

2. Acquiring and Using University Authentication IDs (ECS-IDs)

2.1. About ECS-IDs

University Authentication IDs (ECS-ID) are IDs for verifying the identity of students. Using ECS-ID, they can use IT services provided by the IIMC, the Kyoto University Library Network and other departments.

2.2. Procedure for Acquiring an ECS-ID

The IIMC provides a notification that contains your ECS-ID for new students via your department. If you do not receive the notification, please contact to the Academic Center for Computing and Media Studies (hereinafter referred to as the "Media Center") Information Environment Support Center.



Caution

The procedures for acquiring ECS-IDs are handled in the Media Center Information Environment Support Centers, and by the representative reception counters (Uji Library, Center for Information Technology in Katsura Campus, Medical Library, etc ...). Please bring your student ID card or Identification card to verify your identity for the procedures.
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2.2.1. Usage Qualification

The following people can acquire an ECS-ID. For more information about usage qualifications for individuals who are outside of the below 1. and 2., inquire at the ICT Support Center.

1. University students (including research students and exchange students)
2. Other individuals accepted by the Director-General of the IIMC

2.2.2. ECS-ID Application

For students who do not receive the ECS-ID notification, please refer to this section.

◆ Students with IC Student ID Cards (Undergraduate Students / Graduate Students)

If you entered Kyoto University before April 2012, you can use your ECS-ID that the IIMC has already issued to you. If you do not have an ECS-ID, please apply to the Media Center Information Environment Support Center for your ECS-ID.

If you entered Kyoto University on and after April 2012, the IIMC provides the notification that contains your ECS-ID via your department. If you do not receive it, please contact to the Student Affairs Section in your department or the Media Center Information Environment Support Center.

◆ Students with Non-IC Student ID Cards (Research Students etc.)

Please apply to the Media Center Information Environment Support Center for your ECS-ID. Students should bring their Student ID Cards issued by their departments to verify your identity.

◆ Part-time teachers

Faculty and Staff who already have SPS-ID can use almost IT services with SPS-ID therefore they aren't provided with ECS-ID in principle. But, those who can't get SPS-ID, such as a part-time instructor, can acquire an ECS-ID. If they need to use IT services that require ECS-ID, please apply to the Media Center Information Environment Support Center or the representative reception counters(For example, Kyoto University Uji Library, Medical Library, and Center for Information Technology of Graduate School of Engineering). They should bring their Identification Card to verify their identity.

2.3. Activating ECS-ID

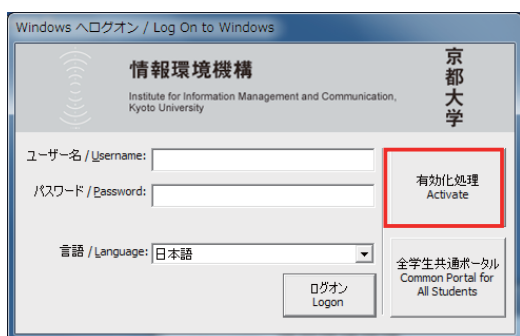
After receiving an ECS-ID and an activation key, you should activate your ECS-ID until the expiration date. Activating ECS-ID is necessary to use IT services at Kyoto University.

◆ Activating your ECS-ID through your PC, Cellular Phone or Smart Phone

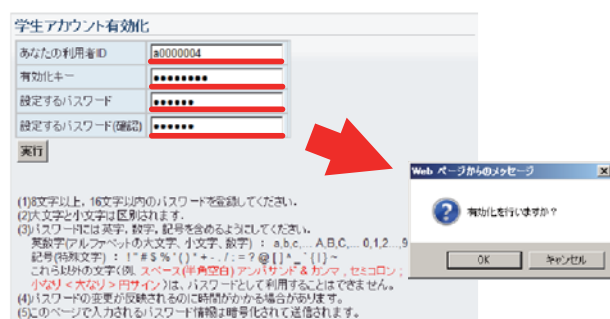
1. Please prepare for your ECS-ID and an activation key on the notification, and decide on your password beforehand.
2. Access the following URL. You can access it using a PC, a Cellular Phone and a Smart Phone.
<https://ecs.iimc.kyoto-u.ac.jp/active/>
3. Input your ECS-ID and activation key. Next, input your password twice, then click the [実行 (Run)] button. After that, your ECS-ID and password are activated.
4. Memorize your password and do not tell it to others. The faculty and staff member will never ask for your password. We also recommend to read "3. Safe and Appropriate Use of the Information Systems." (Page 6)

◆ Activating your ECS-ID using Computer Terminals at the OSLs.

1. Turn on the computer. For the location of the Power Button, refer to “4.2. Starting Up Computer Terminals.”
2. At logon window, click the [有効化処理 (activate)] button.



3. The following window will appear, input your ECS-ID, an activation key and your password twice.



4. After clicking [実行 (Run)], a window saying "有効化を行いますか？ (The system will activate your ECS-ID)." will appear. Click "OK".

2.4. IT Services using ECS-ID

The following IT services are available using ECS-ID.

- The Common Portal for All Students (Single Sign On to KULASIS, MyKULINE and Student E-mail Service (KUMOI), refer to Section 7)
- The Certifications Publisher (with Student IC Card/Student ID and ECS-ID password)
- The Student E-mail Service (KUMOI)(refer to Section 8)
- Online Library Services such as electronic journals
- Network services such as PPTP connection service and university wireless LANs.
- Educational Computer System such as PC terminals in satellite laboratories in the departments and Open Space Laboratories (OSLs) at the Media Center North / South Buildings and Kyoto University Library etc.

2.5. Managing your ECS-ID

2.5.1. Changing the Status of Your ECS-ID

The ECS-ID can be used while you are a student or a staff member at Kyoto University. If your status changes such as advancing to graduate school or changing from a student to a staff member, it may be necessary to change the status of your ECS-ID. The IIMC will inform you via e-mail when you need to change your ID status. If you receive this e-mail, please complete the necessary procedure as quickly as possible.

2.5.2. Terminating Your ECS-ID

If you lose your Kyoto University ID because of graduating, completing your course, or resigning, you will no longer be able to use your ECS-ID. In this situation, download necessary files and e-mails or notify changes of your e-mail address in advance. If you want to terminate your ECS-ID for some other reason, please notify this to Information Environment Support Center at the Media Center South Buildings.

2.5.3. If You Forget Your ECS-ID and Password

If you forget your ECS-ID and password, you need to follow the necessary procedure at the Media Center South Buildings Information Environment Support Center. The IIMC resets your password and gives you an activation key, and you need to set a new password by following the procedure in 2.3.

Students, faculties and staffs should bring their student, Identification cards to verify their identity.

2.6. Remark to use ECS-ID

ECS-ID is a university authentication ID, which is ordained by the Rules for Using the Kyoto University Campus-wide Information System. Therefore, students must observe this rule when using ECS-ID. If students use ECS-ID fraudulently, Kyoto University may suspend your ECS-ID or take other actions.