

keio.jp Registration Guide

* Students who have advanced within Keio (塾内進学) or who were full-time degree students up to this point and already have a keio.jp account should continue using their current Keio ID. It is not necessary to re-register.

1. What is keio.jp?

keio.jp is a system that authenticates you to use online services operated by Keio University safely. Students studying at Keio University must always use keio.jp to register for courses, to download class materials or to view their report card.

2. What services are available on keio.jp?

(1) G Suite

G Suite for Education is a set of services that Google provides for educational institutions and that lets users comprehensively use functions such as Email (Keio Mail), Calendar, Group, and Online Storage.

(2) Academic Affairs Web System

This system provides essential services for students such as class registration etc.

(3) Class Support

A system used for study materials distribution to students, classroom message boards, and submitting/acceptance of reports, etc.

(4) Education Support System

The Education Support System consists of a broad range of educational functions. Students may use the system to browse course descriptions, syllabi, and timetables.

(5) Box

Members who have valid keio.jp account can share files on this system.

(6) Software Licensing Center

Some software licenses (for which Keio has licensing agreements with corresponding software vendors etc.) can be obtained online.

(7) keiomobile2 / eduroam

Authenticated Wireless network connection is available at each campus.

(8) KOSMOS My Library

You can search books and periodicals in each Keio University library and check their availability.

(9) E-Journals / Databases

From outside campus, you have access to a part of e-journals and databases.

(10) Web-Based Courses for IT Utilization

Introductory videos on how to use some useful software such as Windows and Office Products are available online.

(11) WebEx

It makes meetings more efficient by sharing documents, agendas, notes and recordings in a convenient and accessible online meeting space.

(12) Grade Report (limited time offer)

You can view your grade report online. (except for some faculties and graduate schools)

(13) The Health Examination Result (limited time offer)

You can view your health examination report online. (except for some faculties and graduate schools)

3. How to use keio.jp?

In order to use keio.jp, you must obtain your Keio ID and register your password at the registration (activation) window.

Once you get your Keio ID and register password, you have access to all the above services by logging in.

4. Let's register for keio.jp.

Please access the keio.jp Activation website via the SFC-SFS **after 8:30 a.m. Wednesday, April 1** and follow procedure below:

- (1) Access the SFC-SFS website. Enter your CNS login name and CNS login password.

SFC-SFS page

<https://vu.sfc.keio.ac.jp/sfc-sfs/>

- (2) Select "Gakuji Web" on the top right menu.

- (3) Click on the button "keio.jp Activation".

How to obtain your Keio ID

https://www.sfc.itc.keio.ac.jp/en/keiojp_manual_activation_stdact.html

In principle, you cannot revise your Keio ID, as you use it for your Keio Mail address. Considering that Keio ID is used for communication with organizations other than Keio University, please be sure to enter an appropriate ID. We recommend that you use your name etc. that can be used in public situations and which is easily readable.

5. Inquiries

Please access the URLs below for more information before you inquire about keio.jp.

keio.jp Manual **https://www.sfc.itc.keio.ac.jp/en/keiojp_manual.html**

keio.jp FAQ **https://www.sfc.itc.keio.ac.jp/en/keiojp_manual_faq.html**

If you still have problems, please contact the Help Desk.

keio.jp Help Desk (Open: Weekdays)

Email	help@keio.jp
Office	Shonan Fujisawa ITC Service Desk