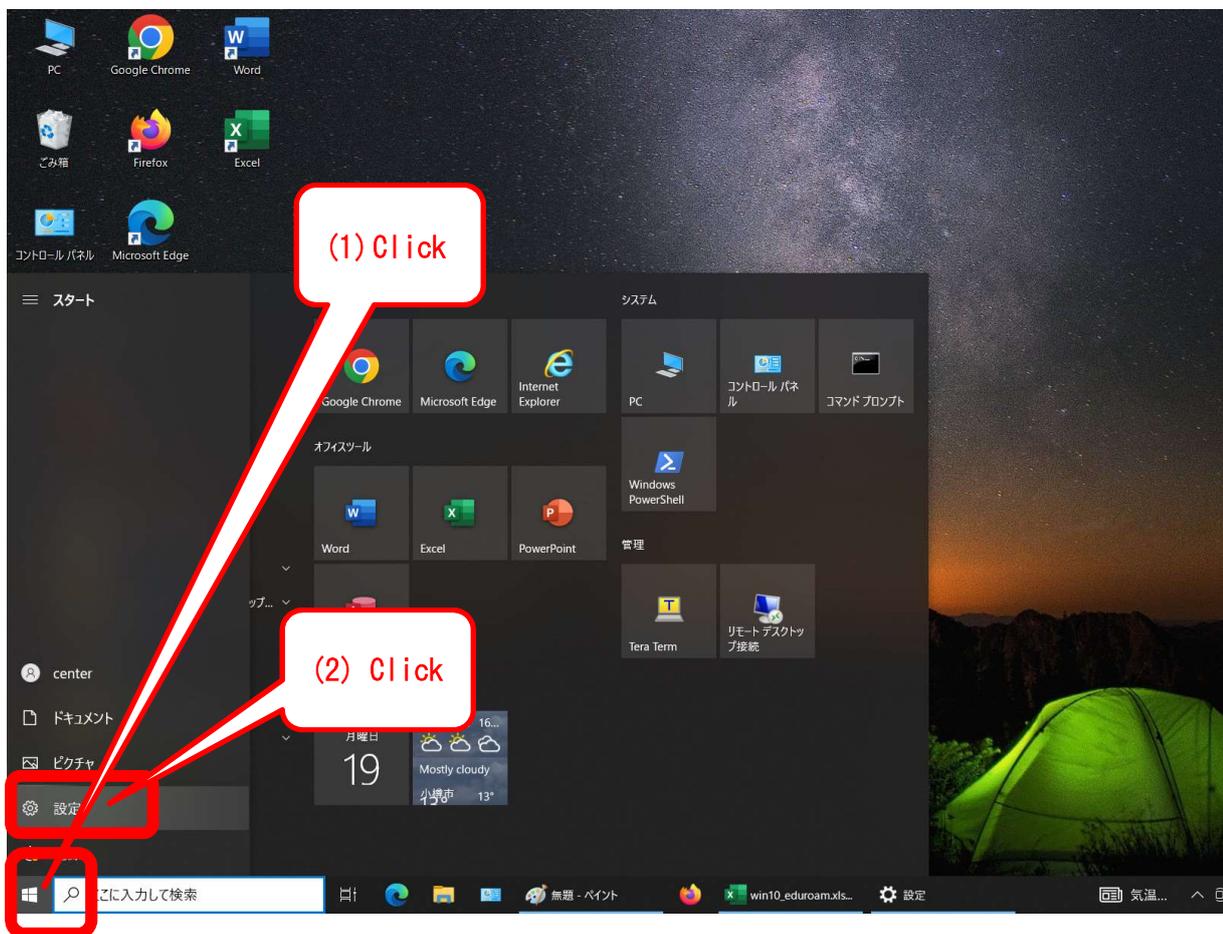
Windows 10

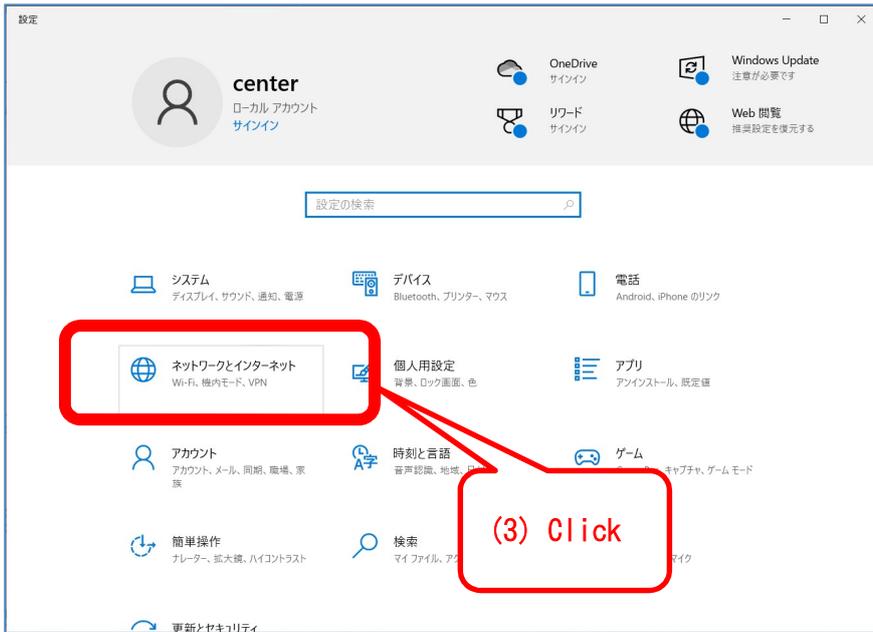
This instruction is connection procedure of campus wireless LAN “eduroam” for Windows 10.

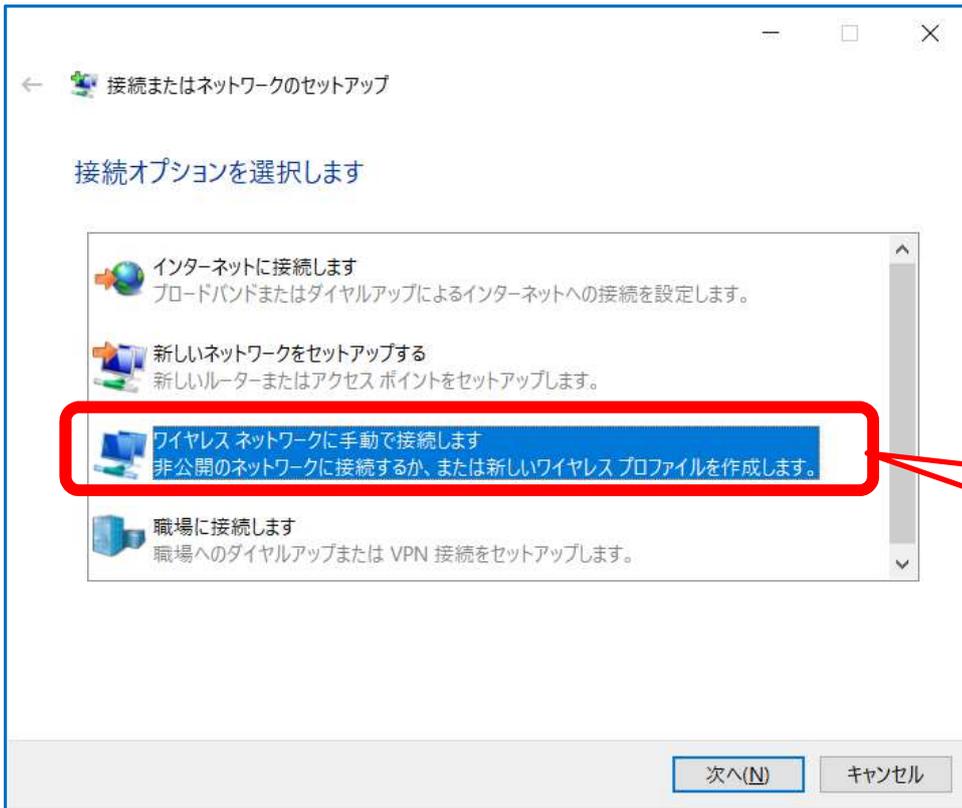
【Notes】

- In the middle of work, if you are asked please chose “Cancel” or “OK” then please chose “OK” in all case.

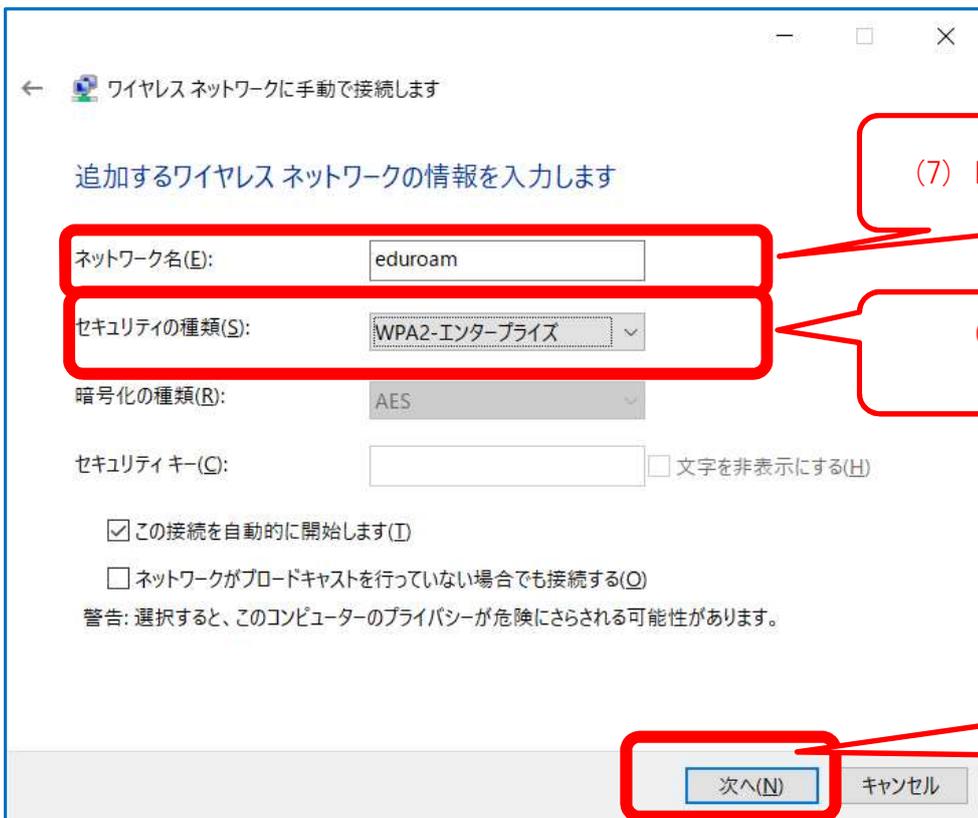
In this instruction, please complete 25 steps.







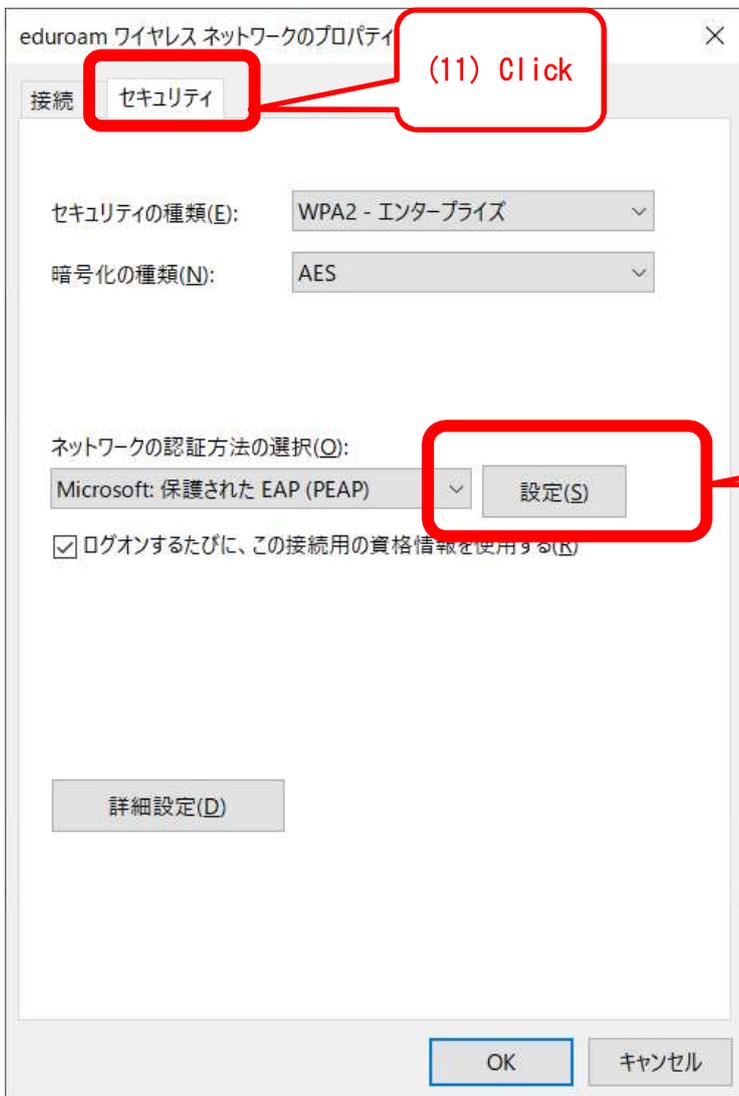
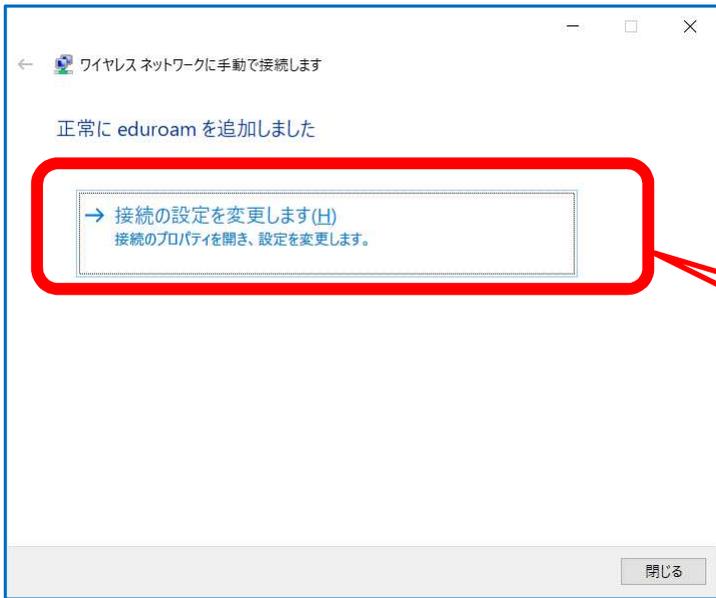
(6) Click

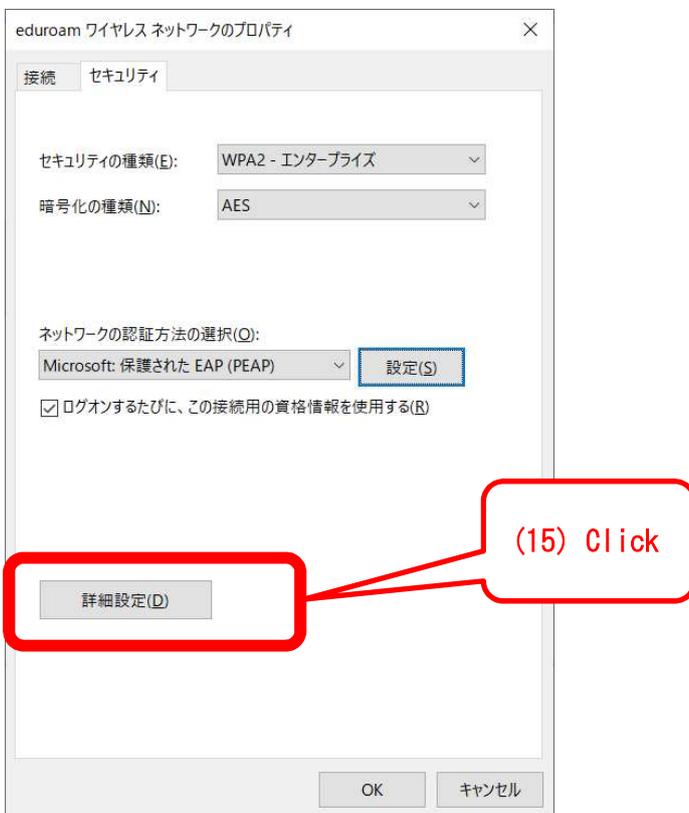
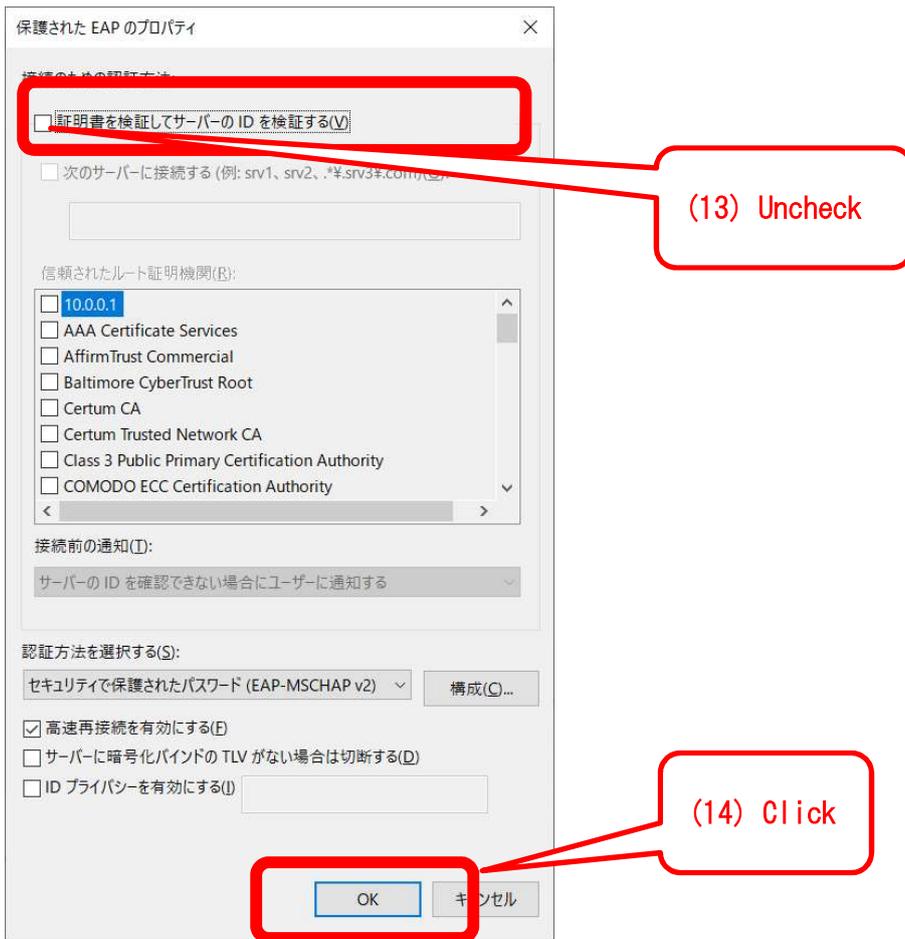


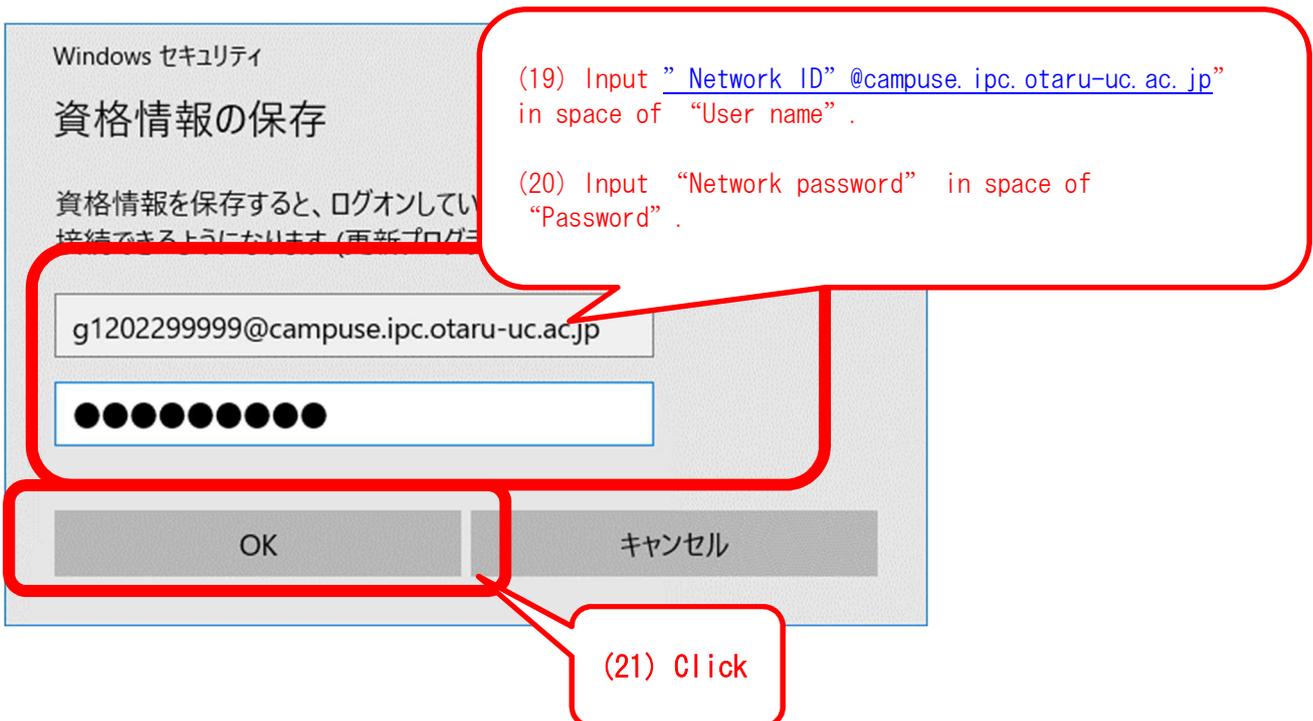
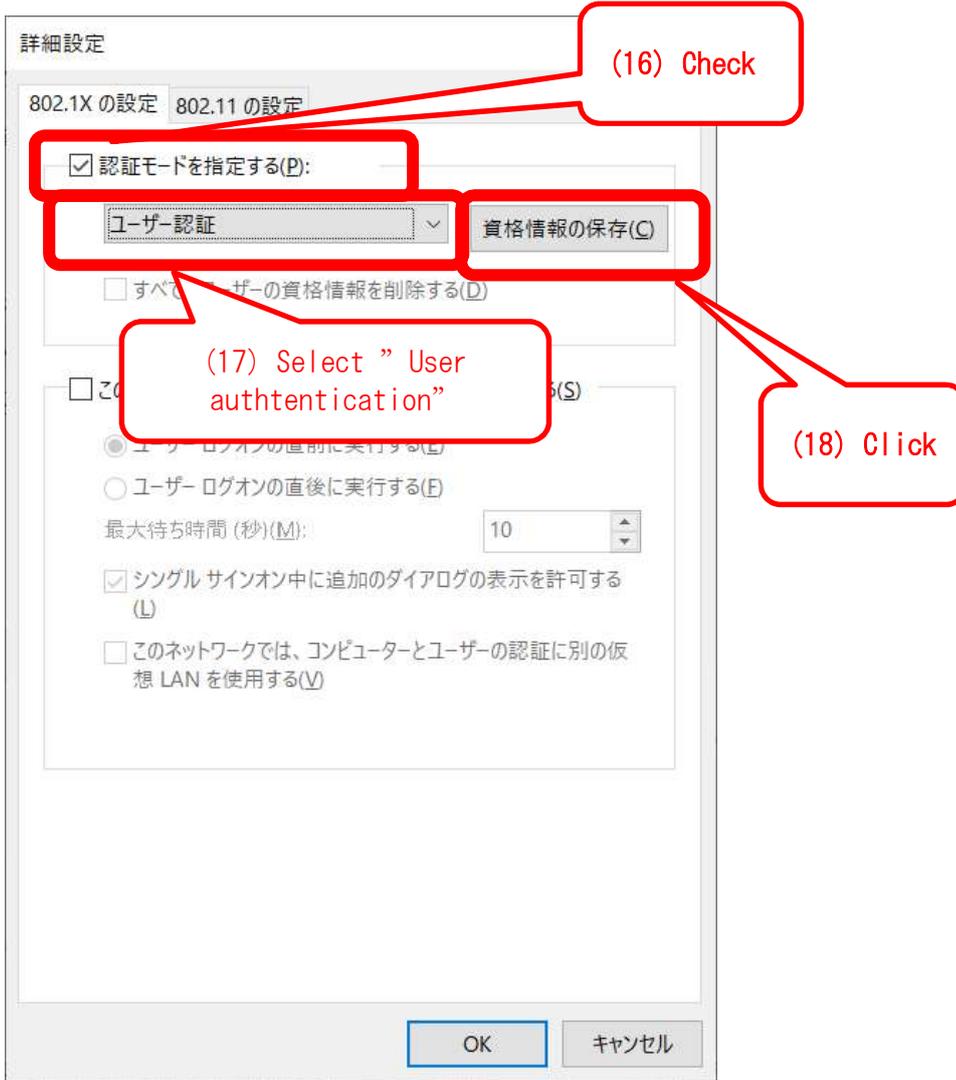
(7) Input " eduroam"

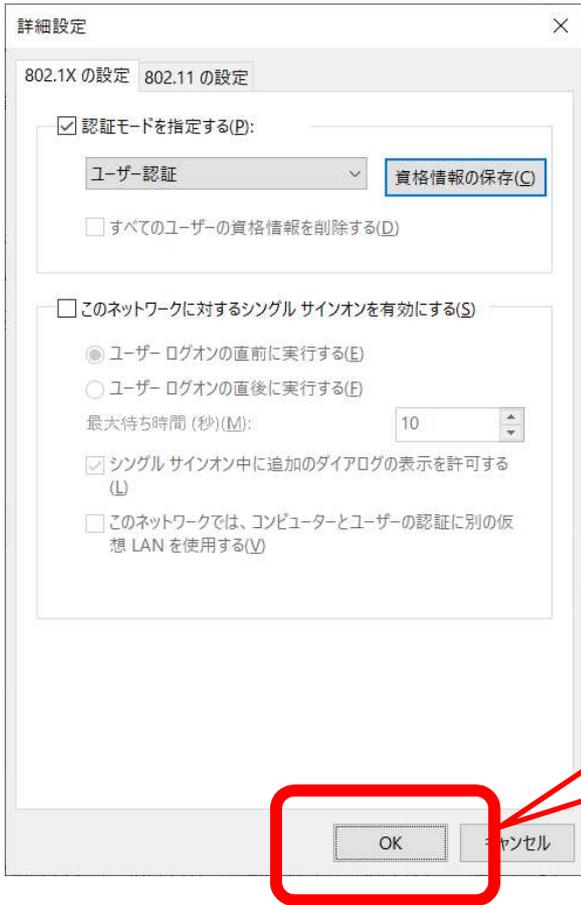
(8) Select "WPA2 Enterprise"

(9) Click

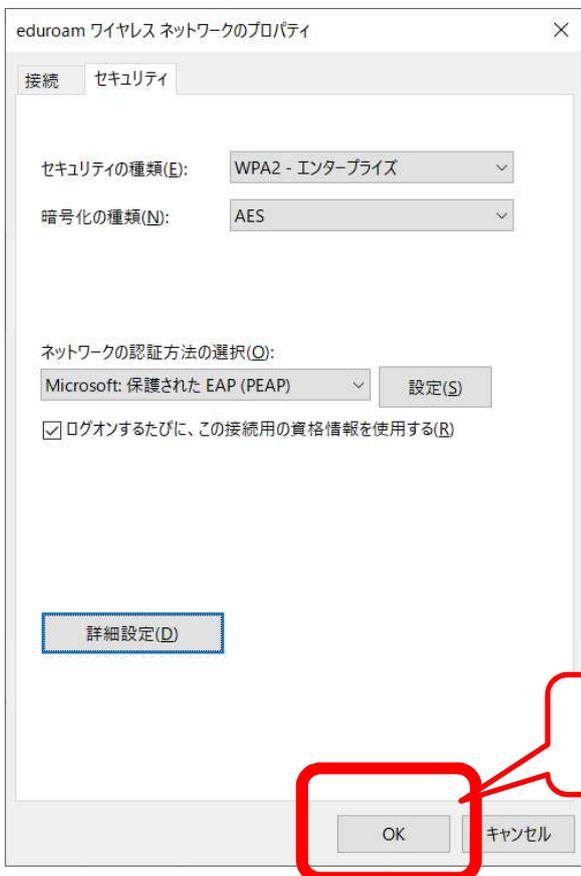




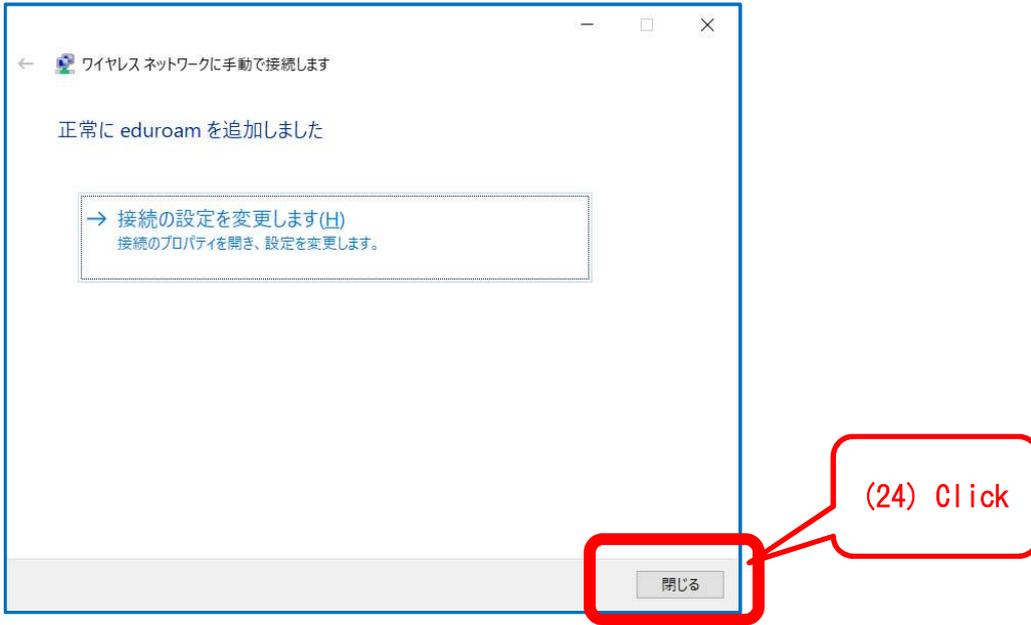




(22) Click



(23) Click



(25) You completed all steps.