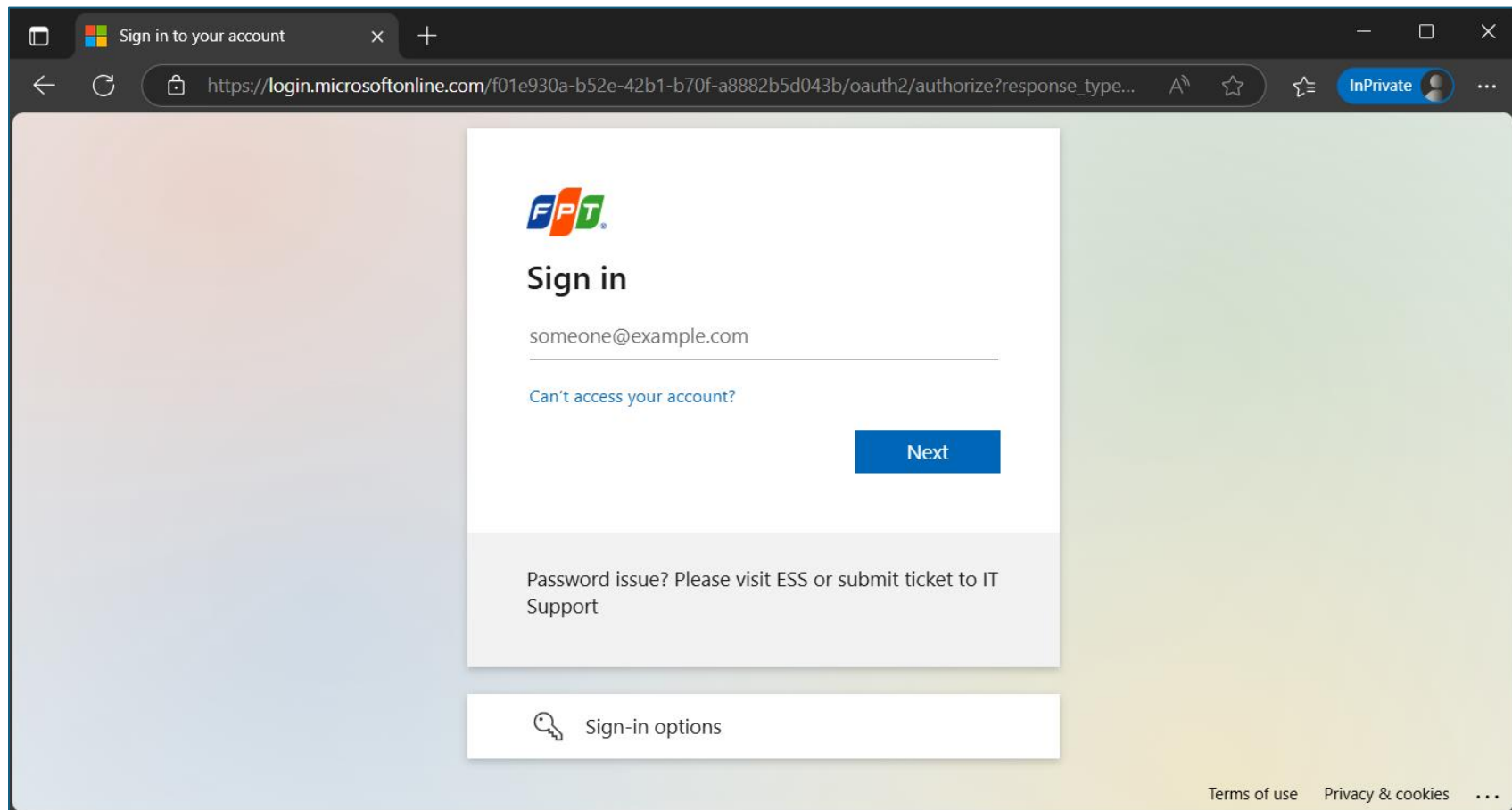


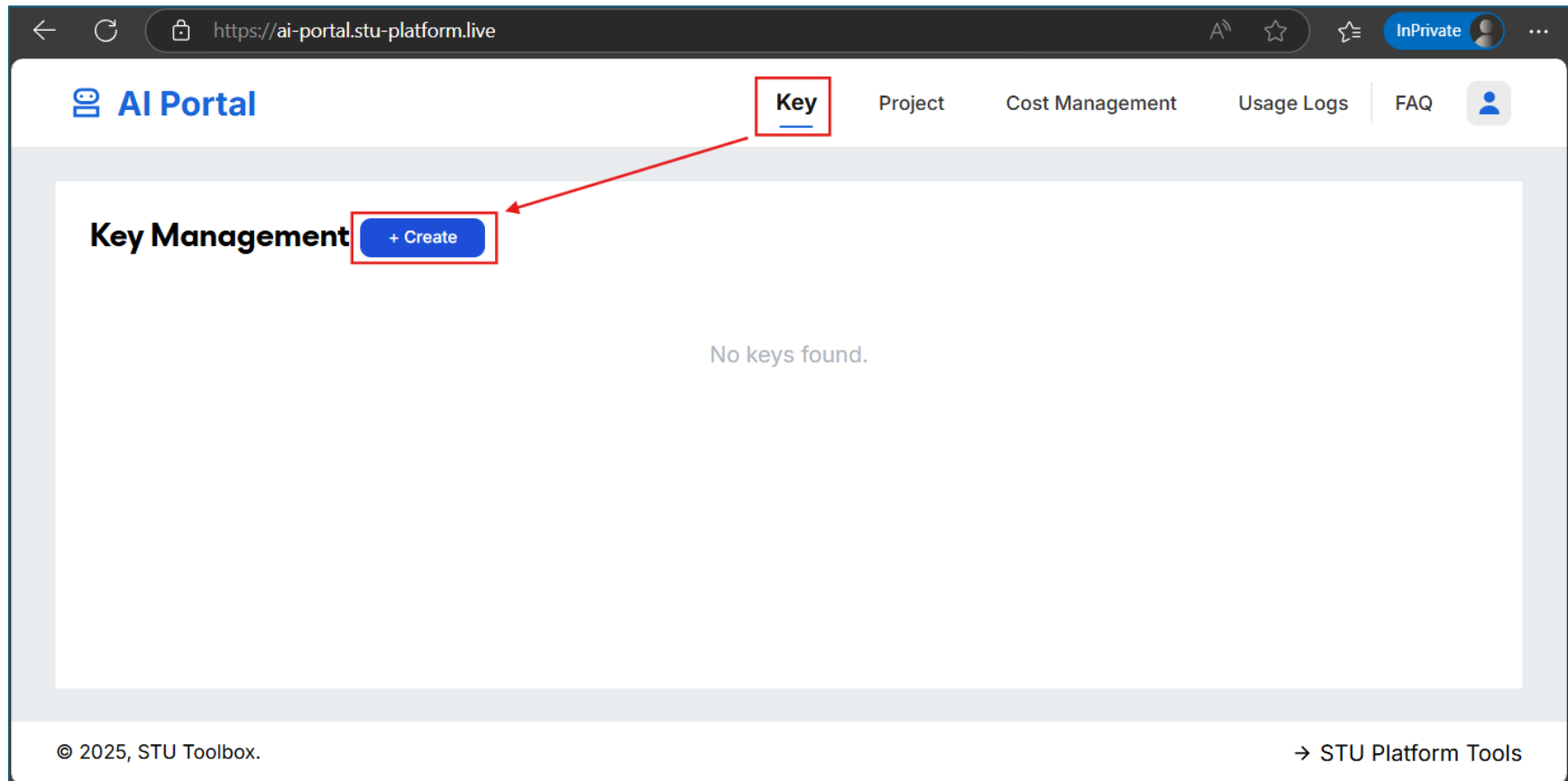
How to create Azure OpenAI Key on STU - AI Portal?

Step 1: Click the link <https://ai-portal.stu-platform.live/>

Step 2: Login with your FPT account at screen:



Step 3: At tab "Key", select "Create" button



Step 4: Input “Key name”, choose "GPT-4o-mini" or “text-embedding-3-small” model and region, then click “Generate key” button

AI Portal

Key Project Cost Management Usage Logs FAQ

Generate New API Key

Key Ownership

Key Type * ⓘ ☒ Personal ☐ Project

Key Details

Key name * ⓘ

Budget (monthly) * ⓘ \$
You can create key with budget up to 5\$, please contact your department admin if you want to change the limit.

Model * ⓘ

GPT-4o-mini

▼

You can have up to 1 key per model for each region.

Region * ⓘ

Japan East

▼

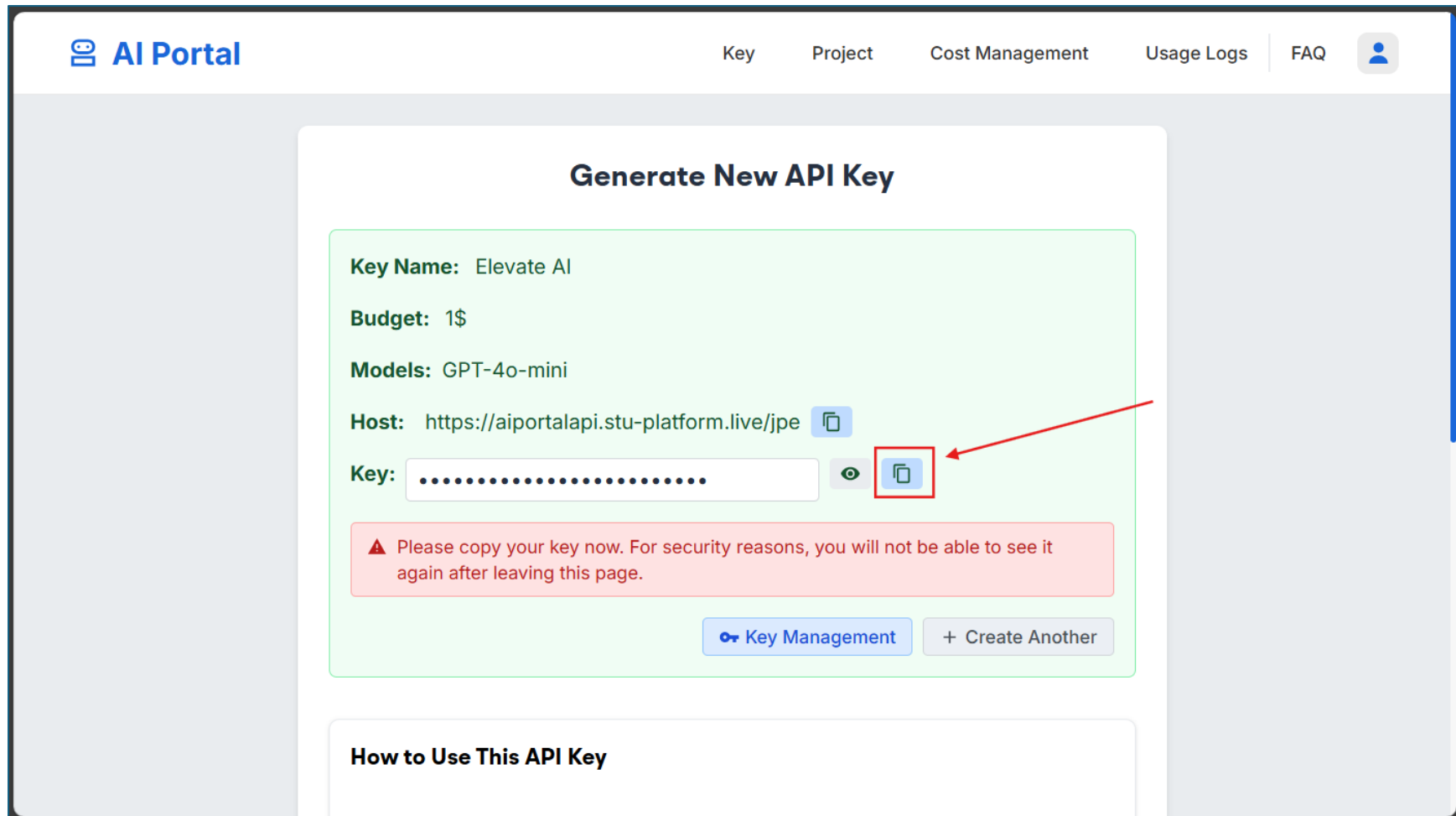
Token-based Pricing (1M Tokens)
Pricing of this model is based on the number of input and output tokens.

Max input tokens:	128,000
Max output tokens:	16,384
Token input cost:	\$0.165
Token output cost:	\$0.66

Generate Key

© 2025 STU Toolbox. → STU Platform Tools

Step 5: Click “copy” icon to save Azure OpenAI key, please noted that: you will not be able to see it again.



Step 6: You can see sample code to use Azure OpenAI key

How to Use This API Key

[Python](#)

[Roo](#)

[REST](#)

Use **Python** with the `openai` package to connect to this endpoint (OpenAI-compatible):

```
import openai

client = openai.OpenAI(
    base_url="https://aiportalapi.stu-platform.live/jpe",
    api_key="*****"
)

response = client.chat.completions.create(
    model="GPT-4o-mini",
    messages=[{"role": "user", "content": "Hello!"}]
)

print(response.choices[0].message.content)
```



Requires `openai` Python package v1.0 or newer.