

TOKYO TECH PORTAL NEWS

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HOW TO USE

Now you have "Tokyo Tech IC card" and let's start to use "Tokyo Tech Portal" right now!

So far, Tokyo Tech Portal provides you

- Tokyo Tech Mail -- Common e-mail environment anytime, anywhere with high-performance SPAM mail block.
- Slack, Box, T2SCHOLA, Web system for S&F, HR payroll web system, Purchase Request System, etc.
- Access online journals from off-campus; SSL-VPN.

Glossary...

Portal = Gateway
 Tokyo Tech Portal is an integrated gateway to information services provided by Tokyo Tech

Tokyo Tech IC card = Staff card, Student card, and Access card in Tokyo Tech†.

SSL-VPN = Secure Socket Layer-Virtual Private Network

Accessible campus network from off-campus via SSL-VPN



You need to login first and

1. Password change
2. Name Registration

Login to the Tokyo Tech Portal with the "Matrix Code" printed on the backside of Tokyo Tech IC Card.

Account: Staff ID number
 (Printed on the card)

Password: Initial password is printed on a separate sheet.
 (Neither numeric character nor space is used in the initial password. O = "O" of Oscar, l = "l" of lima, Period ".", and/or slash "/" may be used.
 Note that upper- and lower- case characters may coexist.)

How to login

1. Connect the web page of Tokyo Tech Portal as follows.
<https://portal.titech.ac.jp>
2. Click "Agree (Matrix Code Auth.)" button.
3. Enter your account and password



If previous page (front page) appears after clicking OK button, you might misspell the account or password. Try it again.

4. Choose [Matrix] at "Move to Other Authentication", and click [OK].

At your first login, no this step.)

5. Enter matrix code

[A, 5]

[A, 6]

[C, 1]

Matrix code (A table printed on the backside of your IC card) ↓

	A	B	C	D	E	F	G	H	I	J
1	F	H	C	F	A	Q	Q	B	C	D
2	K	E	F	I	H	R	J	Y	X	D
3	I	E	Y	J	T	M	X	F	N	R
4	K	V	C	I	M	J	H			
5	D	H	N	O	P	W	X	Q	X	V
6	A	B	C	D	E	F	G	X	D	I
7	E	C	J	T	M	X	F	N	R	K

Type "d a c"

*Lower-case characters are accepted here.

To Next Page

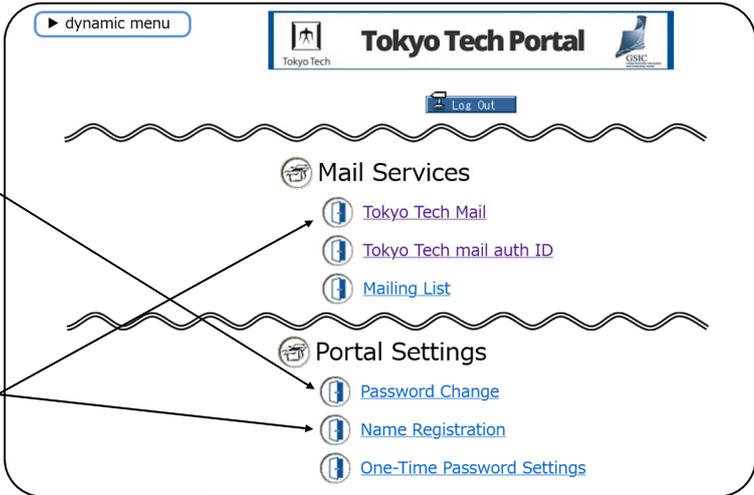
†An entrance card is also Tokyo Tech IC card for building access but cannot be used for Portal access.

If you succeeded to login, now you can see portal TOP

Top menu of Tokyo Tech Portal (example)

1. Click here first to “Password change”
2. Next, click “Name Registration”
3. Visit “Tokyo Tech Mail”

For security reasons, never use the same password as the one you are using with another service!



What is Name Registration?

Register your own way of expressing your name by roman alphabet. It is used in Portal system and especially important for your email account of Tokyo Tech (it is called “m-address”).

E.g. Last name = Ohoka, First name = Taro
 ⇒ **ohoka.t.ab**@m.titech.ac.jp

↑
 Two characters are assigned by the system to assure the uniqueness of the e-mail address.

LET'S TRY TO USE E-MAIL!

First of all, let's try to use Web mail

Login to the Tokyo Tech Portal, and click “Tokyo Tech Mail” in Mail Services⇒Now, you can use it!

If you want to know how to use auto-forwarding, etc, please check this following URL.

<https://portal.titech.ac.jp/new-en/ezguide/webmail.html>

There are 3 ways to read & write emails

- ▶ Webmail (Enter through Tokyo Tech Portal)
- ▶ E-mail software on PC (POP3)
- ▶ E-mail software on PC (IMAP)

E-mail software on PC

There are some e-mail software such as Thunderbird, Outlook, Mail.app, etc. In order to send/receive an e-mail by use of e-mail software, you should set up its configuration (e-mail server information, etc.).

For more details, please see the following URL .
<https://portal.titech.ac.jp/new-en/ezguide/mailid.html>



Sure, you must want to use Slack and Box, but sorry, you have to stop here today.

After you get your email account of Tokyo Tech (m-address), the system administrator will create an account for Slack and Box. It usually takes a few days (at least 1 business day). Thank you for your patient. If you are a new hire, you have to log into the Portal and make sure that you can use Web mail in advance.

After a few days later, log into the Portal and let's see you can use “Slack” and “Box”!

When you use Slack and Box, please read Policy/ Rules and Guideline beforehand which are located in the Slack/Box login page. Besides, there is a tutorial for how to use on the same page, so if you need more details, please check it, too.

Finally....

If you are interested in other services and information provided by the Tokyo Tech Portal , please see Online Guide as the following URL.

<https://portal.titech.ac.jp/ezguide/index.html>