

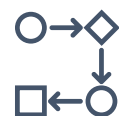
Table of Contents

- Part 1: Introduction
- Part 2: (Possibility of) Charges
- Part 3: How to Apply
- Part 4: How to Pay
- Part 5: Using Popular Services
- QA Session
 - Ask any time at sli.do (code = azr-250418)



UTokyo Azure Workflow of Application

2025/4/18
UTokyo Azure Usage Briefing



! Flow from application to use



! Who can apply



! How to apply

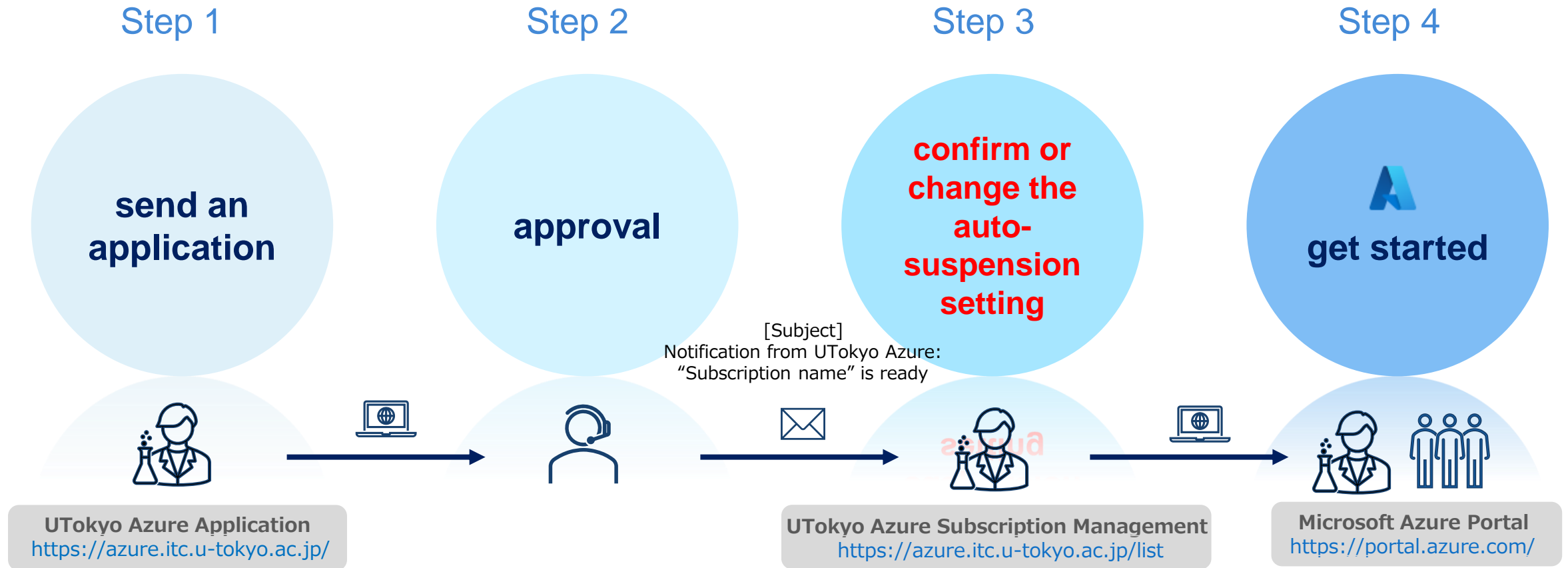


! Register Billing Information



! Get Started

Workflow from application to use



In the best case, an application will be approved in the same day

Eligibility

Who can apply?

I couldn't open the application page

I am a student, short-time staff, or visiting faculty, but I could apply

If I am not eligible to apply, does it mean UTokyo Azure is not available to me?

Faculty and staff who can take responsibility for payment and/or incidents

Access from the campus network (including VPN) is required. Other restrictions may apply to accounts of non-eligible statuses (students, short-time staff, visiting faculty, etc)

For technical reasons, some people of non-eligible statuses can access the page and send application. We check the details of such applications and decide if we approve them, according to UTokyo Azure Terms of Use

The above is only **the qualifications for application**, and students and part-time faculty members can still **use** it

How to apply

UTokyo Azure New User Application Page: <https://azure.itc.u-tokyo.ac.jp/>

utelecon

情報システムの総合案内サイト@東京大学

See the "[UTokyo Azure](#)" page on utelecon

UTokyo Azure: New Usage Application

User: [)

This page is for submitting applications to use Microsoft Azure, a cloud service provided by Microsoft, with gift credits



Read carefully the important notes in the lead paragraph

- **UTokyo Azure will be available until September 2029**
- **Charges may apply and billed every semester (March and September)**
- **As charges may apply, only faculty and staff who own budgets can apply**

- If the total usage of UTokyo Azure exceeds the expected consumption of gift credits in a given half-year period (October to March / April to September), subscription owners will be required to pay for the overage based on their usage. Billing is conducted twice a year (at the end of March and September, with invoices issued in early April and October), and payment can be made via internal transfer or by invoice for KAKENHI.
- Since there is a possibility of incurring charges, only faculty and staff members responsible for the budgets used for payment are eligible to apply for subscriptions.

[Your Applications and List of Created Subscriptions](#)

Click to open the "UTokyo Azure Subscription Management Page" (see P6)

UTokyo Azure: New Usage Application

User: 田浦 健次朗 (2615215597@utac.u-tokyo.ac.jp)

This page is for submitting applications to use Microsoft Azure, a cloud service provided by Microsoft, with gift credits donated by Microsoft to the University of Tokyo.

In Microsoft Azure, resources, permissions, and usage tracking are organized per unit called **subscription**. Within UTokyo Azure, once your application is approved, an independent subscription linked to your UTokyo Account as the owner will be created. As a subscription owner, you can create resources, add users, and use Azure services in an independent environment.

Important Notes

- This service will be available for up to five years while the gift credits are provided. There is no decision regarding its continuation after that, so please keep this in mind when considering long-term use. For more information, please also refer to "[UTokyo Azure:UTokyo Member-only Site](#)".
- If the total usage of UTokyo Azure exceeds the expected consumption of gift credits in a given half-year period (October-to-March / April-to-September), subscription owners will be required to pay for the overage based on their usage. Billing is conducted twice a year (at the end of March and September, with invoices issued in early April and October), and payment can be made via internal transfer or by invoice for KAKENHI.
- Since there is a possibility of incurring charges, **only faculty and staff members responsible for the budgets used for payment are eligible to apply for subscriptions**.

[Your Applications and List of Created Subscriptions](#)

Create a new subscription

Applicant

E-mail address

Department

Position

Purpose of use for this subscription

Please provide your planned activities in this subscription, such as the purpose and content of your use (research on ○○, use in lecture ○○, use in ○○ project, etc.).



- (1) Be sure to spell email address correctly, or you will miss the notification that the subscription is ready to use
- (2) You have to agree to pay when charges apply

Create a new subscription

Applicant

2615215597@utac.u-tokyo.ac.jp

Department

Purpose of use for this subscription

Please provide your planned activities in this subscription, such as the purpose and content of your use (research on ○○, use in lecture ○○, use in ○○ project, etc.). Multiple items can be listed.

Field

01: 思想、芸術およびその関連分野/Philosophy, art, and related fields

Please select the field that you think is the closest match to the content of this subscription. The options correspond to the Medium-sized sections defined by the [Kakenhi Review Section Table](#).

Identifier for the new subscription (alphanumeric characters and hyphen only, up to 32 characters)

example: myProject1

This is a string used to distinguish the newly created subscription. The actual subscription name will be "[10-digit of UTokyo Account]-[identifier specified here]".

☐ I agree to incur charges if the free tier is exceeded.

☐ As a faculty or staff member responsible for budget execution, I hereby pledge to comply with the above.

Submit

This is a string used to distinguish the newly created subscription. The actual subscription name will be "[10-digit of UTokyo Account]-[identifier specified here]".

(2) ☐ I agree to incur charges if the free tier is exceeded.

☐ As a faculty or staff member responsible for budget execution, I hereby pledge to comply with the above.

Submit

Setting billing info / automatic suspension

UTokyo Azure Subscription Management Page: <https://azure.itc.u-tokyo.ac.jp/list>
Check subscription ready Email or the UTokyo Azure application page

☐ 日本語 ☒ English

UTokyo Azure: Subscription Management

User:      

Your Applications

Initial Subscription Name	State
2615215597-Taulab	Ready
2615215597-taura-lectures-utokyo-azure	Ready

[Submit New Subscription Application](#)

Carefully consider this settings!

Subscriptions and Billing Information

This page displays the subscriptions in Azure for which the user (2615215597@utac.u-tokyo.ac.jp) has been assigned the Owner role. By [assigning the Owner role for a subscription to another person's UTokyo Account](#), that person will also be able to view, register, and modify the billing information for the subscription (Please note that it may take some time for role changes made in Azure to be reflected on this page).

Please register billing information for each subscription in case charges are incurred.

Subscription ID/Name	Auto Suspension	Charge in 2025/02	Billing
59531f39-3a18-40a3-bcf8-ebffb4bacc31 2615215597-Taulab	有効		
81115132-51a6-4b40-aa36-af3e28b10c3a 2615215597-kaeru	有効		Not registered
dfb8db7e-a403-4f45-9cf6-efac9525c06d 2615215597-taulab	有効	(\$0.0)	Not registered
fbbeefd3-f418-4a91-ab52-3a4ff5a0cec8 2615215597-taura-lectures-utokyo-azure	有効	(\$0.0)	Not registered

Your Applications:

Displays your subscriptions and their statuses

Subscriptions and Billing Information:

Displays subscriptions to which you are assigned the Owner role

Auto Suspension:

If the usage of the current month has exceeded a threshold (currently 90% of the guaranteed free tier), **the subscription will be automatically canceled, and the environment and data on Azure will be irrevocably deleted**

Note: contrary to the name “suspension” it is actually outright deletion

Billing Information Registration / Automatic Suspension Settings

Select a subscription to be configured

2615215597-Taulab

Register or Change Billing Information

☐ Pay with KAKENHI

☒ Pay with budget (except KAKENHI)

The department managing the budget for the payment

We will send a request for an internal transfer to the account team of the department selected here.

Division Code

Budget Type/Project Code

For the 'Division Code,' please log in to the [Budget Execution Management System](#) and enter the 10-digit alphanumeric value found in the '執行部署' section under the budget execution status list for the budget used for the payment. Similarly, for the 'Budget Type/Project Code,' enter the 6-digit number (Budget Type Code) or the 12-digit number (Project Code) from the '予算科目/プロジェクト' section in the budget execution status list.

Note that KAKENHI requires invoice. Thus please check 'Pay with KAKENHI' if you want to use KAKENHI for the payment for this subscription.

Submit

Setting Automatic Suspension

Automatic Suspension upon Exceeding the Usage Threshold

☒ Enable

To modify the automatic suspension settings, you must first register billing information for the subscription.

Submit Change

メニュー

お気に入り
経理業務
執行業務
PeopleTools
予算執行管理
支出予定登録
申請
申請/検収/支払送信
執行状況照会
執行状況照会(執行年度別)
案件一覧出力 (Excel)
ユーザー個人設定
申請/発注情報履歴照会(教員用)
PDF帳票表示
会計情報3-D 作成

照会年度を指定する

照会年度: 2024 年度

内訳の表示項目を切替える

☐ 通常 ☐ 詳細 ☒ 全項目

照会結果を更新する

発注/検収/支払送信へ

受託研究等収支簿へ

照会結果

財源種別	予算総額	執行額	残額	執行率 (%)
外部資金	1,000,000	100,000	900,000	10%
運営費等	1,000,000	100,000	900,000	10%
未定	0	0	0	0%
	2,000,000	200,000	1,800,000	10%

☒ 業務状況別に執行額を確認する

執行額内訳

財源種別	支出予定	申請済	申請承認済	発注済	検収済	支払済	振替	執行額
外部資金								
運営費等								
未定								

☒ オドを表示する/非表示にする

内訳

	執行部署	執行部署名称	予算科目/プロジェクト	予算科目/プロジェクト名称	予算総額	執行額	残額	執行率 (%)	支
	3803561511		100202	大学運営費－教育研究経費				8.9	



- Without your billing information registered, you can't disable auto suspension
- For necessary codes, check Financial Accounting / Budget Execution Management System or consult the accounting team of your department

Get started from Azure Portal!

Microsoft Azure Portal : <https://portal.azure.com/>
see the notification of subscription ready Email



- Sign in to the Microsoft Azure Portal with your UTokyo Account
- The services displayed at the top page vary depending your history
- For more information on how to use it, see utelecon's ["UTokyo Azure" page](#)