

Certificate Issuance Service Operating Manual

For Companies

8.6.4-1th edition Sep. 14, 2023

NTT-W

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1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

| Classification | System requirements and supported terminals |
|----------------|---|
| PC | Chrome |

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.

*The images may not be properly displayed depending on the model or browser.

*The operation was confirmed with the latest version as of the date when it was performed.

*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

◆ NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

| | |
|-----------------|--------------|
| Phone | 06-6809-4327 |
| Reception hours | 24 hours |

2 Receiving Certificates Sent Online

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

2.1 How to Receive Certificates Sent Online

Screen Images

Steps

How to Operate

Email Message

Information from Certificate Issuance Service
To whom it may concern,

We have received a request from ○○…
Following electronic certificate(s):
Certificate of Graduation

Please access the link below to check the certificate.

https://*****/**/*****

Please contact the applicant as necessary.
△△ △△ email@*****

1

When a user of Certificate Issuance Service issues a certificate for submitting to a company, the company will be notified by email as shown on the left.

2

Read the content of the email and access the URL.

2 Receiving Certificates Sent Online

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

The University メールアドレス入力

本人確認のため、申請者が指定したメールアドレスを入力して下さい

メールアドレス

進む

3

Enter the email address of the recipient.

[Notes]

Enter **the email address of the recipient**. An error will occur and the next screen will not be displayed if the entered email address is incorrect.

4

Click "Proceed (進む)".

Please follow the steps below if you want to switch the displayed language. This is not necessary if you want to keep the displayed language as it is.

The University メールアドレス入力

本人確認のため、申請者が指定したメールアドレスを入力して下さい

メールアドレス

進む

5

Click the language selection pull-down to switch languages.

The University メールアドレス入力

本人確認のため、申請者が指定したメールアドレスを入力して下さい

メールアドレス

進む

6

Click the language you want to display in the pull-down.

The University Email

Please enter the email address designated by the applicant for identification.

Mail address

Proceed

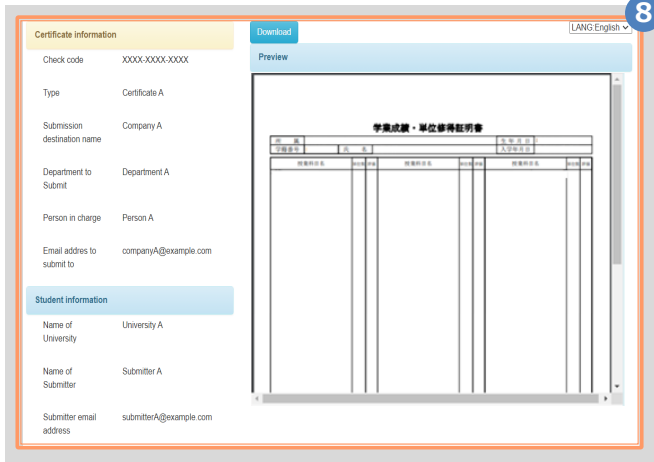
7

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.

2 Receiving Certificates Sent Online

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

Screen Images



8

Certificate Information

Check code XXXX-XXXX-XXXX

Type Certificate A

Submission destination name Company A

Department to Submit Department A

Person in charge Person A

Email address to submit to companyA@example.com

Student Information

Name of University University A

Name of Submitter Submitter A

Submitter email address submitterA@example.com

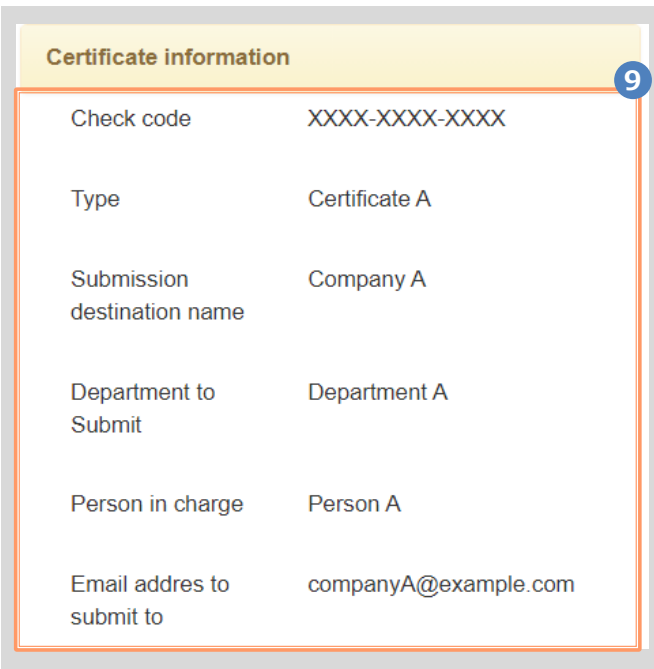
Preview

Download

LANG English

卒業成績・単位修得証明書

| 学号 | 氏名 | 科目 | 成績 | 単位 |
|----|----|----|----|----|
| | | | | |
| | | | | |
| | | | | |
| | | | | |



9

Certificate information

Check code XXXX-XXXX-XXXX

Type Certificate A

Submission destination name Company A

Department to Submit Department A

Person in charge Person A

Email address to submit to companyA@example.com

Steps

How to Operate

8

Check the content of the submitted certificate displayed on the screen. The submitter of the certificate gets an email to notify that you have checked the content when this screen is opened for the first time. See below for details of the items on the screen.

9

Check the information of the certificate and designated recipient displayed on the upper left of the screen.

▶ Check code

A code to identify the certificate. This is necessary when contacting us to inquire about the submitted certificate.

[Notes]

The check code switches depending on the previewed certificates if there are multiple of them.

▶ Type

The type of the certificate is displayed.

▶ Submission destination name

The company name of the designated recipient entered by the submitter is displayed.

▶ Department to submit

The department name in charge entered by the submitter is displayed.

Nothing is displayed if the submitter didn't enter this field.

▶ Person in charge

The name of the person in charge entered by the submitter is displayed.

Nothing is displayed if the submitter didn't enter this field.

▶ Email address to submit to

The destination email address entered by the submitter is displayed.

2 Receiving Certificates Sent Online

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

| Screen Images | |
|----------------------------|------------------------|
| Department to Submit | Department A |
| Person in charge | Person A |
| Email address to submit to | companyA@example.com |
| Student information | |
| Name of University | University A |
| Name of Submitter | Submitter A |
| Submitter email address | submitterA@example.com |

11

Download

LANG:English

Preview

学業成績・単位修得証明書

| 学号 | 氏名 | 入学年度 | 入学学期 |
|-------|----|-------|------|
| 授業科目名 | 単位 | 授業科目名 | 単位 |
| 授業科目名 | 単位 | 授業科目名 | 単位 |
| 授業科目名 | 単位 | 授業科目名 | 単位 |

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Steps

How to Operate

10

Check the information of the submitter displayed on the bottom left of the screen.

▶ Name of University

The university name where the submitter belongs to is displayed.

▶ Name of Submitter

The submitter's name is displayed.

▶ Submitter email address

The submitter's email address is displayed.

11

Click "Download". Check the file of the certificate downloaded in zip format.

[Notes]

- Access the URL in the email of 1 again if you wish to download the file after closing the screen.
- This page is valid only for 3 months. It's not possible to access this page afterwards.
- The electronic signature of the certificate isn't displayed on the screen. Please use the tool to show PDF files such as Acrobat Reader and etc.

12

Page numbers are shown on the bottom of the screen if there are multiple submitted certificates.

Click the page number to switch a page if you wish to preview a different certificate.

2 Receiving Certificates Sent Online

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

Screen Images

Steps

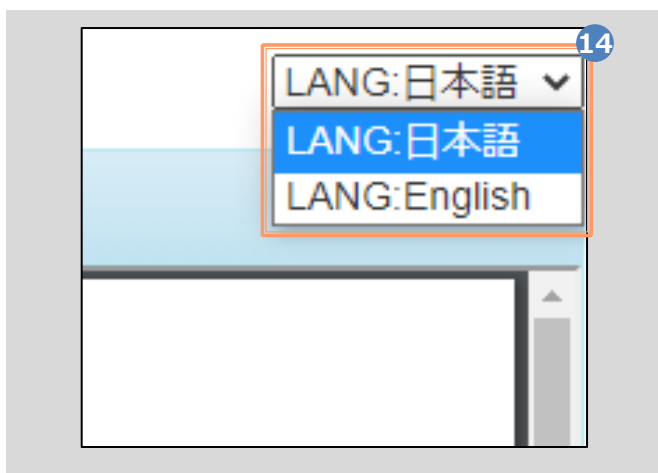
How to Operate



13

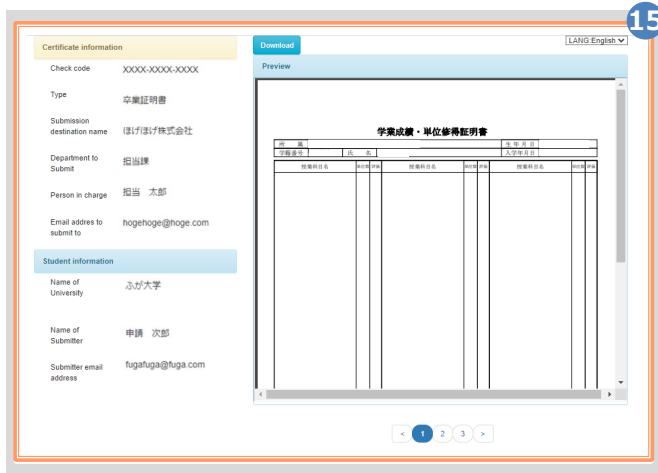
Please follow the steps below if you want to switch the displayed language. (This is not necessary if you want to keep the displayed language as it is)

Click the language selection pull-down to switch languages.



14

Click the language you want to display in the pull-down.



15

The screen switches in the language you selected.

3 Authenticity Check

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

3.1 What Is Authenticity Check

Screen Images

Steps

How to Operate



Digital watermarks are embedded in certificates issued at convenience stores. The person who receives the certificate (such as a company) can check the authenticity of the certificate.

As an authenticity confirmation procedure, launch the smartphone application "POPITA" (see the notes below) and hold it over the received certificate, and the screen will automatically access the confirmation site. You can confirm the authenticity of the certificate by entering the necessary information on the confirmation site that has transitioned.

Authenticity: Records created with legitimate authority are prevented from false input, rewriting, erasure, and confusion, and the responsibility for creation is clear from the motherboard's point of view.

Notes: please follow the steps below to install POPITA app in a smartphone.

1. iPhone

Search POPITA on App Store to install it.

2. Android

Please access the link in a description of "「POPITA スマートフォンアプリ (Android版) を新規ご利用されるお客様へ」" on the following link and fill in the form to receive the app and the installation manual:

<https://www.ntt-at.co.jp/product/popita/>

Then follow the steps in the manual to install the app on Android smartphone.

3 Authenticity Check

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

3.2 How to Use POPITA

Screen Images

Steps

How to Operate



【Screen】



【Certificate】



確認コード: XXXX-XXXX-XXXX

Confirmation code



真正性確認

確認コード

左4桁 - 中4桁 - 右4桁

注意事項

- 証明書に記載されている確認コードを入力してください。

確認

1

Launch the app “POPITA” you installed.

2

POPITA launches the external camera.

3

Hover your camera on the certificate, making sure that the frame of the certificate fits within the frame of screen ②.
*No button operation is required.

4

The screen transitions to the page for authenticity check if reading is succeeded. Enter the required items.

5

Enter “Confirmation code (確認コード)” written in the certificate you received.
※The confirmation code is written on the bottom left of the certificate.

6

Click “Check (確認)” after entering the required items.

3 Authenticity Check

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

The screenshot shows a web interface for 'The University' with the title '確認結果' (Confirmation Result). It is divided into two main sections: '証明書情報' (Certificate Information) and '学生情報' (Student Information). Both sections contain fields with labels and placeholder text.

| 証明書情報 | |
|---------|----------------|
| 確認コード | XXXX-XXXX-XXXX |
| 証明書発行番号 | 証第C XXXXXX 号 |
| 種別 | 在学証明書 |

| 学生情報 | |
|------------|-------------|
| 学籍番号 | XXXXXXXXXX |
| 卒業区分 | 在学生 |
| 学生氏名 | XXXXXXXXXX |
| 学生氏名(カタカナ) | XXXXXXXXXX |
| 学部学科 | XXXXXXXXXX |
| 入学年 | XXXX年XX月XX日 |
| 卒業年 | |
| 生年月日 | XXXX年XX月XX日 |

7 The information of the certificate is displayed when the confirmation code properly matches.

The result message shown below will be displayed if the confirmation code is incorrect. Contact the university for the originality of the certificate if 7 "Certificate information (証明書情報)" and "Student information (学生情報)" are not displayed.

The screenshot shows the same '確認結果' (Confirmation Result) screen as above, but with a message box at the bottom indicating an error. The message states that the entered information has already been used and that there is a possibility of the certificate being a copy or having other irregularities. It advises the user to confirm with the university and verify the originality of the certificate.

入力した情報は既に利用されており、該当の証明書がコピー、改竄等の不正がある可能性があります。該当の大学に確認し、証明書の原本性を確認してください。

改版履歴

| 版数 | 年月日 | 変更箇所 | 内容 |
|----------|-----------|-------|-------------------------|
| 8.6.4-1版 | 2023.9.14 | P3-P5 | オンライン送付された証明書の受け取り方法を記載 |