

## [How to Use the Automatic Certificate Issuing Machine]

**Current student excluding Internal advancement**

\* Please complete your application in advance, as the area in front of the certificate issuance machine tends to get crowded.

### <If this is your first time using the automatic certificate dispenser>

Apply  
in  
advance

- ① Go to University website <https://www.nagaokaut.ac.jp/student/certificate/issuance/index.html> →
- ② Log in via the “Login Site” link.
- ③ Enter your user ID and password. \*These are the same as your LiveCampusU account credentials.
- ④ Do not enter the secondary password; click the “Login” button to log in.
- ⑤ Register your email address. \*As a general rule, please register your university email address.
- ⑥ Log in via the URL attached to the email sent to your registered email address.
- ⑦ Enter your User ID and password again, then click the “Login” button to log in. \*Log in without entering the secondary password.
- ⑧ Set your second password and proceed. \*Be sure to register a password that includes uppercase letters, lowercase letters, numbers, and symbols.
- ⑨ Select “On-Campus Printing”
- ⑩ Select the certificate you wish to issue and click the “Apply” button to submit your request.



Go to the  
printer  
and print

- ⑪ Enter the “Reservation Number (Print Number)” sent to your registered email address into the automatic certificate issuance machine.
- ⑫ The certificate will be printed.

### <For the second time and thereafter When using the automatic certificate issuance machine>

Apply  
in  
advance

- ① Go to University website <https://www.nagaokaut.ac.jp/student/certificate/issuance/index.html> →
- ② Log in via the “Login Site” link.
- ③ Enter your user ID, password, and secondary password to log in.  
\*The ID and password for your unified account (LiveCampusU), as well as the secondary password, are passwords you set yourself.
- ④ Select “On-campus Printing”
- ⑤ Select the certificate you wish to issue and click the “Apply” button to submit your request.



Go to the  
printer  
and print

- ⑥ Enter the “Reservation Number (Print Number)” sent to your registered email address into the automatic certificate issuance machine.
- ⑦ The certificate will be printed.