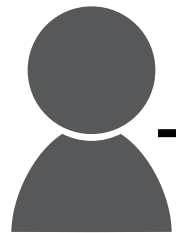


Startup Guide

1. IDs assigned by the university



Tohokudai ID

The Tohokudai ID is a common ID for various information services.

Sub ID (Campus Wi-Fi ID)

The user ID for the Wi-Fi service is as follows:
[Sub ID]@student.tohoku.ac.jp

Google Workspace ID

This ID is for the Google services such as Gmail, Drive, Meet and Classroom.

This Gmail Service is called "DCMail" or "Email service for Students."

Microsoft365 ID

This ID is for the Microsoft365 services such as Office365, OneDrive and Teams.

*Some Information services for specific departments or schools do not apply these IDs.

2. Login to DCMail



- ① Log in with your Google Workspace ID and its password from the following URL or QR code.

<https://mail.google.com/>



- ② If you are requested the 2-step verification, enter your Employee ID.
 - Your initial Employee ID can be confirmed at the Tohokudai-ID notification website / letter or Integrated Electronic Authentication System.
 - **For the first-time login, you are requested to configure your own password in place of your initial password.**

For details, see Online Guide of Information Services.

3. Login to Single Sign-On (SSO)



- ① Log in with your Tohokudai ID and its password from the following URL or QR code.



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

- ② If you are requested "Authentication Method," choose "One-Time Password (Mail Authentication)."
 - **The one-time password is sent to DCMail.**
- ③ Enter the one-time password to log in.

4. Update of your Tohokudai-ID password



- ① Log in to SSO.
- ② Choose the tab "auth."
- ③ Click "Integrated Electronic Authentication System."



- ④ Click "Change Password."

Your initial password should be upgraded to your own password as soon as possible for security reason.

5. Others

• Campus Wi-Fi

The university provides "eduroam," a world-wide roaming service for academic institutes. Access points are deployed in each campus of the university.

• Installation of Microsoft Office

You may use Microsoft Office on your own devices free of charge as long as you are a student of the university.

• Classes

The university uses the following services to conduct classes.

- Canvas LMS • Google Classroom
Access to class materials, Submit assignments, and more
- Microsoft Teams • Google Meet
Video meeting

• Tohoku University App

Features include your digital student ID card, university announcements and campus maps.

For details, see Online Guide of Information Services and Guide to Online Classes

6. Notice

You are expected to strictly maintain your IDs and passwords, which should be your own confidential information.

- You should not tell anyone else your IDs and passwords even if they are one of your intimates.
- In case your ID or password are suspected to be exposed someone else, please contact Center for Data-driven Science and Artificial Intelligence as soon as possible.

7. Contacts

※ You need to log in with your Tohoku-dai ID / password or Google Workspace ID / password in order to see some of the websites.

Online Guide of Information Services

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

▶ FAQ

<https://www.dc.tohoku.ac.jp/faq/>



Guide to Online Classes

<https://olg.cds.tohoku.ac.jp/forstudents>



Quick Guide (DCMail, Wi-Fi, Microsoft Office)

<https://www.cds.tohoku.ac.jp/materials/>



Division for Information Technology, Center for Data-driven Science and Artificial Intelligence

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



Common Infrastructure System Group, Information Infrastructure Operation Office, Data Synergy Creation Organization

<https://c.bureau.tohoku.ac.jp/id/>