



TENTATIVE VERSION on July 10, 2024

This is a document in preparation that we are providing to give you an idea of what the information session will be. Please [give us feedback through pre-session questionnaire](#) on what topics you would like to see explained, even if they are not included in the table of contents of this document. We would greatly appreciate your cooperation.

Information Session on ICT Systems and Tools for UTokyo Members (*Conducted in English*)

2024 Autumn Semester utelecon Information Session

Scheduled to be held on Friday, September 13, 2024

utelecon Project

- Introduction to the basics of the ICT systems and Tools in UTokyo
 - We provide an information session at the beginning of every semester on the ICT systems and tools for education, research and business activities.
 - You can find out
 - what systems and tools you must use to teach in UTokyo.
 - how you can get help if you have problems using ICT systems and tools.
-
- This is the first information session we conduct in English.
 - We will also let you informed of recent changes to the system environment for those who have been in UTokyo.

U What we will explain today

- Part I: Basics of the ICT systems in UTokyo
 - UTokyo Account, Security, UTokyo Wi-Fi
 - Part II: Systems for Educational Activities in UTokyo– UTAS and UTOL
 - UTAS: UTokyo Academic Affairs System
 - UTOL: UTokyo LMS
 - Part III: Communication Tools and Cloud Services Available in UTokyo
 - Zoom, Slack, Google Services and Microsoft Services
 - Closing Remarks
-
- Q and A session ←

Send us questions via **slido** !

Access via [this link](#) or <https://sli.do/>
and following event code:

utelecon20240913

Please ask questions at any time
before or during the explanation.



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Part I: Basics of the ICT Systems in UTokyo

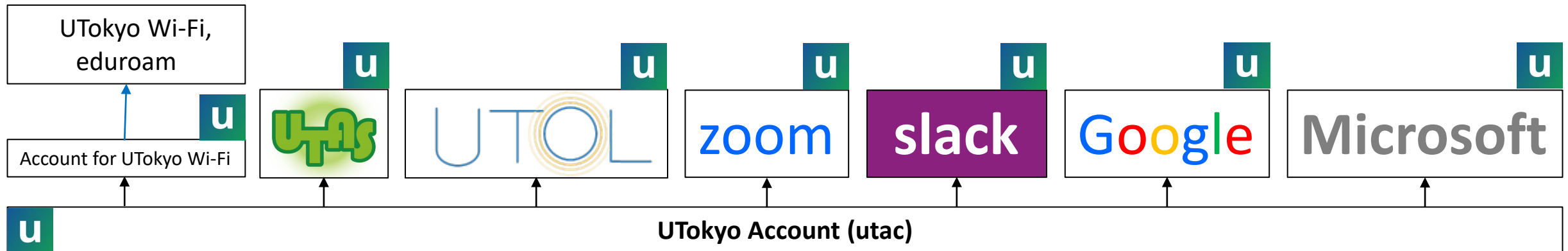
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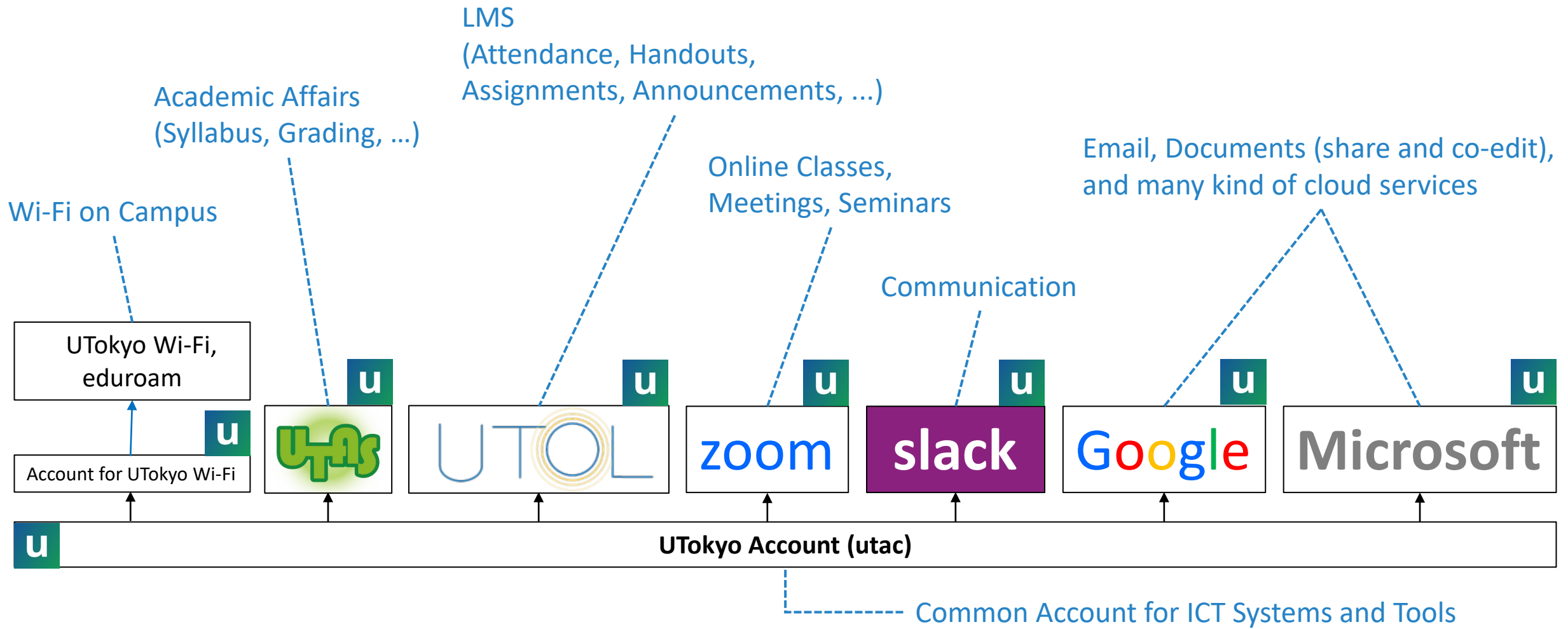
utelecon20240913

Please ask questions at any time
before or during the explanation.

- You can jump to the sign-in page from the logo.
- You can jump to the utelecon description page from  icon.



Main uses of each system and tool



1. About utelecon
2. UTokyo Account
 - What is that?
 - Initial setup, especially multi-factor authentication
3. Information Security Education
4. UTokyo Wi-Fi
 - Wi-Fi network available on campus

- The portal site aims to be a one-stop source of information for ICT systems and tools.

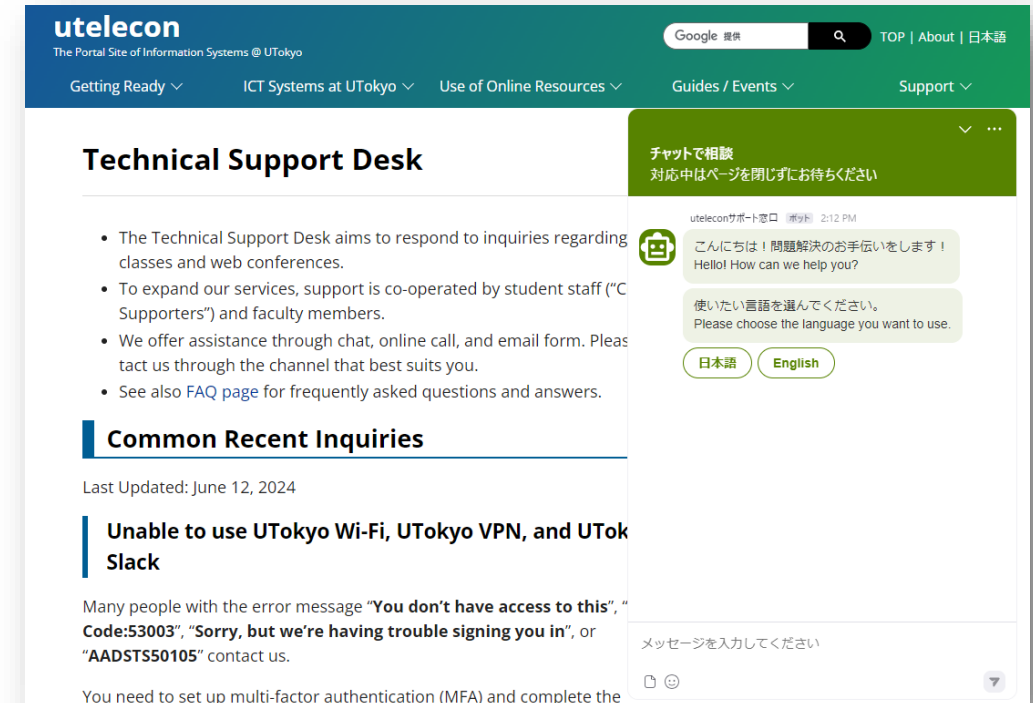
<https://utelecon.adm.u-tokyo.ac.jp/en/>

- Support desk via chat, email and online calls.
- Faculty, staff and students are involved in operational activities.
- See also [utelecon introduction](#) and [Principles and Objectives](#).

When you have questions, you can use **utelecon**.

- Search by Google
 - In most cases, you can get the information you need by searching with “utelecon.”
- Support desk
 - via Chat
 - via Online Call
 - via Email Form

utelecon zoom



What is UTokyo Account (utac)?

- A common account for using the ICT systems and Tools in UTokyo.
In the beginning was the utac.
- The same username and password can be used for many systems.
As known as single sign-on (SSO).

Your UTokyo Account

xxxxxxxxxx@utac.u-tokyo.ac.jp

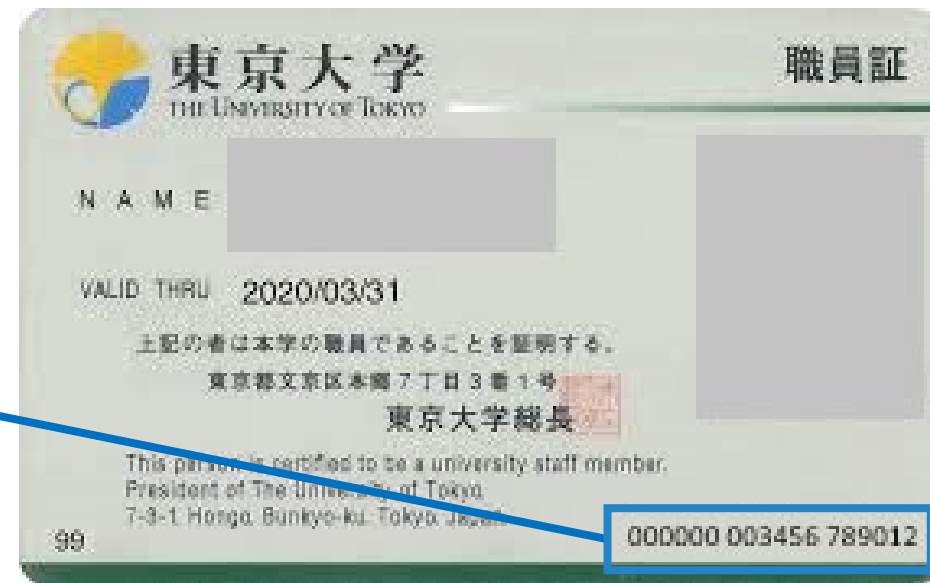
10-digit number

- The 10-digit number is **on your ID card**
 - The **rightmost 10 digits** of the number written in the right-bottom of the card.

000000 003456 789012



Your UTokyo Account is
3456789012@utac.u-tokyo.ac.jp



- You can also find it on your account notification letter.

Another way to call UTokyo Account

UTokyo Account may also be referred to by various names.

- 10-digit (number) “^{jikketa}  10桁”

“What’s your 10-digit number?”

- Common ID “^{Kyotsu}  共通ID”

“Please let me know your common ID.”

- utac [ju takku] or [ju: ti: ei si:]

This is the official abbreviation, but not widely used.

Preparing to use UTokyo Account

1. Get your UTokyo Account (10-digit number) and initial password.
 - The staff in charge of personnel in your department will give you an account notification letter.
 - (If you are a student, the academic affairs section in your faculty/school will distribute it to you.)
2. Change your password.
 - The initial password cannot be used as is.
 - Access [UTokyo Account User Manu](#) and change your password.
3. Set up [Multi-Factor Authentication](#)
 - This will give you access to all ICT systems and tools.


utelecon utokyo account



Change your UTokyo Account Password

Only 10-digit number
without “@utac.u-tokyo.ac.jp”

Initial password

LDAP Manager*  User Profile Maintenance

UTokyo Account User Menu

English ▼

10 digit user id

Password

Login

What is MFA?

uttelecon MFA



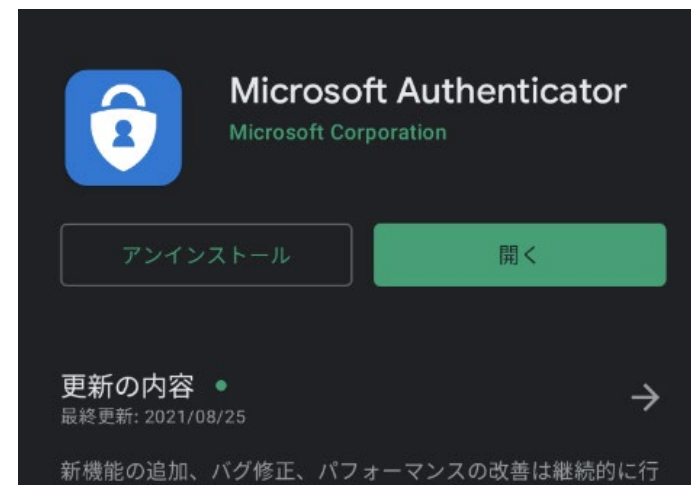
- Generally, to check **two or more pieces** of information that only legitimate users should know (or have) and allow them to sign in.
 - Password, phonecall, smartphone, specialized device, biometric, etc.
- Pattern 1: **Password + something else**
 - Password + smartphone, etc.
- Pattern 2: Passwordless Authentication
 - smartphone + biometric, specialized device + biometric data, etc.

Why MFA?

- Setting up MFA makes your account **significantly more secure** than passwords alone.
 - Especially, protection against targeted email and phishing(*).
(*) A method in which a link embedded in an e-mail leads the user to an attacker's website and forces the user to enter a password.
- Single sign-on (SSO) integrates many accounts into one. It must be **robustly protected**.
 - Multi-factor authentication is both **secure** and **convenient**.

Isn't it a hassle?

- It depends on the method, but the method using the smartphone authentication app (Microsoft Authenticator) is less cumbersome.
 - [Android](#) (Google Play Store)
 - [iOS](#) (App Store)
- If you always have a smartphone with you,
the only hassle is to open your smartphone + α.



Various methods (Password + **Something else**)

- Microsoft Authenticator (**Recommended**)
 - Open your smartphone app and enter the 2-digit number.
- Short Message (SMS)
 - Enter the 6-digit number that is texted to your mobile phone.
- Voice Phone (Mobile phone, (Fixed) Phone)
 - Just take the call and press the # key.
 - If you don't have a smart phone, we would **recommend** this, surprisingly.
- Google Authentication System
 - Open your smartphone app and enter the 6-digit number.

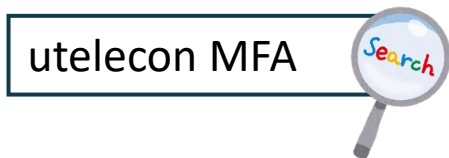
How to Set up MFA

The Initial Setup Guide in utelecon

- You must do **ALL** the following.
 - Step 1-3: Choose and set your identification method (App? SMS? Phone?)
 - Step 4: **Apply for MFA Use**
 - Wait for a maximum of **40 minutes**
 - Try in advance with plenty of time to spare, not just before you need to use the system.
- **Many people forget step 4** after completing Step 1-3.
 - If you have not completed all the steps, you will get an error message when using a service that requires MFA (e.g. UTokyo Slack).
- **Please follow the initial setup guide and complete all the step.**

Learn more about MFA

- More advanced topics on MFA
 - **Passwordless sign-in (Highly Recommended)**
 - When you buy a new smartphone
 - When you do not have a smartphone or mobile phone
 - When you are on an overseas business trip
 - When there is a communication failure with your mobile phone company
- See [utelecon](#) for more information.
- If you face difficulties, you have access to [the support desk](#).



U MFA is mandatory in UTokyo

- Search [UTokyo Portal](#) for [100% Multi-Factor Authentication](#)
 - [Necessity of Multi-factor Authentication](#)
(by Masaya Nakayama, Assistant CISO, Information Technology Center)
 - The MFA set-up percentage for each department is published on the portal.
- The following services are not available without Multi-Factor Authentication.
 - UTokyo Wi-Fi
 - UTokyo Slack
 - UTokyo VPN
- **NOT a choice** between setup MFA or not using the above services.

- Simple e-learning + test (10 questions with 3 choices)
- The following services will not be available until you pass the test.
 - UTokyo Wi-Fi
 - UTokyo Slack
 - UTokyo VPN
- **Required for all UTokyo members.**
 - **NOT a choice** between taking the test or not using the above services.

UTokyo Information Security Education



or access via [this link to the Information Security Portal](#).

UTokyo Wi-Fi

Campus Wi-Fi network access is available at most locations on campus.

- You can connect by issuing an account for UTokyo Wi-Fi.
- Accounts must be re-issued once a year.
- You can also use eduroam with the same account.

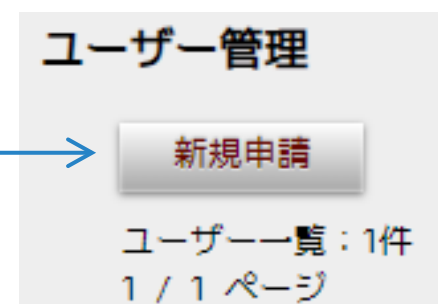
utelecon wi-fi



Account Issuance for UTokyo Wi-Fi

- Access the [UTokyo Wi-Fi Account Menu](#).

- Press the “^{shinki shinsei}新規申請 (New Application)” button.



- You will receive an email with your username and password for Wi-Fi.
 - The email will be sent to [your ECCS mailbox](#) and to your email address registered on the staff dictionary.
- username: u24xxxxxx@wifi.u-tokyo.ac.jp
8-digit number beginning with the last 2 digits of the year
 - This is not an email address.

Connect to UTokyo Wi-Fi

- Network Name (SSID): **0000UTokyo**
- Security: WPA2 Enterprise
 - You can connect with the username and password sent to you by Email.
- Details depend on the device and model. Please refer to [utelecon](#) for more information.
 - Windows, Mac, Android, iPhone, iPad, etc.

utelecon wi-fi



Connect to eduroam

eduroam is the world-wide roaming access service developed for the international research and education community.

- Network Name (SSID): **eduroam**
 - You can connect with the same username, password, and settings as UTokyo Wi-Fi (0000UTokyo).
- Available not only on UTokyo Campus, but also on campus of many (almost all) universities, research institutes.
- Even if you use it on UTokyo Campus, you can not access to resources limited to on-campus network.
 - Connected as off-campus network.

In short, what should you do first?

1. Sign in to the UTokyo Account User Menu with your UTokyo Account and initial password and **change your password**.
 - Your account and initial password is on the account notification letter.
2. Set up **Multi-Factor Authentication**.
3. Pass the **Information Security Education Test**.
4. Issue **UTokyo Wi-Fi Account** and try to connect.

Please set up multi-factor authentication as soon as possible to use the system safely and comfortably.



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Part II: Systems for Educational Activities in UTokyo – UTAS and UTOL

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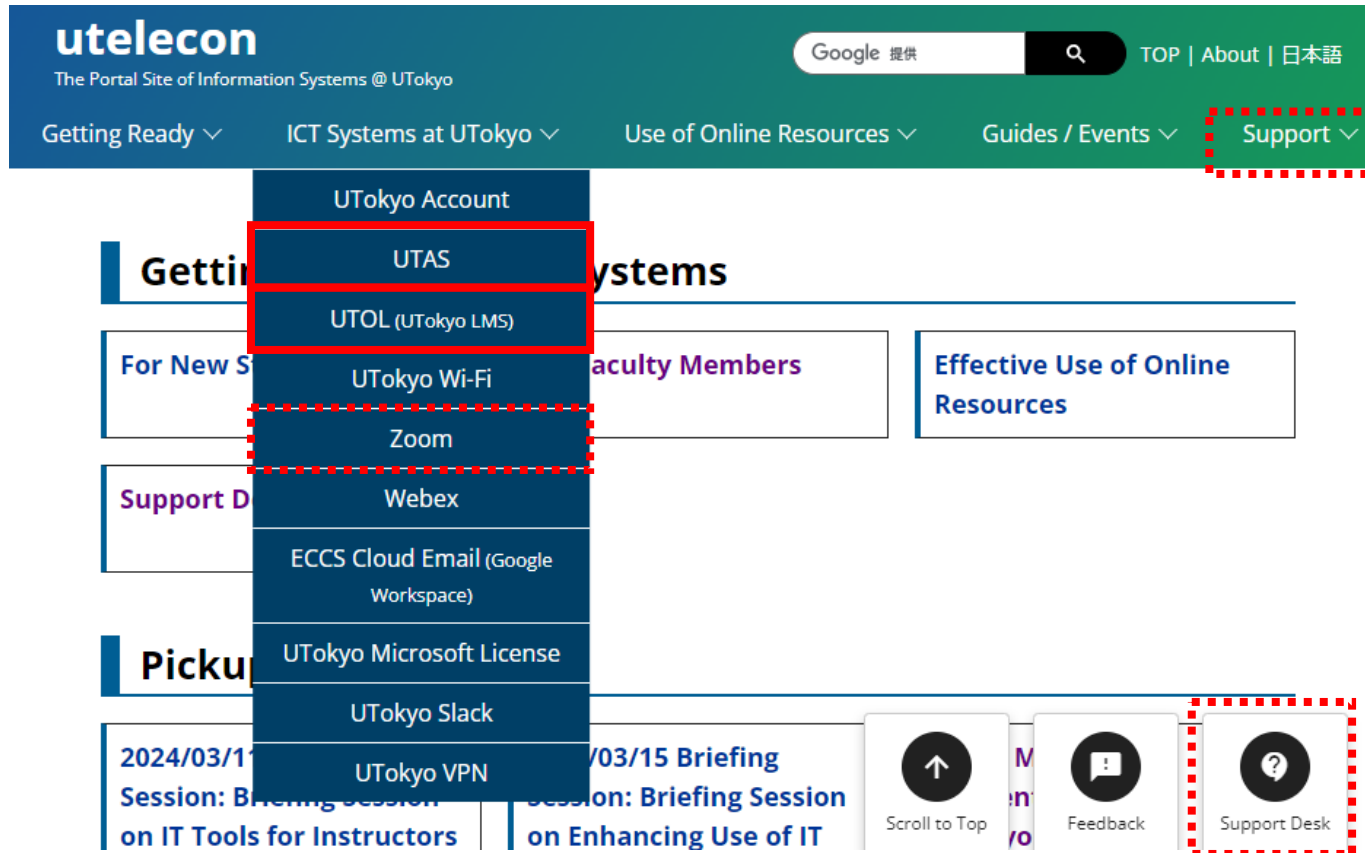
In this part, we will introduce you to UTAS and UTOL

Before starting classes, we recommend that you become familiar with the following systems:

- **UTAS** (**U**Tokyo **A**cademic Affairs **S**ystem)
 - is used to register syllabi and assign grades.
 - deals with information that should be officially recorded (syllabi and grade).
- **UTOL** (**U**To Tokyo **L**MS; Learning Management System)
 - is used to issue notices, distribute materials, record attendance, and accept assignments.
 - supports the exchange of information between faculty and students during class periods.
- **Zoom** (online conferencing tool)
 - is the most widely used online conferencing tool in UTokyo

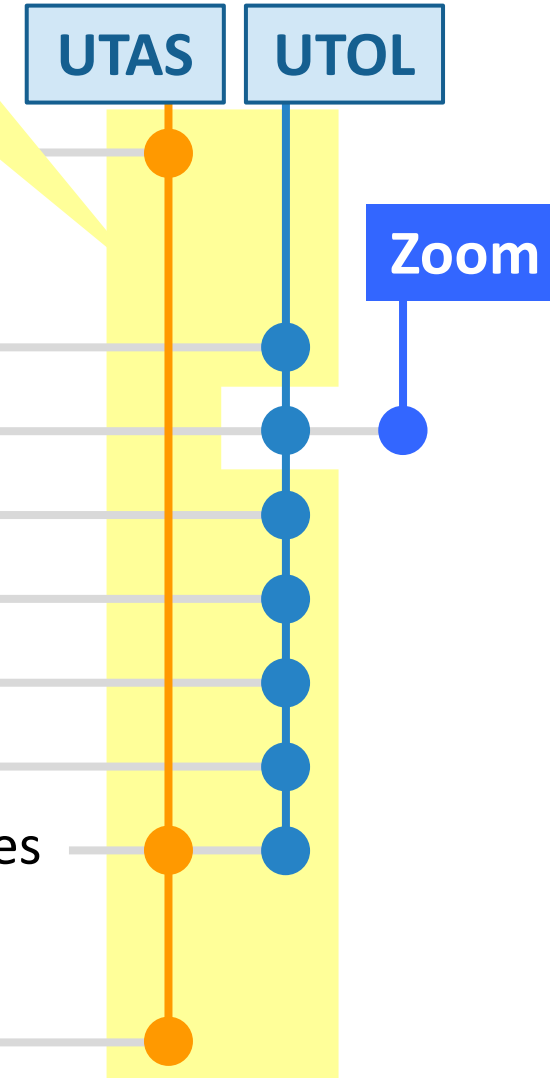
→ **Part III**

When you have questions, you can use **utelecon**.



Even if your classes are not online, many processes are common, and you will use these systems.

- Before class period
 - Writing the syllabus
- During class period
 - Communication with students outside of class hours
 - Setting up online conferences and inform students about it
 - Distributing materials
 - Checking student attendance
 - Assigning assignments, collecting and grading assignments
 - Online testing
 - Register and notify students of class cancellations and make-up classes
- After class period
 - Assigning grades





UTAS

<https://utas.adm.u-tokyo.ac.jp/campusweb/>



UTOL

<https://utol.ecc.u-tokyo.ac.jp/>

- You can switch languages by clicking “English” on the login screen.
- If you are signed in to your UTokyo Account, just press the “Login” to enter the system.
- If not, you will be redirected to the UTokyo Account authentication.



UTAS

<https://utas.adm.u-tokyo.ac.jp/campusweb/>



UTOL

<https://utol.ecc.u-tokyo.ac.jp/>

You should register these URLs in your browser's bookmark.

Today's demonstration will be shown with these bookmarks registered and signed in to the UTokyo Account.

U How to Use UTAS and UTOL

(in preparation)

- UTokyo experienced a rapid increase in the use of ICT systems and tools in classes after fully online in 2020!
 - Since then, there has been a considerable return to face-to-face classes, but the use of ICT systems and tools in the classroom has increased significantly compared to before 2019.
- Progress has also been made in developing an environment for the use of IT systems in the classroom.
 - Wi-Fi has been installed in classrooms, and students are now bringing their own laptops and other devices to class.

Please make effective use of IT systems and tools, including face-to-face classes.



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Part III: ICT Systems Tools Available in UTokyo

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Licenses Provided for UTokyo Members

- Introduction of communication tools available in UTokyo.

zoom

webex

UTokyo Slack

ECCS
(Google)

Microsoft

- Tips on how to make good use of them.



Communication Tools

(in preparation)



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Q and A Session

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Thank you for your attention.

Materials of the session materials will be posted on utelecon.

A post-session questionnaire will be prepared and sent to participants.