April 24, 2020

The procedures to take the Distance Learning Classes by accessing the network of TUT

IT Utilization Educational Center

(Help desk to support the Distance Learning Classes)

As we have informed you before, in TUT, classes for Spring semester in 2020 will be conducted by Distance Learning at your place, from May 11th (Mon).

However, the network of TUT is highly protected by security system.

To take the Distance Learning Classes outside of TUT, you have to take the certification procedures as described below;

Step 0: Can you access by using One-time Password?

If you have already succeeded in accessing by using "One-time password",
please go to the **Step 5**.

Step 1: Installing the Application, "One-time Password"

Please install the application "One-time Password" into your smartphone.

Google Authenticator :

(iOS)：https://apps.apple.com/jp/app/google-authenticator/id388497605

(Android)：https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2

iOS	Android

Microsoft Authenticator :

(iOS)：https://apps.apple.com/jp/app/microsoft-authenticator/id983156458

(Android)：https://play.google.com/store/apps/details?id=com.azure.authenticator

iOS	Android

Step 2: Preparation

Please prepare two items as below;

1. Your User-Name and Password issued by TUT
(* You can find them on the "Notification of user authentication information by Information Media Center".)

2. Matrix Authentication Code
 (The Table of random numbers of 6 columns and 6 rows)

Step 3: Do you remember your User-Name and Password?

From this step, you could go on the procedures either by your PC or smartphone.
Please access to the website of TUT Library from the URL below and click the button, "My Library".

http://www.lib.tut.ac.jp/

If you could go into the page of "My Library" by entering your Username and Password, please go to the **Step 4**.

If you fail to, you need to reset your Password. For more information, please refer to our website from the URL below;

https://imc.tut.ac.jp/en/passwordreset

Step 4 : Can you use your "One-time Password"?

Then, please try to access to the "Kyomu System" from the URL below;

https://kyomu.office.tut.ac.jp/portal/

If you could go into the system, please go to the **Step 5**.

If you fail to, you need to get your "Matrix Authentication Code" for setting "One-time Password". For more information, please refer to our website from the URL below;

https://imc.tut.ac.jp/en/totp

Step 5: Please go to the Help Desk to support the Distance Learning Classes

Please visit the website of "Google Classroom" (https://classroom.google.com/). Many of the Distance Learning Classes of TUT will be conducted by using this "Google Classroom".
Please click or tap the button "+" on the top right of page and click or tap "Attending the class".
Then, you will be required to enter the "Class-Cord". Please enter "kpzuz64" or " kjaidqf ".

If you could see the picture as below, setup to take the Distance Learning Class is now complete!

If you fail to…

When using your smartphone, please install the application of "Google Classroom" into your smartphone.

Google Classroom :
  (iOS) : https://apps.apple.com/jp/app/google-classroom/id924620788
  (Android) :   https://play.google.com/store/apps/details?id=com.google.android.apps.classroom

iOS

Android

If that does not work, then, please visit the website of "Slack" from the URL below;

Cite-support.slack,com (Temporary help desk to support the Distance Learning Classes)
https://join.slack.com/t/cite-support/shared_invite/zt-dzwpt0y8-raS6qFxJ_QRDNWRwQk804A

cite-support.slack.com（遠隔授業サポート臨時窓口）：

https://join.slack.com/t/cite-support/shared_invite/zt-dzwpt0y8-raS6qFxJ_QRDNWRwQk804A

If you succeed in setting up, please complete your course registration, access the website notified by the "Kyomu System" and take the Distance Learning Classes.
If you have any questions or concerns, please send the inquiries by email.

[Inquiries]

1. As for "User Name and Password"
   Educational Affairs Section, Educational Affairs Division
   kyoumu@office.tut.ac.jp
   From Mon to Fri, 8:30-17:15 (Except on National Holidays)

2. As for setting up "One-time Password"
   Information Media Center
   supports@imc.tut.ac.jp
   From Mon to Fri, 8:30-17:15 (Except on National Holidays)

3. As for registering "Google Classroom"
   IT Utilization Educational Center
   (Help desk to support the Distance Learning Classes)
   cite-support@cite.tut.ac.jp