

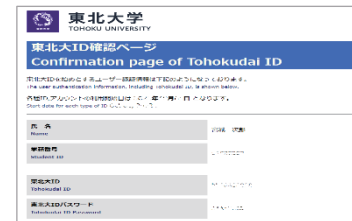
STEP 0 Introduction

- Logging on through the SSO system gives you access to services such as the Student Affairs Information System and Microsoft 365.
- **Make sure you have your DC Mail details ready in advance.** Then, follow the four steps below.
 1. Confirm your account on the Confirmation page of Tohokudai ID.
(See the document on the Confirmation page of Tohokudai ID, which is included in the materials you have received at the time of admission.)
 2. Log in to DC Mail and set up your account (see the DC Mail Quick Guide)
 3. Log in to the Tohoku University Single Sign-On system (using this guide)
 4. Log in to Microsoft 365 (see the Microsoft 365 Quick Guide)

STEP 1 Confirm Your Account

(a) New undergraduate and graduate students (April enrollment: April 1 – April 30; October enrollment: October 1 – October 31) should confirm their **Tohokudai ID** and **password** on the **Confirmation page of Tohokudai ID**. (See the screenshots below.)

* How to access the page can be found in the materials you have received at the time of admission.



(b) Credited auditors and auditing students, etc.

Check your **Tohokudai ID** and **password** in the Tohokudai ID notification letter you have received from the university.

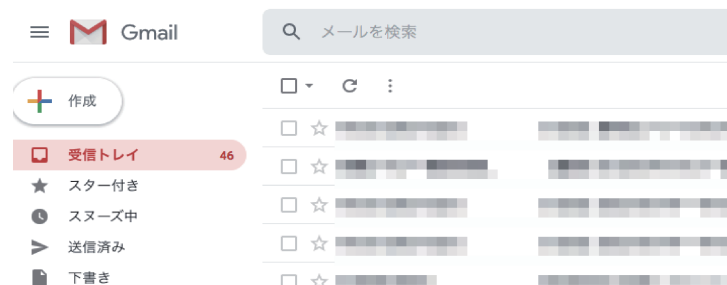
(c) Current students and new students of neither April enrollment nor October enrollment

In case of your forgetting your Tohokudai ID or password, **contact the academic affairs section with your faculty or graduate school.**

STEP 2 Log in to DC Mail and Set up Accounts

You need to follow this STEP 2 for access to the Tohoku University SSO system.

* How to set things up can be found in the materials you have received at the time of admission. (See the DC Mail Quick Guide)



STEP 3.1 Access the SSO system

On the Tohoku University website (<https://www.tohoku.ac.jp/en/>), click on 'Current Students' and then on 'Tohoku University Single Sign-On'.

For direct access: <https://slink.secioss.com/user/index.php?tenant=auth.tohoku.ac.jp>

1. Enter your Tohokudai ID and password to log in.

STEP 3.2 One-Time Password Authentication

If you are requested the one-time password authentication, follow the steps below.

2. Select 'One-time password (email authentication)' to receive the one-time password at your DC Mail account.

3. Enter the one-time password to log in.

The authentication has been done successfully.

STEP X Don't You Receive Your One-Time Password?

- If you are forwarding emails received at DC Mail to another email service, the email containing the one-time password may have been classified as spam at the forwarding destination. Check your spam folder.
- You can also explicitly allow emails from '@secioss.co.jp' addresses at the forwarding destination. See the manual and support documents for the email service of the forwarding destination.

If you find it difficult to set things up, we strongly recommend you to use DC Mail directly through Google Chrome or the Gmail app.

User Support

In addition to providing support with setting up Microsoft 365, Tohoku University Co-op also provides support for the following:

- Support with setting up the on-campus wi-fi service (eduroam)
- Support with setting up DC Mail
- Support with installing security software (WithSecure)

The opening hours, location, and contact details are as follows.

- Hours: Weekdays 11:00-18:00 (11:00-17:00 in August-September and February-March; closed during the obon and New Year holidays)
- Location: New Life Support Center (the bookstore at the Sky Kawauchi Forest on the Kawauchi Kita Campus)
- Phone: 022-212-9057
- Email address: m365_help@grp.tohoku.ac.jp

For inquiries on this leaflet:

M507, 5th Floor, Multimedia Education and Research Complex (Kawauchi Kita Campus)

Inquiries: <https://www.cds.tohoku.ac.jp/contact.html>

Online Guide: <https://www.dc.tohoku.ac.jp/>

* User support is provided by Tohoku University Co-op

