



一橋大学
HITOTSUBASHI UNIVERSITY



Information Environment User Guide (8th Edition)

This booklet summarizes the information services provided by the university, the locations where you can use computers within the university, and the locations where you can use computers you have brought in yourself. Please make full use of these university services in your research and studies while observing the rules of society as well as those of Hitotsubashi University.

Other services, in addition to the ones described in this booklet, are provided separately by various academic and research departments. Please inquire at the relevant academic or research department for more information about the services they provide.

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HITOTSUBASHI AUTHENTICATION ID

When using information services at this university, you will need an authentication ID issued by the university. Your Hitotsubashi Authentication ID is a combination of a user ID (displayed as USERID, user name, USERNAME, or login name) and a password issued to you when you joined the university.

Your Hitotsubashi ID becomes invalid at the end of the 60th day after your enrollment period.*¹

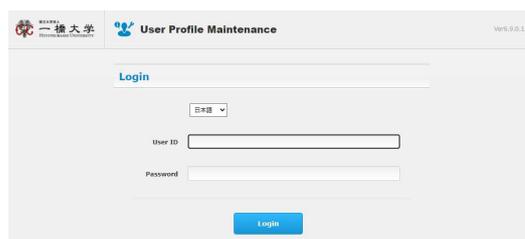
The enrollment due date is automatically calculated from the values in the Academic Affairs and Human Resources systems. Please note that the due date is calculated from the date of completion of the course or the date of the personnel announcement, not from the last day of the month of enrollment.

If you are issued a new ID due to higher education, etc., the old ID also expires at the end of the 60th day after your enrollment period. Please migrate the data by yourself within the validity period.

CHANGING THE PASSWORD OF HITOTSUBASHI ID

1. Go to "User Profile Maintenance site": <https://portal.auth.hit-u.ac.jp/>. You can also access this page by clicking on "ID Maintenance" on the information system user site*²

Enter the username and password of your Hitotsubashi Authentication ID and click "Login".



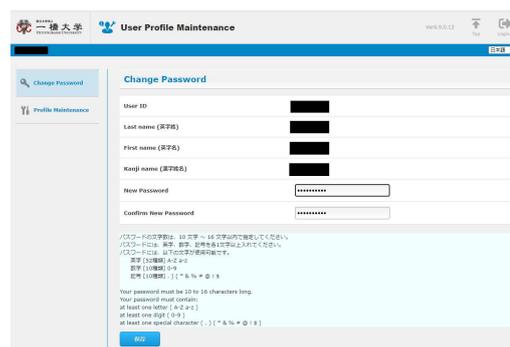
2. Click on "Change Password" in the left pane.



¹ The systems provided by the University Library and the Educational Affairs Division may have different expiration dates. For details, please contact the departments that are in charge of running these systems as shown in the table in p.3.

² <https://cc.hit-u.ac.jp/>

3. Enter the “New Password” and “Confirm New Password”, then click “保存”. Please confirm the new password you entered and click “OK” to proceed.



GETTING YOUR HITOTSUBASHI AUTHENTICATION ID PASSWORD REISSUED

If you forget your Hitotsubashi Authentication ID password, you will need to get the password reissued, which can be done in the Computer Education Building. IC card student ID card and PIN code³ are required for reissue. Take your IC card student ID card and PIN with you and use the automatic reissuing machine on the first floor on weekdays 10:00 - 17:00. Please note that this service is not available on days when the Computer Education Building is closed.

If you are unable to login to a system using your Hitotsubashi Authentication ID

1. Login to the ID maintenance site (<https://portal.auth.hit-u.ac.jp/>)
2. If you are unable to login to this site, this means that either the user ID or password is wrong; thus, please recheck your user ID and password.
3. If you are able to login to the maintenance site, there may be a problem with the system you are using. In such cases, please check the announcements from each of the systems you use, please inquire at the department that operates the system in question.

Department	System
Center for Information and Communication Technology	Computer Education Building terminals, student email (Gmail), 1284 Wireless (wireless LAN)
University Library	University Library internet terminals, MyLibrary, Remote Access
Educational Affairs Division	CELS Academic Information System, Manaba Portfolio System

³ PIN code can be found on the password notification letter distributed at the time of enrollment.

HITOTSUBASHI UNIVERSITY INFORMATION ENVIRONMENT

Each service offered by the university is summarized here. Please also refer to the Campus Map (last page), which shows the information environment on campus.

SERVICES

The following services are available.

- Student email(Gmail)
- 1284Wireless(Wireless LAN)
- CELS academic information System
- Manaba Portfolio System
- Google Classroom(platform enabling distributing online classroom videos)
- Computer Education Bldg. terminals
- University Library internet terminals
- University Library MyLibrary
- Remote Access (access some e-resources from off-campus)

CELS Academic Information System

CELS is a Web-based system that facilitates course-related tasks such as confirming the syllabus, registering for courses, and checking results.

CELS user ID

To use CELS, undergraduate students will require a Hitotsubashi authentication ID. Students are provided their Hitotsubashi authentication ID at the class interview after enrollment into the university. Students who have not received their Hitotsubashi authentication IDs should inquire at the **Academic Affairs Division**.

Login/Logout

To use CELS, access <https://cels.hit-u.ac.jp>, go to the login screen and enter your Hitotsubashi authentication ID to log in.

When you are finished using CELS, select "Log out" displayed at the top right of the screen to log out.

If you cannot log in, please check that your password is correct.

Manaba Portfolio System

On manaba, students can check handouts, submit reports, and answer tests and questionnaires on the web for each class. The submitted results, tests, and reports are accumulated in each student's portfolio. In addition to using these data for testing, course pre-study, and revision, students can use them to assess their accumulated knowledge and experience at Hitotsubashi University.

To use Manaba, access <https://manaba.hit-u.ac.jp/> and log in with Hitotsubashi Authentication ID. When you are finished using Manaba, select "Log out" displayed at the top right of the screen to log out. If you cannot log in, please check that your password is correct.

Google Classroom

On Google Classroom, you can view video content and check materials for online (on-demand and other recorded courses) courses. Please enter your university Gmail address and password to log in and use the service.

MyLibrary

MyLibrary is a portal site for individuals to access various library services on the Internet. To use this service, please access the Hitotsubashi University Library Web site⁴ and log in using your Hitotsubashi Authentication ID.

Services of the Hitotsubashi University Library, including MyLibrary, are available only during enrollment.

After logged in, different menus are displayed for different users, and the following services are available

- Check of Status of Lending/Reservation
- Extension of Return Dates
- Reservations for On-loan Materials
- Request other campus materials
- Group study room reservation
- Photocopy / Interlibrary Loan
- Book purchase request
- Change E-Mail Address

⁴ <https://www.lib.hit-u.ac.jp>

EMAIL

ABOUT GMAIL

At Hitotsubashi University, email services are provided for students and researchers using Gmail. Gmail is an electronic mail service provided by Google.

Hitotsubashi University students can use email addresses in the following format.

{USERNAME}@g.hit-u.ac.jp

*Replace {USERNAME} with your Hitotsubashi authentication ID (your student number in lower case).

Hitotsubashi University researchers can use email addresses in the following format.

{USERNAME}@r.hit-u.ac.jp

**Replace {USERNAME} with your Hitotsubashi authentication ID.

Full-time researchers may also set an alias from the Hitotsubashi Profile Maintenance Site*⁵. Please note that it can never be changed once an alias has been set.

Please refer to the Google Workspace for Education (Gmail)*⁶ in the "About System Users" section of the Center for Information Infrastructure's website for information on how to send email from an alias.

Email messages are stored in the cloud and managed by Google. Agreements are in place to ensure that individual information and email content are handled correctly; however, please understand that this service is managed by companies outside university control.

Your account becomes invalid at the end of the 60th day after your enrollment period.

USING GMAIL

1. Access the following address using a Web browser to start Gmail.

Students	https://gmail.com or http://mail.g.hit-u.ac.jp
Researchers	https://gmail.com or http://mail.r.hit-u.ac.jp

2. Enter your email address and password and select "Login". Researchers who have set an alias must also enter their email address using their Hitotsubashi Authentication ID user name.

On your first login, you will need to read and respond to the message displayed on the screen. After logging in, the service can be used similarly to Gmail.

⁵ <https://portal.auth.hit-u.ac.jp>

⁶ <https://www.hit-u.ac.jp/ictc/services/google-workspace-for-education/>

MEASURES TO PREVENT SPAM EMAIL

- Spam emails, e.g., those containing advertisements, are automatically classified as "Spam" and deleted after 30days
- If a spam email appears in your Inbox, select the mail in question and click on "Report spam".
- Assessment of spam email is automatic, and an email may be mistakenly classified as spam.

Check your spam email folder regularly to confirm that an important email you need has not been marked as spam.

If you find an email that has been mistakenly marked as spam, select that email and click the "Not spam" button.

1284Wireless (Wireless LAN)

The university wireless LAN, known as "1284Wireless (Hitotsubashi wireless)", is a service that enables wireless Internet connections within the university campus. 1284 Wireless can be used by PCs and tablets with wireless capabilities. Please confirm with the relevant faculty regarding use during classes.



HOW TO USE THE WIRELESS SERVICE

The method of connecting to a wireless LAN depends on the device you are using, so please refer to the manual of each device.

Information to connect to 1284Wireless(SSID, encryption key), please visit the website of 1284Wireless*⁷ indicated on the sticker above.

Note on using the service

1284Wireless is a service for connecting to the Internet. There is always the possibility of being infected by a computer virus or encountering a cyberattack. Take security precautions by installing antivirus software and keeping it updated.

All communications through this service are registered externally as coming from Hitotsubashi University; moreover, user information is recorded within the university.

LOCATIONS WHERE THE WIRELESS SERVICE CAN BE USED

Please note that the following information might be changed.

※For the latest information, please refer to the website of 1284Wireless.

Kunitachi campus (see figure on the next page)

Main Building	2F-3F, 1F lecturer's waiting room - west, meeting rooms, Career support room
Annex	Josuikai Centennial Hall
Lecture Building 1 & 2	1F-4F classrooms, all seminar rooms, lounge
East Lecture Building 1	1-4F classrooms, seminar room, lounge, 1F lecturer's waiting room - east
East Lecture Building 2	1F-3F classrooms, 1F lounge, 3F East Study Area
Mercury Tower	Lower blocks 1-3F all areas
	Upper blocks 1-2F, 4F, 6F classrooms, 5F 3510 room, 7F meeting room, Mercury Hall
University Library	※Please refer to "User Guide" > "Using the Library" > "Using PCs in the Library" > "Open Access Floor"* ⁸ on the library's Web site.

⁷ <https://1284w.cc.hit-u.ac.jp/>

⁸ <https://www.lib.hit-u.ac.jp/services/library/vid/#oaf>

Computer Education Building	Computer room
Faculty Building 1	1120
Faculty Building 2	1F lounge
Isono Building	118, 320
Faculty Building 3	1F lounge, 3F meeting rooms, hall
LS/CGEE Building	1F-6F classrooms, meeting rooms
Administration Building	3F, 4F, 5F,7F meeting rooms
West Plaza	1F, 2F (restaurant)
East Plaza	2F Cafeteria

Chiyoda Campus

National Center of Science	1F, 4F-9F proprietary area of Hitotsubashi University Lower blocks 5F (excluding Hitotsubashi Auditorium and guest rooms)
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PRINTERS

The printers using University copy cards, Co-op copy cards or cashes can be found in the following locations. To print pages using these printers, please send a print request (a print job) from a terminal, insert a copy card / coin to the printer, and select the print job from the panel.

LOCATIONS

Locations of printers are as follows.

Locations	Printer accepts University cards	Printer accepts Co-op cards	Printer accepts Cashes
Computer Education Bldg.	1 printer	—	—
University Library	—	1 printer	1 printer



Co-op copy card

PRINTING USING A COPY CARD

The number of University copy card credits required for printing and the charges for Co-op copy cards are shown in the following table. One double-sided print counts as two single-sided prints.

	Cost of printing using a University copy card	Cost of printing using a Co-op copy card
Monochrome (A4, A3)	1 credit	10 yen
Color (A4, A3)	5 credit	50 yen



University copy card

Credits required/charge per page (as of April 2021)

If there is a paper jam or the printer cannot print for any other reason, refer to the notice placed near the printer and contact us.

If you have used a Co-op copy card to print but find problems with the resulting print (e.g., a blank page is an output or the printed page has additional lines), a refund may be given. Take the printout and copy card and inquire at the Co-op.

INSTRUCTIONS FOR PRINTING FROM A WINDOWS TERMINAL

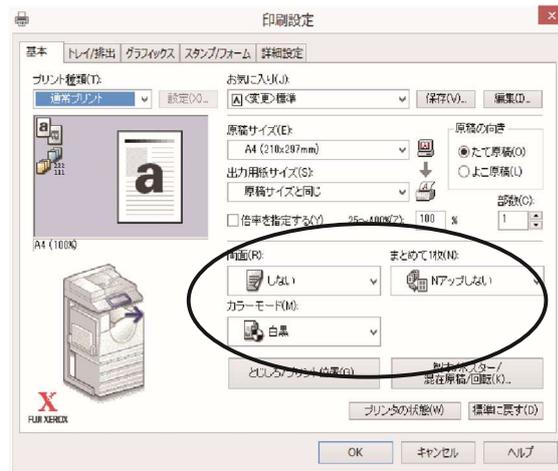
1. Select print from the application's file menu.
2. From the printer dialog, select the printer to print to (figure on the right).

Print output is only possible from the selected printer.

If it is busy, we recommend printing using a free printer.

3. Change the print options as needed.

If you wish to set print options according to your preferences, select them from the print dialog box or select "Printer properties" (in Microsoft Office or whichever application you are using) and choose the settings you need. N-up, two-sided, and color/monochrome prints can be selected from the basic settings (see the figure below).



4. Click the OK button to start the print job.

5. When you start a print job, the user information dialog box (figure on the right) will be displayed on the terminal. This dialog box may be hidden behind other windows. Enter your chosen "蓄積用ユーザーID" or "billing ID" and your chosen "暗証番号" or "PIN number" (1-12 digits; Entering non-numeric characters will produce an error.) and click the OK button. The maximum number of characters allowed for billing IDs is 24.



6. Go to the printer to complete the print output process.

<Note>

- The billing ID is unrelated to your Hitotsubashi authentication ID (See p. 1). It is used to select a print job from the printer panel; therefore, choose an ID that is easy to identify, such as your name. Also, make sure not to forget your pin number. If you forget your pin number, the printer will be unable to provide any output.
- Jobs sent to the printer are automatically deleted by the printer after one hour. When sending a print job from the terminal, make sure to complete the print process within an hour.

PRINT-JOB OUTPUT PROCESS FOR PRINTERS

Printing process -- outline

1. Using the printer panel, confirm that no printing or copying is ongoing.
2. Insert your card into the card slot on the printer and check the remaining credits.
Confirm that you have sufficient credits for the number of pages you wish to print. You can also insert cashes (coins).
3. On the printer, enter your billing ID and PIN number to log in and display the list of print jobs.
4. Select the job you wish to print and press the print button.
5. When you have completed printing, remove your card or take the changes.

Printing process -- details

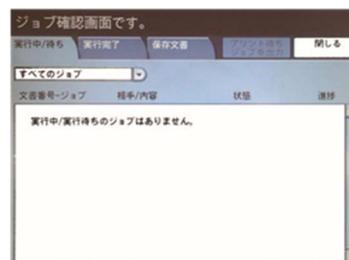
1. Check that the printer is not used before inserting your card or cashes (coins).

[How to confirm that the printer is not in use]

Check that no paper is being output by the printer.

Check that the printer screen does not show "printing".

Alternatively, press the "Job confirmation" button on the printer control panel and confirm that there are no jobs currently being processed (figure on the right).



If there are pending jobs, wait for 59 seconds or select the job and press the stop button to stop it.

2. Insert the copy card into the slot and check the remaining credits to confirm that you have sufficient credits for the number of copies you wish to print. Please see the diagram below. You can also insert cashes (coins).



Insert card

Check credits remaining on card

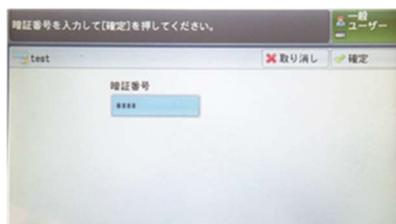
<Warning>

If the number of credits remaining on your prepaid card becomes zero or insufficient, printing will pause. Enter a new card to continue printing. If a new card is not entered within 59 seconds, the job will be canceled. When printing on both sides, a sufficient amount of remaining credits is required.

3. Press the " 認証プリント" or "Authenticate print" button to change the screen; then, select the billing ID you used to print from the terminal and press the " 文書確認/ プリント" or "document confirmation/print" button (figure on the right).



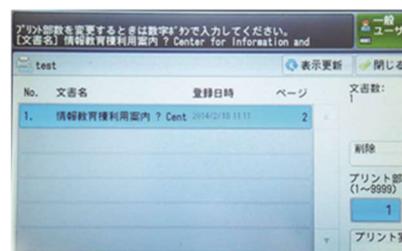
Selecting your billing ID



Input your PIN number

Next, enter your pin number set at the time of printing and press the " 確定" or "Confirm" button (figure on the left)

4. Select the document to print, specify the number of copies to print (if necessary), and press the print button (figure on the right). Printing will now begin.



5. When printing is completed, **make sure to remove your card. If you use cashes, do not forget to take the change.**

PRINTING FROM LOCATIONS OTHER THAN TERMINALS LOCATED NEAR THE PRINTERS

You can also print using the printers in the Computer Education Building and University Library via university PCs or your own PC. Please check "Windows PC/Printer" and "Printer"*⁹ on the information system user site for further details.

For information on the library's printers, please also refer to "User Guide" > "Using the Library" > "Printing Procedures at the Library" on the library's website¹⁰.

⁹ <https://cc.hit-u.ac.jp/clients/printer>

¹⁰ <https://www.lib.hit-u.ac.jp/services/library/print/>

COMPUTER EDUCATION BUILDING

PC terminals located in the computer rooms can be used for education and research purposes. The printers here can be used via the PC terminals or your own PC. For further information, visit the Computer Education Building Web site.

※ Due to the prevention of the spread of COVID-19, opening hours, capacity, number of terminals, and other services are subject to change.

Hours of Operation (Days when self-study is available)

Mon - Fri 8:30 - 17:00 (During regular semesters, excluding holidays and days with no class)

- The building may be open at other times for specific purposes, such as classes in holidays and intensive lecture periods. However, it is not available after 13:00 on the second Wednesday of each month due to regular maintenance.
- The building may also be closed for other reasons. Please check the bulletin board and "Computer Education Building¹¹" on the website of the Center for Information and Communication Technology.

COMPUTER ROOMS AND TERMINALS

Location	No. of terminals	Notes
Computer room	41	Mainly for class use.
Lounge	—	There is one card-operated printer.

※ Please do not use the computer room for lectures that do not require PC terminals. Free use is not available.

- Food items and beverages are not permitted.
- The terminals are similar to those in the library. See "Usage notes" on the 16 pages. Computer room terminals lock automatically and will log out 15 minutes after being locked

IF YOU NEED HELP

If there is something you do not understand about using the Computer Education Building, first check the Computer Education Building website. If you still need help, please send us an email to the following address.

Email

support-kyoikutoh@cio.hit-u.ac.jp

Computer Education Building

¹¹ <https://cc.hit-u.ac.jp/CEB/>

We also deal with lost and found possessions and any problems you may have with Computer Education Building's devices (e.g., if they are defective). Please visit the management room on the first floor in-person.

USING SOFTWARE APPLICATIONS

Basic usage instructions

The terminals in the Computer Education Building can essentially be used in the same way as standard Windows PCs. For detailed usage information, refer to support software, the Internet, commercially available documents, etc. To start an application, click on its desktop icon or find it using the "Start" menu. To switch between Japanese and English input, use the "半角/全角" key in the upper left corner of the keyboard. Japanese is entered in romaji and converted with the space key.

Available applications

Applications such as Microsoft Office and statistical software can be used on the terminals. For the latest information, please refer to "System Usage" on the website of the Center for Information and Communication Technology

Saving files

The terminals in the Computer Education Building do not have built-in hard disks; therefore, all data lost when the terminal is switched off. Any files you wish to save should not be left on the C drive or desktop but instead saved to the Google drive or a USB drive

UNIVERSITY LIBRARY

For further details on how to use the University Library, please visit the website. *¹²If you are unsure of anything, please ask at the 1F Help Desk in the Main Library Building (9:00–17:00 on weekdays)

INTERNET TERMINALS

The University Library comprises terminals similar those in the Computer Education Building. Here, you can use applications such as Web browsers and Microsoft Office. These are also shut down for regular maintenance at the same time as the Computer Education Building.

Location and number of terminals

There are 48 terminals in the Main Library Building 1F, Information Search area.

Usage notes

- Before using the terminals, please disinfect the monitors, keyboards, mice, etc. by wiping them with the sterilization sheets provided in the room.
- A Hitotsubashi authentication ID is required to use the terminals.
- When leaving your seat, please take your things with you.
- The terminals will automatically shut down after 15 minutes of inactivity. If this happens, the documents you were working on may not be saved; therefore, ensure that you save your documents on a USB stick, for example, while working.
- There are charges for printing; see the "Printers" section.
- Ensure that you shut down the terminal after use.

Printers

There is a monochrome printer that accepts co-op copy card, and a color printer that accepts cashes that can be used.

Usage Consultation

There is a help desk that provides consultations regarding to system usage. You can get supports on how to use computers, 1284Wireless, email, and devices from the graduate student staffs. You can also send an email to the following address for help.

E-mail: support-kyoikutoh@cio.hit-u.ac.jp

OTHER TERMINALS

Collection search terminals, which can search all the book repositories across the University, including the University Library, are located on each floor. MyLibrary cannot be used from the collection terminals

¹² <https://www.lib.hit-u.ac.jp/>

AREAS WHERE ELECTRONIC DEVICES CAN BE USED

- Electronic devices¹³ can be used in all areas of the library except for the 3F Reading Room in the Periodicals Annex. We have designated the 3F Reading Room in the Periodicals Annex as a quiet area; therefore, please refrain from using electronic devices there.
- The use of mobile phones for making calls, web conferencing tools for interviews or meetings, and attending online classes that require speaking out loud are strictly prohibited in the library. Please cooperate in maintaining a quiet learning and research environment.

1284WIRELESS (WIRELESS LAN) IN THE UNIVERSITY LIBRARY

- Connect to 1284Wireless at various locations in the library using your Hitotsubashi Authentication ID. Please refer to the "1284Wireless (Wireless LAN)" section for details.

¹³ The term electronic devices refer to PCs, calculators, mobile music/video players, smartphones, cell phones, and other mobile information devices.

APPENDIX

REGARDING USE OF THE SYSTEM OF CENTER FOR INFORMATION AND COMMUNICATION TECHNOLOGY

Before using the system/service of Center for Information and Communication Technology (hereafter referred to as "CICT"), please take the time to understand CICT policies and take note of the following points regarding its use.

CICT may take measures, such as restricting or terminating access, against users who do not follow these rules. Make sure not to take any action that causes inconvenience to other department.

CICT Policies Related to the Use of Information

1. CICT expects the users to respect others' freedom of thought, belief, expression, and communication when using email, the Web, or other forms of media. Users must take full responsibility for the content and distribution of everything they write.

2. If it is found that systems have been used for purposes that violate the University's purposes of education and research, such as illegal activity, violating public decency, damaging the system's operation, or other inappropriate activities, the Administrator may take measures such as restricting access to or deleting files and terminating access to CICT systems. In some cases, these actions may be taken without notice. Additional measures may also be taken by the University with regard to malicious users. The University network is connected to SINET (Science Information Network) under the application of Hitotsubashi University. If the connection is used inappropriately, there is a risk that all external connections to Hitotsubashi University will be stopped.

3. Files created by users may be lost in the event of, for example, system failure. On occasions, it may become impossible to send/receive emails or browse the Web owing to network failure. Your privacy may be at risk if you publish personal information on your home page or elsewhere. CICT shall not bear any responsibility whatsoever for damages incurred through the use of the system.

Points to Observe when Using the Facilities

1. They are for education or research purposes only. The CICT PC facilities are for research, education (study), office work, and other related purposes. Unlike ordinary services, they cannot be used for any other purpose. Registering as a user does not mean that "the CICT facilities can be used to do anything you like".

2. They may only be used by registered users. The use of a Hitotsubashi Authentication ID is limited to the registrant themselves. Therefore, the account and accompanying system resources may not be used by others, either inside or outside the University. Do not, under any circumstances, tell your password to anybody else.

3. Do not impersonate another person's email address. Never send emails by impersonating another person's email address.

4. Sending chain emails is prohibited. Many "pass on this email"-type messages, known as chain emails, result in the same content being sent repeatedly and cause strain on email servers around the world. Most of these messages have content that is disrespectful, meaningless, or false. Thus, even if you receive an email that says "Pass this email on to anyone you know", you should not forward the email.

5. They may not be used for profit. You must not use the University network or any aspect of the information processing/education system to make a profit or for political or religious group activities.

6. Malicious use is prohibited. The CICT PC environment provides various functions; users must not misuse these functions for malicious purposes, such as stealing the accounts (passwords) of others or storing more files than normally permitted.

7. Actions that defame or invade the privacy of others are prohibited. Other people's personal information, such as names, addresses, or telephone numbers, must not be published without their permission, and files owned by other people must not be viewed without their permission.

8. Passwords should be managed carefully. Manage your password responsibly and make sure that it does not become known to other people.

9. Take precautions when sending large emails. Although it is possible to send images via email, sending large files can put a strain on the network. Regardless of the CICT PC environment, the

recipient's provider may restrict the amount of data that can be received. Please check with the recipient before sending such an email.

10. Take suitable antivirus measures. Install antivirus software on all PCs before connecting them to the University network.

Related Information

Ministry of Public Management "Cyber Security Site for the Public"

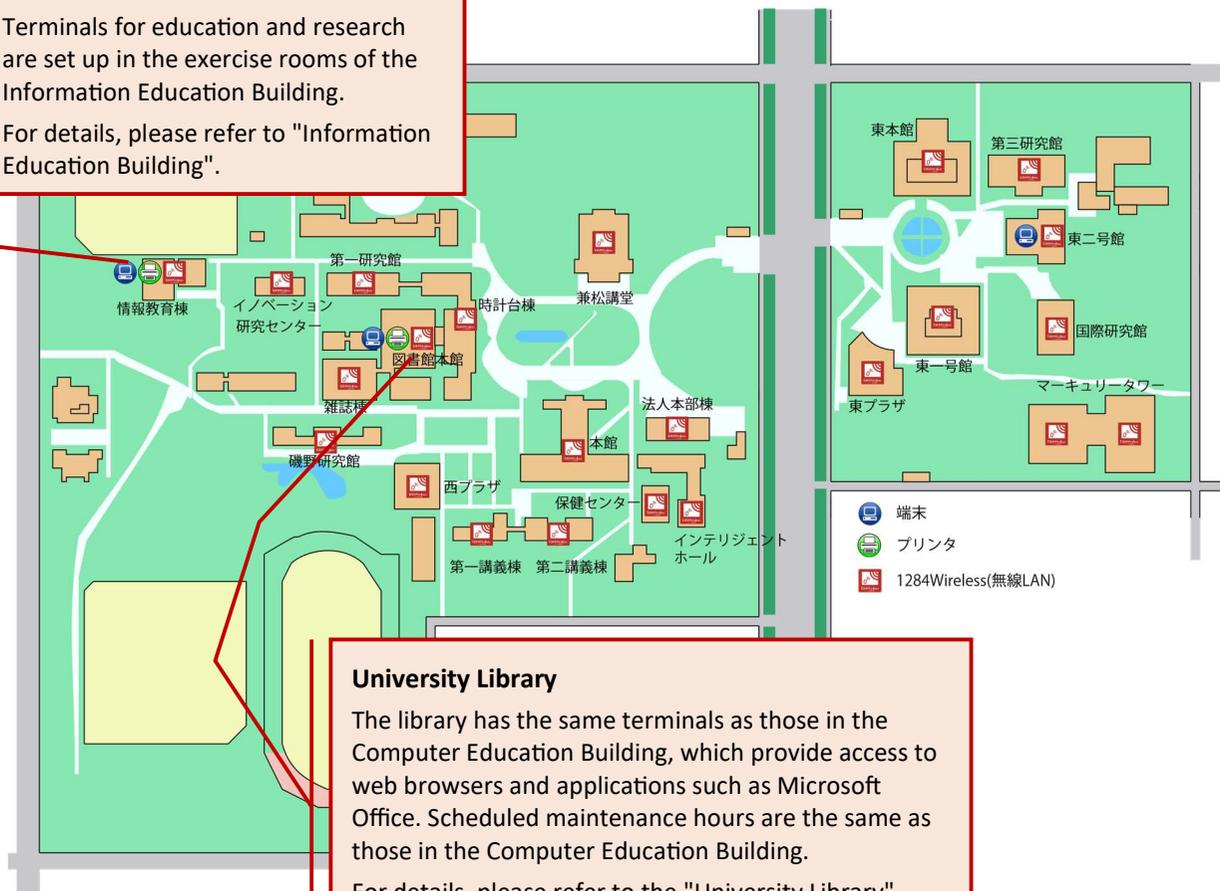
https://www.soumu.go.jp/main_sosiki/cybersecurity/kokumin/index.html

Campus Map for Information Environment

Computer Education Building

Terminals for education and research are set up in the exercise rooms of the Information Education Building.

For details, please refer to "Information Education Building".



University Library

The library has the same terminals as those in the Computer Education Building, which provide access to web browsers and applications such as Microsoft Office. Scheduled maintenance hours are the same as those in the Computer Education Building.

For details, please refer to the "University Library" page.

Location	Terminal	Printer
Computer Education Building	△	○
University Library	○	○