For Access Card Users

Usage Guide on Science Tokyo Auth. System✎

- **Access card※ which is an IC card beginning from A is not automatically issued Science Tokyo ID.**
※ JSPS Fellowship（PD）is given Science Tokyo ID.**（As of May, 2025, you need to apply for Financial Accounting System.）**.
If you have already applied for Financial Accounting System as PD, please refer to the guidance for the general staff/faculty.

- **To use these services below, you need to apply for each system. It will be different applications depending on each service. Please conduct your procedures referring to the following guides.**

※「—」 Not available for Access card   ※※ Please apply or inquiry by those who can use Slack

Service	Slack Channel Name	Refference	How to Apply	Supplement
Slack	#st-ゲストアカウント申請-情報基盤課		Upload necessary documents to Box by your instructor. (For more details, see here.) *JP only	Not via Science Tokyo Auth. System.
Box				Provided Science Tokyo ID and available Science Tokyo Gmail and MS365
Zoom	#help-教職員 zoom-情報基盤課		Apply for from the specific workflow on the channel.	
Science Tokyo Gmail	**Not Available**（You CANNOT apply for Gmail only.）			
Microsoft 365	**Not Available** （You can download Office LTSC on university-owned PC.）			Please refer to "How to install Office Products".
Science Tokyo LMS	—			
Financial Accounting System（財務会計システム）	#st-物品等請求システム等情報共有		For more details, contact the channel.	Provided Science Tokyo ID and available Science Tokyo Gmail and MS365
楽々Workflow Ⅱ	—			

※**Above application procedures are subject to change in the future.** (It will be updated in Science Tokyo Portal.)

【Initial Settings for Science Tokyo Auth. System】

> **How to log in to Science Tokyo Auth. System**

* Make sure to refer to the initial settings manual when you set up for the first time.

For any inquiry regarding Science Tokyo Auth. System: contact@helpdesk.cii.isct.ac.jp

Kindly note that you should complete these initial settings when you have plenty of time. In case you stop setup partway, your account might be blocked. Also, issuing Science Tokyo ID is conducted once every month and it would take time to receive your ID.

> **How to use Portal for Sci and Eng field**

【Available services】【Online Guide】

You don't need any application to use. For more details, please refer to the following.

· Available service on Portal for Sci and Eng field

· Online Guide on Portal for Sci and Eng field （You can see how to use m.titech email address.）