CNS GUIDANCE 2025 GSMG

SHONAN FUJISAWA

KEIO INFORMATION TECHNOLOGY CENTER

(SFC KIC)

CONTENTS

- **IT environment at KEIO University**
- **Account**
- **Services**
- **Rules**
- **Contact**

The information on the KIC website is for reference only.
The latest version may be different.

IT ENVIRONMENT AT KEIO UNIVERSITY

- **Information platform for helping education and research activities**

- **Administrated and Operated by KIC (Keio Information Technology Center)**

  - Each campus has different operation policy
  - SFC's network is operated by Shonan-Fujisawa KIC

- **SFC-CNS(Campus Network System)**

  - Information Infrastructure at SFC

  - Users (all faculty, staff, students, researchers, etc. affiliated with SFC)

  - CNS account is required to use this service.

  - See the Shonan Fujisawa KIC web page for details.

    https://www.sfc.itc.keio.ac.jp/

TWO ACCOUNTS

- **CNS account**
  - Necessary for various CNS services
  - Email Address: {login name}@**sfc**.keio.ac.jp
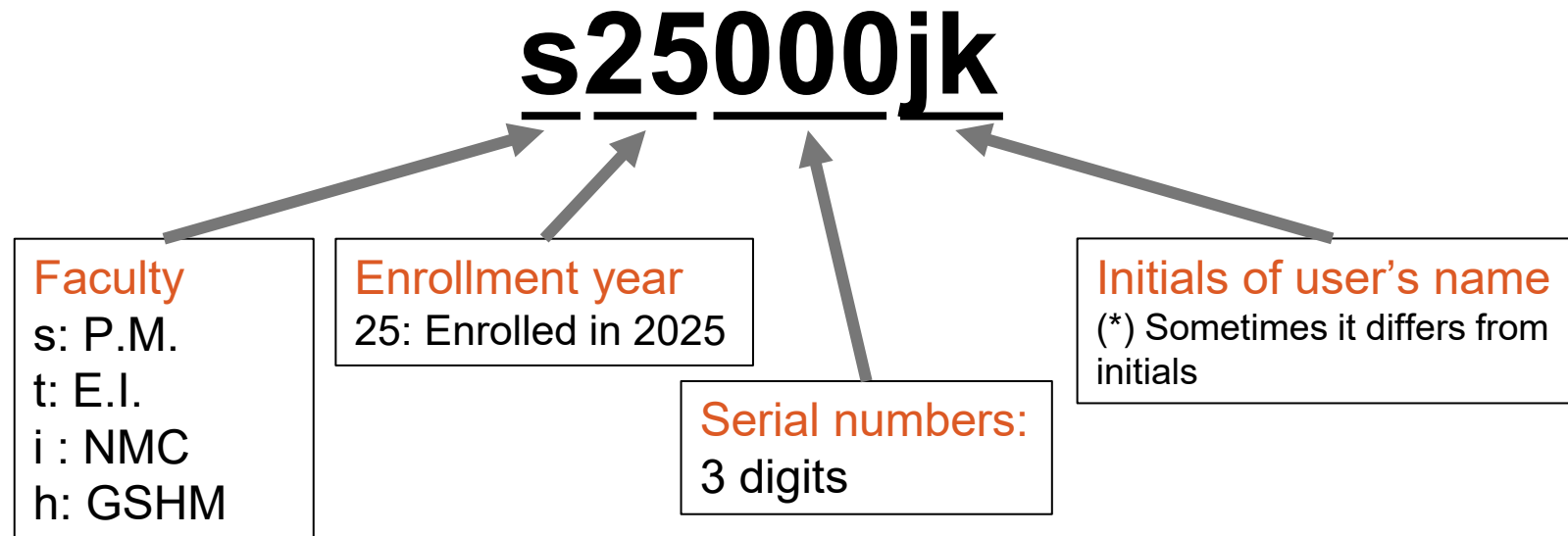 - Students of other campus use 'ITC account'
- **Keio ID**
  - Account to use the system provided for university-wide service
  - Registration is required separately from CNS account.
  - Email Address: {login name}@keio.jp

CNS ACCOUNT

- **Pair of CNS login name and login password**
  - Necessary for various CNS services

- **Example**

In case of Graduate School of Media and Governance, it will be one of the login name you want.

s25000jk

Faculty
s: P.M.
t: E.I.
i : NMC
h: GSHM

Enrollment year
25: Enrolled in 2025

Serial numbers:
3 digits

Initials of user's name
(*) Sometimes it differs from initials

CNS ACCOUNT(PASSWORDS)

- **<u>CNS login password</u>**
  - Passwords for login to various services such as shared PCs.
  - Do not use passwords for other services.
  - Forgot a password?
    - Must be reissued at KIC office of each campus (**<u>Student ID required</u>**)
    - We can't reissue your password remotely.
  - Renew password　→　KIC HP Top>Computer>Account
- **<u>CNS email (IMAP/SMTP-Auth) password</u>**
  - Password to send/receive an email
  - Mail address: {login name} @sfc.keio.ac.jp
  - Renew password　→　KIC HP Top>Computer>Account
  - Forgot a password?
    - You can change CNS email password from the website using CNS login name and login password.

Keio ID

- **keio.jp＝Keio University Common Authentication Platform**

  - https://keio.jp/

  - For university-wide application

- **You can claim your username**

  - e.g.: keio.jiro@keio.jp

  - It's called " Keio ID" or "Keio Apps ID"

  - It can NOT be changed

- **Activation of Keio ID（＝Keio Apps ID）** **[Required]**

  - If you don't have Keio ID yet, access to "keio.jp registration site" and activate Keio ID
    (Please see the admission procedure documents for details.).

  - If you forget your Keio ID or password, you can reset your password at KIC office of each campus only (Student ID Card required)

SERVICES

- **Services available at CNS** (CNS account required)

    - Campus network connection (wired, Wifi)
    - Shared Computers (Windows, Mac) and Computing Servers
    - Printers
    - Large Format Print
    - Online Storage Service (Dropbox, owncloud)
    - PCs lending for students (conditions apply)
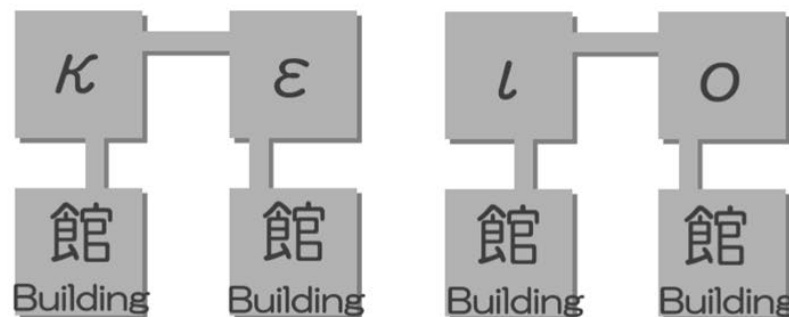   https://www.sfc.itc.keio.ac.jp/en/computer_rentalpc_sfc.html

- **Services available at SFC** (CNS account required)

    - Physical Education Reservation System, etc…

- **Services available at All Campuses** (Keio ID required)

    - K-LMS, Grade reports, Health checkup results
    - Canvas LMS
    - Access to the electric journals
    - Software Licensing Center
    - Google Workspace for Education, etc…
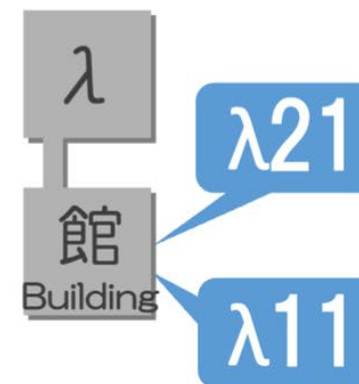
SHARED COMPUTERS

- **2 Classrooms with shared computers （＝PC rooms）**
  - λ21 (Specialized Mac for Movies and Music)
  - λ11 (Specialized Windows for Statistics, CAD, GIS)
  - Student ID card required to enter PC rooms
  - Open 24hours a day (except class and school holidays)

No eating or drinking
around the computers!

- **Open space area at Media Center 1F**
  - All types of shared computer (General/Music/Movie/Windows)
  - Open: depends on Media Center

- **2F/3F Loft at Tau Building [GSMG Only]**

PC ROOMS

10

PC ROOMS

λ11 PC room

λ21 PC room

OPEN SPACE AREA AT MEDIA CENTER 1F

Specialized Mac for
Movies
at Media Center

General Purpose
Mac/Windows
at Media Center

2F/3F LOFT AT TAU BLDG.

2F/3F Loft at Tau Bldg. are a research space
for graduate students of the GSMG.

CNS PRINTING SYSTEM

- **Printers located at several location in a campus (KIC HP Top > Services)**

- **You can print from shared computers**

- **You can print from your own personal computer**

  - Printing from your PC (KIC HP Top > Services)

- **You can print from your mobile phone or tablet**

  - Printing Apps (free) required.

- **Printing Charge**
  - The balance does not carry forward the next fiscal year.
  - Color   15 points(JPY)/page (both A4 and A3 size） → two sided: 30 points(JPY)
  - B/W   5 points(JPY)/page (both A4 and A3 size） → two sided: 10 points(JPY)
  - Your account is refilled with 2,500 points(JPY) every academic year
  - If you exceed the points awarded, you will need to purchase points
    - Remaining purchased points can be carried over from year to year
  - Paper can not be brought in

Large Format Print Service

- Submit via prn23.sfc.keio.ac.jp and collect at KIC.
- Available for research, education, and official purposes only.
- Expect completion by 4 PM the next business day.

https://prn23.sfc.keio.ac.jp

Paper Sizes & Points

- A0: 2000p | A1: 1000p | B0: 3000p | B1: 1500p

Key Points

- Initial points not applicable - must purchase separately at Co-op.
- No personal paper allowed.
- Delays possible during peak times or with incomplete applications.
- Reference: KIC HP Top > Computer > Large Format Printer

SFC-CNS TERMS OF USE

- **Academic network (for research and educational purposes only)**

- **The following acts are prohibited**

    1. Non academic purpose(Profit making activities)
    2. Violate public order and decency
    3. Invade the privacy of others
    4. Interfere with normal operation of the network
    5. Infringe on copyrights or other intellectual property rights
    6. Damage the reputation of Keio University
    7. Other actions or activities that violate laws and regulations or rules of Keio University

Cancel/Suspend your CNS account

SECURITY FOR YOUR PC, TABLETS AND ETC.

- Cases that personal devices infected by malware (malicious software) or virus outside the campus and bring into the campus are occurring frequently.

- If communications suspected as attacks toward off-campus occurred, those PCs or tablets may be shut out their communications or the connection to CNS may be restricted.   We may suspend your CNS account depending on the situation.

- SFC KIC collects traffic logs inside and outside SFC.

- If SFC KIC contacts you, please come to SFC KIC office as soon as possible.

- Please back up important data frequently in case of unexpected circumstances.

SERVICE DESK

Shonan Fujisawa
Information Technology Center

- CNS Service Desk
  @Media Center 1F North
- Account administration
- Network management
- Helpdesk for keio.jp

Shonan Fujisawa KIC web site
https://www.sfc.itc.keio.ac.jp/

Contact information
https://www.sfc.itc.keio.ac.jp/en/contact_sfc.html