

[How to Use the Automatic Certificate Issuing Machine]

Students who went on to graduate school from this university

* Please complete your application in advance, as the area in front of the certificate issuance machine tends to get crowded.

<If this is your first time using the automatic certificate dispenser>

Apply
in
advance

- ① Go to University website <https://www.nagaokaut.ac.jp/student/certificate/students/index.html> →
- ② Click “Register Here” to complete the initial registration
- ③ Registering an Email Address *Please register your personal email address, not your university email address.
- ④ Log in via the URL and register your applicant information *Student enrollment information prior to internal advancement.
- ⑤ Log in using the initial password and email address provided in the email *Do not enter the second password.
- ⑥ Setting Your Desired Password and Secondary Password *Register a password that meets all the requirements.
- ⑦ Add your current student ID information by selecting “Add Student ID” from the settings icon
- ⑧ Select “On-Campus Printing” under “Select Print Destination”
- ⑨ Select the student enrollment information corresponding to the certificate you are applying for *Switch to the “Student ID” tab
- ⑩ Select the certificate you wish to issue and click the “Apply” button to submit your request.



Go to the
printer
and print

- ⑪ Enter the “Reservation Number (Print Number)” sent to your registered email address into the automatic certificate issuance machine.
- ⑫ The certificate will be printed.

<For the second time and thereafter When using the automatic certificate issuance machine>

Apply
in
advance

- ① Go to University website <https://www.nagaokaut.ac.jp/student/certificate/students/index.html> →
- ② Log in via the “Login Site” link.
- ③ Log in by entering your registered email address, password, and secondary password
- ④ Select “On-Campus Printing” under “Select Print Destination”
- ⑤ Select the student enrollment information corresponding to the certificate you are applying for *Switch to the “Student ID” tab
- ⑥ Select the certificate you wish to issue and click the “Apply” button to submit your request.



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