SFC CNS GUIDE 2022

-English Edition-

Shonan Fujisawa Information Technology Center
Keio University

Preface

SFC-CNS was established to provide SFC students and faculty with a state-of-the-art computer network environment at a time when almost all universities in the world did not yet have internet access. Since then, it has evolved to support various activities at SFC, incorporating new technologies as they became available, even after the internet became commonplace in the world. It is an open distributed computing environment in which a wide variety of devices, from UNIX, Mac, and Windows computers to high-performance servers, manufacturing, and music equipment, are connected, allowing users to exercise their creativity. If you can use these devices to their fullest extent, you can do a great many things. If you don't know how to use them, you can only accomplish ordinary tasks.

This is the same as the difference between using 100 different tools to create something and using only scissors to build something. I hope you will enjoy the fun and power of information technology by using more and more devices as tools.

This book is essential for SFC students because it contains a lot of information necessary to use SFC-CNS properly. Since many classes are offered online and it remains difficult to ask questions at ITC or the CNS consultant booth in-person due to the coronavirus pandemic, this book remains important for students as a source of important information regarding CNS. SFC-CNS is connected to the world. As a result, you need to protect your own computers, smartphones, and other devices connected to SFC-CNS by yourself. Please deepen your knowledge of information technology and learn how to use computers safely. This is the same as using knives, scissors, or other sharp tools without getting hurt or causing injury to others.

In particular, please be sure to learn the following social ethics and apply them correctly.

— Respect copyright and other intellectual property rights. Never plagiarize documents or copy software illegally.
— Respect the files and information of others. Respect other people's files, information, and privacy. Do not browse files that are not intended for you, even if they are visible to you.
— Understand that SFC-CNS is a system for education and research. Do not use it for any other purpose.
— Do not access computers that you are not authorized to use.
— Do not post derogatory comments or slander on SFC or other organization's web sites or web applications. Do not send slanderous or defamatory e-mails to others. Never send slanderous e-mails or chain e-mails, and if you do receive them, do not relay them.
— When creating web pages, be aware that anyone in the world can read the content. When creating web pages, respect the rights of others and do not infringe on the rights of others by publishing images, audio files, videos, or other content illegally.
— Do not do anything that may cause trouble to others.

If you have any concerns or questions, please consult with the CNS Consultant Desk in the Media Center or the Shonan Fujisawa Information Technology Center (ITC). SFC-CNS is operated by students and faculty members working together to create the best learning and research environment for themselves. After learning the basics of SFC-CNS through this manual, please refer to the ITC website to learn how to use the system in more depth. I hope that you will be actively involved in the operation of SFC-CNS to bring it to a new level.

ITC established an editorial committee to decide the contents, write, edit, and proofread this document. The editorial committee members are mainly students who are users of SFC-CNS, and students play a major role in the production of this publication. The editorial committee is composed mainly of students who are users of SFC-CNS, so students play a major role in this project. The committee also considers opinions on the versions published to date and questions about SFC-CNS sent to ITC.

Finally, I would like to express my deepest gratitude to the CNS consultants who have assisted in the production of this year's edition by organizing the materials and checking the contents. I would also like to thank the many people who have been involved with the SFC CNS Guide to this point in time.

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1

Start Up

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1

What is SFC-CNS ?

01 What is SFC-CNS?

SFC-CNS stands for Shonan Fujisawa Campus - Campus Network System. A network is a web of interconnected computers that share information resources, which is an integral part of our society. CNS is the network system that supports academic life of Shonan Fujisawa Campus.

Network system resources available for your use are delivered in different forms, including wireless network access points, various web systems, and many other resources. CNS is the overall environment of all shared network resources for students, faculty, and staff at SFC.

On campus, there are a number of computers connected to CNS for research and educational purposes. All students, faculty, and staff on campus are free to use the shared resources through these computers installed on campus or on your personal computers.

02 What is an “Account”?

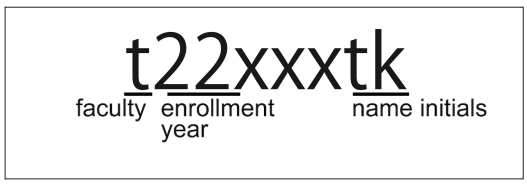
Many people at SFC use CNS. Those who use the system are called "users," and their privileges to use CNS are called "accounts."

Accounts on CNS are assigned to students, faculty, and staff in the Faculty of Policy Management, Faculty of Environment and Information Studies, Faculty of Nursing and Medical Care, Graduate School of Media and Governance, and Graduate School of Health Management, according to the CNS Terms of Use (refer to 【p.156 : Terms of Use】).

If you would like to obtain a CNS account but are not a student, faculty, or staff of the five departments listed above, you can view details about applying for a CNS sub-account by viewing at the "Information for Students at Other Campuses" page of the Shonan Fujisawa Information Technology Center (ITC) website:
⇒ https://www.sfc.keio.ac.jp/en/

＊ If you are only taking correspondence courses or foreign language courses, you are not eligible to receive a CNS account.

In order to identify users and manage the security of CNS, all students on campus are provided with a CNS account. A CNS account has a uniquely assigned login name and a password. The login names of undergraduate students contain the user's faculty, enrollment year, and initials.



The example login name shown above belongs to a student enrolled at the Faculty of Environment and Information Studies in academic year 2022. Each user has an email address in the form "[your CNS login name]@sfc.keio.ac.jp," which can be accessed by using a seperate password from your CNS login password (refer to【p.54 : Using Your CNS Mail Account】).

03 Password Management

A CNS login password is used to confirm your identity when accessing certain resources on CNS. You must make a password that satisfies the following conditions:

- Contains only alphanumeric characters and certain special characters
- Contains 10 or more characters
- Contains at least one uppercase character, one lowercase character, and one number

The following password types **should be avoided completely** because they can be easily guessed.

- Your name or any relative's name
- Common dictionary words
- Birthday, address, telephone number, or repeated sequences of characters -e.g. Yukichi0110 (Combination of your name and birthday)

Your CNS account may be suspended. For help changing your password, please refer to【p.143: How to Change Account Passwords】. If you forget your password, or if your account has been suspended, please bring your student ID or campus card to the CNS service desk at the Shonan Fujisawa Information Technology Center (refer to【p.153 : SFC-CNS Technical Support Services】).

Having your CNS account information stolen not only puts your account at risk but the entire CNS environment. In order to reduce the chances of having your information stolen, please be careful with how you handle your passwords. In particular, do not write them down or tell them to anyone, including faculty, staff, or friends.
Do not share your password, even in the following occasions:

- When faculty or staff members ask for your password.
- When you want your friends to do something for you using your account.

If you suspect any suspicious activity involving your CNS account, change your CNS login password immediately and consult the CNS service desk at the Shonan Fujisawa Information Technology Center (refer to【p.153 : SFC-CNS Technical Support Services】) . To change your CNS login password, please refer to【p.143 : How to Change Account Passwords】.

2

Websites You Can Use on Campus

Using SOL

01 What is SOL?

SOL is the SFC's class management system. You can view class information, submit assignments, and check class materials. Please access from the following URL.

⇒ https://sol.sfc.keio.ac.jp

Please enter your CNS login name in ❶ , and your CNS login passwords in ❷ , and click ❸ “Login”.

02 Using SOL

You can check your courses on the "Dashboard" which appears when you click on the ❶ icon. By clicking on the name of the course, you will be able to view the class page for each course, check the course content, download lecture materials, and submit assignments.

03 Checking your syllabus

You can view the syllabus for all courses offered at SFC by selecting "All Courses" from the "Courses" menu, which appears when you click on the "Inbox" icon.

04 Communication on SOL

Through SOL, you can receive communications from your course instructors and send questions. Click on the icon "Inbox" to see the messages you have received or to create a new message.

keio.jp

01 What is keio.jp?

Keio.jp is the identity management platform used in Keio University. The system can also be used to obtain student software licenses.
⇒ http://keio.jp/

You must set up and activate your keio.jp account on the keio.jp registration web site.
After activating your account, type your keio.jp ID in ❶ "ID" and your keio.jp password in ❷ "Password." Then, click ❸ "Login."

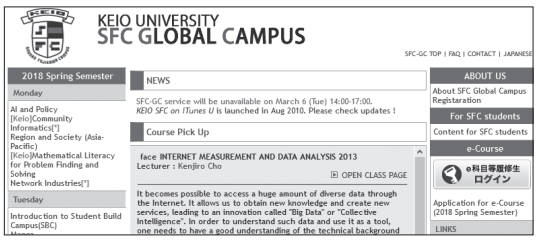
If there are any questins about the activation of keio.jp account, please contact Shonan Fujisawa ITC(For contact details, please refer【p.157 : Other Support Services】.)

02 Use keio.jp

On keio.jp, you are free to download licenses for software, and browse through various research journals and publications.

The software licenses that students are allowed to use are listed on【p.141 : Software Licensing Center】. To issue a license after accessing keio.jp, please check STEP 01 ～ 08 of【p.99 : Installing Antivirus Software on Your PC (Windows 10)】.

Other Websites

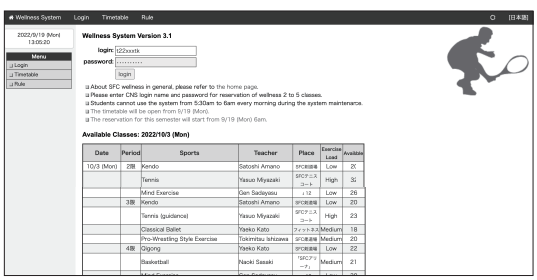


01 SFC Global Campus

This website is for sharing our courses globally with students outside SFC. 500+ classes and 5000+ class videos are open to the public for free.

⇒ https://gc.sfc.keio.ac.jp/

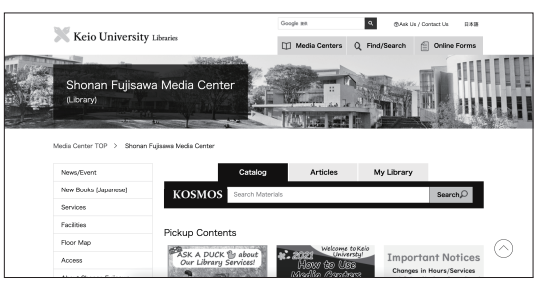
＊ As of August 2022, SFC-GC is currently suspended.



02 Wellness(Physical Education) System

You can write notes, submit reports, and make reservations for Physical Education 2-5 classes.

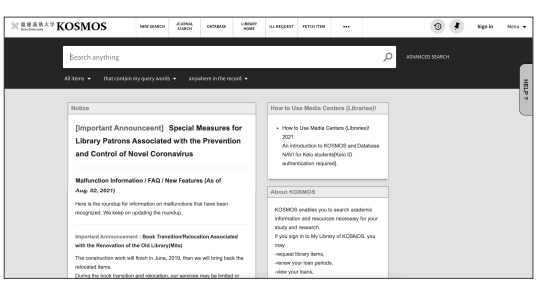
⇒ https://wellness.sfc.keio.ac.jp/v3/index.php?lang=en



03 Shonan Fujisawa Media Center (Library)

Opening hours of the Media Center and library event news are available through this website. You can also make a reservation for using the AV Hall, studios, and so forth.

⇒ https://www.lib.keio.ac.jp/en/sfc/



04 KOSMOS

KOSMOS allows you to search for books in the Keio University libraries, reserve books, and check the status of any currently checked-out books.

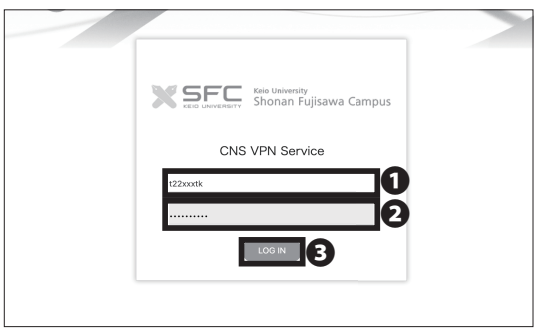
⇒ https://search.lib.keio.ac.jp/discovery/search?vid=81SOKEI_KEIO:KEIO&lang=en

3

Access Content Only Available on Campus from Outside

Browsing the Web Using the CNS Network over WebVPN

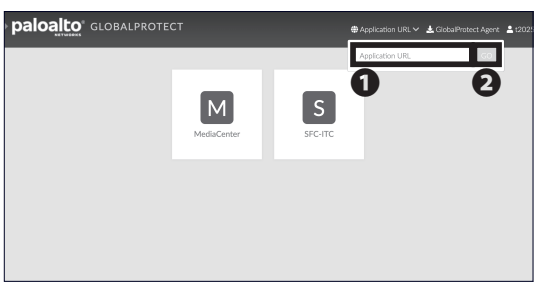
Several webpages are accessible only on campus due to licensing restrictions. However, you can use these websites from outside SFC if you have a CNS account. SFC has several different methods for accessing restricted content. Here, we will explain how to browse websites with WebVPN.



01

Open a web browser and go to the following URL:
⇒ https://vpn3.sfc.keio.ac.jp or https://vpn4.sfc.keio.ac.jp

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "LOG IN."



02

Type the URL of the webpage you want to browse in ❶ and click ❷ "GO." You can browse the website almost as if you were on campus.

COLUMN vol.1

About VPN

VPN stands for Virtual Private Network, which enables a computer to access and transmit data to a private network as if it were connected directly. It extends a private network over a public network, such as the internet. VPNs allow computers connected to the internet to work from remote places while benefiting from the security and management systems of the private network. SFC has several different methods for accessing content restricted to on-campus use. To get more details, see "VPN Service" on the ITC website.

⇒ https://www.sfc.itc.keio.ac.jp/en/network_cns_vpn2.html

2

Wireless LAN

How to connect to the wireless LAN available on campus from your own device.

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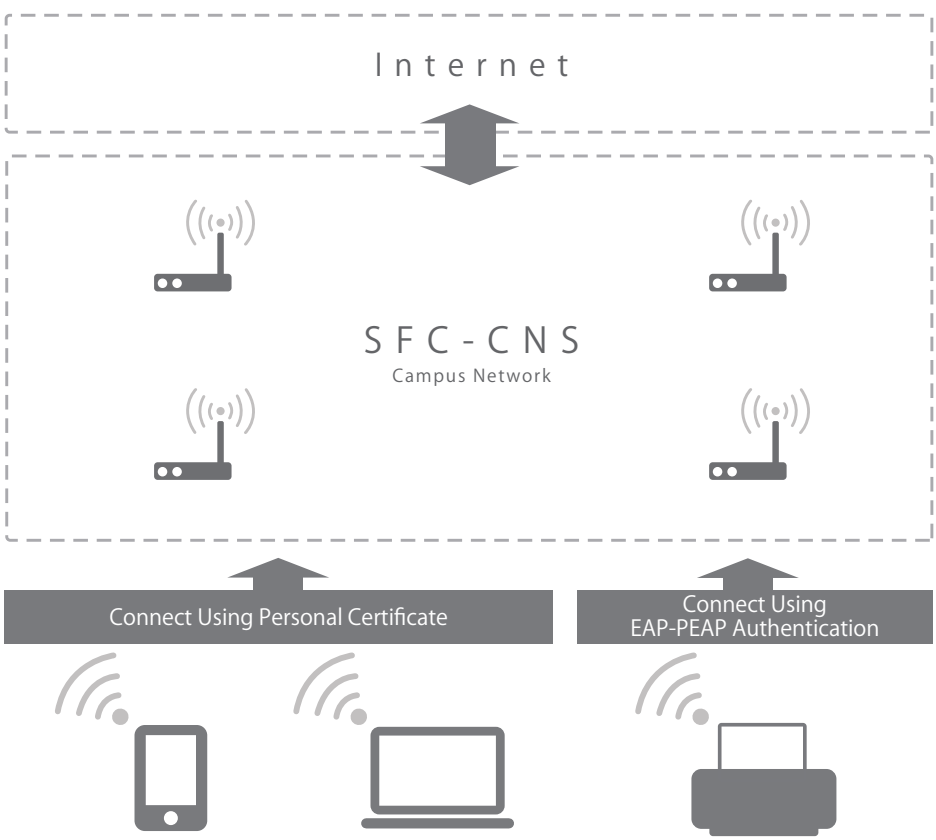
1
About the Wireless LAN Environment on Campus

Wireless network access points are available across campus for research and educational purposes. Wireless local area networks (LAN) are networks which connect devices using wireless radio signals. The wireless network used by CNS uses a set of standards known as IEEE 802.11 a/n/ac, which is supported by most modern devices. Your access to CNS must be authenticated via personal certificate using a method known as EAP-TLS. Your certificate strengthens the security of your connection and authenticates you and your devices to the network.

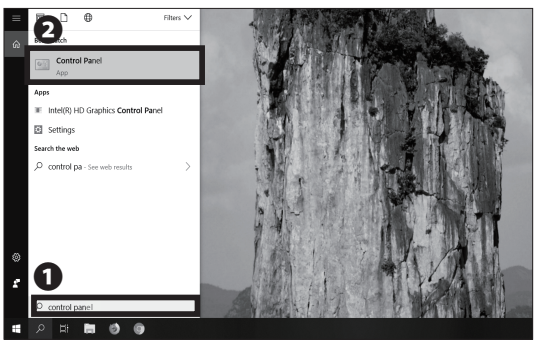
In this section, we will explain how to access the internet using a personal certificate using Windows, macOS, iOS, and Android.

If any of your devices are not compatible with EAP-TLS authentication, you should use EAP-PEAP authentication instead, which is explained in 【p.50 : Connecting Your Device to CNS by EAP-PEAP Authentication】.



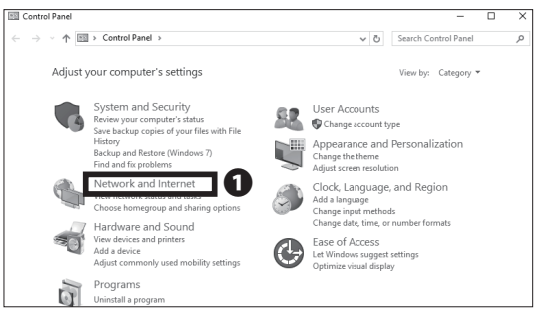
2

Connecting Your PC (Windows 10) to CNS



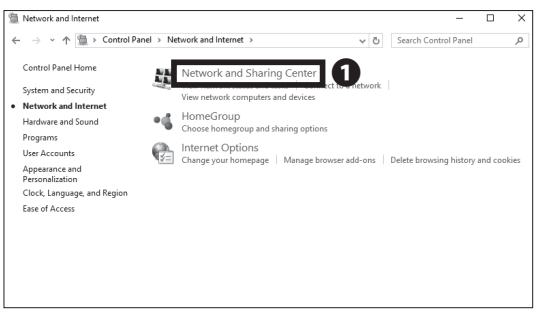
01

First connect to the wireless LAN used for setting up network access on new devices. If you have a mobile router or any other method of connecting to the internet, skip to STEP 08. On the bottom left of the screen you will have to search ❶ "Control Panel" and from the results open ❷ "Control Panel."



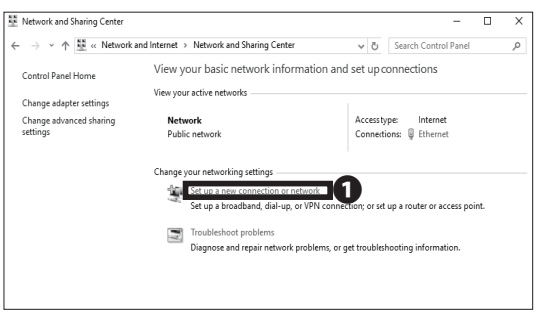
02

Click ❶ “Network and Internet."



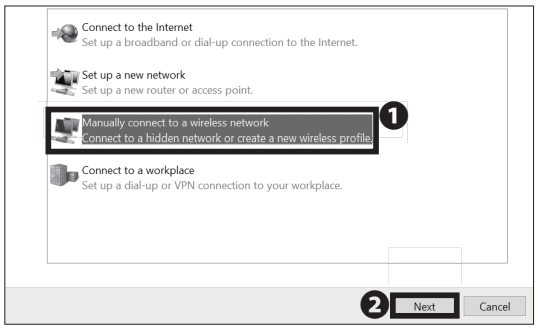
03

Click ❶ “Network and Sharing Center."



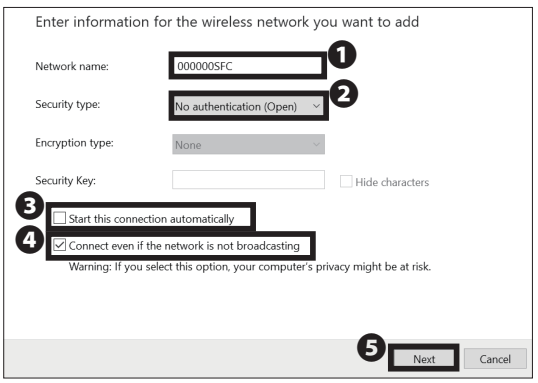
04

Click ❶ “Set up a new connection or network."



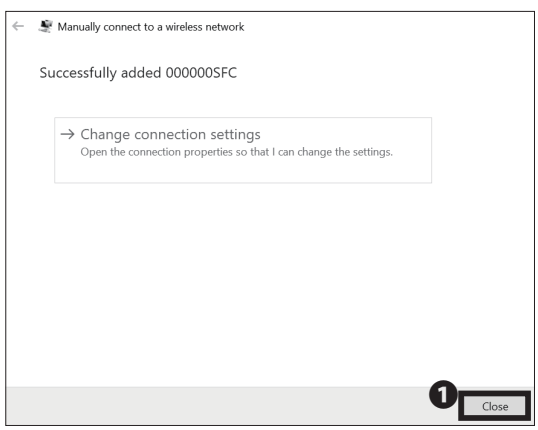
05

Select ❶ "Manually connect to a wireless network" and click ❷ "Next."



06

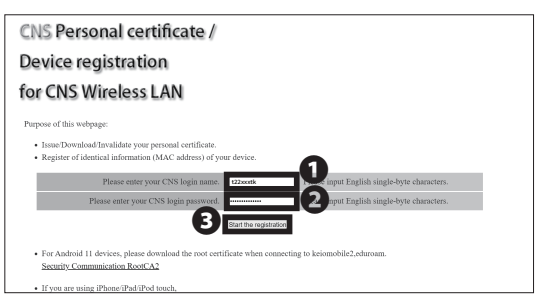
Type "000000SFC" in ❶ "Network name" and select "No authentication (Open)" from ❷ "Security type." Make sure that ❸ "Start this connection automatically" is unchecked, and check ❹ "Connect even if the network is not broadcasting." Then, click ❺ "Next."



07

Click ❶ "Close."

＊"000000SFC" can only be used for setting up Wireless LAN connection. It can not be connected outside campus.



08

Open a web browser and go to the URL:
⇒ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en

Type your CNS login name in ❶ and your CNS login password in ❷ , then click ❸ "Start the registration."

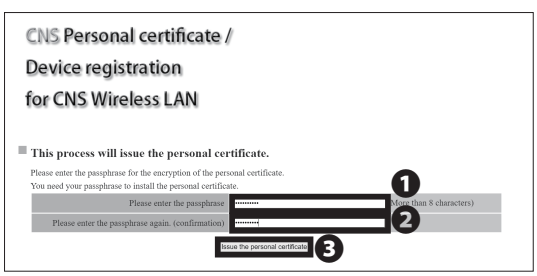
09

If this is your first time creating a personal certificate, select "Issue" in ❶ and click ❷ "Submit."
If you have already issued your personal certificate, and the certificate is still valid, select "Download" in ❶ , click ❷ "Submit," and skip to STEP 11.

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" in ❶ and move on to STEP 11.

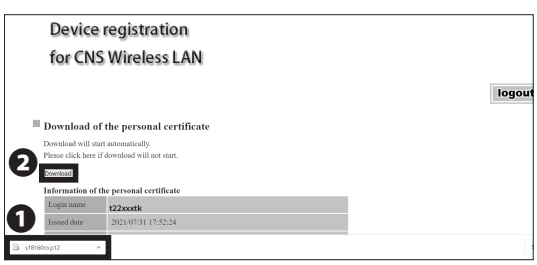
If your certificate has expired, select "Reissue" in ❶ and click ❷ "Submit." If you select "Reissue," your previously issued certificate will be invalidated.

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer to 【p. 25 How to delete an old certificate】 or the website below.
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html



10

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate against unauthorized use and must contain at least 8 characters. Type your passphrase in ❶ and ❷ , then click ❸ "Issue the personal certificate." This passphrase will be used in STEP 14 and will be required when installing your certificate on any additional devices.

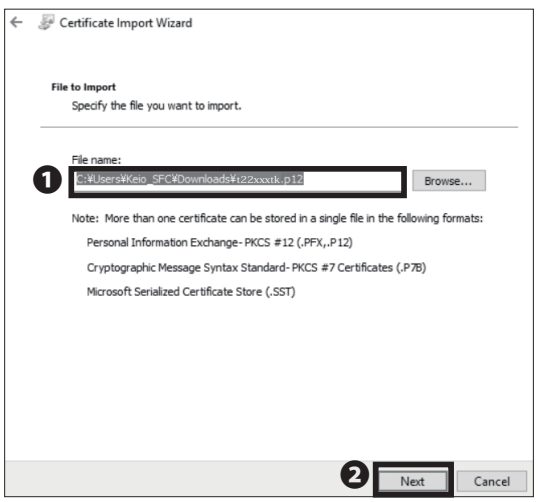


11

Your browser will prompt you to download the certificate. If you are using Firefox, a dialog box will appear at the bottom of the window. Click ❶ "Open." If the download does not automatically begin, click ❷ "Download."

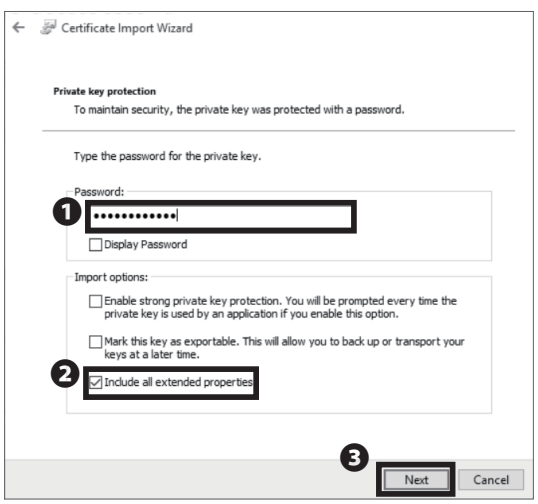
12

Open the file you just downloaded and wait for the “Certificate Import Wizard" to appear. Check ❶ "Current User," then click ❷ “Next."



13

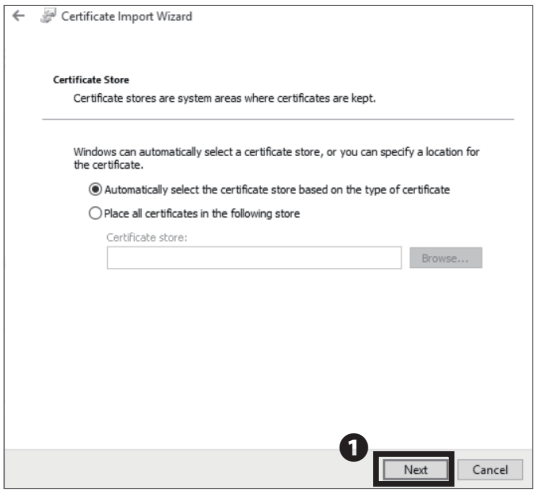
Make sure that the path to your downloaded certificate is correctly entered in ❶ “File Name." Then click ❷ “Next."



14

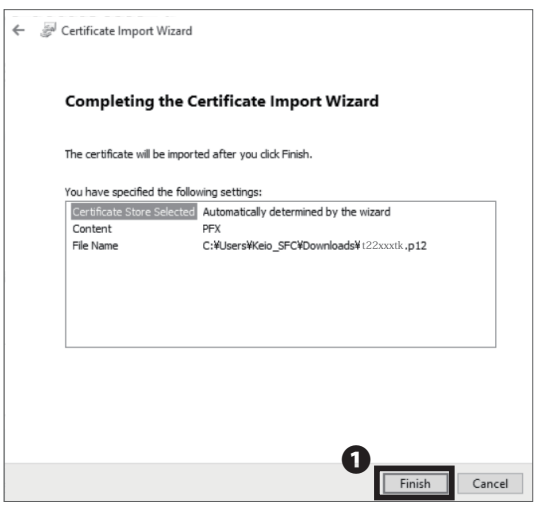
Type your personal certificate passphrase from STEP 10 in ❶ "Password" and check ❷ “Include all extended properties." Then, click ❸ “Next.“

* If you have forgotten the passphrase, return to STEP 09 and reissue your personal certificate.



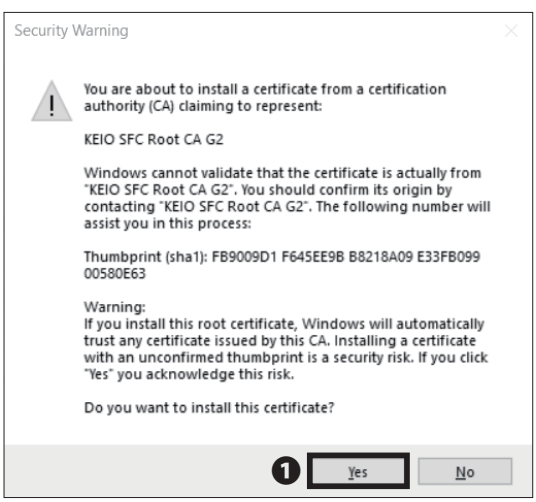
15

Click ❶ “Next."



16

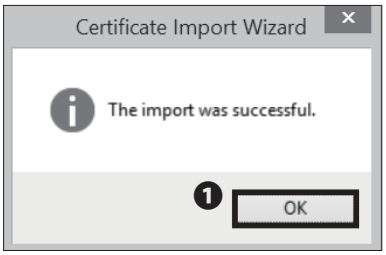
Click ❶ “Finish."



17

If a security warning shows up, click ❶ "Yes" after confirming the thumbprint of the CNS root certification authority (CA) matches the following value: FB:90:09:D1:F6:45:EE:9B:B8:21:8A:09:E3:3F:B0:99:00:58:0E:63.

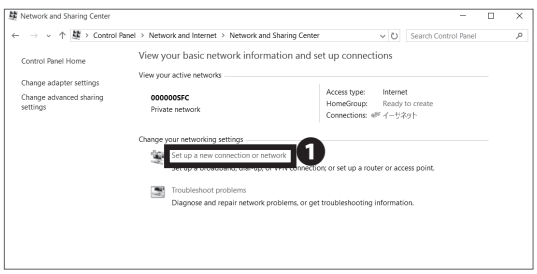
If the thumbprint does not match, you should stop and contact ITC.



18

Click ❶ “OK."

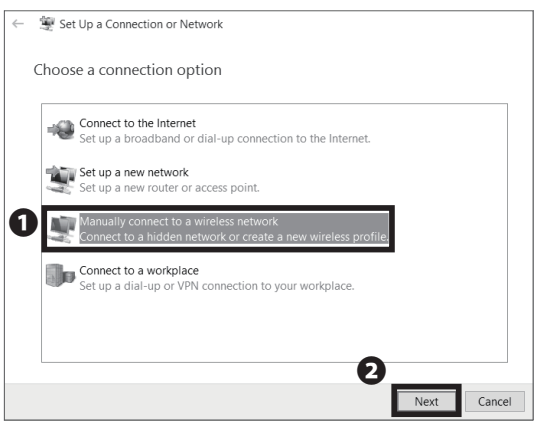
If you have reissued your personal certificate, please make sure to delete the old certificate.



19

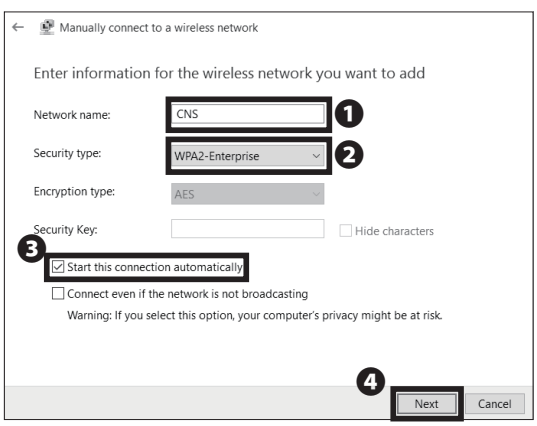
Go back to “Control Panel" and open “Network and Sharing Center" from “Network and Internet."

Then, click ❶ “Set up a new connection or network."



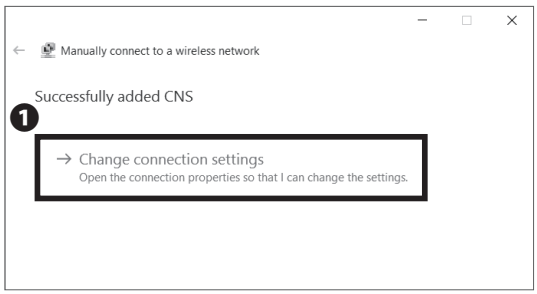
20

Select ❶ "Manually connect to a wireless network" and click ❷ "Next."



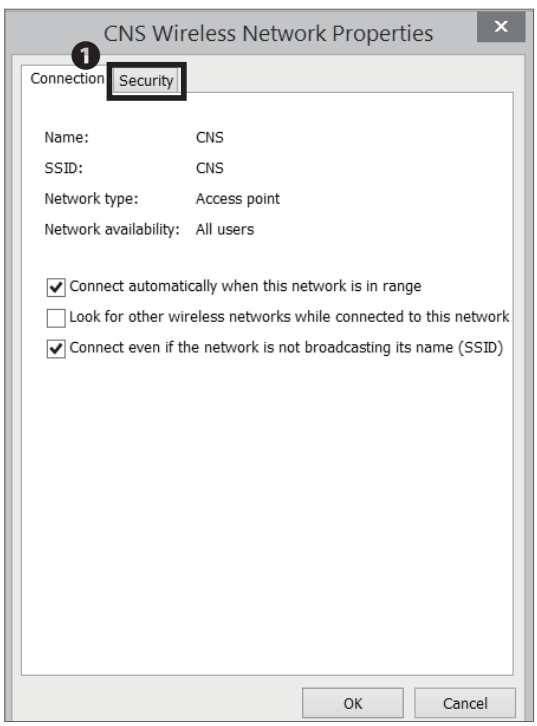
21

Type “CNS" in ❶ "Network name." Select “WPA2-Enterprise" from ❷ "Security type" and check ❸ “Start this connection automatically." Then click ❹ "Next."



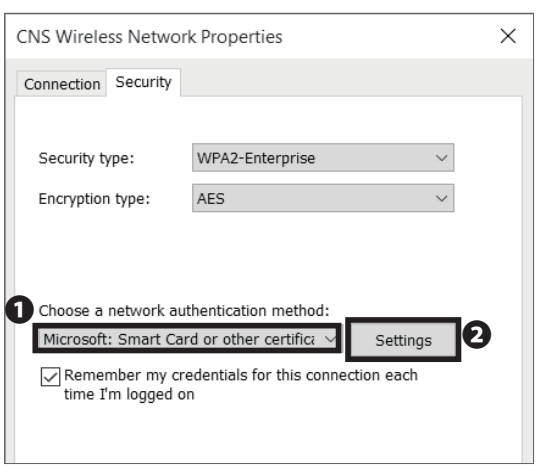
22

Click ❶ “Change connection settings."



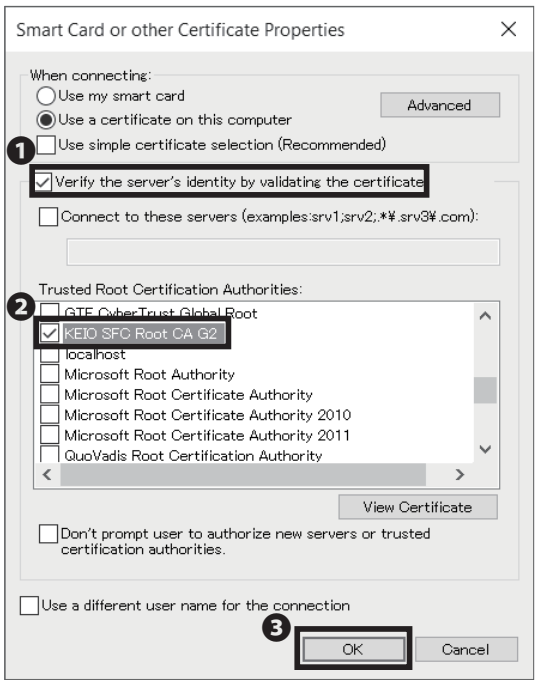
23

Click the ❶ “Security" tab.



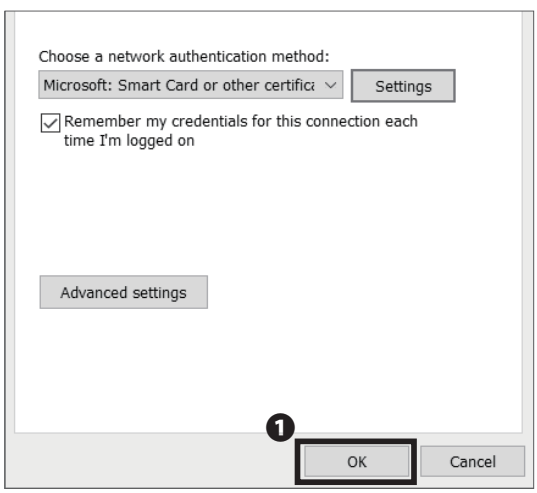
24

Below “Choose a network authentication method," select ❶ “Microsoft: Smart Card or other certificate," and click ❷ “Settings."



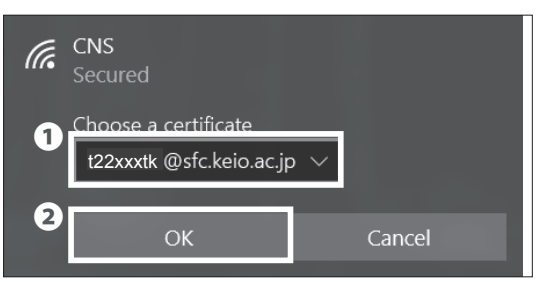
25

Check ❶ "Verify the server's identity by validating the certificate." Check ❷ "KEIO SFC Root CA G2" in the "Trusted Root Certification Authorities." Then, click ❸ "OK."



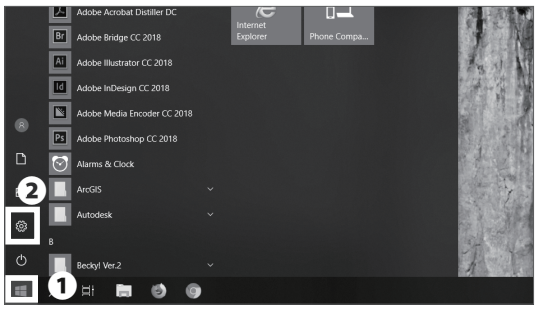
26

Click ❶ "OK."



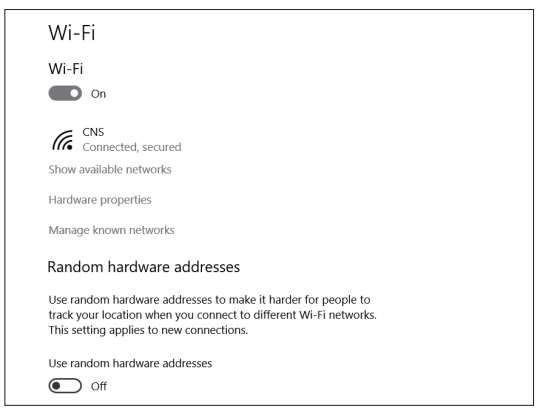
27

Click the internet access icon in the bottom right of the screen. Select ❶ "[your CNS login name]@sfc.keio.ac.jp" and then click ❷ "OK."



28

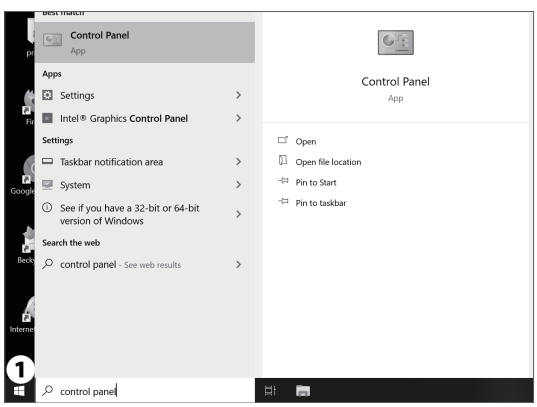
If you want to make sure your device is connected, look at the bottom left of your screen, click the ❶ Windows icon, then click ❷ "Settings."



29

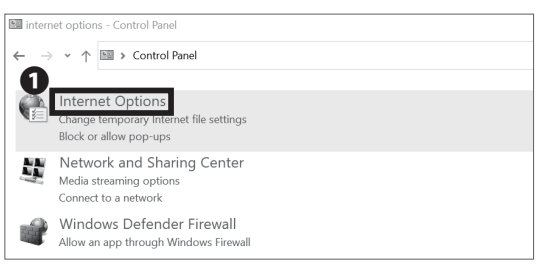
Open "Network and Internet" in Settings, then click "Wi-Fi." You will be able to check which LAN is connected now. Once "Connected" is displayed, close "Network and Internet."

Instructions for connecting your Windows 10 to wireless is now complete.



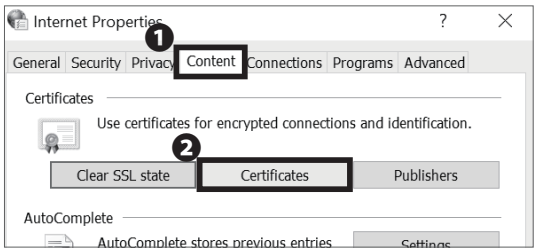
a01 How to delete an old certificate

If you want to delete a previously installed certificate, open ❶ "Control Panel."



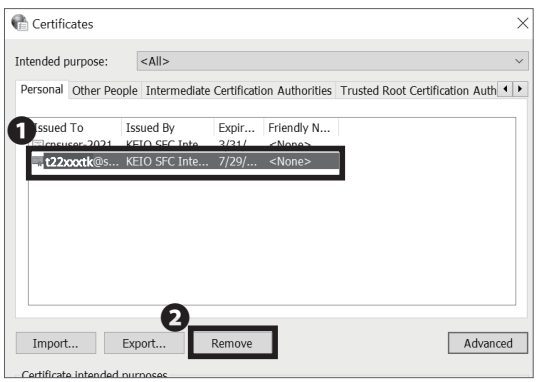
a02

Select ❶ "Internet Options" and open it.



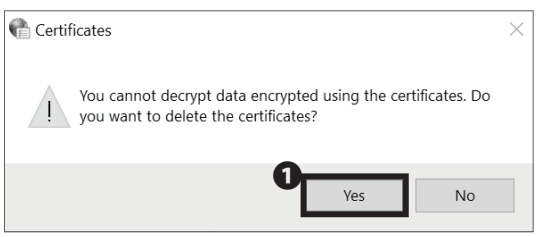
a03

Click on the ❶ "Content" tab and click ❷ "Certificates."



a04

Hover the cursor over ❶ "[your CNS login name]@sfc.keio.ac.jp" to check the expiration date, and if it has expired, click ❷ "Remove."



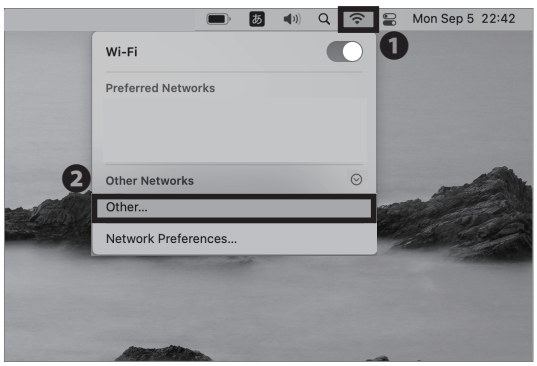
a05

Click ❶ "Yes" when the warning message appears.

How to delete an old certificate is completed.

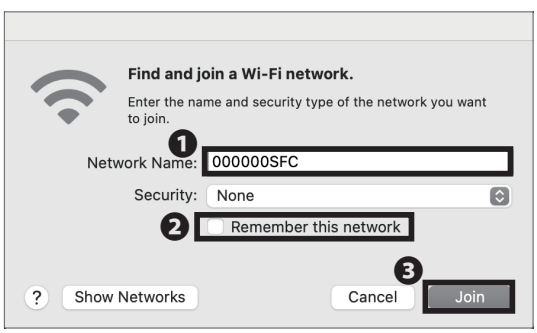
3

Connecting Your Mac (macOS) to CNS



01

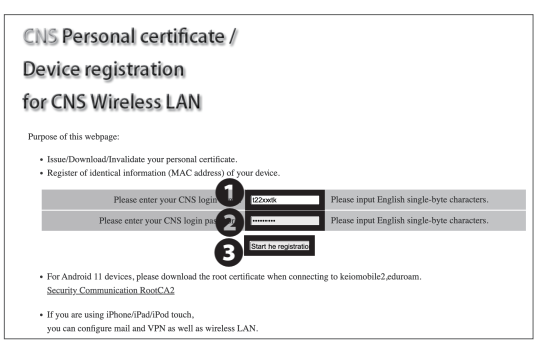
First, connect to the wireless LAN used for setting up network access on new devices. If you have a mobile router or any other method to connect to the internet, skip to STEP 03. If not, click ❷ "Other..." from the list of ❶ Wi-Fi icon.



02

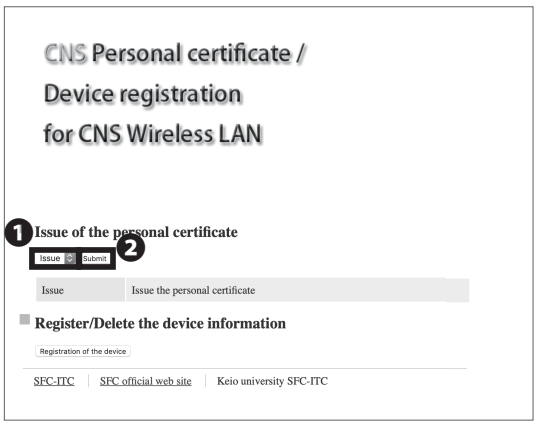
Type "000000SFC" in ❶ "Network Name." Uncheck ❷ "Remember this network." Then, click ❸ "Join."

＊ "000000SFC" can only be used for setting up Wireless LAN connection. It can not be connected outside campus.



03

Open a web browser and go to the following URL :
⇒ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en
Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Start the registration."



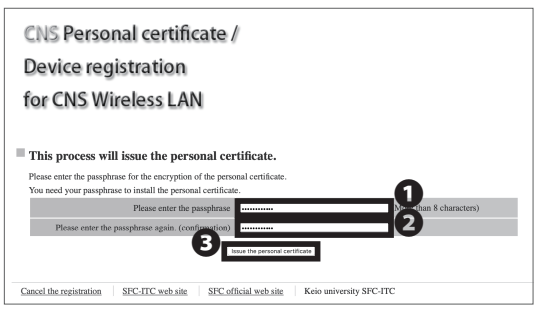
04

If this is your first time creating a personal certificate, select "Issue" in ❶ and click ❷ "Submit."

If you have already issued your personal certificate and the certificate is still valid, select "Download" in ❶ , click ❷ "Submit," and skip to STEP 06.

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.

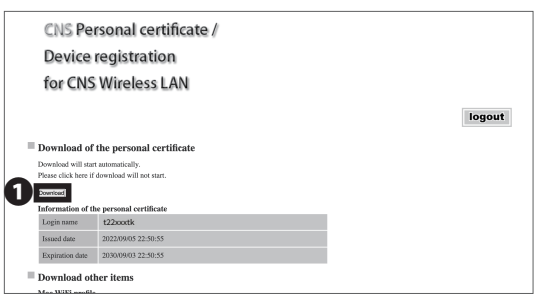
The certificate is valid for the duration of the student's enrollment.



05

Make a new passphrase for your personal certificate. This passphrase is necessary to protect your personal certificate against unauthorized use and must contain at least 8 characters.

Enter your passphrase in ❶ and ❷ , then click ❸ "Issue the personal certificate." This passphrase will be used in STEP 08.



06

Your download will begin automatically. Once completed, open the file you just downloaded. If download does not begin, click ❶ "Download" to save the file and open the certificate.

If your personal certificate has expired, please refer to 【p.31：a01 How to delete an old certificate】

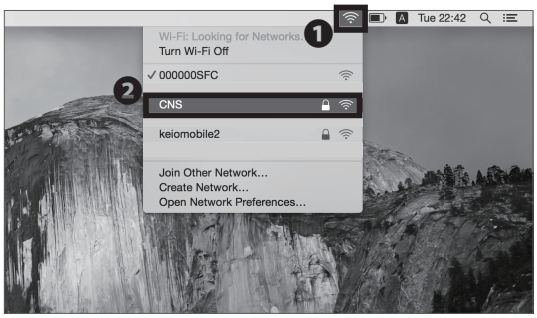
07

Once the window "Add Certificates" appears, make sure the selected keychain in ❶ is "login." Then click ❷ "Add."

08

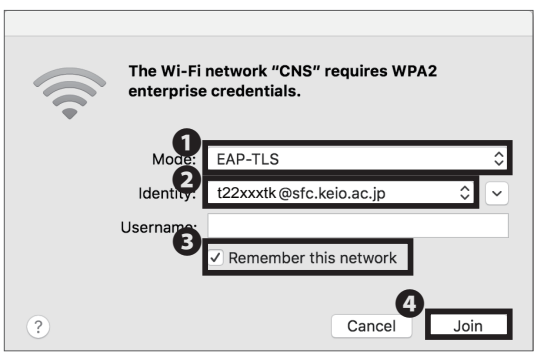
Type your personal certificate passphrase in ❶ "Password" from STEP 05 and click ❷ "OK."

＊ If you have forgotten your passphrase, return to STEP 04 and reissue your personal certificate.



09

Click the ❶ Wi-Fi icon to get the list of available wireless networks. Then, select ❷ "CNS" from the list.

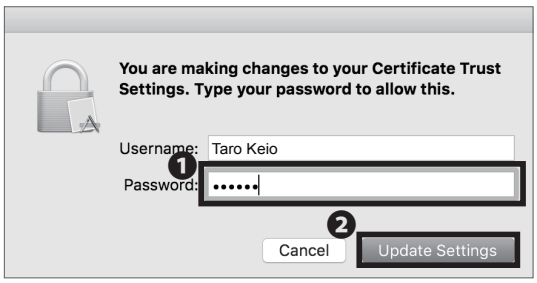


10

From ❶ "Mode," select "EAP-TLS." From ❷ "Identity," select "[your CNS login name]@sfc.keio.ac.jp." Make sure to check ❸ "Remember this network" and leave the "Username" column blank. Then, click ❹ "Join."

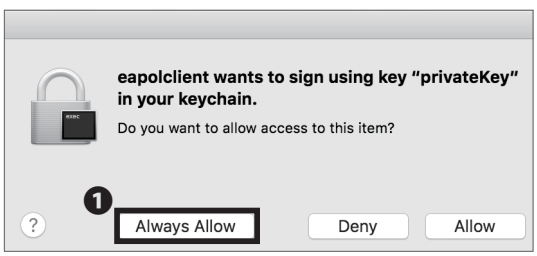
11

The dialog box shown on the left side will appear. Click ❶ "Continue."



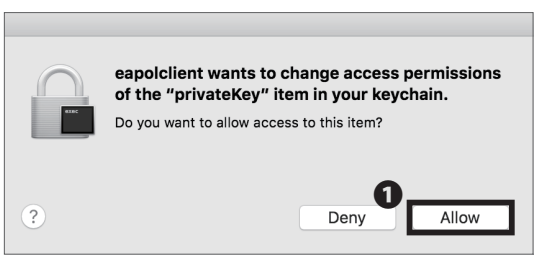
12

When asked to enter your password, type your macOS account password in ❶ "Password." Then, click ❷ "Update Settings."



13

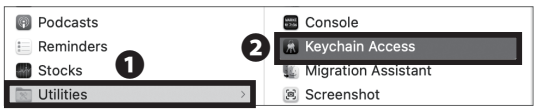
The dialog box shown on the left side will appear. Click ❶ "Always Allow."



14

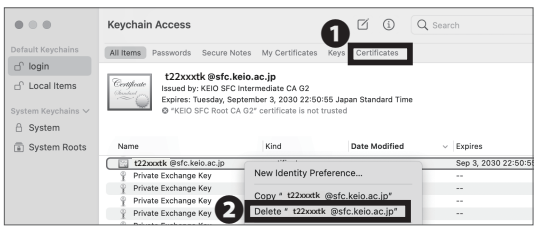
Again, click ❶ "Allow" on the dialog box. From now on, if you are on campus, your computer will connect to CNS automatically.

Connecting Your Mac (macOS) to CNS is completed.



a01 How to delete an old certificate

To delete an old certificate, first click on ❷ "Keychain Access" in the ❶ "Utilities" section of the application.



a02

Select ❶ "Certificates", and click ❷ "Delete [CNS login name]@sfc.keio.ac.jp." which appears when you right-click "[CNS login name]@sfc.keio.ac.jp."

After deleting the certificate, return to STEP1 and reissue your personal certificate. If you want to connect to other multiple devices after the reissue, select "Download" because only the latest certificate will be valid. If you are still unable to connect after adding the certificate, please "reboot" your device.

This is the end of the procedure for connecting your Mac (macOS) to CNS .

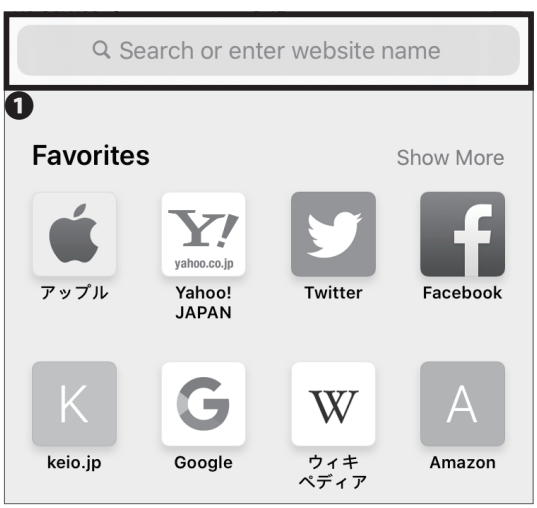
4

Connecting Your iOS Device to CNS

01

On your home screen, tap ❶ "Safari."

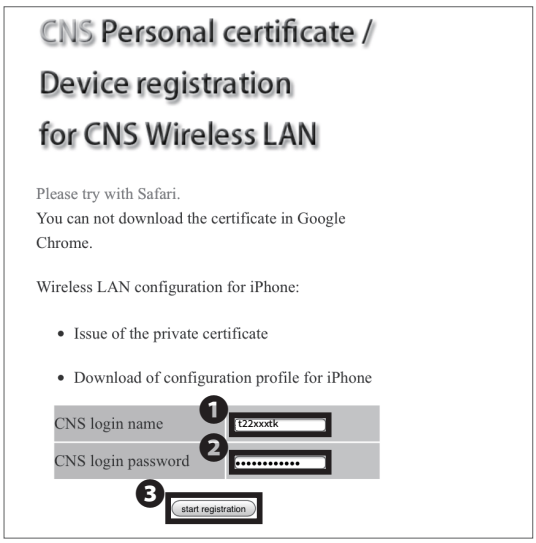
＊ This procedure assumes that your smartphone has a 4G/5G connection.
＊ If you don't have 4G/5G connection, please connect to SSID "000000SFC" from wireless settings.



02

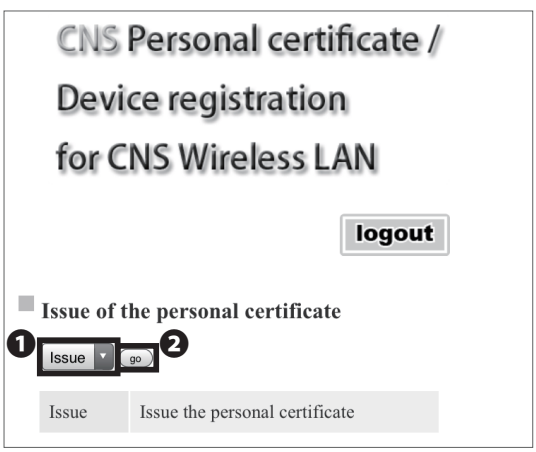
Type the following URL in ❶ or scan the following QR code, and go to the registration page :

⇒ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en



03

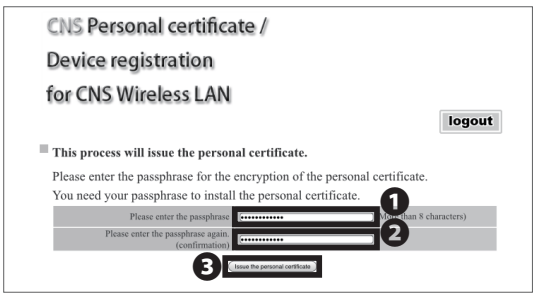
Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, tap ❸ "start registration."



04

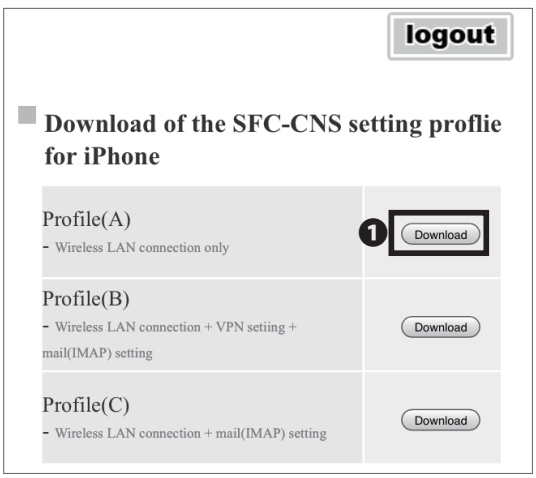
If this is your first time creating a personal certificate, select "Issue" in ❶ and tap ❷ "go."
If you have already issued your personal certificate and the certificate is still valid, select "Download" in ❶ , tap ❷ "go," and skip to STEP 06.
New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.
If your certificate has expired, select "Reissue" in ❶ and tap ❷ "go." If you select "Reissue," your previous certificate will be invalidated.

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer to the website below.
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html



05

Make a new passphrase for your personal certificate. This passphrase is necessary to protect your personal certificate from unauthorized use. It must contain at least 8 characters. Enter your passphrase in ❶ and ❷ and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 18.



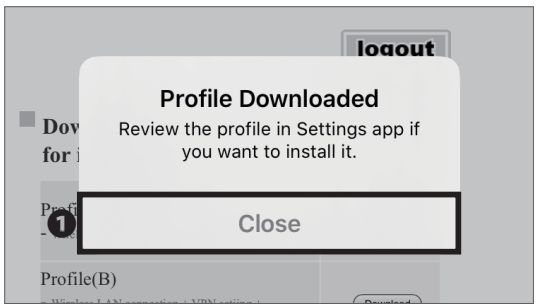
06

Now you'll be on a selecting site of Setting profile. Tap ❶ "Download" next to "Profile(A)."

If you select "Profile(C)," you can set up both wireless LAN connection and CNS mail at the same time.
Also by selecting "Profile(B)," you can add VPN settings at the same time. To check VPN【p.13 : Access Content Only Available on Campus from Outside】inside the colomns【About VPN】.
If you want to set up CNS mail, tap "Download" next to "Profile(B)" or "Profile(C)." Then follow STEP 6~21 of【p. 63 :Configuring Your CNS Mail on Your iOS Divice】. Then follow STEP 21 and STEP 22 in this section to set up your wireless LAN connection.

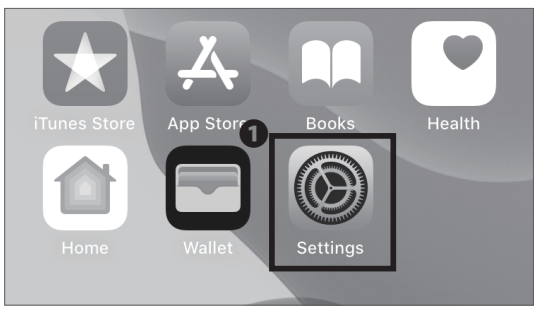
07

The dialog box shown on the left side will appear. Tap ❶ "Allow."



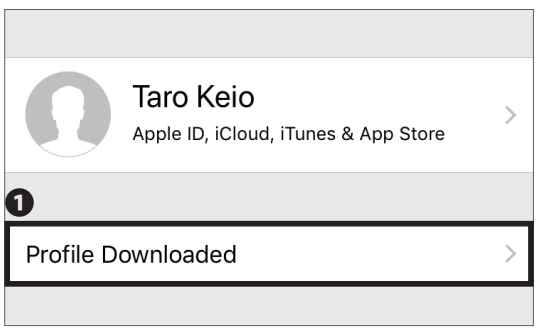
08

Tap ❶ "Close."



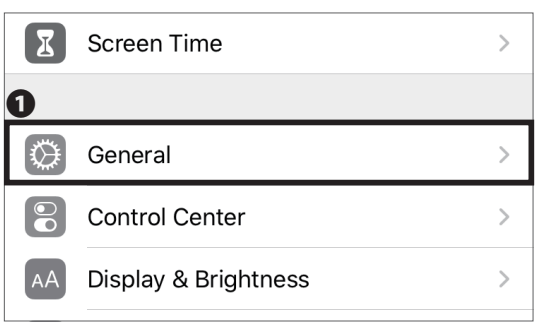
09

On your home screen, tap ❶ "Settings."



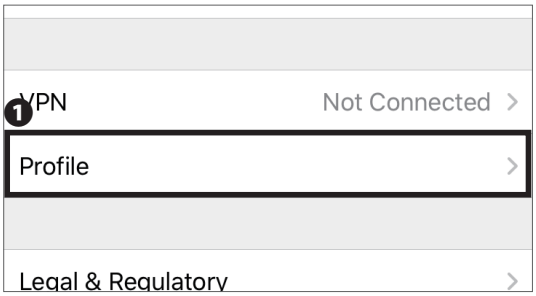
10

If ❶ "Profile Downloaded" is displayed, tap it and go on to STEP 13.



11

If "Profile Downloaded" is not displayed in Settings, tap ❶ "General."

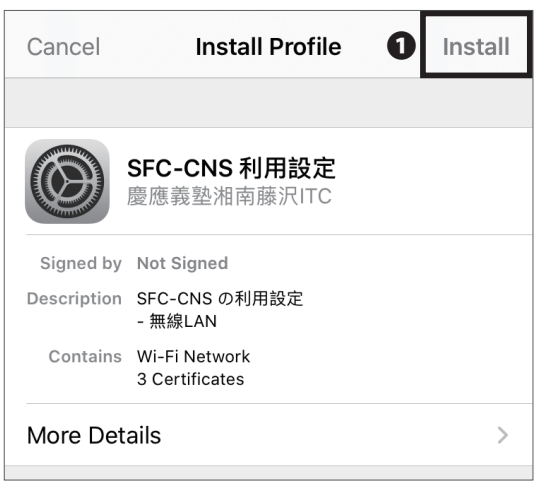


12

Tap ❶ "Profile."

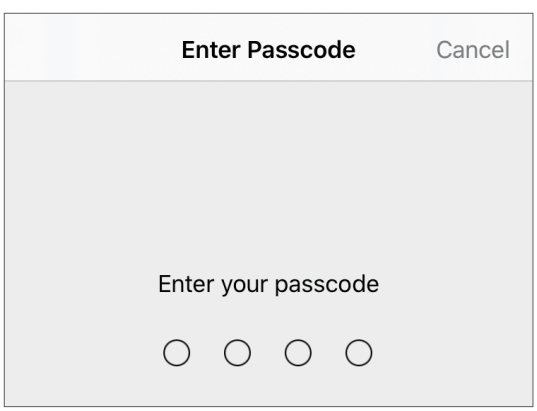
13

The downloaded profile will be displayed. Tap the ❶ Profile.



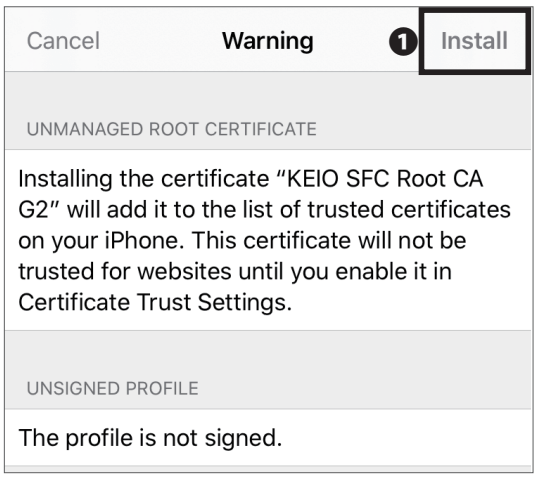
14

Tap ❶ "Install."



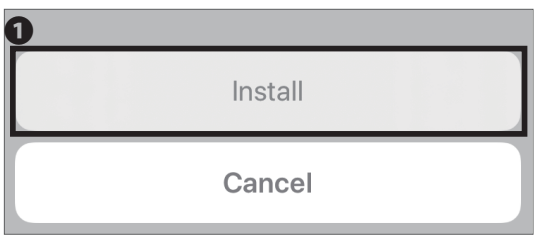
15

Type in your iOS device passcode.



16

Tap ❶ "Install."



17

Tap ❶ "Install."

18

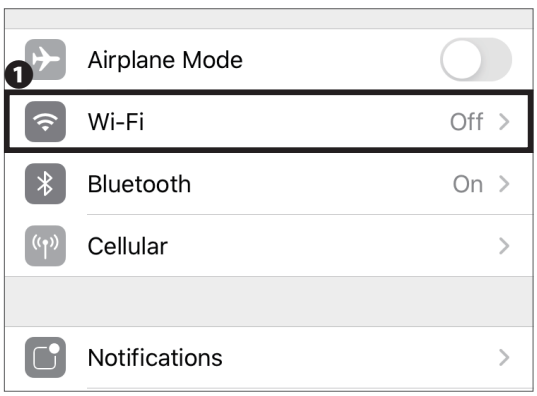
Type your personal certificate passphrase from STEP 05 in ❶ and tap ❷ "Next."

19

Tap ❶ "Done."

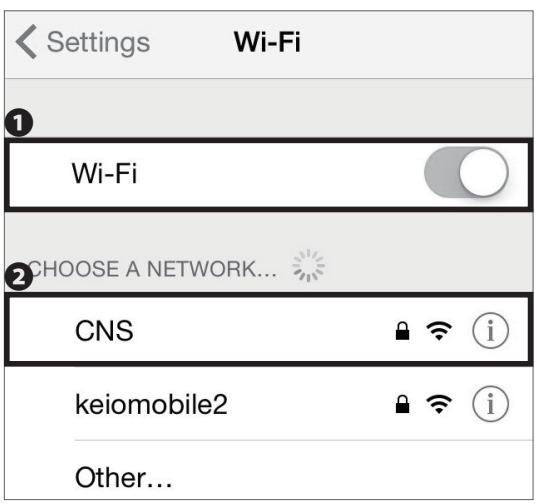
20

Go back to your home screen and tap ❶ "Settings."



21

Tap ❶ "Wi-Fi."



22

Turn on ❶ "Wi-Fi."
Tap ❷ "CNS." From now on, if you are on campus, your device will connect to CNS automatically.

Connecting Your iOS Device to CNS is completed.

＊ The new personal certificate may not be installed properly if you have older profiles installed. Make sure to delete any older SFC-CNS profiles first, then try again if you encounter problems.

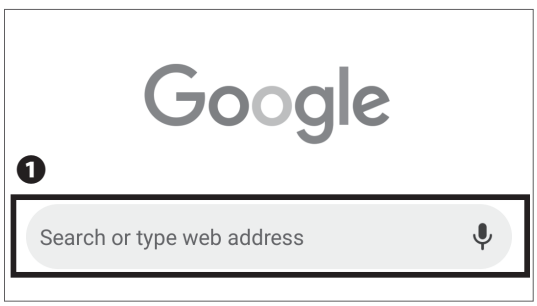
5

Connecting Your Android Device to CNS

01

On your home screen, tap the ❶ Chrome icon.

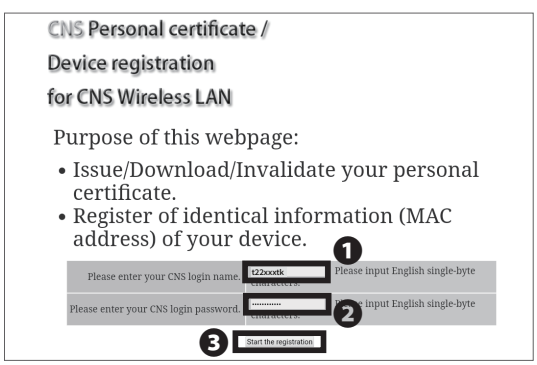
The procedure for setting up an Android device depends on the specific model. This explanation uses a Xperia Z3 Compact (SO-02G).



02

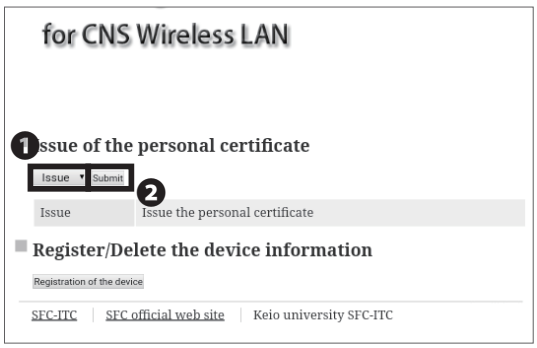
Type the following URL in ❶ and go to the registration page or scan the following QR code :

⇒ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en



03

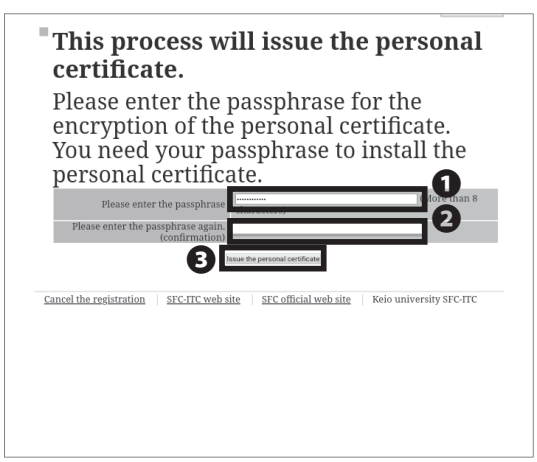
Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, tap ❸ "Start the registration."



04

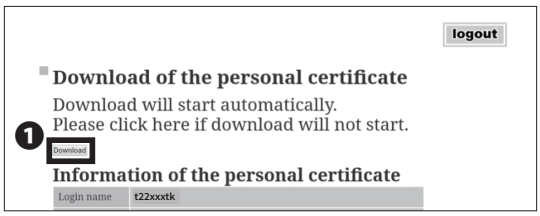
If this is your first time creating a personal certificate, select "Issue" in ❶ and tap ❷ "Submit."
If you have already issued your personal certificate and the certificate is still valid, select "Download" in ❶ , tap ❷ "Submit," and skip to STEP 06.
New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.
If your certificate has expired, select "Reissue" in ❶ and tap ❷ "go." If you select "Reissue," your previous certificate will be invalidated.

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer the website below.
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html



05

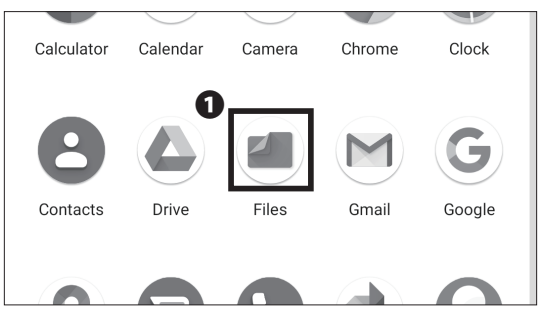
Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use and must contain at least 8 characters. Enter your passphrase in ❶ and ❷ and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 10.



06

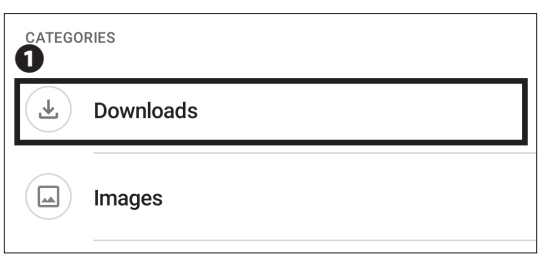
Your download should begin automatically. If it does not, tap ❶ "Download".
When a dialog like the one shown on the left left appears, click ❷ "Download".

There are some models that cannot download personal certificates properly. If you have any issues downloading or installing your personal certificate, please refer to 【p. 50 :Connecting Your Device to CNS by EAP-PEAP Authentication】.



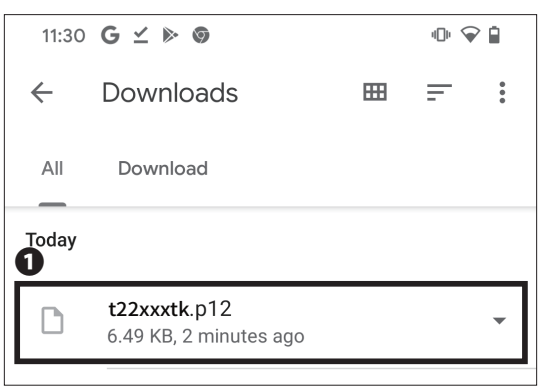
07

Tap ❶ "Files".



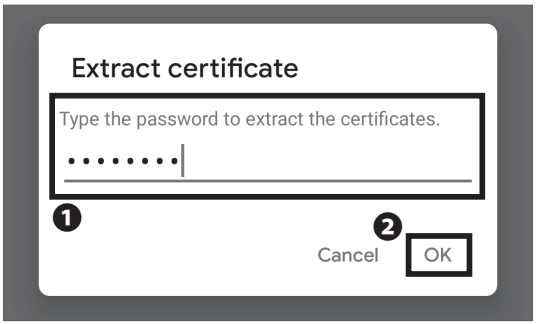
08

Tap ❶ "Downloads".



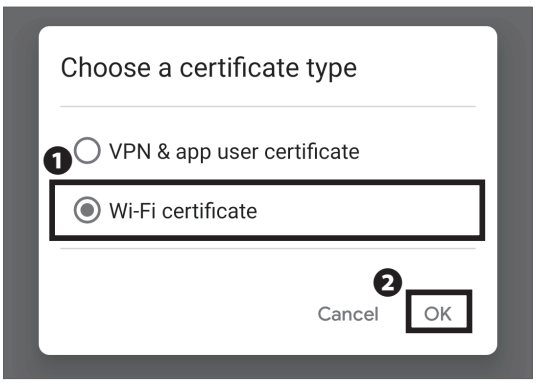
09

Tap ❶ "[CNS login name].p12".



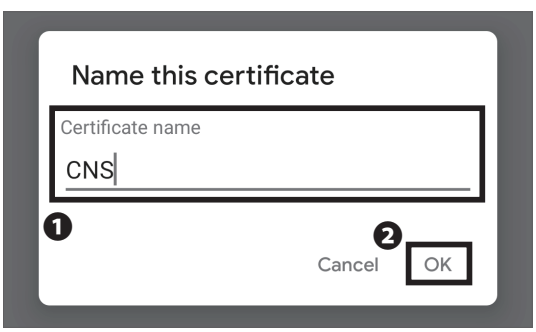
10

❶ Enter the passphrase that you entered when the certificate was issued and tap ❷ "OK".



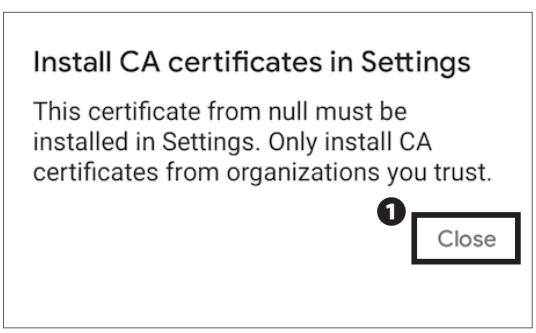
11

❶ Select "Wi-Fi certificate" and tap ❷ "OK".



12

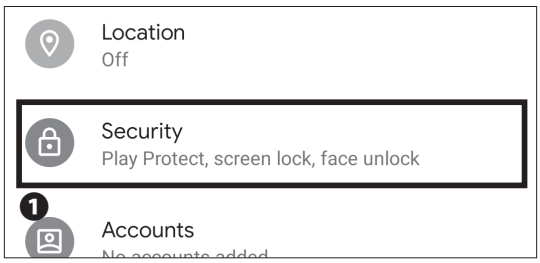
❶ Change the Certificate name to "CNS" and tap ❷ "OK".



13

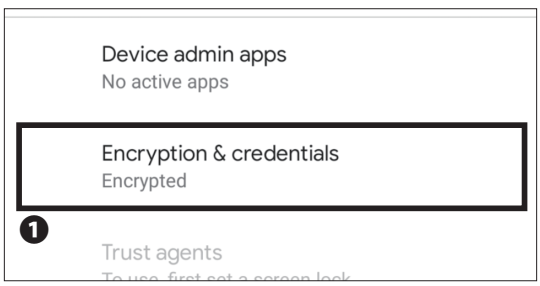
Download the Root certificate of CNS from the following link, and when the message "Install CA certificates in Settings" appears, tap ❶ "Close."

⇒ https://itcsecure.sfc.keio.ac.jp/downloads/files/KEIO_SFC_Root_CA_G2.pem



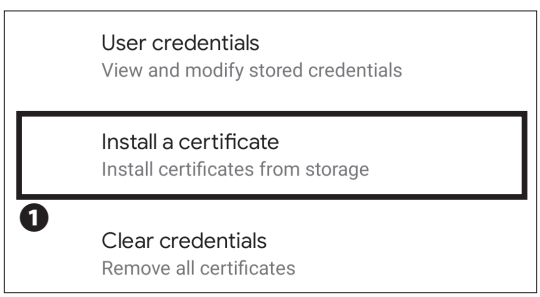
14

From "Settings", tap ❶ "Security".



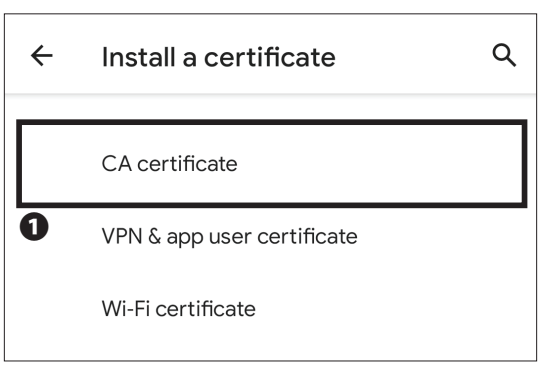
15

❶ Tap "Encryption & credentials".



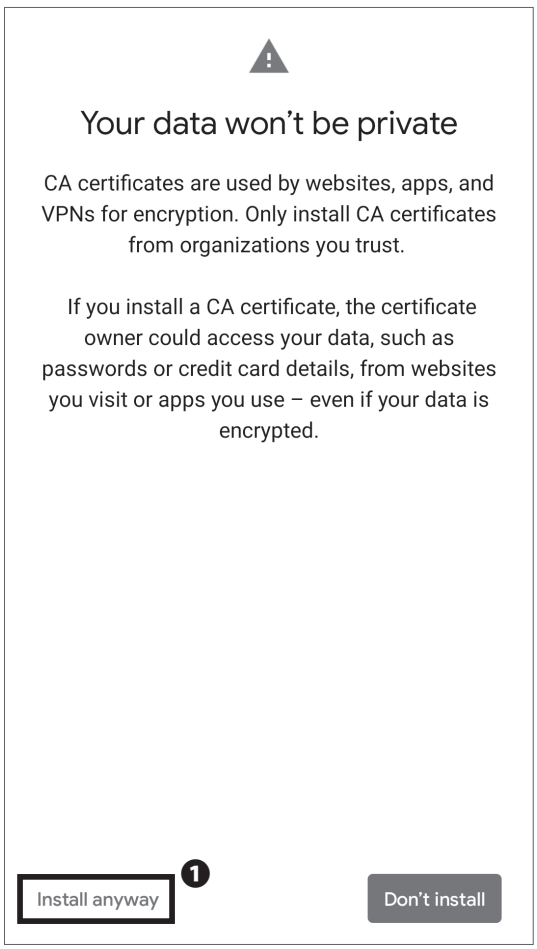
16

❶ Tap "Install a certificate".



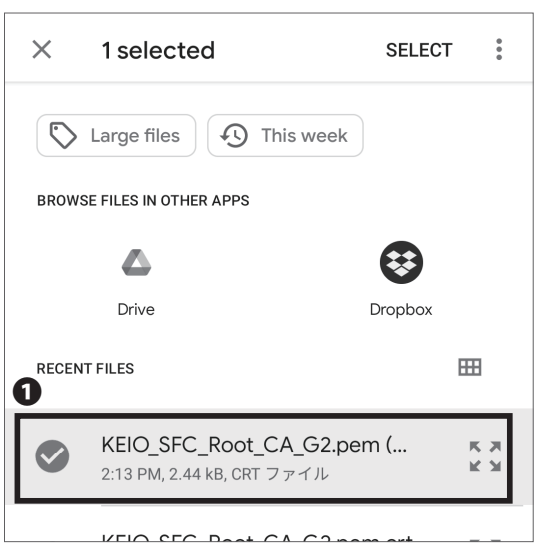
17

❶ Tap "CA Certificate".



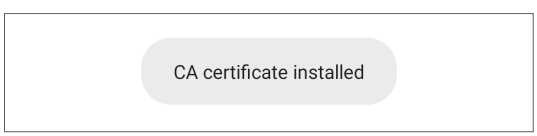
18

When you see the message "Your data won't be private", tap ❶ "Install anyway".



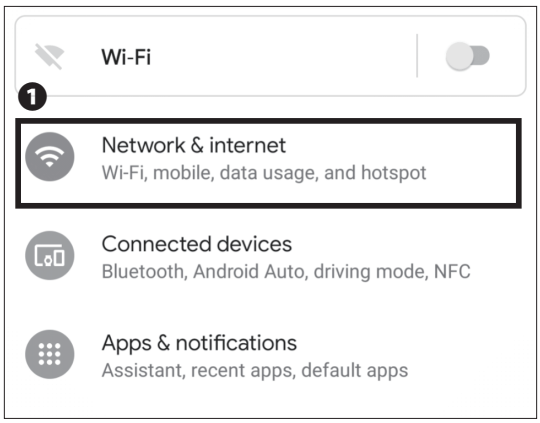
19

Select ❶ "KEIO_SFC_Root_CA_G2.pem" and install it.



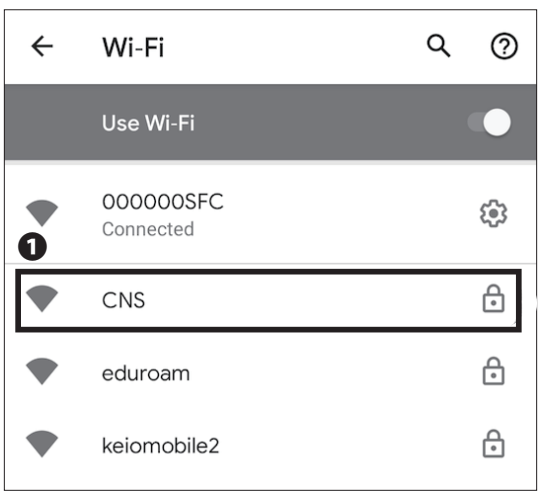
20

Verify that the message "CA certificate installed.".



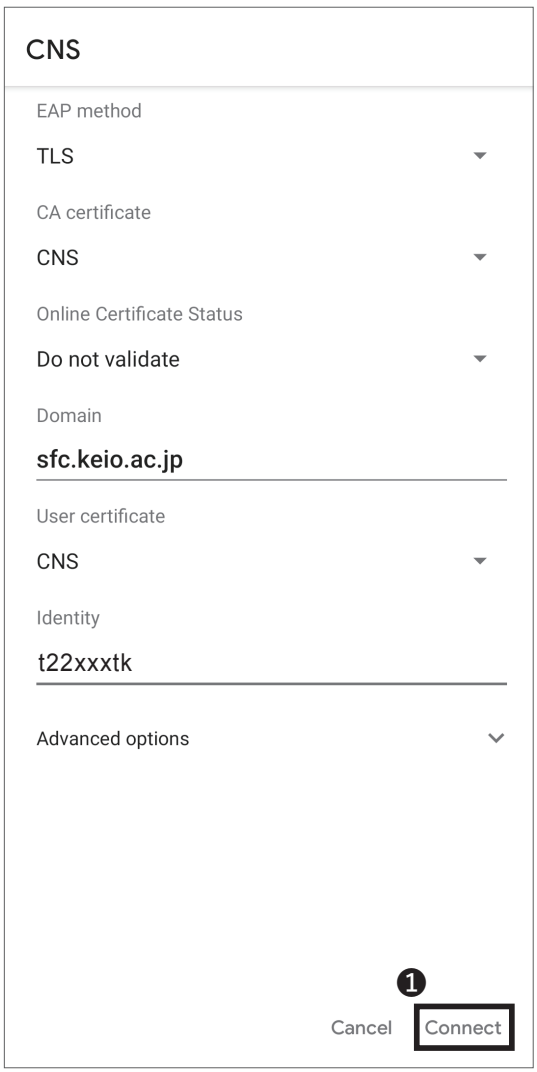
21

From "Settings", tap ❶ "Network & internet".



22

Tap ❶ "CNS".



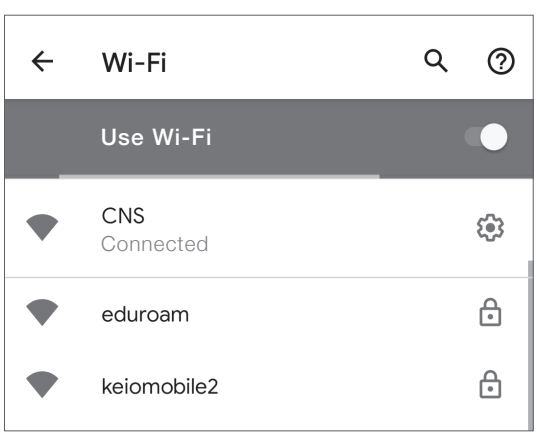
23

Change the settings on this screen to the following values:

EAP method	TLS
CA certificate	CNS
Online Certificate System	Do not validate
Domain	sfc.keio.ac.jp
User certificate	CNS
Identity	(your CNS login name)

Once entered correctly, tap ❶ "Connect."

＊ On some devices, you may be prompted to select the connection type. If asked, select "802.1X EAP."



24

If "Connected" is shown below "CNS", your device is successfully configured.

Connecting Your Android Device to CNS is completed.

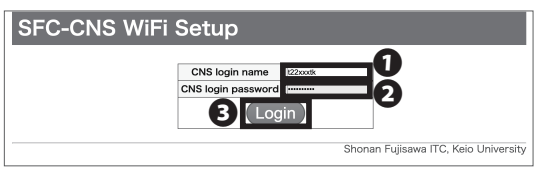
6

Connecting Your Device to Wireless LAN Using "eduroam"

What is "eduroam"?

"eduroam" is an academic/research wireless LAN roaming infrastructure developed by the GÉANT Association (formerly known as TERENA) in Europe. It is a de facto standard for securely granting wireless network access to visiting academics and researchers in 74 countries and regions around the world, including Japan.
By using eduroam, you can use the wi-fi not only at Keio University campuses, but at other eduroam-participating organizations in Japan and overseas.

Connecting to eduroam



01

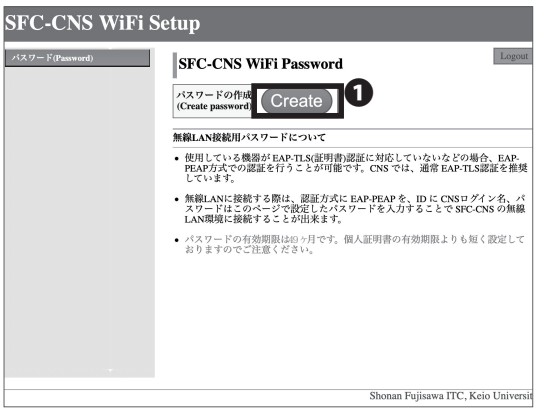
Open a web browser and go to the following URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/wifi/

Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Login."

＊ This procedure differs from the procedure of setting up a connection to CNS.
＊ This explanation is based on macOS. For other OS, please refer to this explanation as well.

02

Click ❶ " パスワード (Password)."



03

Click ❶ "Create."

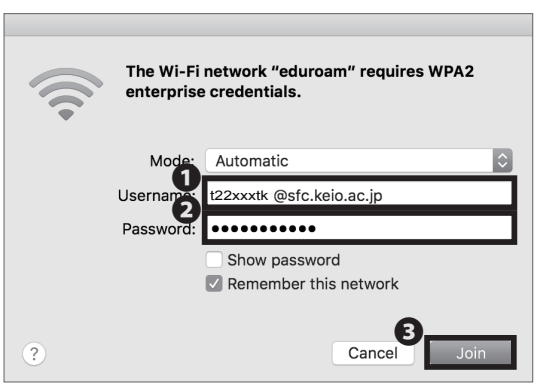
Remember the password that is displayed. This password will be used in STEP 05.

04

In this section, we will explain how to connect using macOS. If you are using any other devices, go to the following URL to get more details :

⇒ https://www.sfc.itc.keio.ac.jp/en/network_information_eduroam.html

Click the ❶ Wi-Fi icon at the top of the screen and click ❷ "eduroam."



05

Type [your CNS login name]@sfc.keio.ac.jp in ❶ "Username" and your SFC-CNS Wi-Fi password from STEP 03 in ❷ "Password." Then, click ❸ "Join."

Instructions for using eduroam to connect to wireless LAN is now complete.

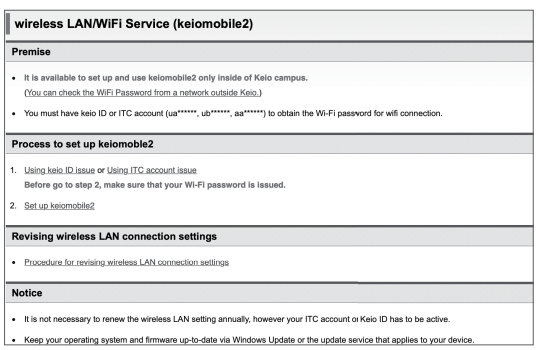
7

Connecting Your Device to Wireless LAN Using "keiomobile2"

What is "keiomobile2"?

"keiomobile2" is a cross-campus wi-fi service offered by Keio ITC. As a member of Keio University, you can connect to the Internet from any campus. keiomobile2 can only be set up inside campus.

In order for students, faculty and staff who have CNS accounts to connect to keiomobile2, you need a keio.jp (Keio ID), or an ITC account and its PEAP password.



wireless LAN/WiFi Service (keiomobile2)

Premise

- **It is available to set up and use keiomobile2 only inside of Keio campus.**
  (You can check the WiFi Password from a network outside Keio.)
- You must have keio ID or ITC account (ua******, ub******, aa******) to obtain the Wi-Fi passwrd for wifi connection.

Process to set up keiomobile2

1. Using keio ID issue or Using ITC account issue
   Before go to step 2, make sure that your Wi-Fi password is issued.
2. Set up keiomobile2

Revising wireless LAN connection settings

- Procedure for revising wireless LAN connection settings

Notice

- It is not necessary to renew the wireless LAN setting annually, however your ITC account or Keio ID has to be active.
- Keep your operating system and firmware up-to-date via Windows Update or the update service that applies to your device.

In order to connect to keiomobile2, you need keio.jp (Keio ID) or ITC account (ua*******, ub*******, aa*******) to issue a password for Wi-Fi connection.

For more information, please refer to the website below.
How to: connect to wireless LAN / Wi-fi Connection Service (keiomobile2)
⇒ https://www.mita.itc.keio.ac.jp/en/net_connect_keiomobile2_peap.html

＊ keiomobile2 can also be joined using either SFC-CNS personal certificate or PEAP password.

8

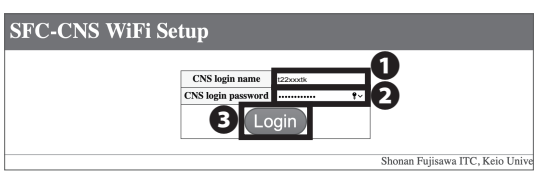
Connecting Your Device to CNS by EAP-PEAP Authentication

What is EAP-PEAP Authentication?

EAP-PEAP is one of the Extensible Authentication Protocol methods, which authenticates devices using PEAP (Protected EAP). Similar to EAP-TLS, which authenticates clients using a certificate, devices using EAP-PEAP authentication will send their credentials (e.g. ID and password) using an encrypted communications path. In EAP-TLS, both the client and authentication server use certificates to prove their identities to each other, which is known as mutual authentication.

Compared to EAP-TLS authentication, EAP-PEAP is slightly less secure; however, since the client does not need a certificate, devices that do not support certificate-based authentication can send encrypted communications easily. When you are connecting to the CNS wireless LAN using devices that are incompatible with EAP-TLS authentication, please use EAP-PEAP authentication.

Connecting to CNS by EAP-PEAP Authentication



01

Open a web browser and go to the following URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/wifi/

Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Login."

＊ This procedure differs from the procedure of setting up a connection to CNS.
＊ This explanation is based on macOS. For other OSes, please refer to this explanation as well.

02

Once logged in, click ❶ " パスワード (Password)."

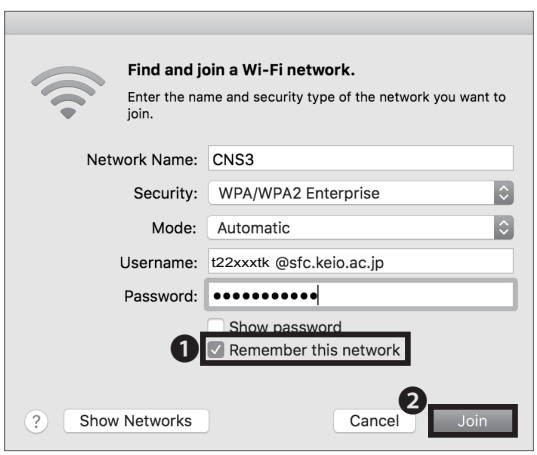
03

Click ❶ "Create." This password will be used in STEP 05.

04

In this section, we will explain how to connect using macOS. If you are using any other devices, go to the following URL to get more details:
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_peap.html

Click ❶ Wi-Fi icon at the top of the screen and click ❷ "Join Other Network...."
Note: "CNS3" will not be displayed on the list as it is a hidden network.



05

Network name	CNS3
Security	WPA/WPA2 Enterprise
Mode	Automatic
Username	[your CNS login name]@sfc.keio.ac.jp
Password	SFC-CNS WiFi Password

＊ SFC-CNS WiFi Password is the password for PEAP created in STEP 03.

Once all settings are entered correctly, check ❶ "Remember this network" and click ❷ "Join."

Instructions for using EAP-PEAP authentication to join Wireless LAN services is now complete.

3

CNS Mail

How to use CNS Mail on various devices

Using Your CNS Mail Account 54

Checking Your CNS Mailbox from On-Campus Computers 55

- Using Your CNS Mail from On-Campus Mac 55
- Using Your CNS Mail from On-Campus Windows 55

Configuring Your CNS Mail on Your PC (Windows 10) 56

Configuring Your CNS Mail on Your Mac (macOS) 60

Configuring Your CNS Mail on Your iOS Device 63

Configuring Your CNS Mail on Your Android Device 69

Various Settings in CNS Mail 74

- Setting Up Mail Forwarding 74
- Configuring Spam Filter 75

1

Using Your CNS Mail Account

Technical Specifications of CNS Mail Servers

IMAP4

Receiving Server	Port	Authentication Methods	Password
imap.sfc.keio.ac.jp	993 (IMAP over SSL)	CRAM-MD5 Authentication or LOGIN Authentication	IMAP/SMTP-AUTH Password

SMTP

Sending Server	Port	Authentication Methods	Password
smtp.sfc.keio.ac.jp	465 (SMTP over SSL)	CRAM-MD5 Authentication or LOGIN Authentication	IMAP/SMTP-AUTH Password
	587 (Submission Port)		

01 What is IMAP?

IMAP stands for Internet Message Access Protocol, which allows users to access emails stored on the mail server. Today, the IMAP protocol is the most commonly used protocol for accessing and retrieving emails from mail servers. Emails sent to your CNS account are accessible from CNS mail servers using IMAP. You can view, organize, send, and receive emails from almost anywhere. With IMAP, the mail server manages all information, so any changes you make will be synchronized to all your devices. However, you must be connected to the Internet in order to send and receive emails. Depending on your email client, previously read messages may be stored in a cache and could be available even when you are not connected to the internet.

02 Warning

If the amount of data in your CNS home directory exceeds 100GB, you will be unable to use your CNS email account. Please refrain from sending emails with large attachments. Such emails can create delays or other problems for both the CNS mail server and the receiving mail server. If you need to send large files, you should use a file-sharing service such as SFC-CNS Online Storage.

03 Use Other E-Mail Clients

If you use your CNS mail account from anywhere other than the on-campus computers, please set up your mail client using the technical specifications of the CNS mail servers listed above. If you need more details, please visit the following URL:

⇒ **https://www.sfc.itc.keio.ac.jp/en/computer_email_cns_usage_config.html**

04 Use SFC-CNS WebMail

By using the SFC-CNS WebMail system, you can access your CNS email account in a web browser without using an email client. Please visit the following URL and login with your CNS login name and IMAP/SMTP-AUTH password.

⇒ **https://webmail.sfc.keio.ac.jp/**

2

Checking Your CNS Mailbox from On-Campus Computers

Using Your CNS Mail from On-Campus Mac

01

The mail client for on-campus Mac computers is Thunderbird. Login to an on-campus computer with your CNS account, click ❶ "Thunderbird" in your dock to open the software.

Enter the IMAP/SMTP-AUTH password you set up at the beginning of your first year. If you forgot your password, go to 【p.143 : How to Change Account Passwords】, follow the instructions, and re-set the password.

Using Your CNS Mail from On-Campus Windows

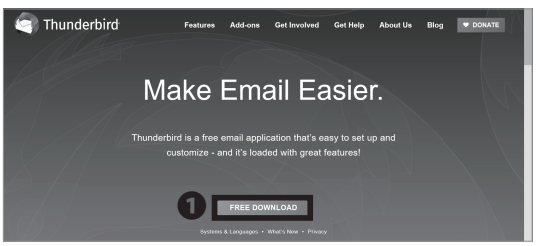
01

The mail client for on-campus Windows PCs is Thunderbird. Login to an on-campus computer with your CNS account, then double-click ❶ "Thunderbird" on the desktop to open the software.

Enter the IMAP/SMTP-AUTH password you set up at the beginning of your first year. If you forgot your password, go to 【p.143 : How to Change Account Passwords】, follow the instructions, and re-set the password.

3

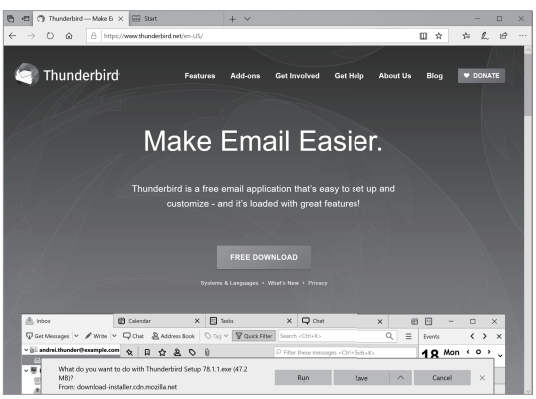
Configuring Your CNS Mail on Your PC (Windows 10)



01

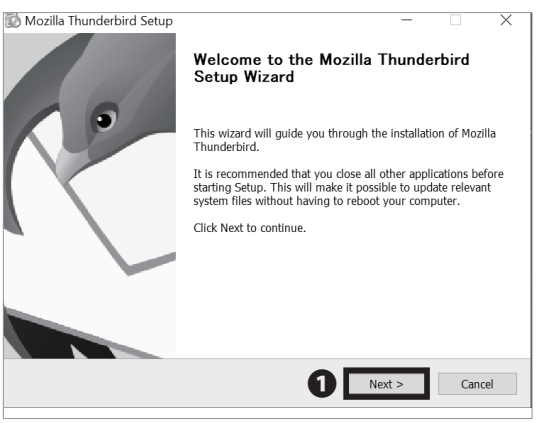
Open a web browser and go to the following URL:
⇒ https://www.thunderbird.net/en-US/

Click ❶ "Free Download."



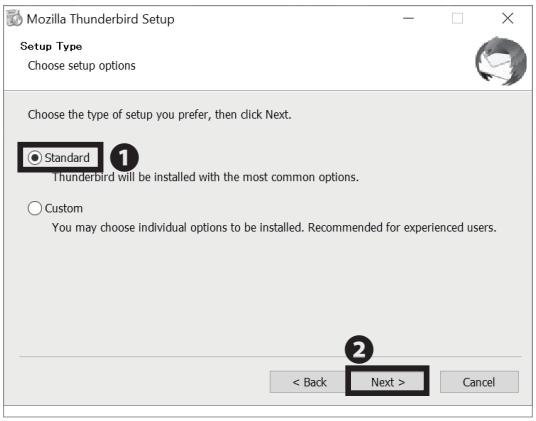
02

Your download will begin automatically. Next, open the file you just downloaded.



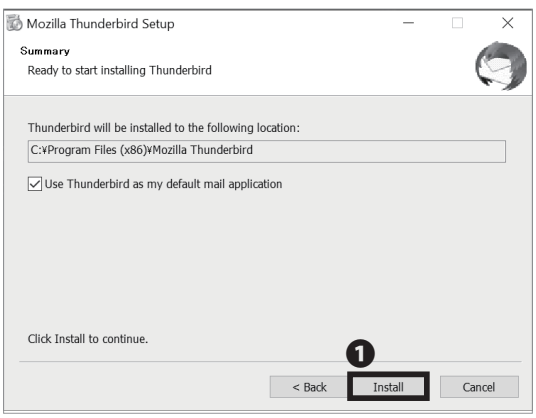
03

Click ❶ "Next >."



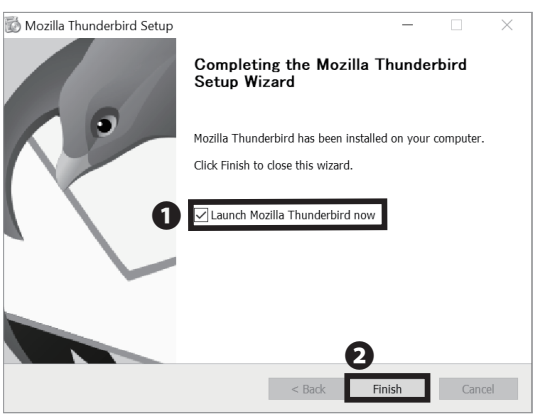
04

Confirm ❶ "Standard" is checked and click ❷ "Next >."



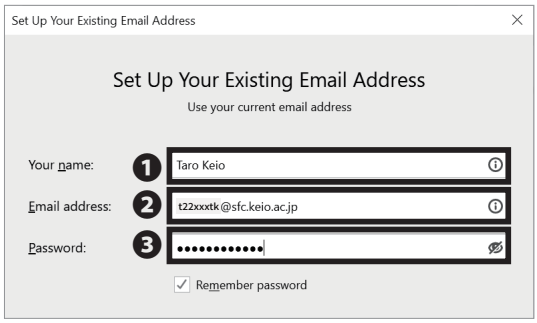
05

Click ❶ "Install."



06

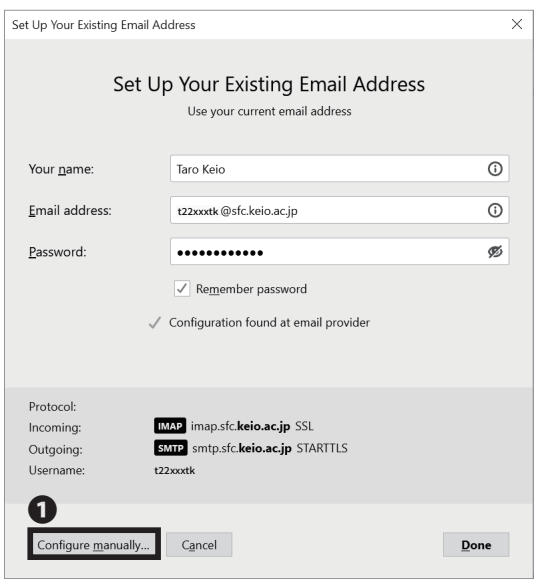
Installation of Thunderbird is now finished. You can now continue and setup access to your CNS mail account. Check ❶ "Launch Mozilla Thunderbird now" and click ❷ "Finish."



07

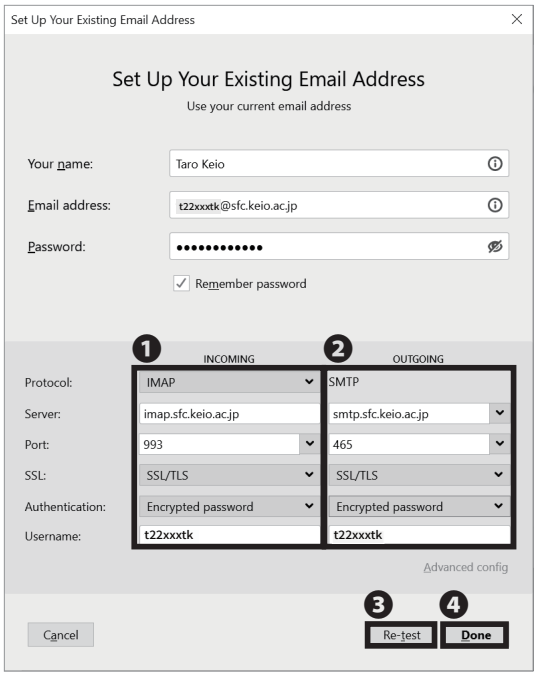
Type your full name in ❶"Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ❷ "Email address." Type your IMAP/SMTP-AUTH password in ❸ "Password."

You can create and change your CNS IMAP password at the following URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/password/



08

Thunderbird will attempt to complete setup automatically using the Mozilla database. Wait until it finishes, then click ❶ "Configure manually".



09

Next, type the following incoming and outgoing mail server information into the settings window as shown.

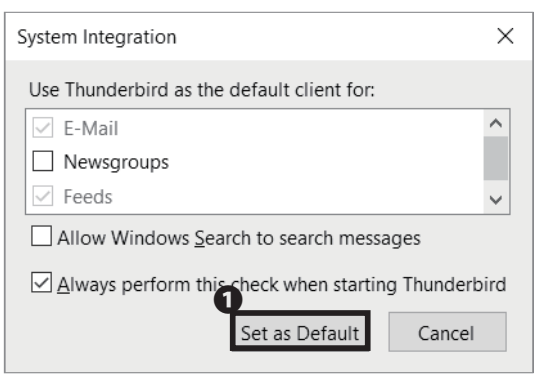
❶ Incoming Receiving Server (IMAP)

Server hostname	imap.sfc.keio.ac.jp
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password
Username	Your CNS login name

❷ Outgoing Sending Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp
Port	465
Protocol	SSL/TLS
Authentication	Encrypted password
Username	Your CNS login name

Once you have entered all the settings, click ❸ "Re-test." After Thunderbird confirms the mail server information, click ❹ "Done."

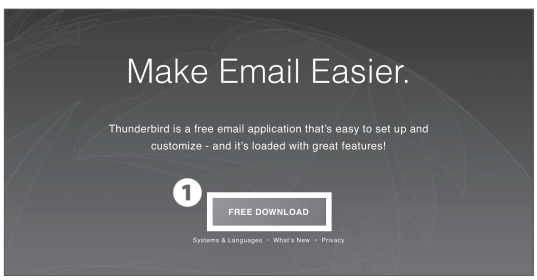


10

If such window shown in the image on the left appears, click ❶ "Set as Default."
Configuring Your CNS Mail on Your PC (Windows 10) is completed.

4

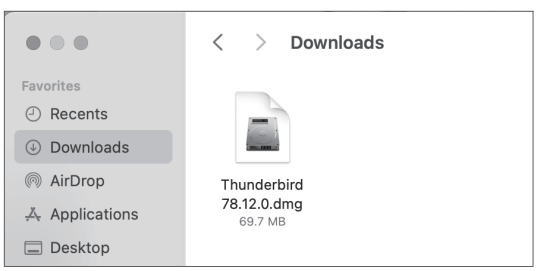
Configuring Your CNS Mail on Your Mac (macOS)



01

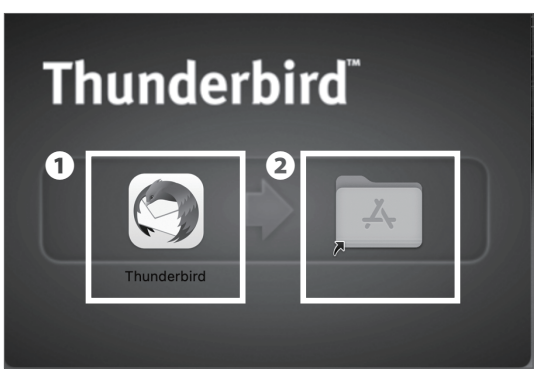
Open a web browser and go to the following URL:
⇒ https://www.thunderbird.net/en-US/

Click ❶ "FREE DOWNLOAD."



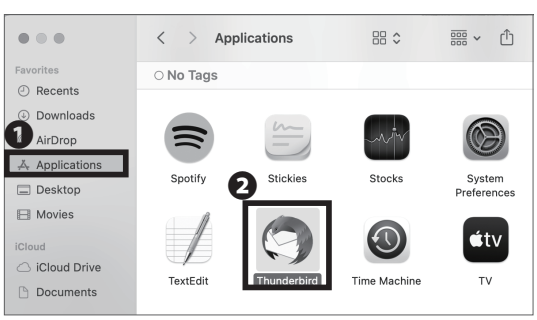
02

Your download should begin automatically. Next, open the file you just downloaded.



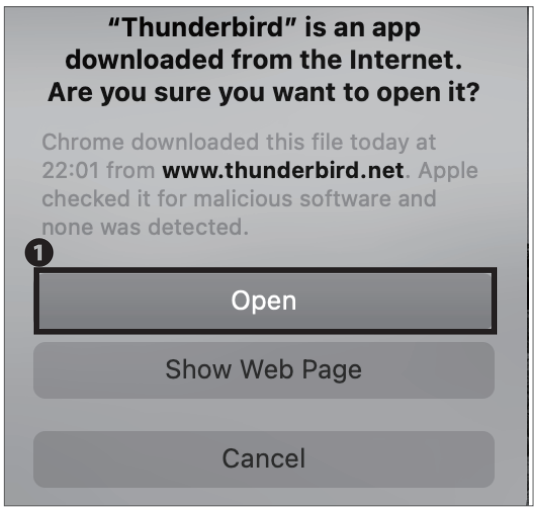
03

Drag and drop the ❶ "Thunderbird" icon onto ❷ the Applications folder.



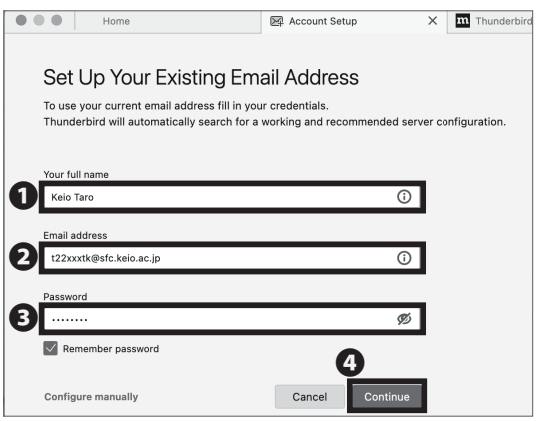
04

Open Finder and click ❶ "Applications," then double-click ❷ "Thunderbird."



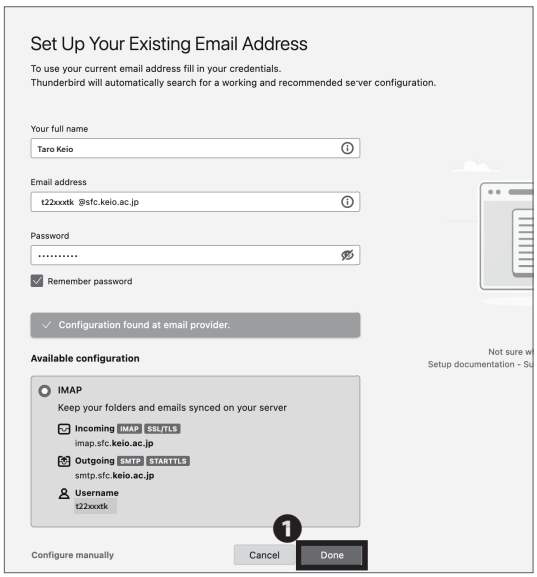
05

A dialog box similar to the one shown on the left will appear. Next, click ❶ "Open."



06

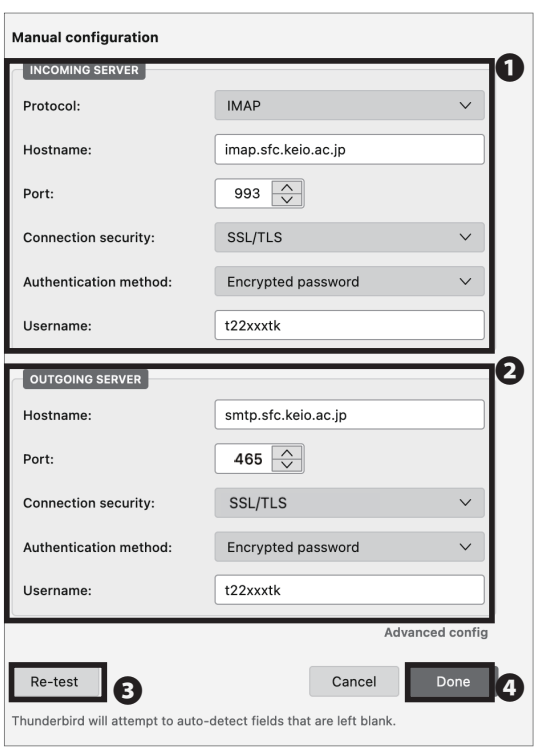
Type your full name in ❶ "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ❷ "Email address." Type your IMAP/SMTP-AUTH password in ❸ "Password." Check your information and click ❹ "Continue."



07

Thunderbird will start searching for your email account, wait until you see the message "Configuration found at email provider." If the message is displayed, click ❶ "Done".

If the message is not displayed, click "Cancel" and then click "Configure manually...".



08

Next, type the following incoming and outgoing mail server information into the settings window as shown.

❶ Incoming Receiving Server (IMAP)

Server hostname	imap.sfc.keio.ac.jp
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password
Username	your CNS login name

❷ Outgoing Sending Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp
Port	465
Protocol	SSL/TLS
Authentication	Encrypted password
Username	your CNS login name

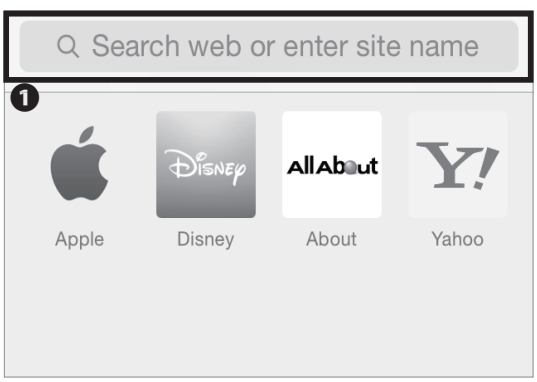
Once you have entered all the settings, click ❸ "Re-test." After Thunderbird confirms the mail server information, click ❹ "Done."

5

Configuring Your CNS Mail on Your iOS Device

01

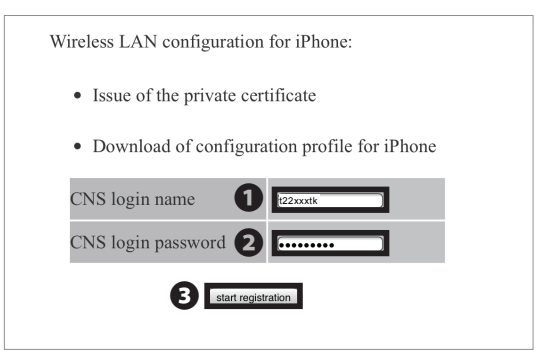
On your home screen, tap ❶ "Safari."



02

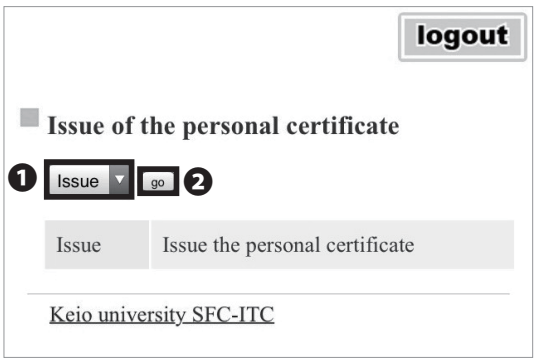
Type the following URL in ❶ and go to the registration page or scan the following QR code :

⇒ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en



03

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, tap ❸ "start registration."



04

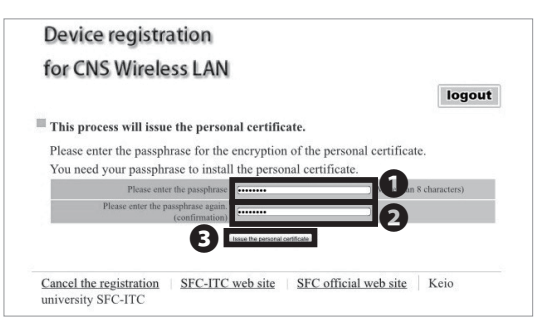
If this is your first time creating a personal certificate, select "Issue" in ❶ and tap ❷ "go."

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.

If you have already issued your personal certificate and the certificate is still valid, select "Download" in ❶ , tap ❷ "Submit", and skip to STEP 06. If your certificate has expired, select "Reissue" in ❶ and tap ❷ "go." If you select "Reissue," your previous certificate will be invalidated.

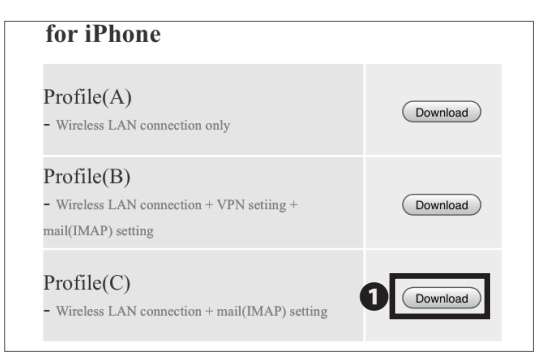
You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer the website below.

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html



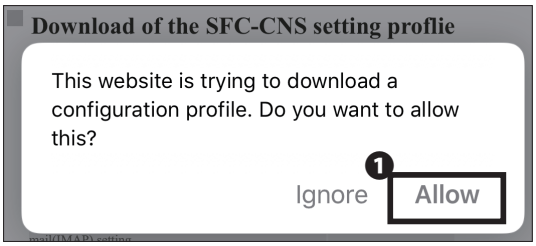
05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use. It must contain at least 8 characters. Enter your passphrase to ❶・❷, and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 18.



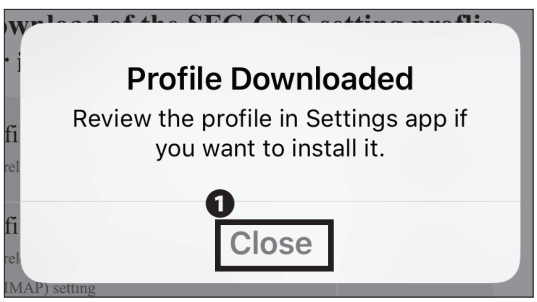
06

Tap ❶ "Download" in Profile (C).



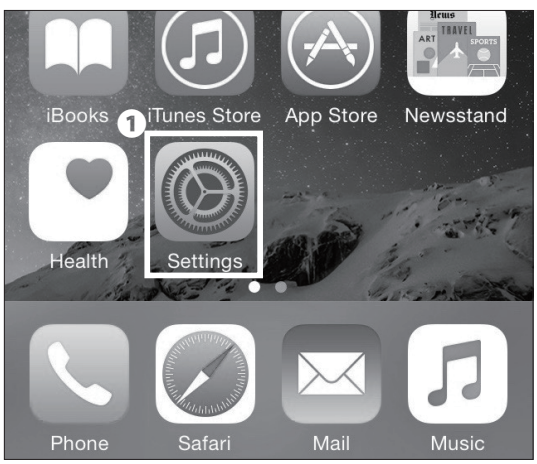
07

The dialog box shown on the left side will appear. Tap ❶ "Allow."



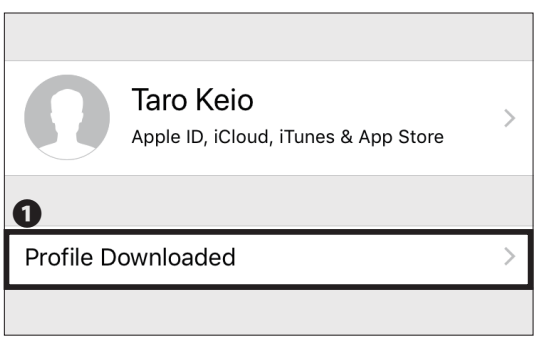
08

Tap ❶ "Close."



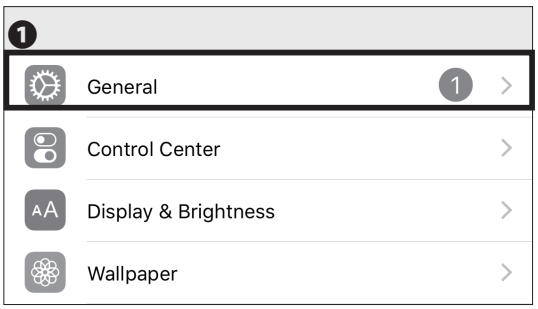
09

On your home screen, tap ❶ "Settings."



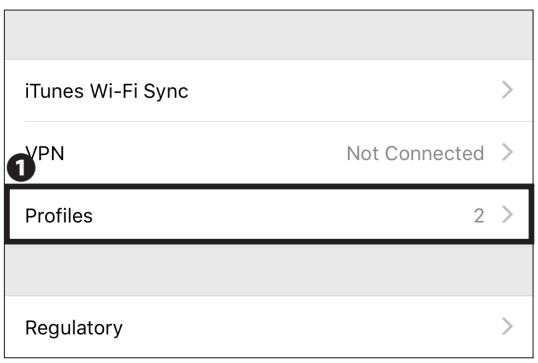
10

If ❶ "Profile Downloaded" is displayed, tap it and go on to STEP 13.



11

If "Profile Downloaded" is not displayed in Settings, tap ❶ "General."



12

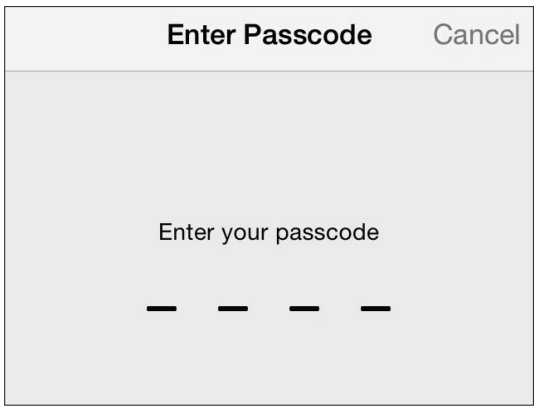
Tap ❶ "Profiles."

13

The downloaded profile will be displayed. Tap the ❶ Profile.

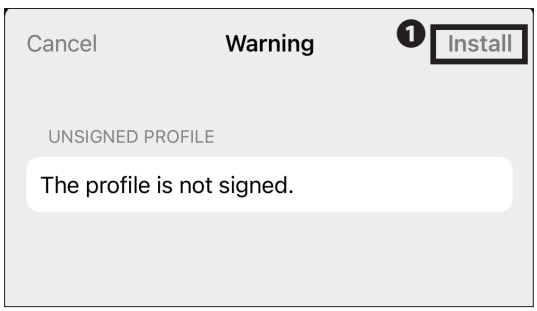
14

Tap ❶ "Install."



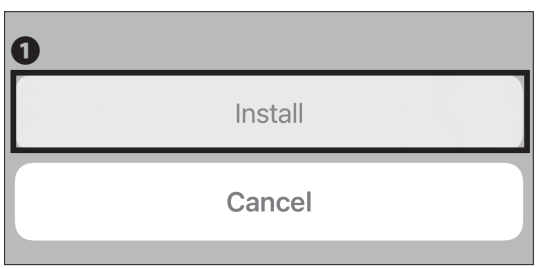
15

Type your iOS device passcode.



16

Tap ❶ "Install"



17

Tap ❶ "Install"

18

Type your personal certificate passphrase from STEP 05 in ❶ and tap ❷ "Next."

＊ If you have forgotten the passphrase, return to STEP 04 and reissue your personal certificate.

19

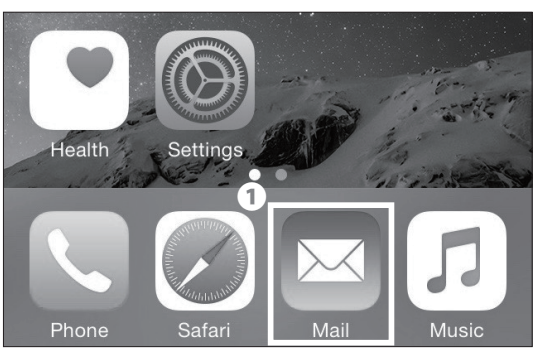
❶ Type your full name for the email account.

20

Type your IMAP/SMTP-AUTH password in ❶ and tap ❷ "Next."

21

Tap ❶ "Done."



22

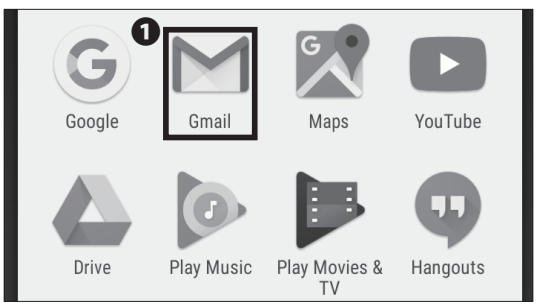
On your home screen, tap ❶ "Mail" and make sure a new mailbox is added to your iOS device.

Configuring Your CNS Mail on Your iOS Device is completed.

＊ The new personal certificate may not be installed properly if you have older profiles installed. Make sure to delete any older SFC-CNS profiles first, then try again if you encounter problems.

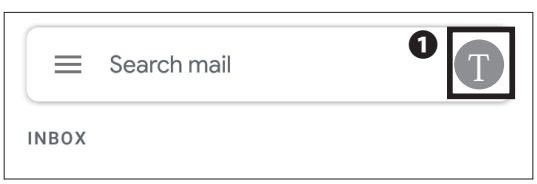
6

Configuring Your CNS Mail on Your Android Device



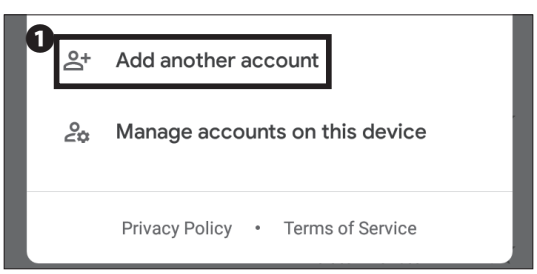
01

Tap ❶ "Gmail" from the home page or the list of apps.
If an email address is not set up in Gmail, go to STEP04.
* The settings and procedure may vary from device to device. However, the procedure for configuring a mail server are the same.



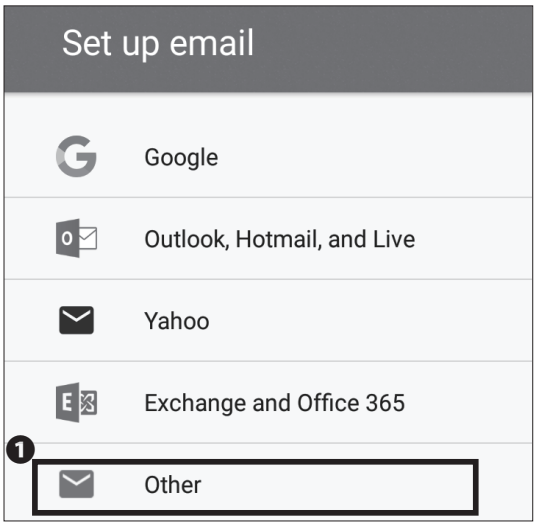
02

Tap the ❶ "account icon" shown on the search bar and a list of accounts will be displayed.



03

Tap ❶ "Add another account".

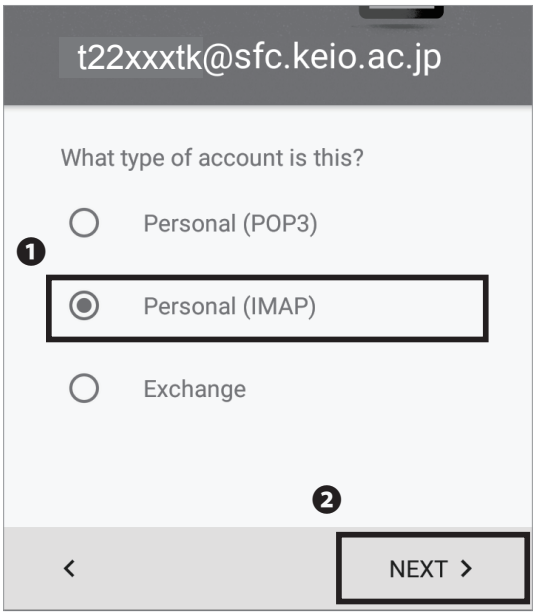


04

Tap ❶ "Other."

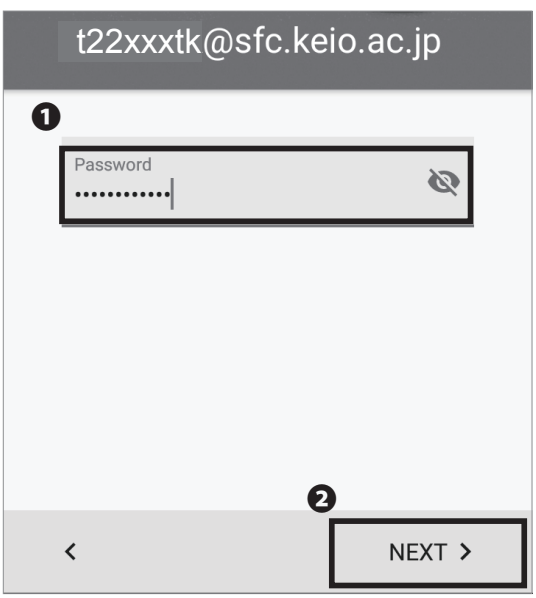
05

Type “[your CNS login name]@sfc.keio.ac.jp” in ❶ .
Then, tap ❷ “NEXT >.”



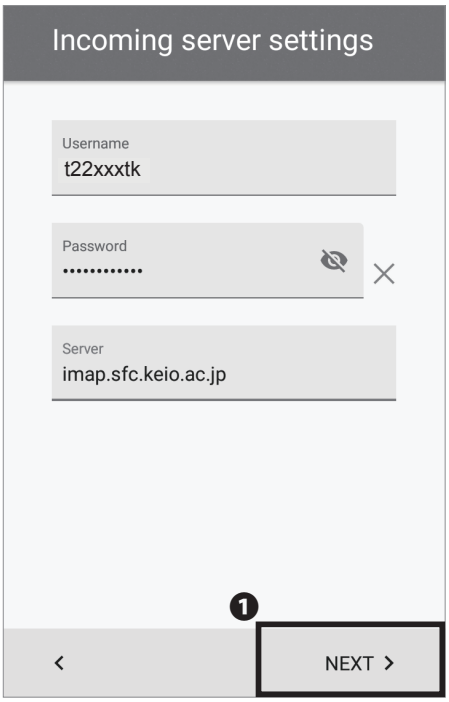
06

Tap ❶ “Personal (IMAP)" and tap ❷ “NEXT >.”



07

Type your IMAP/SMTP-AUTH password in ❶ and tap ❷ “NEXT >.”

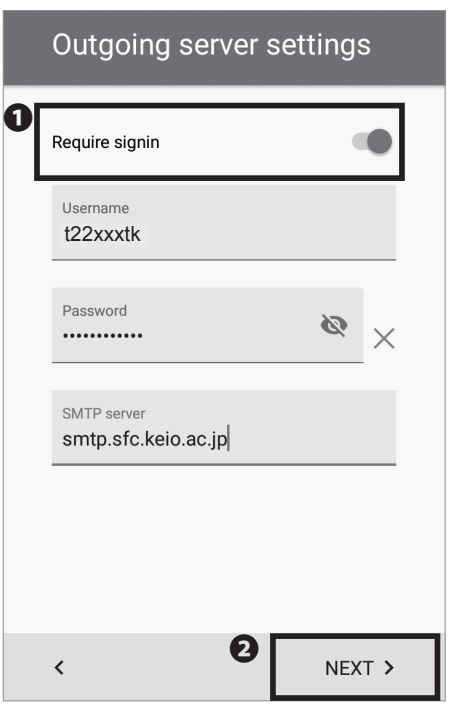


08

Enter the following settings:

Username	your CNS login name
Password	your IMAP/SMTP-AUTH password
Server	imap.sfc.keio.ac.jp

Once typed correctly, tap ❶ "NEXT >."

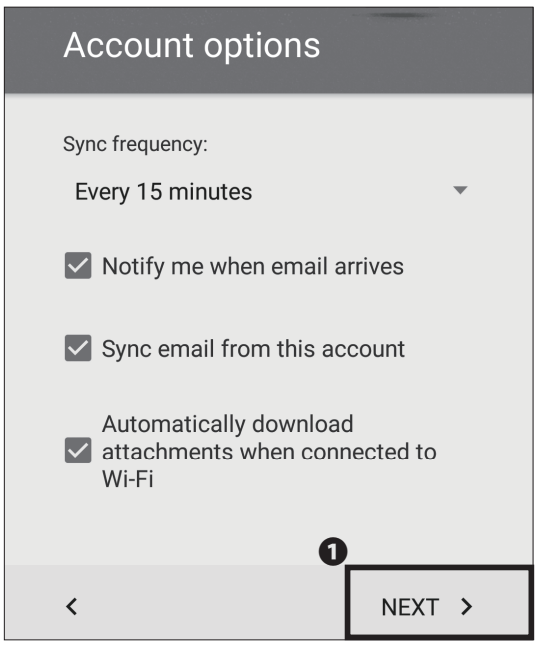


09

Next, type the information below if necessary.

Username	your CNS login name
Password	your IMAP/SMTP-AUTH password
SMTP server	smtp.sfc.keio.ac.jp

Check ❶ "Require signin." Once entered correctly, tap ❷ "NEXT >."



10

You can modify your account options if you desire. Once you finished choosing your options, tap ❶ "NEXT >."

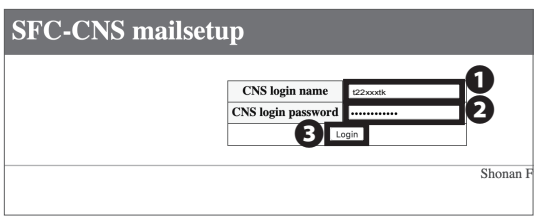
11

Type "CNS" (or any other name you can use to distinguish from other mail accounts) in ❶ "Give this account a name (optional)" and your full name in ❷ "Your name (displayed on outgoing messages)." Then, tap ❸ "NEXT >" to finish.

Configuring Your CNS Mail on Your Android Device is completed.

7

Various Settings in CNS Mail

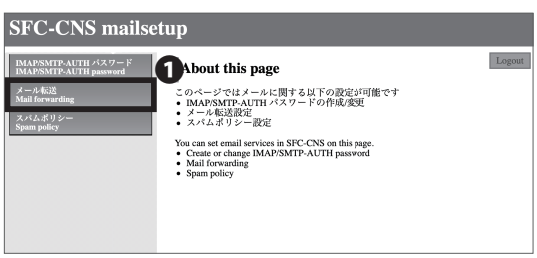


Open a web browser and go to the following URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/mailsetup/

Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Login."
In SFC-CNS mailsetup, you can perform the following actions:

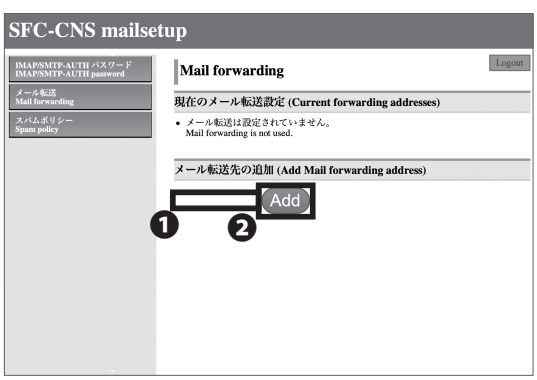
- Changing your IMAP/SMTP-AUTH password
- Setting up mail forwarding
- Configuring spam filtering

Setting Up Mail Forwarding



01

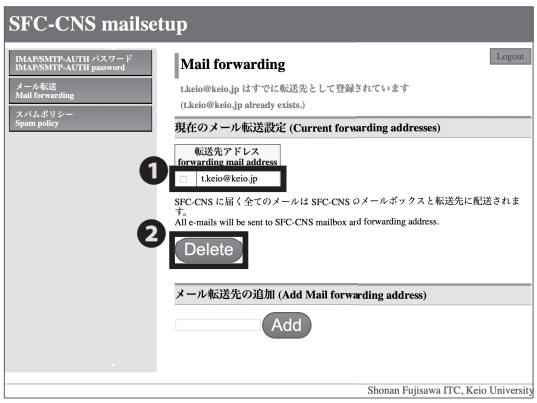
From the "mailsetup" menu, click ❶ "Mail forwarding."



02

Type your desired destination email address in ❶ "Add Mail forwarding address" and click ❷ "Add."

Depending on mail settings for a forwarding address, emails may not be sent properly. If so, check your email settings, such as spam filters, to make sure that you can receive emails properly.



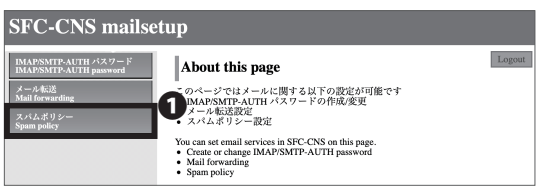
03

Confirm that the email address you added is listed under "Current forwarding addresses."

If you want to stop mail forwarding, check the box next to the email address that you want to delete in ❶ "forwarding mail address" and click ❷ "Delete."

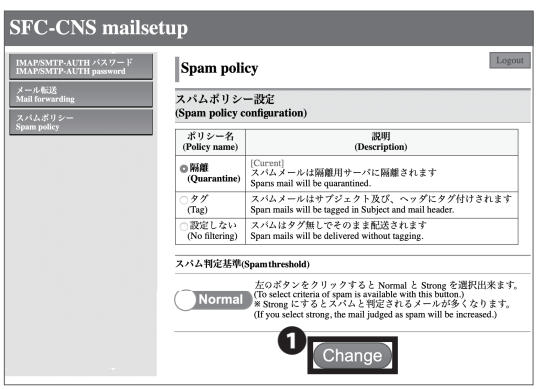
If you want to change the email address used in mail forwarding, delete your previous mail forwarding setting and add your new email address according to STEP 01 ~ 02.

Configuring Spam Filter



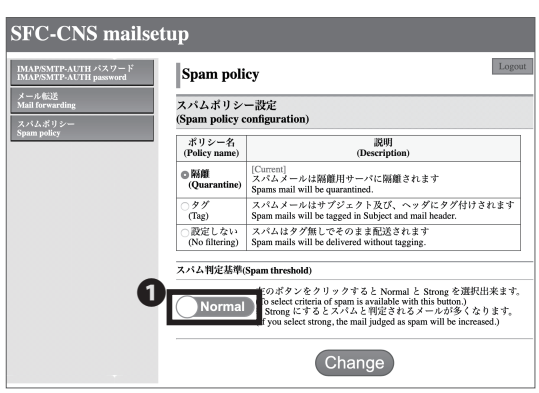
01

From the mailsetup menu, click ❶ "Spam policy."



02

Select which policy you wish to apply and click ❶ "Change." In spam policy configuration, there are three options: "Quarantine," "Tag," and "No filtering." In "Quarantine" mode, emails that are judged as spam will be isolated on the mailserver you are using. In "Tag" mode, any spam emails will be identified as spam in the subject line and header. The default setting is "Quarantine."



03

Make sure the policy that you selected is highlighted with bold and tagged "[Current]."

By clicking ❶ , you may change the spam threshold to either "Normal" or "Strong."

4

CNS Printers

Explaining how to use CNS Printers on SFC.

Using Printers at SFC 78
- Location of the Printers 78
- Printing Charge (Points) 79
- Operation of CNS Printers 79

Printing from On-Campus Computers 81
- Printing from On-Campus Macs 81
- Printing from On-Campus Windows 82

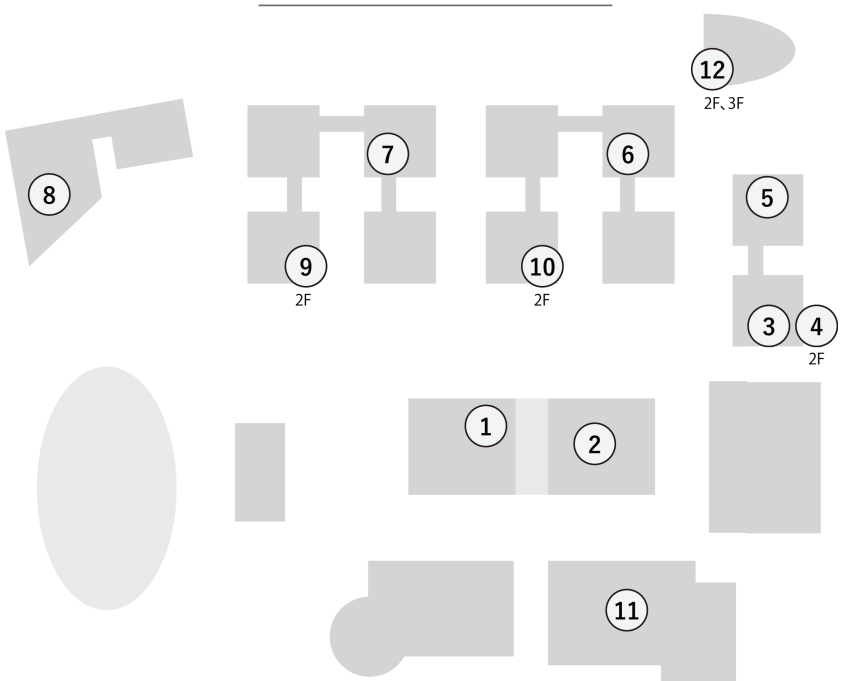
Printing from Your PC (Windows 10) 83

Printing from Your Mac (macOS) 88

1

Using Printers at SFC

Location of the Printers



Map number	Location of the CNS Printers
①	Media Center 1st floor Open Area
②	Media Center ITC Entrance (1st Floor)
③	λ 11 PC room
④	λ 21 PC room
⑤	λ 18 PC room
⑥	o building 1st floor corridor
⑦	ε building 1st floor corridor
⑧	Kamoike Lounge
⑨	κ building 2nd floor
⑩	ι building 2nd floor
⑪	A building 1st floor lobby
⑫	τ building 2nd floor loft, 3rd floor loft *only for those who can enter the room
-	Faculty of Nursing and Medical Care Room 205*only for those who can enter the room
-	Libary of Nursing and Medical Care next to the PC for DB searching
-	Faculty of Nursing and Medical Care Co-op

Printing Charge (Points)

Type	Printing Charges	
Black and White	One-Sided ¥ 5 / page	Double-Sided ¥ 10 / page
Color	One-Sided ¥ 15 / page	Double-Sided ¥ 30 / page

01

Your printing account is refilled with 2,500 yen each year. If you exceed that initial balance, you must insert your PASMO, Suica, or any other public transportation payment cards at a printer to pay for any excess usage.

Be careful when selecting the printer type; for example, when printing a black-and-white document with the color printer setting, you will be charged the price for color printing.

02

To prevent paper jams and other malfunctions, you are not allowed to use your own paper.

The job will be suspended if the charge exceeds 2,500 yen while printing. If this occurs, please resend the job from the beginning.

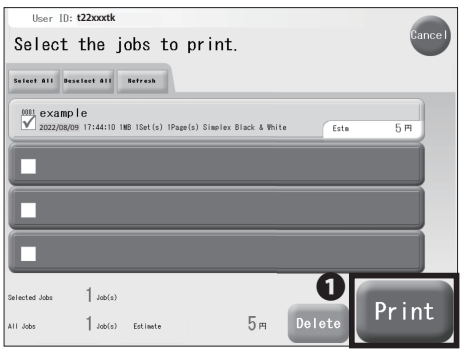
Operation of CNS Printers

01

The following section describes how to use the printer after you send a printing job(s) from a computer.
On the terminal installed next to a printer, tap ❶ "English."

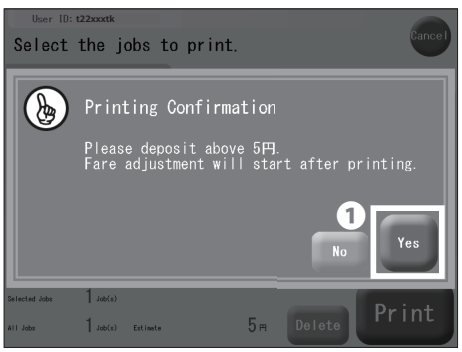
02

Type your CNS login name and tap ❶ "Confirm."



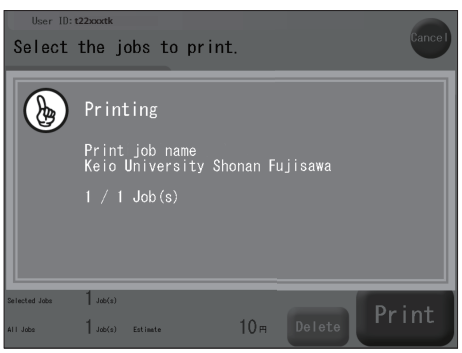
03

Tap the job(s) you want to print and tap ❶ "Print." There will be no charge up to 2,500 yen per year.



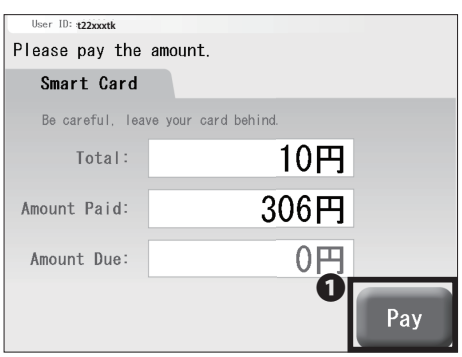
04

If you have exceeded your printing account balance, insert your PASMO or Suica into the card reader next to the printer, and tap ❶ "Yes."
The printer job may be interrupted or cancelled if the balance on your IC card is insufficient.



05

A screen similar to the one shown on the left will be displayed while your job is printing.



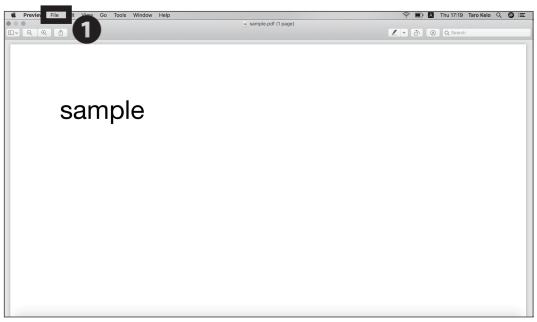
06

If you are paying with PASMO or Suica, the payment window shown on the left side will appear. Confirm the amount and tap ❶ "Pay."
Please do not forget to take your IC card when finished.

2

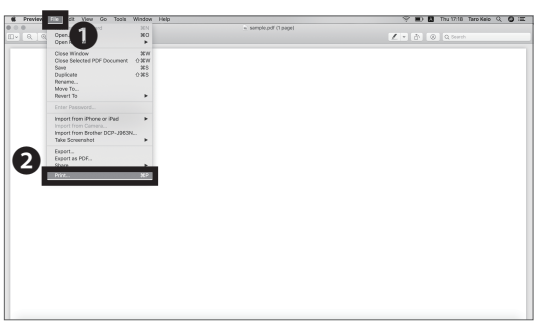
Printing from On-Campus Computers

Printing from On-Campus Macs



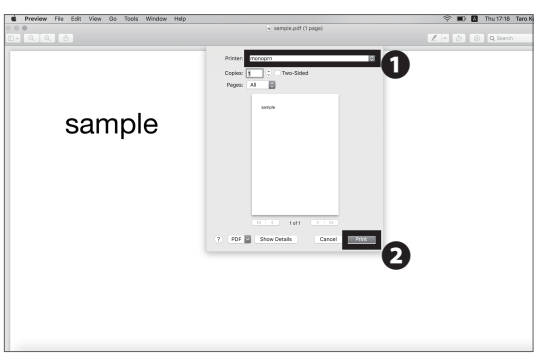
01

No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click ❶ "File" from the menu.



02

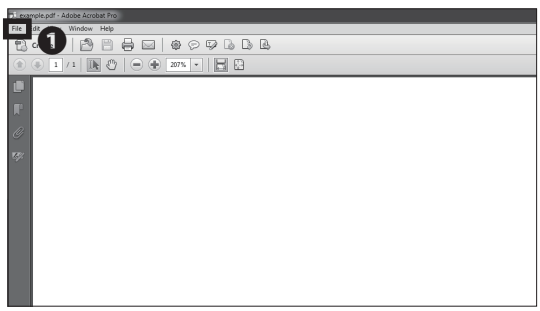
Click ❷ "Print..." from the ❶ "File" menu.
Alternatively, you could also hit the Command key and the P key as a shortcut.



03

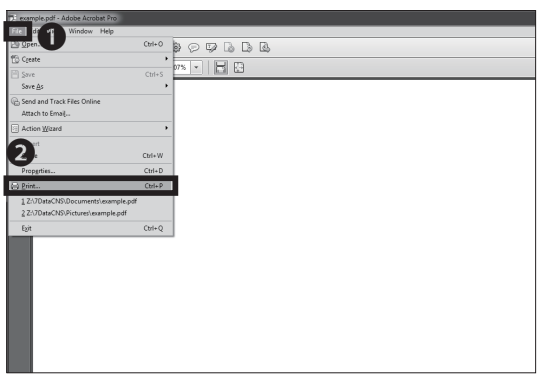
In section ❶ , for black-and-white document(s), select "monoprn." For color document(s), select "colorprn." Then, click ❷ "Print."
Your document(s) will be sent to CNS printers as printing job(s). Go to a nearby CNS printer to print your document(s).
Note that the color printing charge will be applied to black-and-white document(s) if "colorprn" is selected.

Printing from On-Campus Windows



01

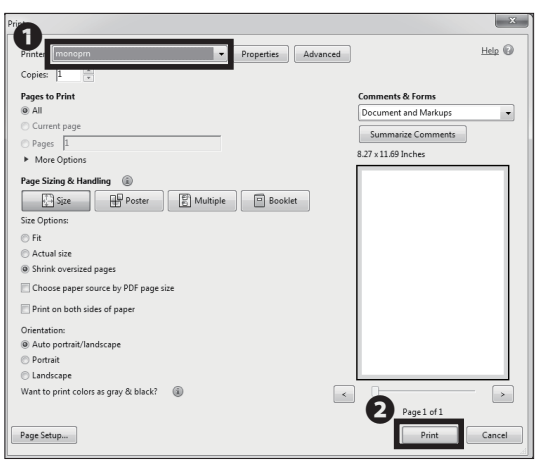
No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click ❶ "File" from the menu.



02

Click ❷ "Print..." from the menu ❶ "File."

Alternatively you could also press the Ctrl (Control) key and the P key at the same time for a shortcut.



03

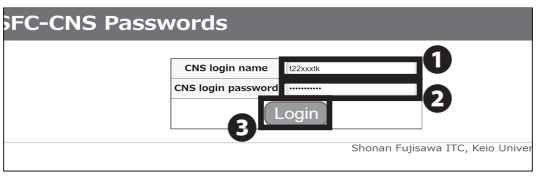
In section ❶ , for black-and-white document(s), select "monoprn." For color document(s), select "colorprn." Then, click ❷ "Print."

Your document(s) will be sent to CNS printers as printing job(s). Go to a nearby CNS printer to print your document(s).

Note that the color printing charge will be applied to black-and-white document(s) if "colorprn" is selected.

3

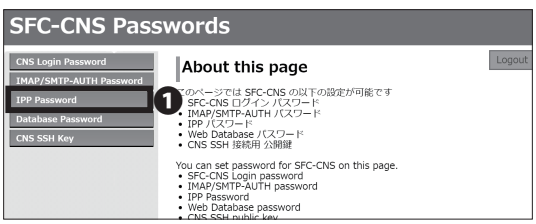
Printing from Your PC (Windows 10)



01

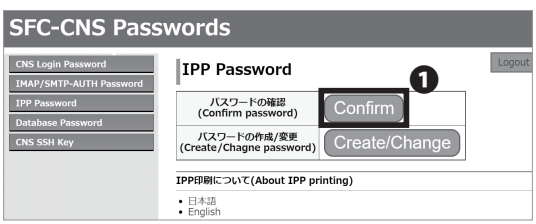
By using the IPP (Internet Printing Protocol), you can send printing jobs to CNS printers from your PC. First, open a web browser and go to the URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/password/

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "Login."



02

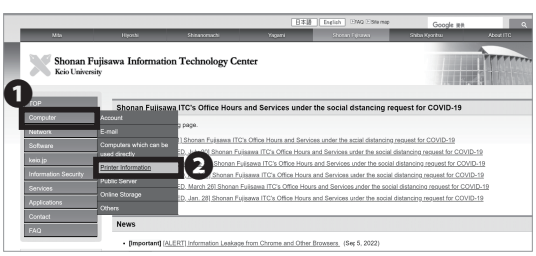
Click ❶ "IPP Password."



03

Click ❶ "Confirm."

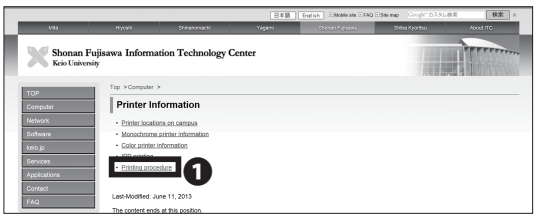
Remember the password you will see in the next page.
This password will be used in STEP 15.



04

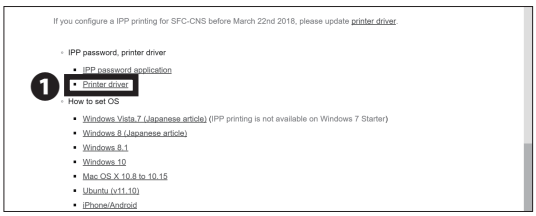
Open a web browser and go to the URL:
⇒ https://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Click ❷ "Printer Information" from the ❶ "Computer" menu.



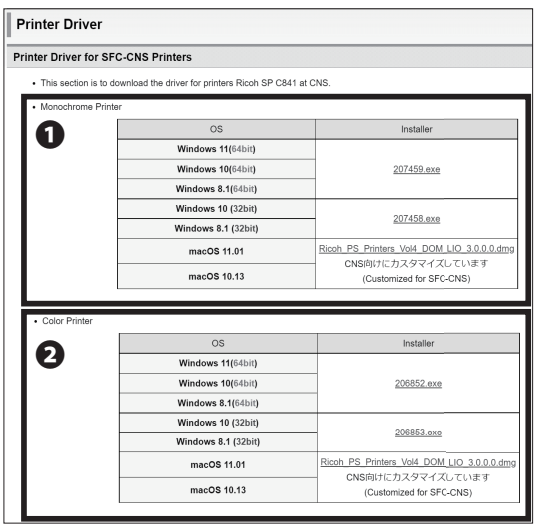
05

Click ❶ "Printing procedure."



06

Scroll down to the middle part of the page and click vcvv ❶ "Printer driver."

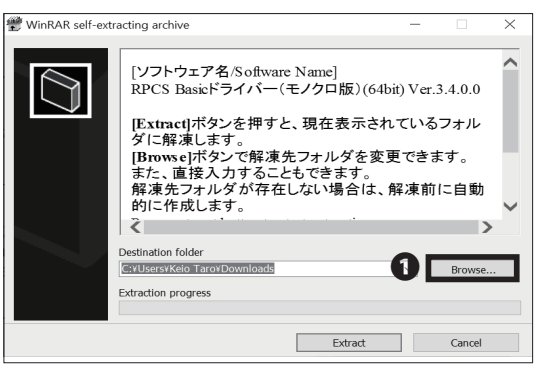


07

Download the appropriate driver for your operating system and desired printer. For black-and-white documents, choose ❶ "Monochrome Printer." For color documents, choose ❷ "Color Printer."

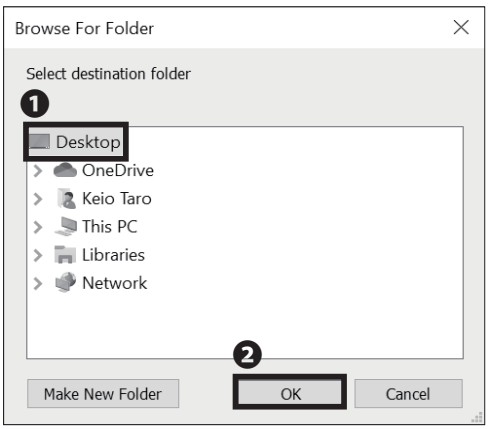
The following procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP 07~22 again with ❷ "Color Printer."

Please refer to【p.152 : How to Check a PC's Operating System】in case you do not know your PC's operating system.



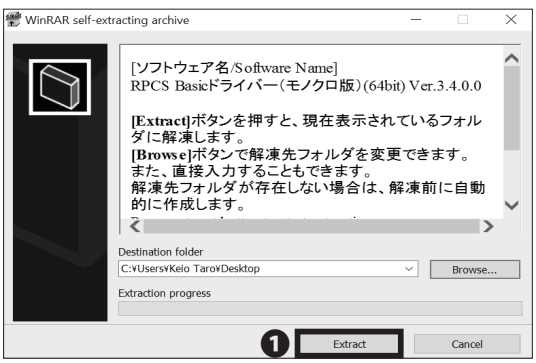
08

Open the installer you just downloaded. The window shown on the left will appear. Then, click ❶ "Browse...."



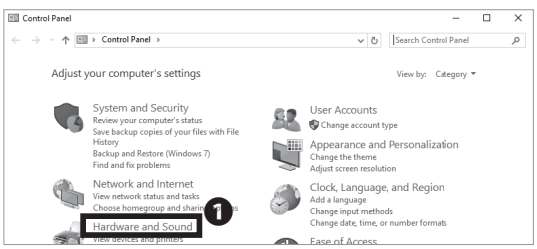
09

Select ❶ "Desktop" and click ❷ "OK."



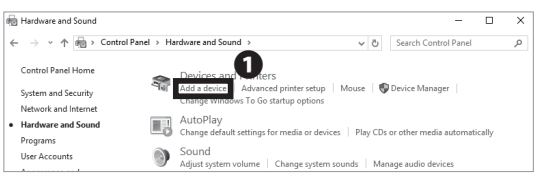
10

Click ❶ "Extract."



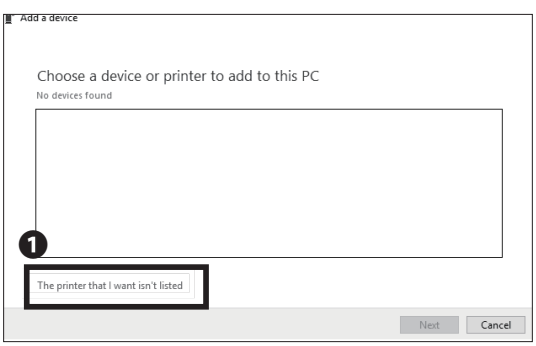
11

After installation, open "Control Panel" from "All Apps."
Then, click ❶ "Hardware and Sound."



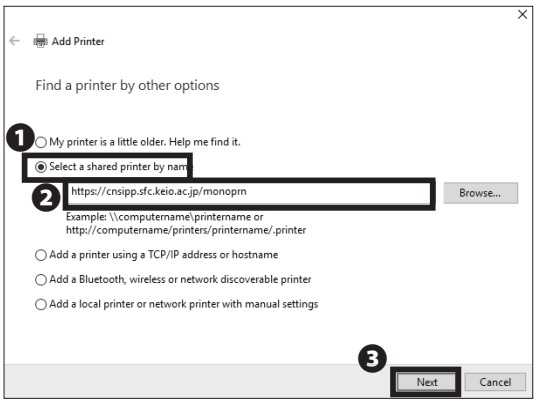
12

Click ❶ "Add a device."



13

Click ❶ "The printer that I want isn't listed."



14

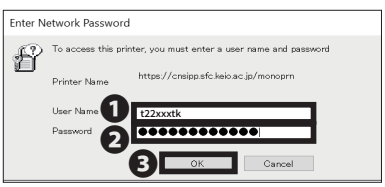
Confirm ❶ "Select a shared printer by name" is selected and type one of the printer addresses below in ❷ . Then, click ❸ "Next."

Black and White Printer (Monochrome):

⇒ https://cnsipp.sfc.keio.ac.jp/monoprn

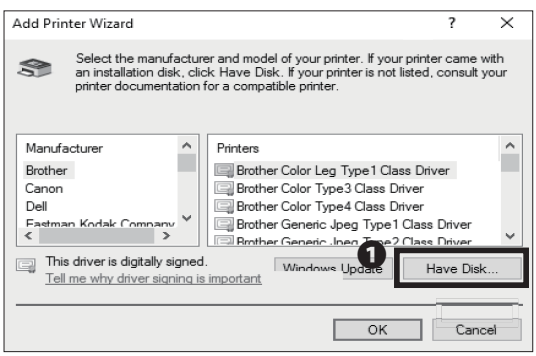
Color Printer:

⇒ https://cnsipp.sfc.keio.ac.jp/colorprn



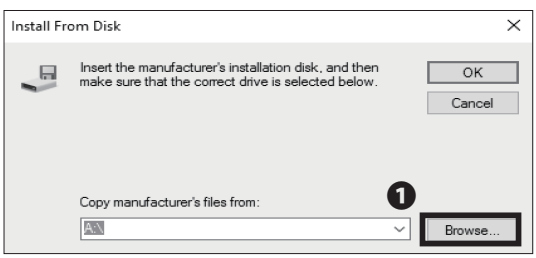
15

Type your CNS login name in ❶ "User Name" and your CNS IPP password from STEP 03 in ❷ "Password." Then, click ❸ "OK."



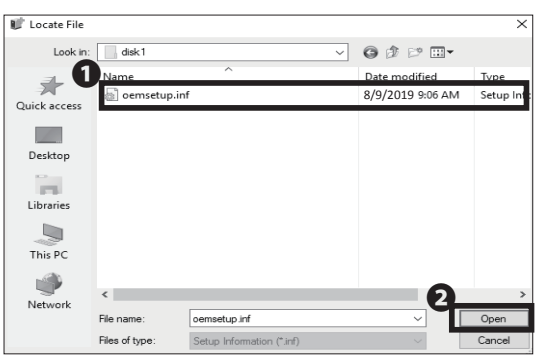
16

After the connection is established, "Add Printer Wizard" will appear. Click ❶ "Have Disk...."



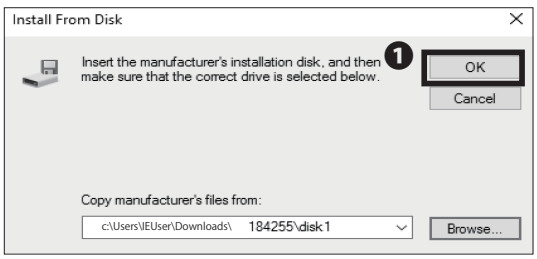
17

Click ❶ "Browse...."



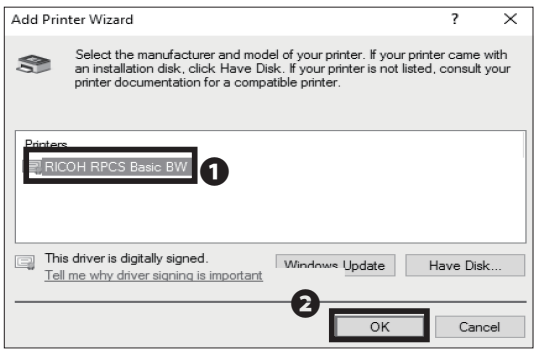
18

Open "disk1" from the folder in which you extracted printer drivers during installation in STEP 10. Select the ❶ file in that folder and click ❷ "Open."



19

Click ❶ "OK."

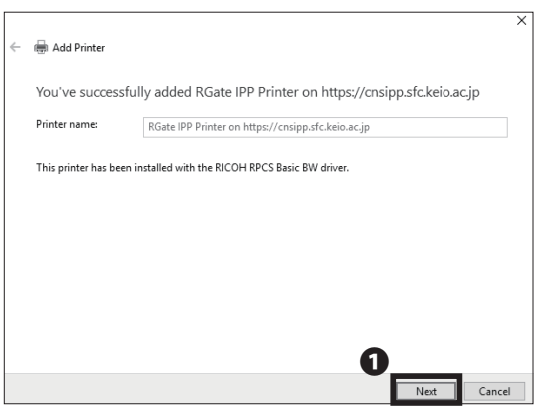


20

If you chose “Monochrome Printer," select ❶ "RICOH RPCS Basic BW."

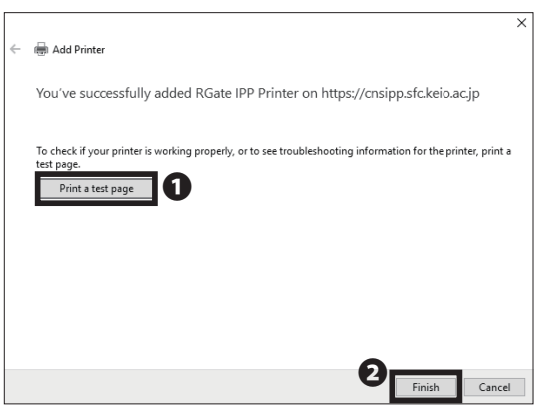
If you chose “Color Printer", select "RICOH IPSiO SP C841 RPCS."

Then, click ❷ "OK" to proceed.



21

Click ❶ "Next."



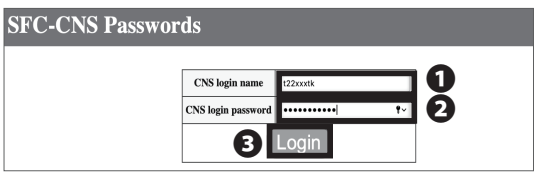
22

Click ❶ "Print a test page." Check that the job has been sent successfully by using the terminal next to one of the CNS printers. Confirm that your test page has printed correctly. Then, click ❷ "Finish."

Printing from Your PC (Windows 10) is completed.

4

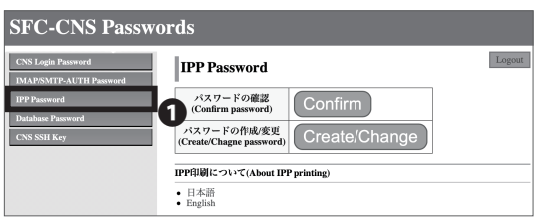
Printing from Your Mac (macOS)



01

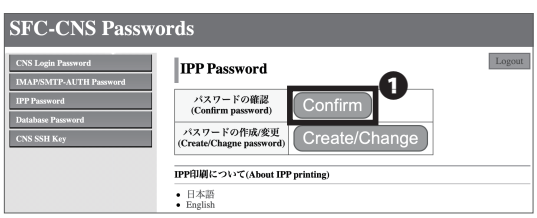
By using the IPP (Internet Printing Protocol), you can send printing jobs to the CNS printers from your Mac. First, open a web browser and go to the URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/password

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "Login."



02

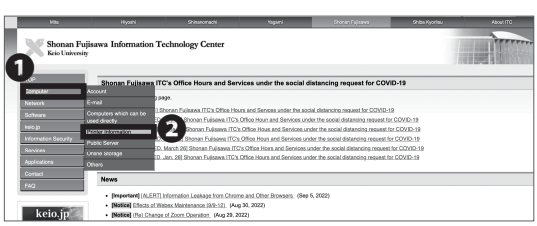
Click ❶ "IPP Password."



03

Click ❶ "Confirm."

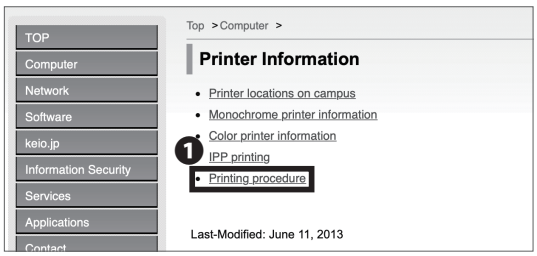
Remember the password you will see in the next page. This password will be used in STEP 34.



04

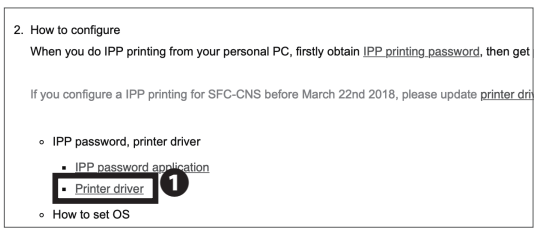
Open a web browser and go to the URL :
⇒ https://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Click ❷ "Printer Information" from the menu ❶ "Computer."



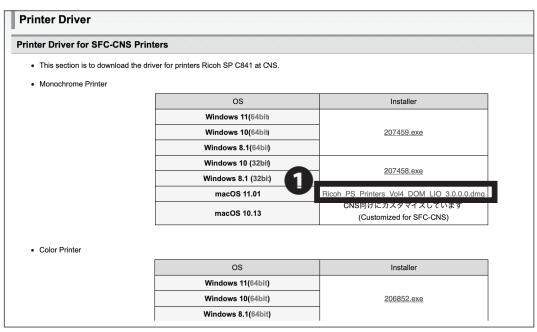
05

Click ❶ "Printing procedure."



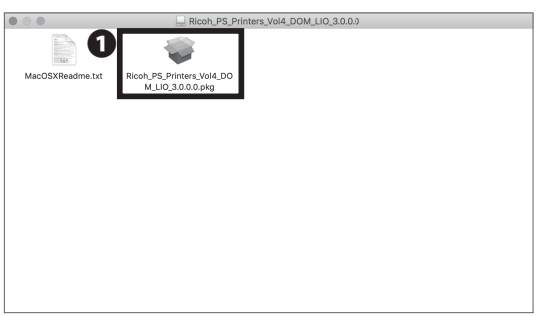
06

Scroll down to the middle of the page and click ❶ "Printer driver."



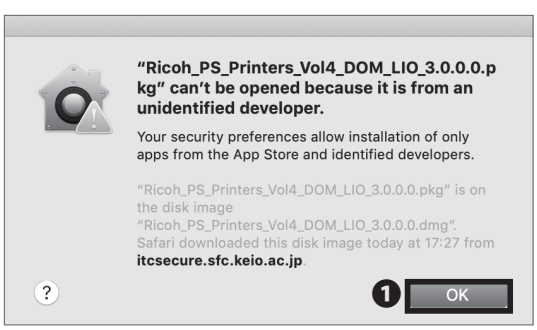
07

Click the ❶ installer for Mac. Your download will begin.



08

Open the file you just downloaded. Then, double click ❶ to launch the installer.

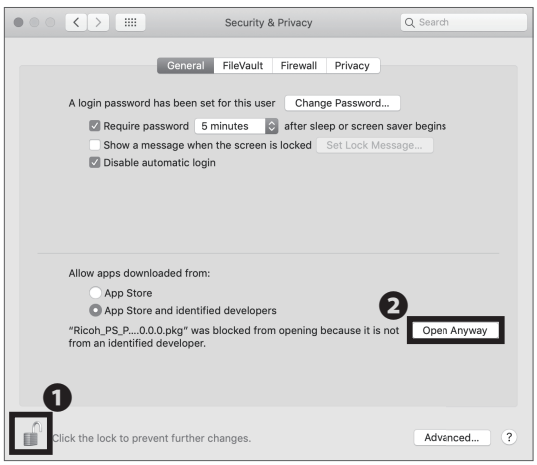


09

The dialog like the image on the left will appear.
Click ❶ "OK."

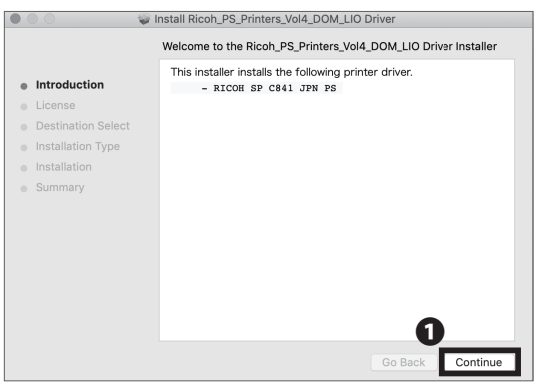
10

Open "System Preferences" and click ❶ "Security & Privacy."



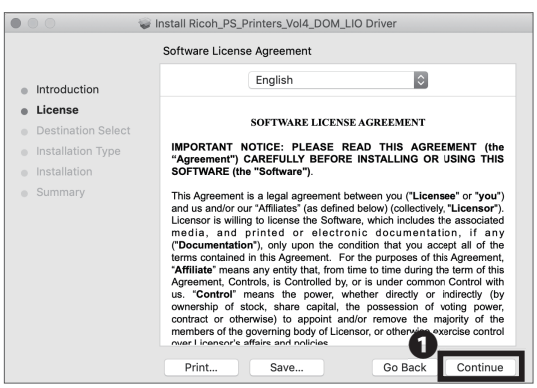
11

Click ❶ icon and type your macOS account password.
Then, click ❷ "Open Anyway."



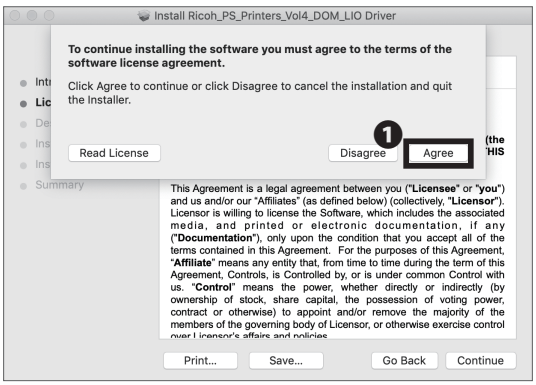
12

Click ❶ "Continue."



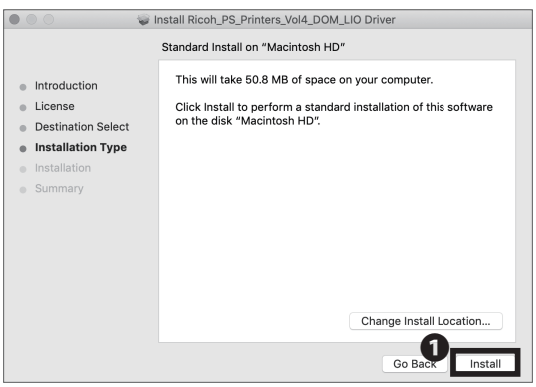
13

Click ❶ "Continue."



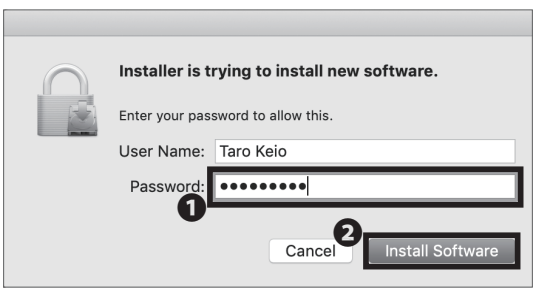
14

Read the software license agreement carefully and click ❶ "Agree" if you understand the terms and conditions and agree. If you do not, you may not use this software.



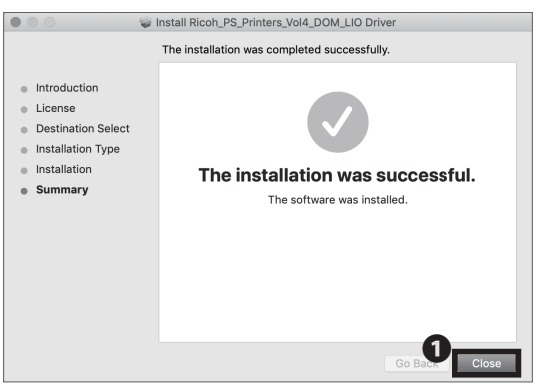
15

Click ❶ "Install."



16

When the window prompts you to type in your password, type your macOS account password in ❶ "Password." Then, click ❷ "Install Software."



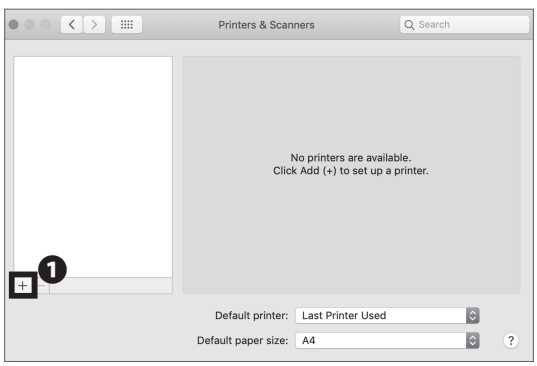
17

When the driver installation is finished, click ❶ "Close."

18

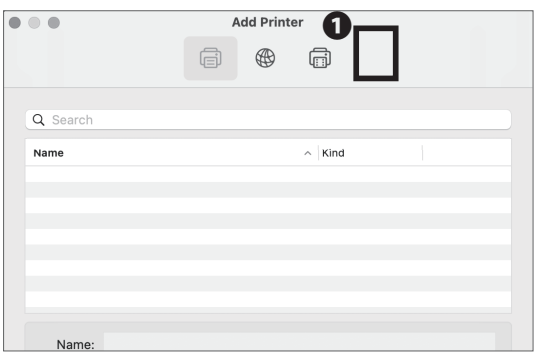
Open "System Preferences" and click ❶ "Printers & Scanners."

The next procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP19~34 again; this time choose "colorprn" instead of "monoprn."



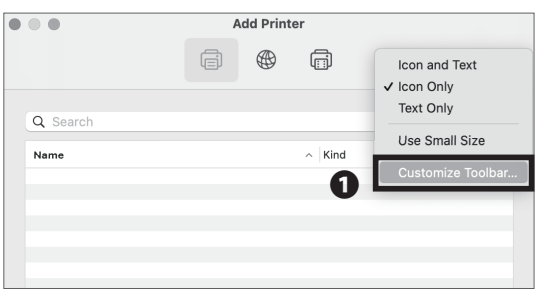
19

Click ❶ "+."



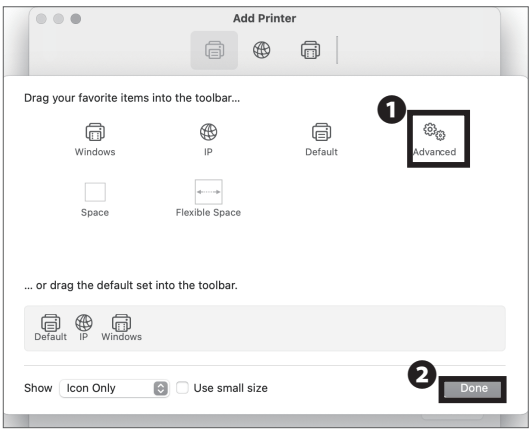
20

Hold the control key and click the ❶ **blank space** at the top of the window.
If you are using a trackpad and do not know how to right click, open "System Preference" and select "Trackpad." Then click "Secondary Click" from "Point & Click" tab to configure your right click settings.



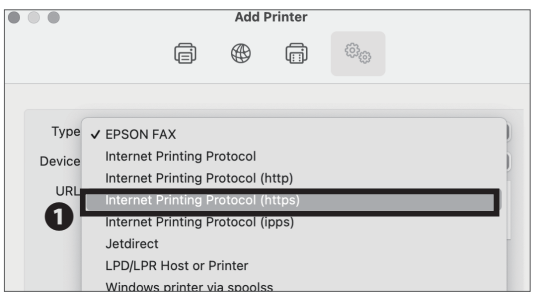
21

Click ❶ "Customize Toolbar...."



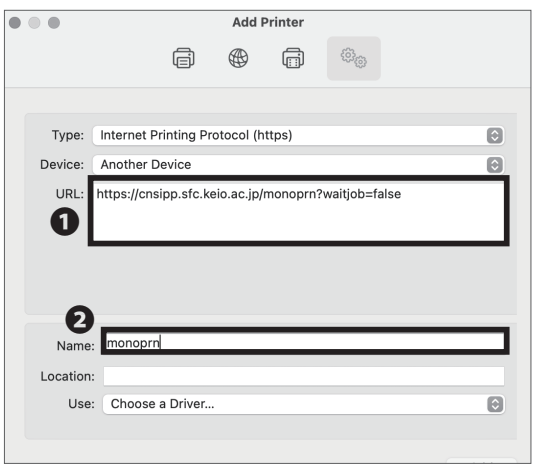
22

Drag and drop the ❶ "Advanced" icon onto the menu at the top of the window. Click ❷ "Done" and click the "Advanced" icon you just added.



23

Select ❶ "Internet Printing Protocol (https)" from "Type."

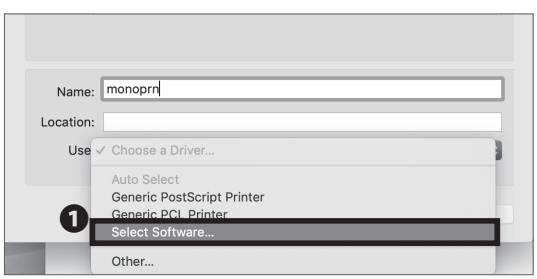


24

Type one of the printer addresses as below in ❶ "URL."

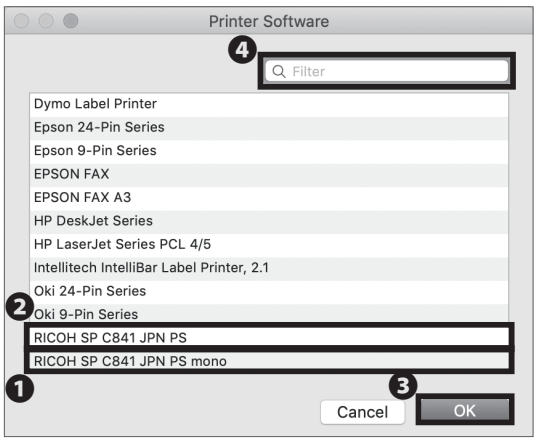
Black-and-White Printer (Monochrome) :
⇒ https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false
Color Printer :
⇒ https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false

Type name in ❷ "Name." If you are setting up the black-and-white printer, type "monoprn." If you are setting up for the color printer, type "colorprn."



25

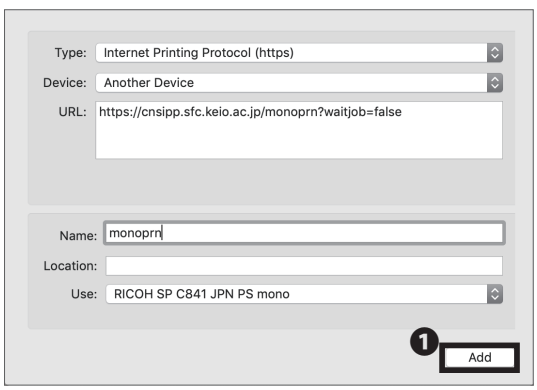
Select ❶ "Select Software..." from "Use."



26

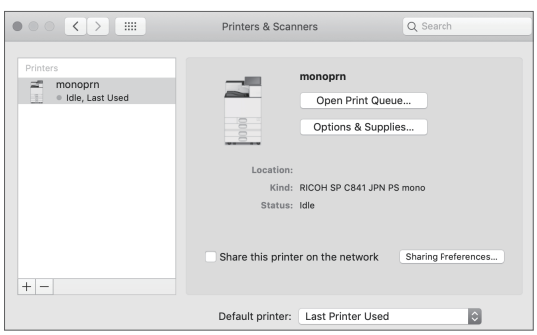
If you are setting up the black-and-white printer, select ❶ "RICOH SP C841 PS mono" from the list. If you are setting up for the color printer, select ❷ "RICOH SP C841 PS." Then, click ❸ "OK."

You can find the printer software easily by typing "RICOH" in ❹ "Filter" column.



27

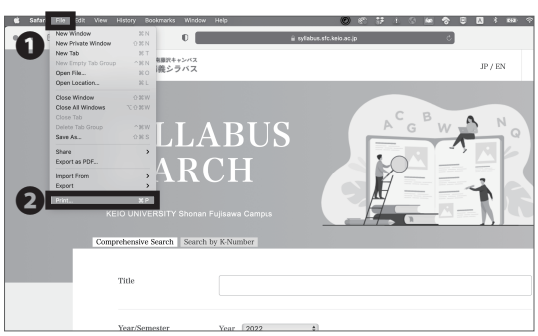
Click ❶ "Add."



28

Printer setup is completed.

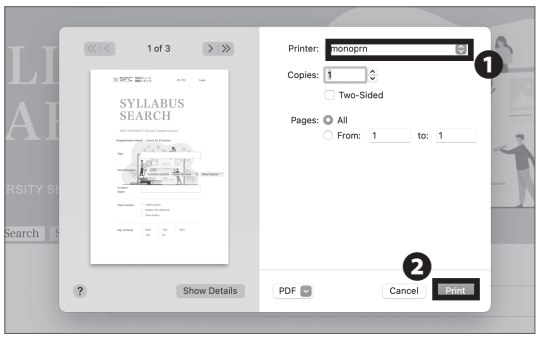
However, it is highly recommended that you automate the authentication process CNS printers require before printing. Follow the instructions below.



29

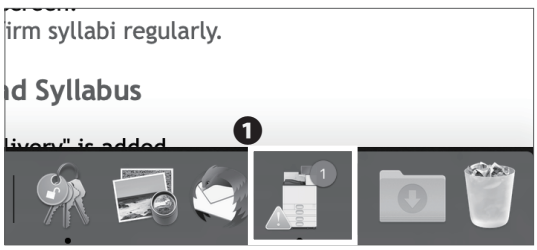
Print any kind of file or webpage (As an example, the SFC website is used).

Click ❷ "Print..." from the menu ❶ "File."



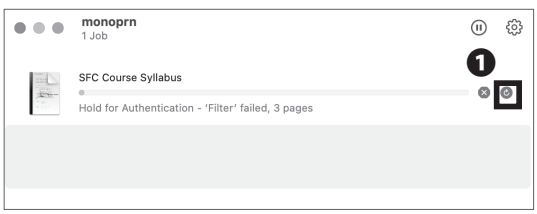
30

The print menu will be displayed. Select "monoprn" for black-and-white documents, or "colorprn" for colored documents in ❶ . Then, click ❷ "Print."



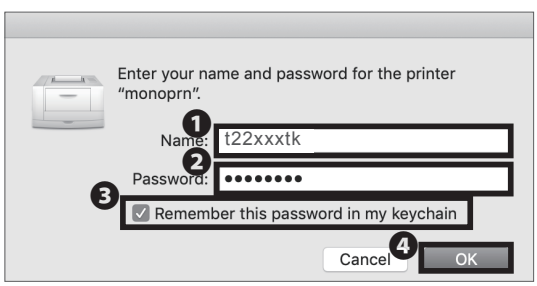
31

Click the bouncing icon in the dock ❶ "monoprn."



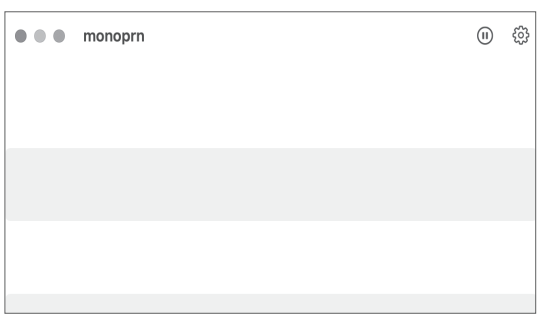
32

Click ❶ the refresh icon.



33

Type your CNS login name in ❶ "Name" and your CNS IPP password from STEP 03 in ❷ "Password." Check ❸ "Remember this password in my keychain" and click ❹ "OK."



34

Once the job is cleared from the window, the printing job has been sent successfully to the printer.

Printing from Your Mac (macOS) is completed.

5

Antivirus

Explaining how to protect your computer from viruses.

Protecting Your Computers from Security Threats ・・・・・・・・・・・・・・・・・・・・ 98

Installing Antivirus Software on Your PC (Windows 10) ・・・・・・・・・・・・・・・・ 99

Installing Antivirus Software on Your Mac (macOS) ・・・・・・・・・・・・・・・・・・104

How to Update Your Windows / macOS System ・・・・・・・・・・・・・・・・・・・・112

- Are Software Updates Important? ・・・・・・・・・・・・・・・・・・・・・・・・・・・・ 112
- Updating Your Windows System (Windows 10) ・・・・・・・・・・・・・・・・・・・・・・ 112
- Updating Your Mac System (macOS) ・・・・・・・・・・・・・・・・・・・・・・・・・・ 113

1 Protecting Your Computers from Security Threats

01 Damage Caused by Computer Viruses

Once your computer is connected to the internet, there is a risk that your computer could be infected with viruses or other malicious software designed to exploit flaws in your computer. If infected, any of the following could occur without your knowledge:

- Theft of personal information
- Emails with spam or viruses are sent to people in your address book
- Your computer participates in attacks against other computers or networks

Computers infected with viruses or malware will generally try to spread and infect other computers on the network. In order to prevent the spread of malware, ITC reserves the right to, without any prior notification, restrict internet access for devices possibly infected with malware.

02 Antivirus Software

In order to minimize the risk of computer malware, you should ensure your computer is updated regularly (please refer to 【p.112 : How to Update Your Windows / macOS System】) and install antivirus software to help detect and remove any viruses on your computer.

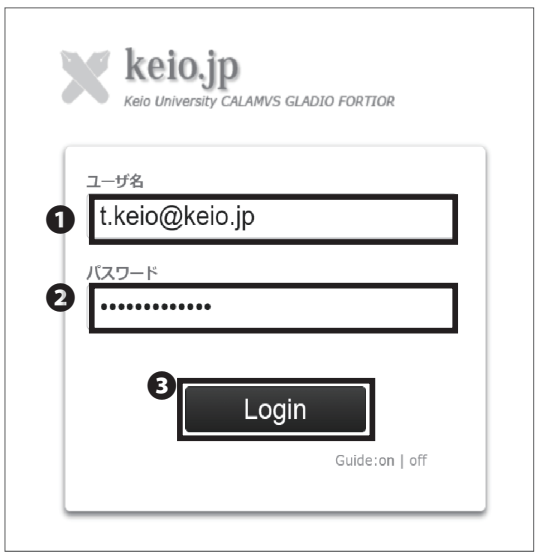
03 Using ESET Smart Security

Keio University provides every student, faculty, and staff member with a license to use "ESET Smart Security" for Windows or macOS (on one computer). The following pages describe how to obtain and install this software.

Please note that antivirus software often does not function properly if you install two or more antivirus software programs on your computer (such as another program or a trial edition). If you have any other antivirus software installed on your computer, you should uninstall them before proceeding.

2

Installing Antivirus Software on Your PC (Windows 10)



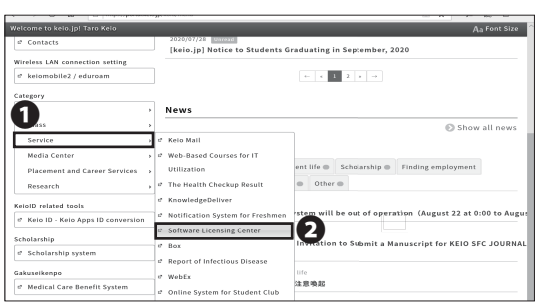
01

Open a browser and go to the URL:
⇒ http://keio.jp/

Type your keio.jp ID in ❶ "ID" and your keio.jp password in ❷ "Password." Then, click ❸ "Login."

02

Click ❶ "English" at the top of the page.

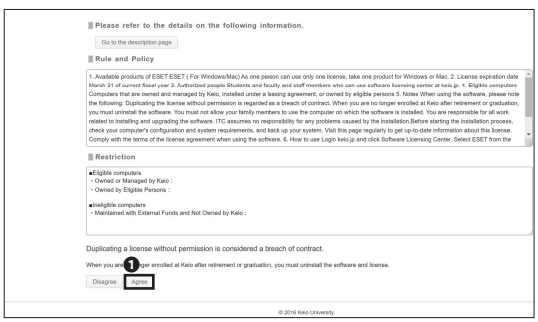


03

Click ❷ "Software Licensing Center" from the ❶ "Service" menu.

04

Click ❶ “Detail" in the "ESET" row to read the EULA (End-User License Agreements).
Doing so does not mean that you have agreed to the EULA for ESET yet.



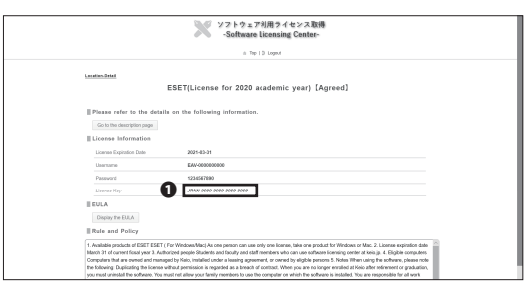
05

If you agree to the EULA (End-User License Agreements) and the Rules and Policy, click ❶ "Agree."

If you don't agree to the EULA or Rules and Policy, then you cannot use ESET and should not continue.

06

Go back to the license list.
Then, click ❶ "Detail."

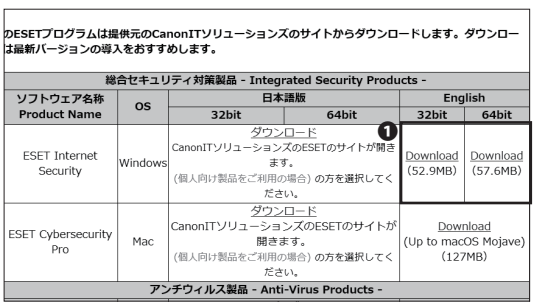


07

You can check your ❶ License Key for ESET on this page.
You will use the ❶ License Key in STEP 14.

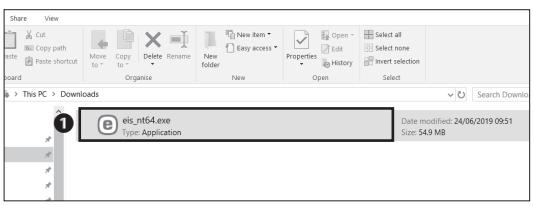
08

Go back to the “license list," and click ❶ "download." Certification from keio.jp authentication is required, so log in using the same steps referenced in STEP 01.



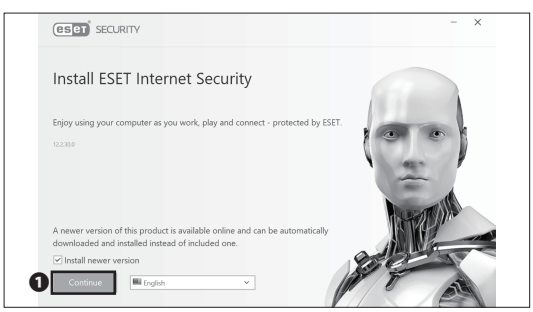
09

Choose the installer that is compatible with your Operation System.
Click ❶ "Download" to download the installer.



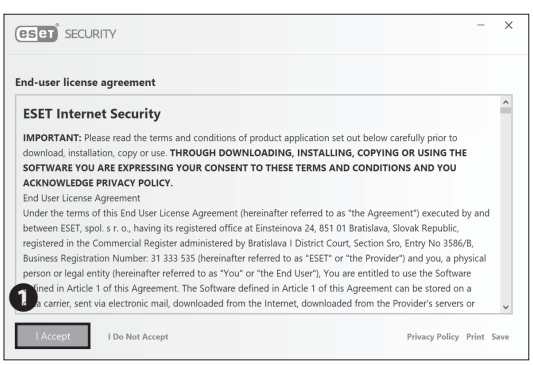
10

Open the ❶ download installer.



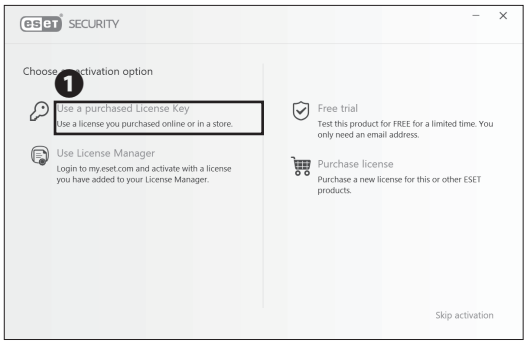
11

Click ❶ "Continue."



12

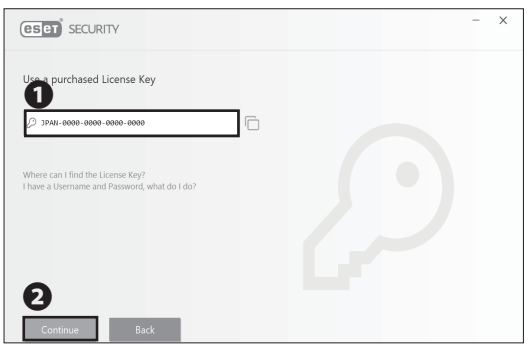
Read the EULA(End-User License Agreement) carefully. If you agree, click ❶ "I Accept". If not, you may not use ESET.



13

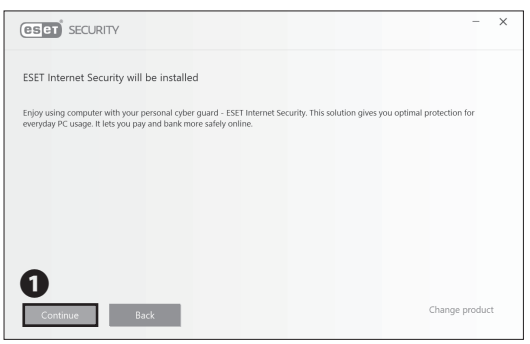
Next, you will need to activate the software in order to use it.

Click ❶ "Use a purchased License Key."



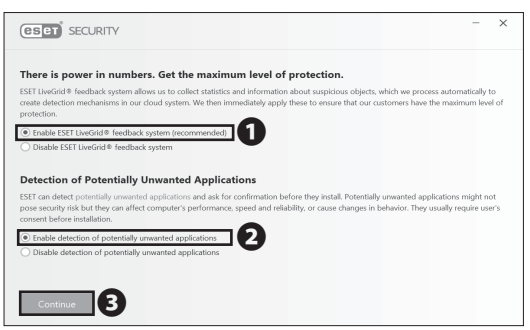
14

Enter your License Key from STEP 07 in ❶ , then click ❷ "Continue."



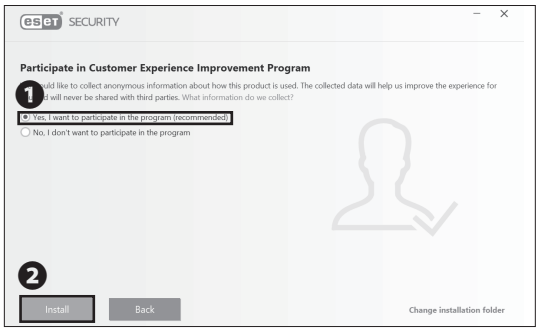
15

Click ❶ "Continue."



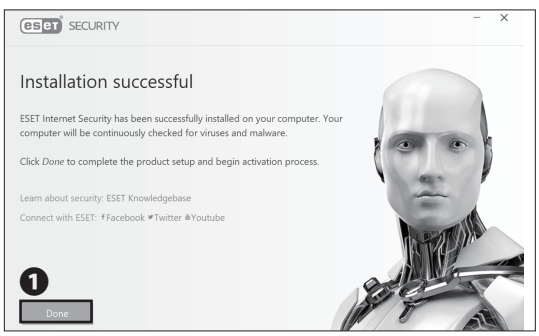
16

We recommend you check ❶ and ❷ , then click ❸ "Continue."



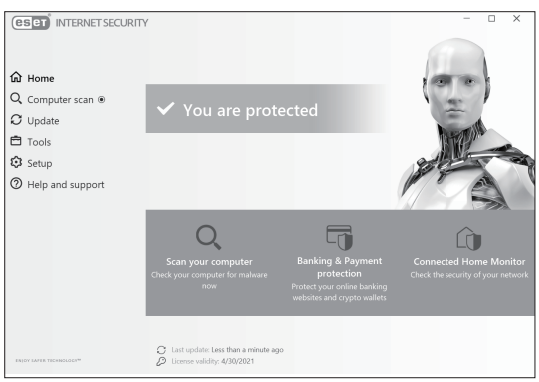
17

Check ❶ "Yes", then click ❷ "install." This will enable all the features provided by ESET.



18

Click ❶ "Done" to complete the installation process.



19

It is strongly recommended that you scan your computer regularly and click “Computer scan" after finishing.

Installing Antivirus Software on Your PC (Windows 10) is completed.

3

Installing Antivirus Software on Your Mac (macOS)

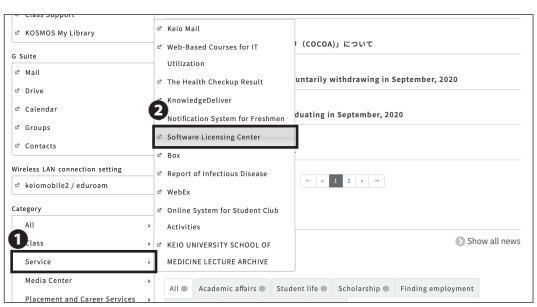
01

Open a web browser and go to the URL:
⇒ http://keio.jp/

Type your keio.jp ID in ❶ "ID" and your keio.jp password in ❷ "Password." Then, click ❸ "Login."

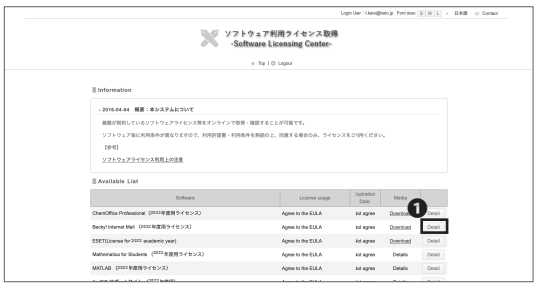
02

Click ❶ "English" on the top of the page.



03

Click ❷ "Software Licensing Center" from the ❶ "Service" menu.

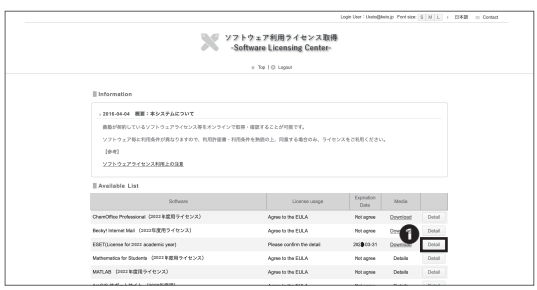


04

The page shown on the left will be displayed. You will need to agree to EULA(End-User Lisence Agreements) first, so click ❶ "Detail" on the right side of "ESET(Lisence for 2022)."

05

If you agree to the EULA (End-User License Agreements) and Rules and Policy, click ❶ "Agree."
If you don't agree to the EULA or Rules and Policy, then you cannot use ESET and should not continue.



06

Go back to the license list.
Click ❶ "Detail."

07

You can check your ❶ License Key for ESET on this page.

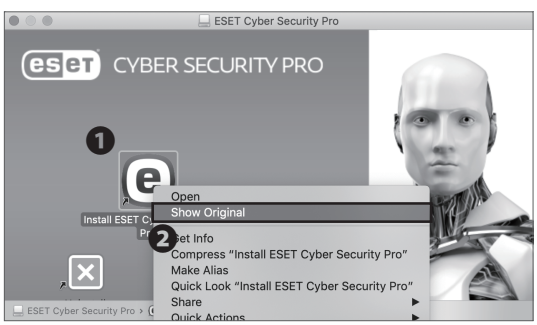
You will use ❶ License Key in STEP 26 so don't close the page until the download is complete.

08

Go back to the license list and click ❶ "Download."

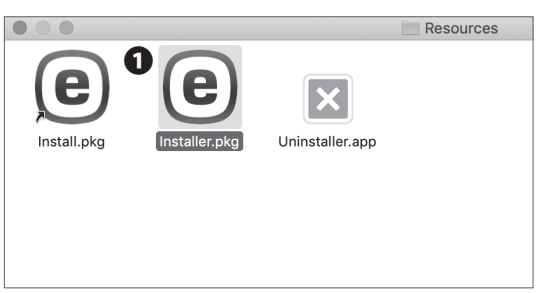
09

Click ❶ "Download" to download the installer.



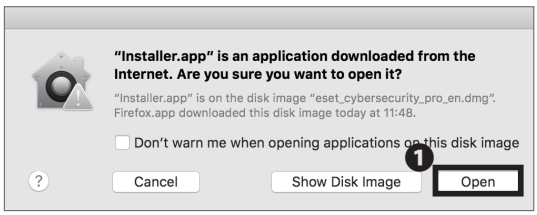
10

Open the file you just downloaded. Then double-click the ❶ icon. Right-click "install," then click ❷ "Show Original." Then double-click "Install.pkg."



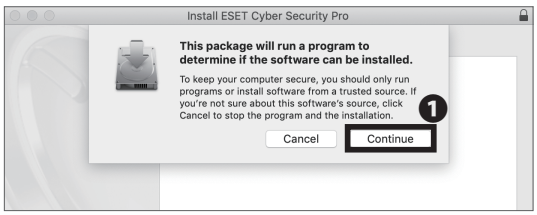
11

Double click ❶ "Installer.pkg."



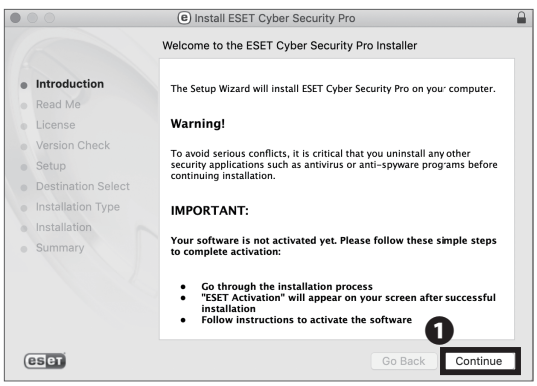
12

Click ❶ "Open."



13

Click ❶ "Continue."

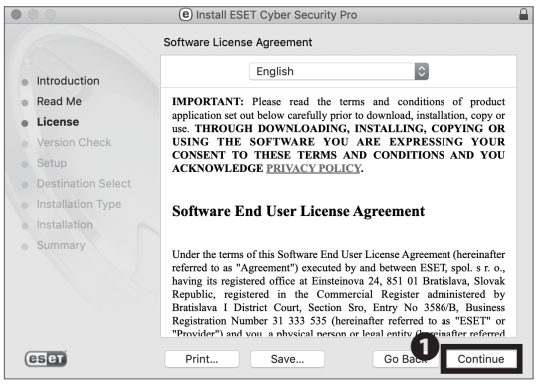


14

Click ❶ "Continue."

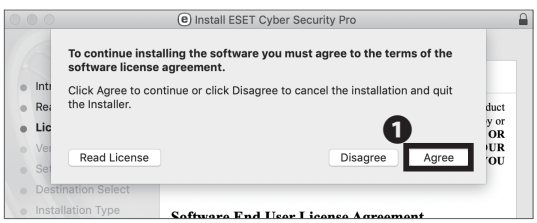
15

Click ❶ "Continue."



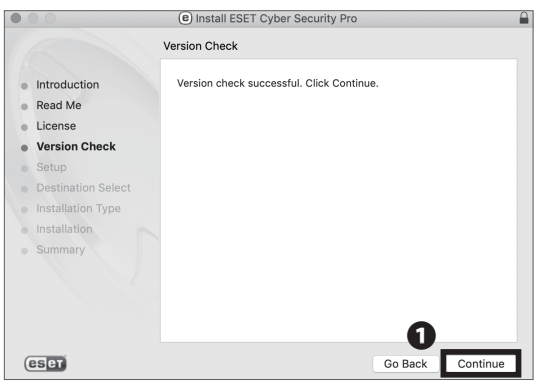
16

Read the EULA (End-User License Agreement) carefully. If you agree, click ❶ "Continue." If not, you won't be able to use ESET.



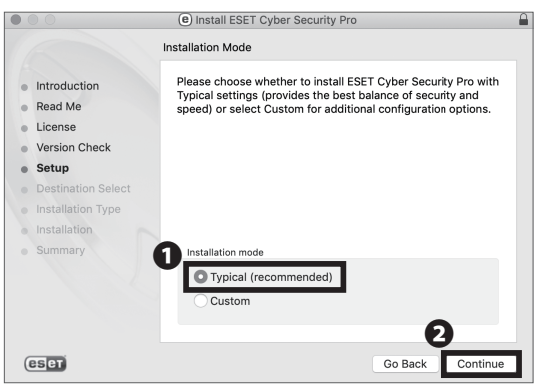
17

Click ❶ "Agree."



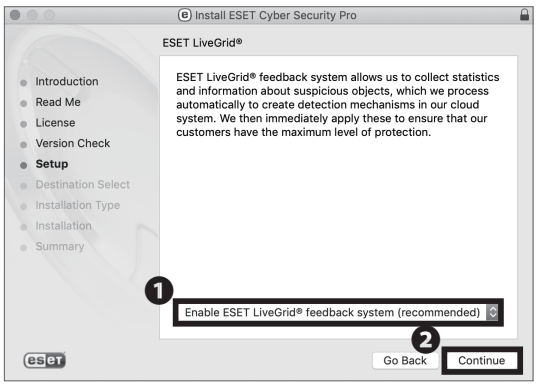
18

Click ❶ "Continue."



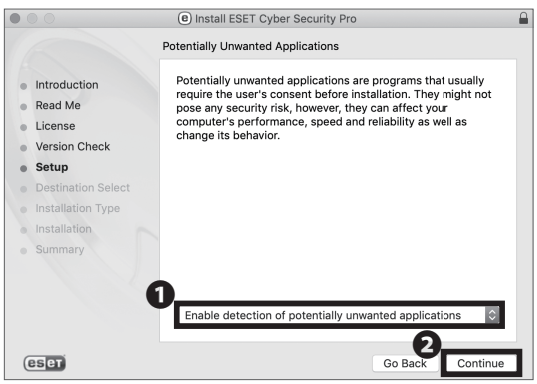
19

Make sure that ❶ "Typical (recommended)" is selected for installation mode. Then click ❷ "Continue."



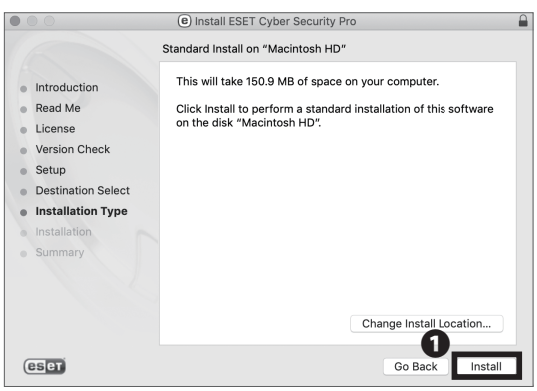
20

Make sure that ❶ "Enable ESET LiveGrid feedback system (recommended)" is checked.
Then, click ❷ "Continue."



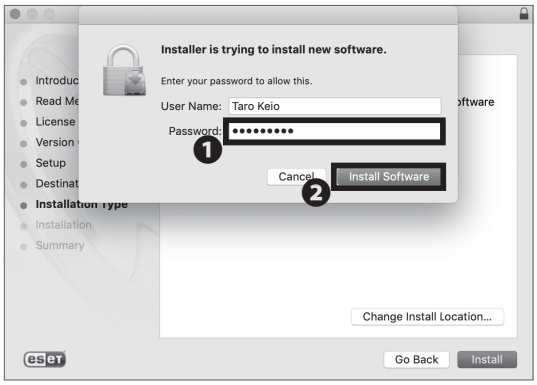
21

Make sure that ❶ "Enable detection of potentially unwanted applications" is checked.
Then, click ❷ "Continue."



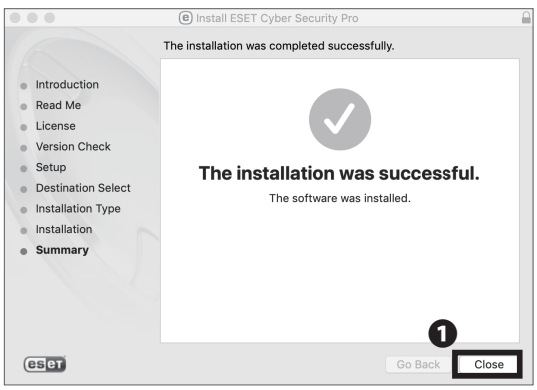
22

Click ❶ "Install."



23

When the window prompts you to type in your password, type your macOS account password in ❶ "Password." Then, click ❷ "Install Software."



24

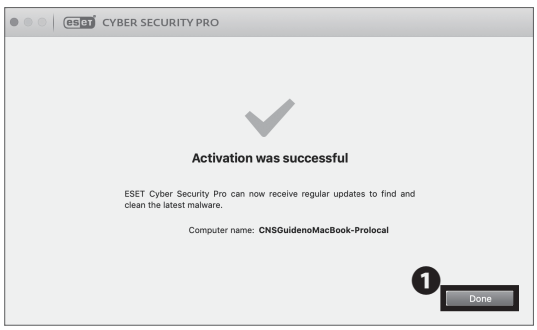
You have successfully installed ESET Cyber Security Pro on your Mac.
Click ❶ "Close."

25

Open the application and click the ❶ icon, then click ❷ "Product activation."

26

Enter your License Key from STEP 07 in ❶ "License Key." Then, click ❷ "Activate."



27

Click ❶ "Done" after the activation.

Installing Antivirus Software on Your Mac (macOS) is completed.

COLUMN vol.2

Threats on the Web

The internet is one of the most notable inventions in the field of computer science. It has become so essential to our daily lives that millions of machines around the world are connected and able to communicate. However, "essential" does not necessarily mean "secure;" all devices on the internet are at risk of attack.

For example, malicious attackers can create websites designed to trick users and install malware and other unauthorized software, resulting in data theft, vandalism, or other harm. You must be careful when using the internet and should avoid nonreputable websites that could harm your computer.

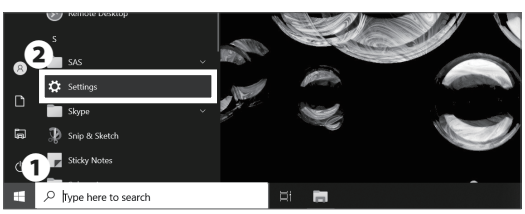
4

How to Update Your Windows / macOS System

Are Software Updates Important?

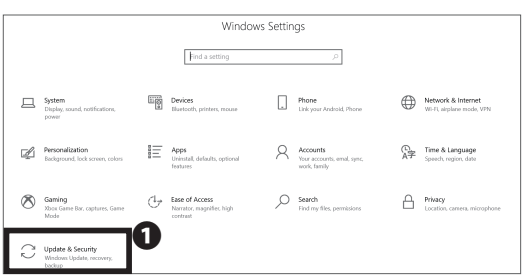
When a bug or vulnerability is discovered in a piece of software, a software publisher will often release an update to fix any problems. For example, Windows Update (on Windows PCs) and Software Update (on macOS) regularly receive updates designed to keep users safe. Many other software vendors have similar ways to provide users with updates. Software updates fix bugs and are crucial for information security. Malicious hackers will often attempt to exploit vulnerabilities before users are able to update their computers, so users should apply software updates as soon as possible. Please ensure all your software is up to date to help keep your computer safe on the internet. The following pages describe how to install operating system updates (on Windows and macOS) and configure your computer to check for updates automatically.

Updating Your Windows System (Windows 10)



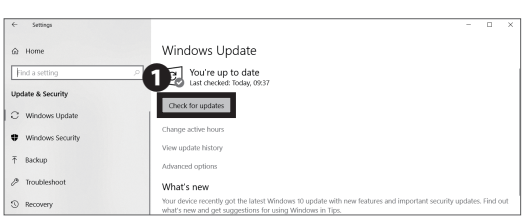
01

Type "settings" in ❶ the search bar in the lower left corner of your screen, then open ❷ "Settings."



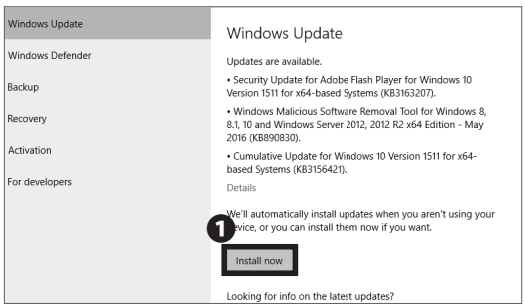
02

On the left screen, click ❶ "Update & Security."



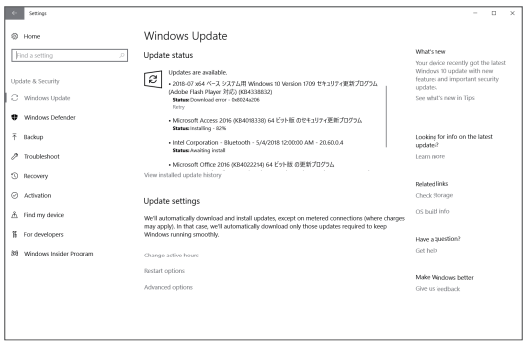
03

The Windows Update will be displayed. Click ❶ "Check for updates" and check to see if you need to update the Install Program or not.



04

Select any updates that appear, then click ❶ "Install now."

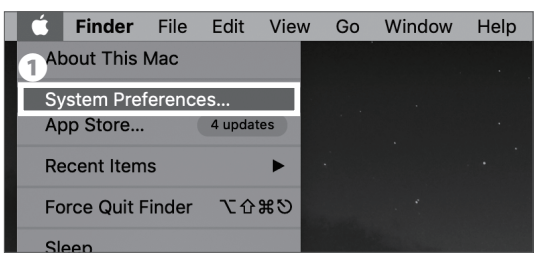


05

Depending on the type of updates that are installed, you may need to restart your computer in order for all the updates to install properly. If necessary, save your work and reboot your computer.

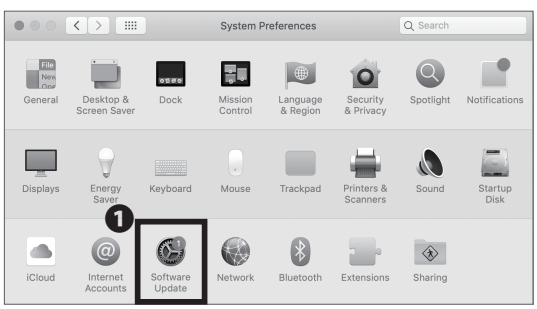
Instructions for updating your software is now complete.

Updating Your Mac System (macOS)



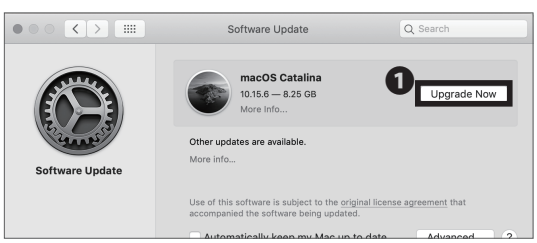
01

From the Apple menu bar at the top of the screen click the ❶ "System Prefereneces..."



02

Click ❶ "Software Update."



03

If there are any new update messages displayed, click ❶ "Upgrade Now"or"Update Now".
Updating your Mac system (macOS) is completed.

6

CNS Servers

Explaining how to upload files to CNS servers and publish files on the web.

Using CNS Servers ・・・

1

Using CNS Servers

What are CNS Servers ?

01 What are Servers?

Servers are computers or software that provide services and data to other computers on networks. CNS mail and other CNS services are hosted on internal CNS servers. This section provides details about personal storage available on CNS.

02 Storage Assigned to You

Every student at SFC is assigned 100GB of storage on the CNS network. The storage is used by your e-mail and can also be used for personal purposes, such as storing reports, photos, backups, etc. However, if your storage is fully used, your e-mail will no longer work properly. Be sure to leave some space for e-mails in your storage. Please refer to the list below to find the path of your home directory, depending on the operating system of the CNS computer you will use.

03 Upload Using SSH

You have direct access to your CNS storage from on-campus computers. However, if using your own computer, you must use SSH (Secure Shell) to upload files onto the CNS servers. Instructions for this are given in 【p.117 : Remote Access to CNS Servers】.

04 Upload Using SCP/SFTP

You can upload files to the CNS servers using SCP or SFTP. Instructions on how to use WinSCP on Windows, and Cyberduck on macOS will be given in this section.

Directory	Path on CNS Servers
macOS Home directory	/home/[your CNS login name]/CNSiMac
Windows 10 Desktop directory	/home/[your CNS login name]/10DataCNS/CNSDESKTOP
Windows 10 Document directory	/home/[your CNS login name]/10DataCNS/Documents

2

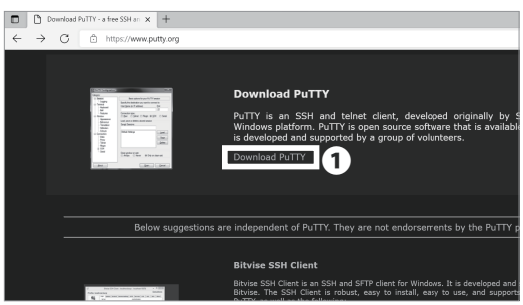
Remote Access to CNS Servers

What is Remote Access ?

Even if you cannot access on-campus computers physically, you can still access CNS servers remotely using the SSH protocol.

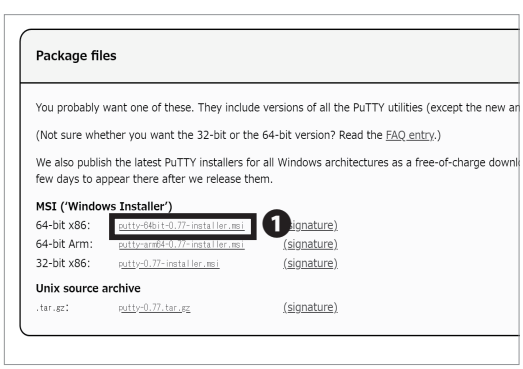
In this section, instructions for remote access on Windows 10 and macOS are provided. For more information about CNS servers, please refer to the following URL:
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/computer_server.html

Access Remotely from Your PC (Windows 10)



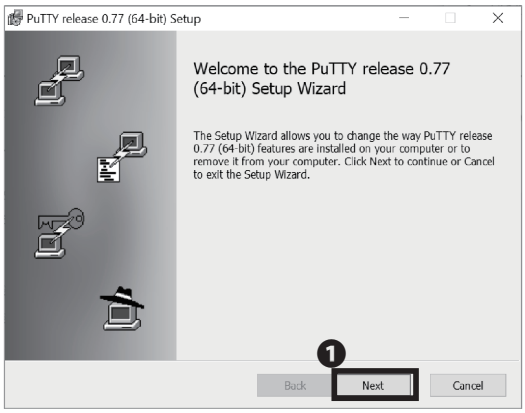
01

Windows does not have a SSH client preinstalled. You must install dedicated software. We will use “PuTTY" as an example. Access the link below, and click ❶ "Download PuTTY."
⇒ https://www.putty.org



02

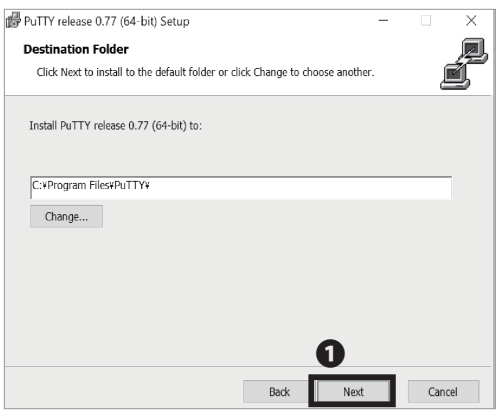
Click ❶ "putty-64bit-0.77-installer.msi" and save it to any location. If your operating system is 32-bit, click the link for 32-bit and download the installer file.



03

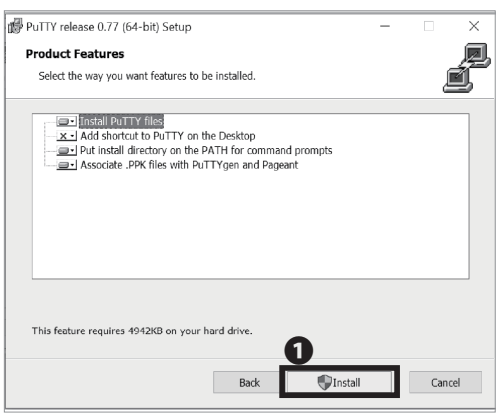
Open the file you just downloaded.

Click ❶ "Next."



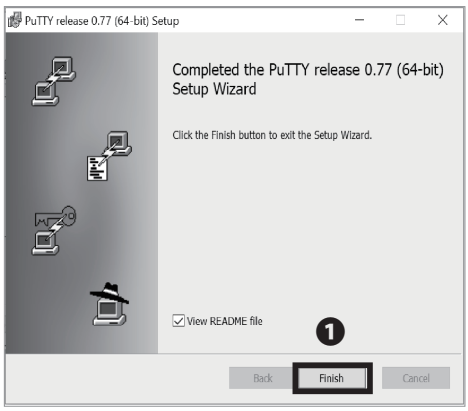
04

Confirm the installation location and click ❶ "Next."



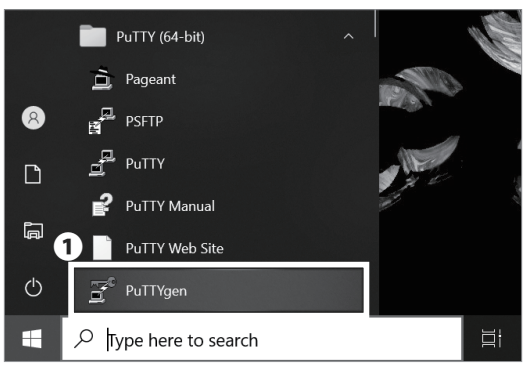
05

Confirm that "Install PuTTY files" is selected, then click ❶ "Install."



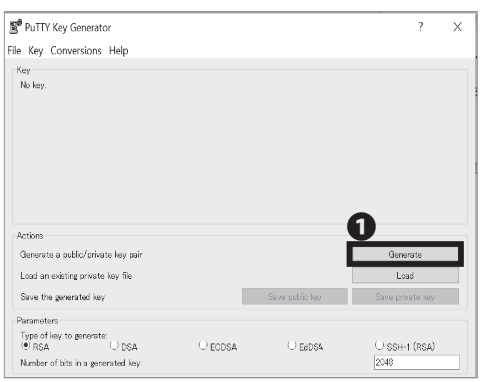
06

Click ❶ "Finish."



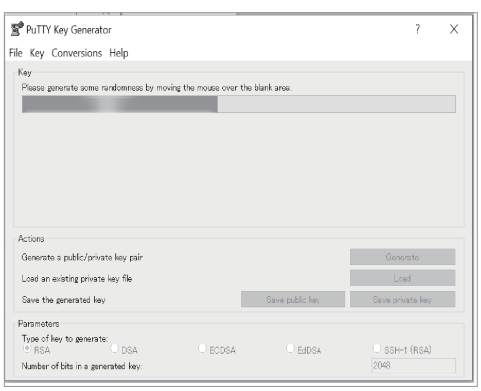
07

Open ❶ "PuTTYgen" from Start menu.



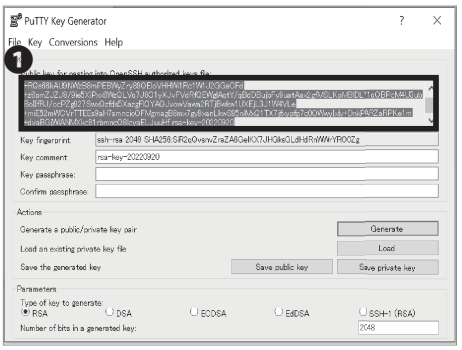
08

Generate a pair of public and private keys required for remote login. Click ❶ “Generate."



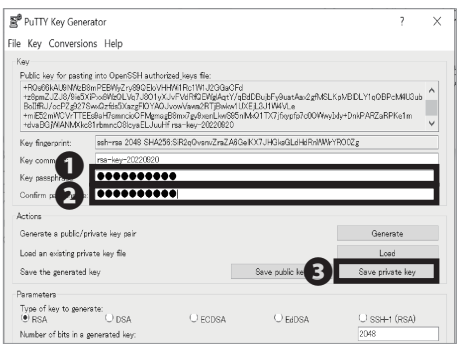
09

Follow the instructions on the screen and keep moving the mouse cursor randomly on the screen.



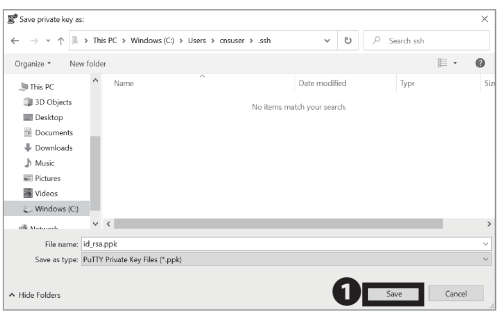
10

The public key and private key have been generated. Please make a copy of the generated public key ❶ .



11

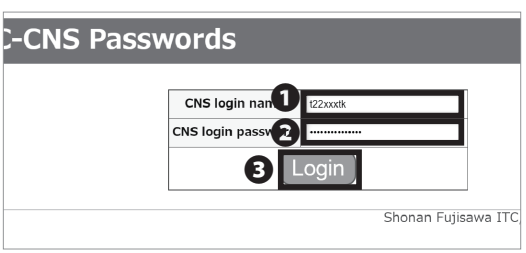
To encrypt your private key, enter your desired passphrase in ❶ and ❷ , and then click ❸ "Save private key."



12

Type any File name to save the private key. Then, click ❶ "Save."

The saved private key will be used in STEP 19. The private key you saved should be stored securely in the same way as a password. Do not disclose or share it with others.

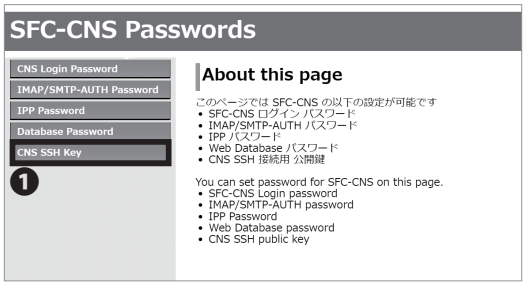


13

Register the public key you have created.

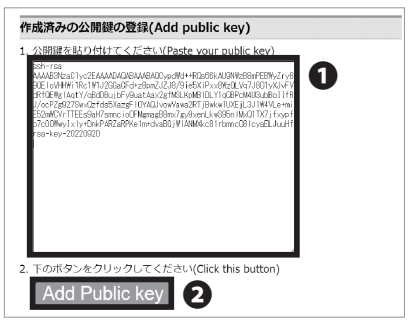
Access the following URL, enter your CNS login name in ❶ and your CNS login password in ❷ , and then click ❸ "Login."

⇒ https://itcsecure.sfc.keio.ac.jp/form/password/



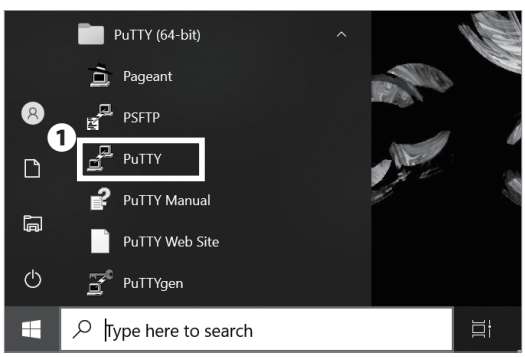
14

Click ❶ "CNS SSH Key."



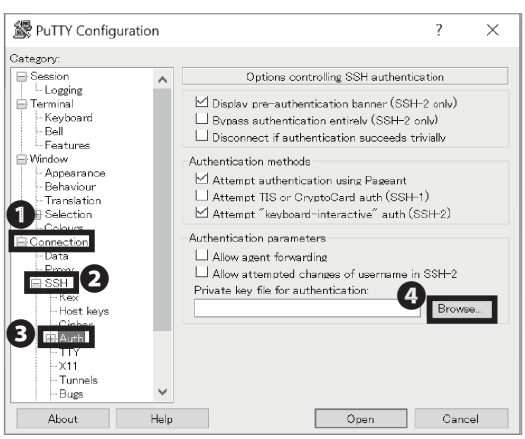
15

Paste the public key that you copied in STEP 10 in ❶ and click ❷ "Add Public key."



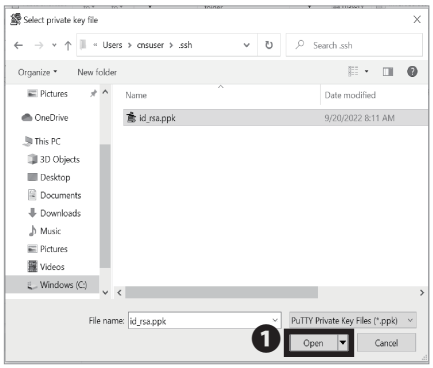
16

Open ❶ "PuTTY" from the Start menu.



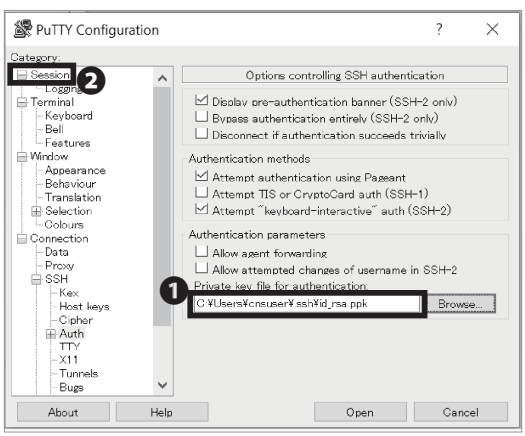
17

Click ❶ "Connection" → ❷ "SSH" → ❸ "Auth" → ❹ "Browse..."



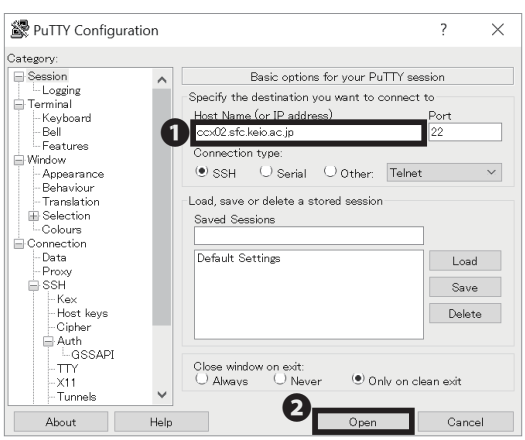
18

Click the private key you saved in STEP 12.
Then, click ❶ "Open."



19

Confirm that the correct key has been selected in ❶ and click ❷ "Session."

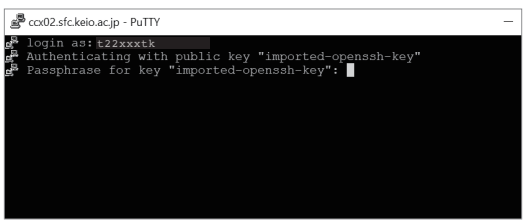


20

Type your host name in ❶ "Host Name." We are using "ccx02.sfc.keio.ac.jp" as an example. Click ❷ "Open." For more information regarding CNS server, refer to the following URL:
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/computer_server.html

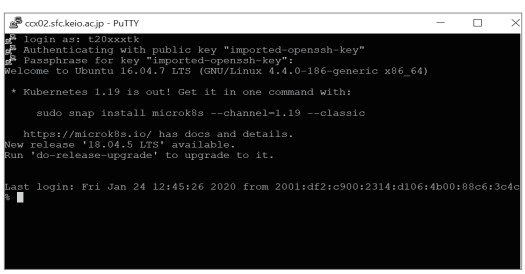
21

If you have never connected to a CNS server before, an alert similar to the one shown on the left will appear. Click ❶ "Accept" to continue.



22

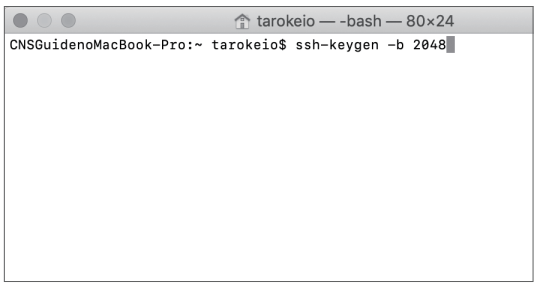
Type your CNS login name in "login as" then type enter key. Then type the passphrase you made in STEP 03 in "Passphrase for key 'imported-openssh-key.'" Then press the enter key. Be aware that the cursor won't move while the passphrase is being typed.



23

If you see the screen shown on the left, remote access is completed.

Access Remotely from Your Mac (macOS)

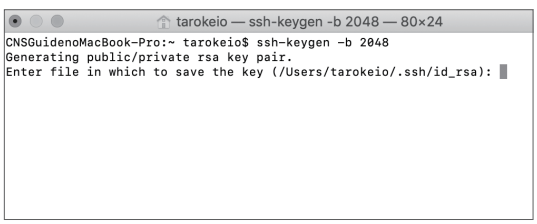


01

First, start Terminal.app from the Applications folder. On your Mac, we will use the ssh-keygen command to create a private and public key. Type in

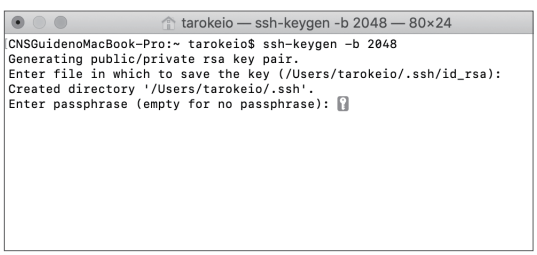
ssh-keygen -b 2048

and hit the Return key.



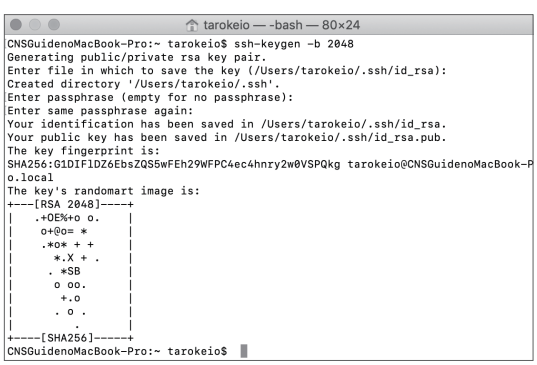
02

The next page will ask you where you want to save your keys. Hit the Return key. By default, the keys are saved to "/Users/[your username]/.ssh/id_rsa"



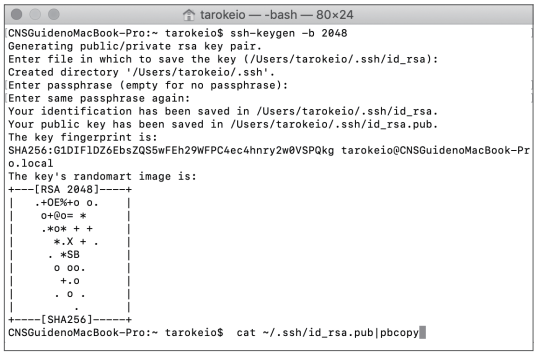
03

Next, you will be asked to create a passphrase for your private key. Type your passphrase twice. Be aware that the cursor will not move while the passphrase is being typed.



04

Once you reach this page, you have finished generating your SSH keys.

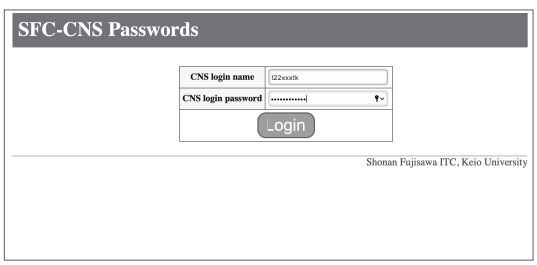


05

Copy the public key to the clipboard. To copy to the clipboard, type this command.

cat ~/.ssh/id_rsa.pub | pbcopy

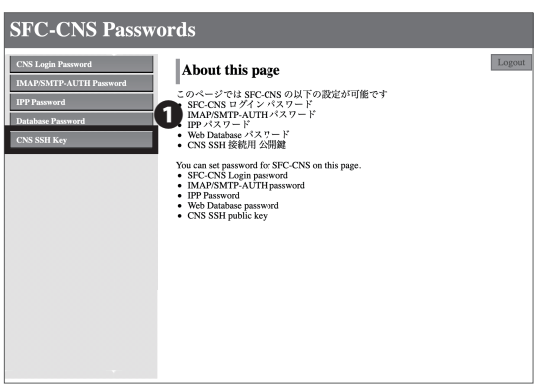
The public key that you created will be copied to the clipboard.



06

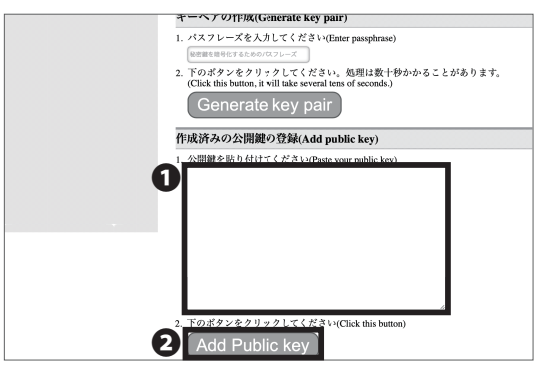
Before you can login using your new SSH key, you must first register it. Access the CNS SSH Public key page and login using your CNS login.

⇒ https://itcsecure.sfc.keio.ac.jp/form/password/



07

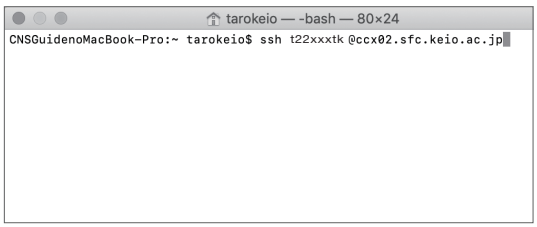
Select ❶ "CNS SSH Key."



08

Paste your public key copied in STEP 05 in ❶ and click ❷ "Add Public Key."

Make sure there are no extra spaces after the key.



09

Open "Terminal.app" from the Applications folder.

Type in

ssh [your CNS login name]@[login server]

For example,

login name = t22xxxtk

login server = ccx02.sfc.keio.ac.jp

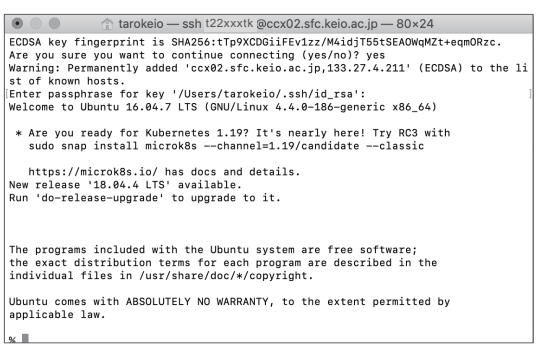
If this is your second time setting up, skip STEP10 and STEP 11.

10

If a window like the one shown on the left appears, type "yes," then hit the return key.

11

Type the passphrase you made in STEP 3. Then, hit the return key. Be aware that the cursor will not move while the passphrase is being typed.



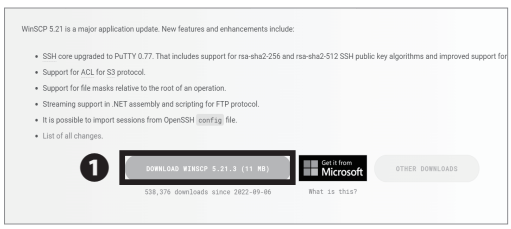
12

Type in your CNS login password.

If you see "%" on the bottom of the terminal window, you have successfully logged in.

3

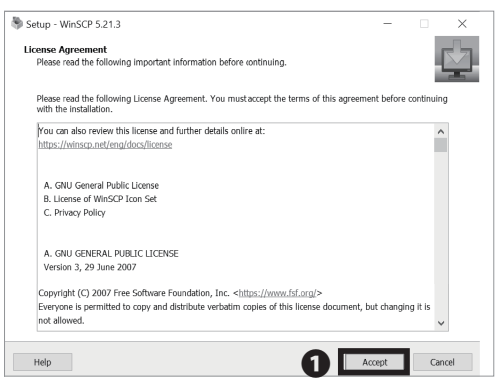
Transferring Files to CNS from Your PC (Windows 10) with WinSCP



01

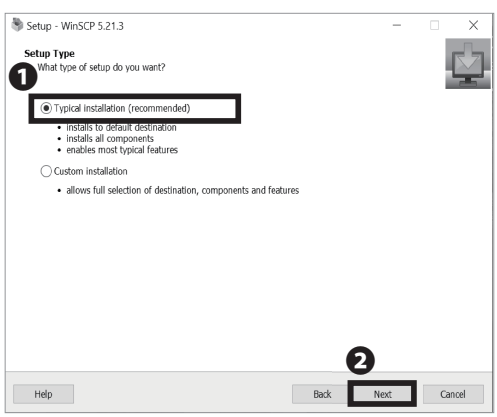
This section explains how to use the file transfer software “WinSCP."
Open a web browser and go to the following URL:
⇒ https://winscp.net/eng/download.php

Click ❶ "DOWNLOAD WINSCP."



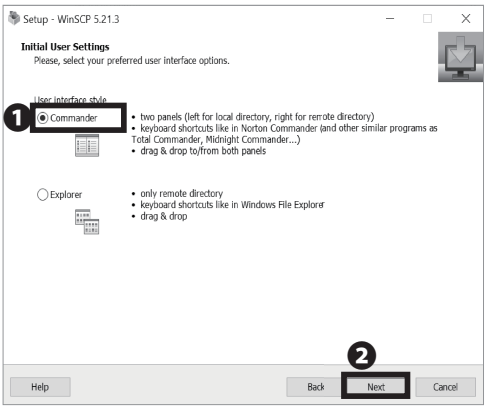
02

Read through the license agreement carefully. If you agree, click ❶ "Accept >." If not, you cannot use this software.



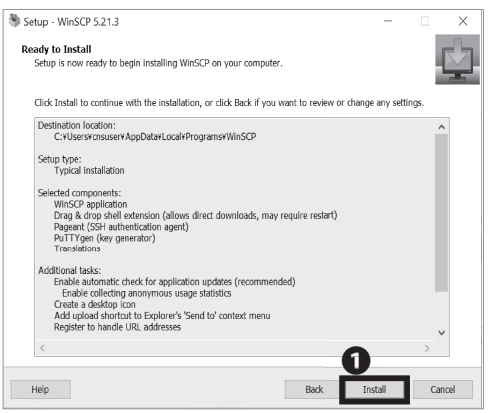
03

Make sure ❶ "Typical Installation (recommended)" is selected. Then click ❷ "Next >."



04

Next, select your preferred user interface style. “Commander interface style" will be used as an example for the instructions in this book. You can change the interface style after completing setup if you desire. Make sure that ❶ “Commander" is selected. Then, click ❷ “Next >."

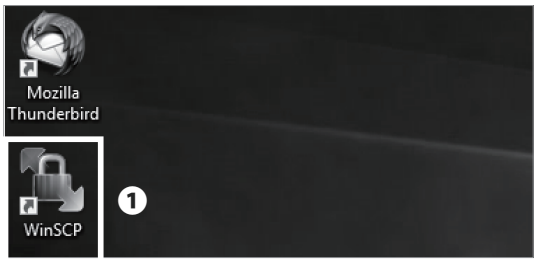


05

Click ❶ "Install."

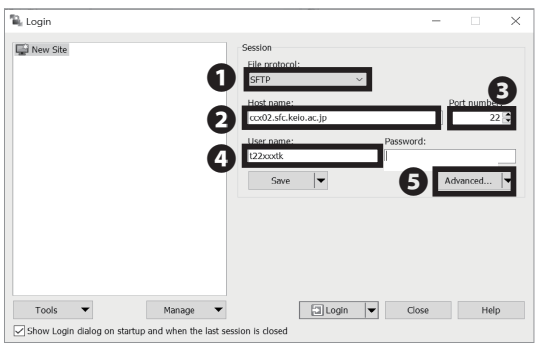
06

Installation for WinSCP is completed. Click ❶ "Finish" and close the installation wizard.



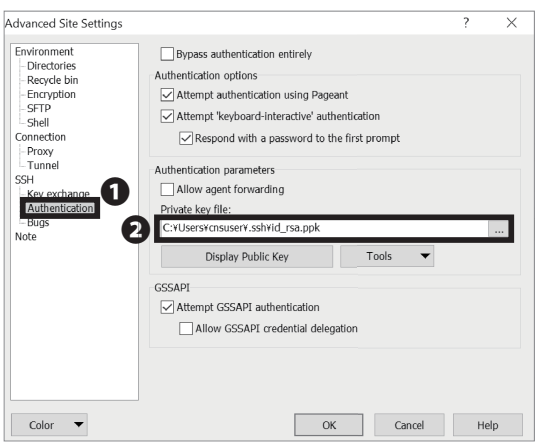
07

After installation, a shortcut to WinSCP is created on your desktop. Double click ❶ "WinSCP" to launch.



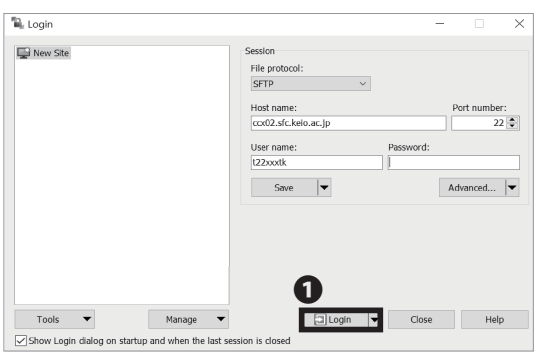
08

Select "SFTP" from ❶ "File protocol" and type "ccx02.sfc.keio.ac.jp" in ❷ "Host name," "22" in ❸ "Port number," your CNS login name in ❹ "User Name."
Then click ❺ "Advanced."



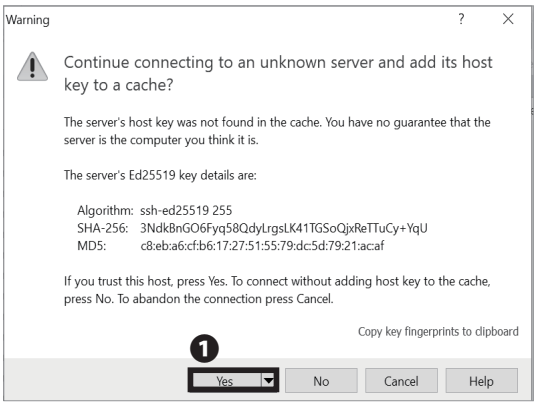
09

The screen to the left will appear. Select ❶ "Authentication." Then enter the file path to the private key you downloaded. For ❷ private key generation please refer to STEP 01~15 of 【p.117 : Access Remotely from Your PC (Windows 10)】.



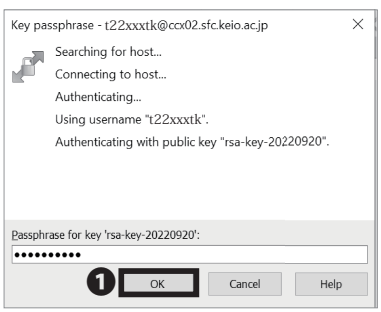
10

Click ❶ "Login."



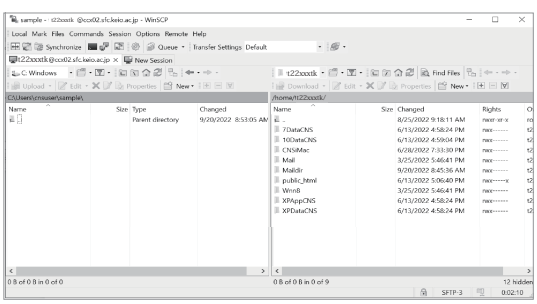
11

Click ❶ "Yes."
Confirm the ssh-ed25519 key fingerprint matches the following:
c8:eb:a6:cf:b6:17:27:51:55:79:dc:5d:79:21:ac:af



12

Type the passphrase you typed in STEP 11 of【p.120 : Access Remotely from Your PC (Windows 10)】.
Then, click ❶ "OK."



13

Transferring Files to CNS from Your PC (Windows 10) with WinSCP is completed. If connected properly, your screen should look like the image on the left.

Your local computer's files are shown on the left side, and the remote computer's (CNS server's) files are shown on the right side of the screen. You can upload files easily by dragging and dropping them from your local files to the remote file window.

4

Transferring Files to CNS from Your Mac (macOS) with Cyberduck

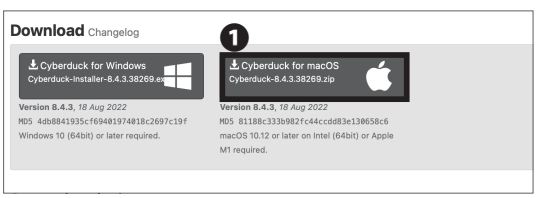
01

This section explains how to use the file transfer software "Cyberduck."

Open a web browser and go to the following URL:

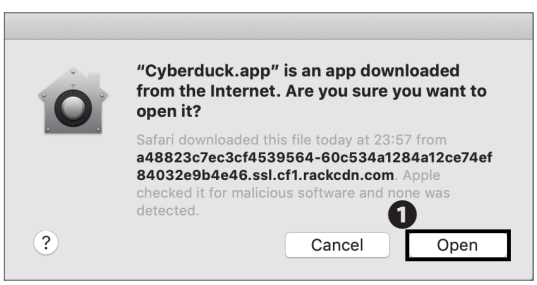
⇒ https://cyberduck.io/

Click ❶ "Download."



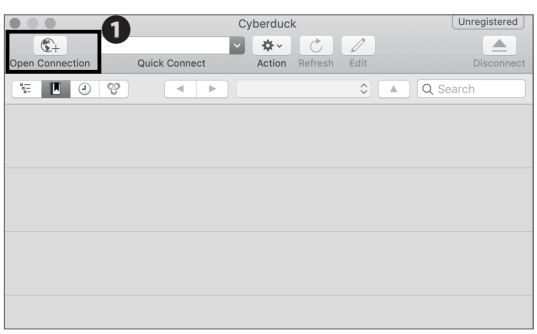
02

Click ❶ "Cyberduck for macOS."



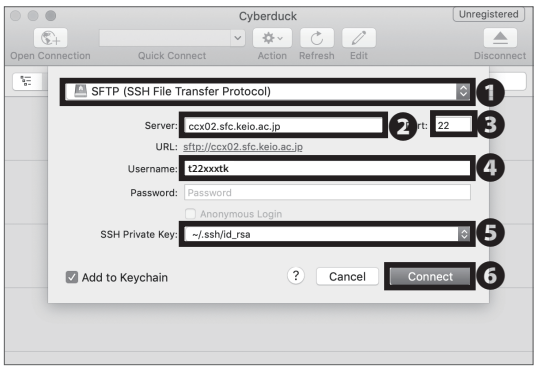
03

Open the file you just downloaded and run the Cyberduck application. Click ❶ "Open" if you see the window shown on the left side.



04

Click ❶ "Open Connection."



05

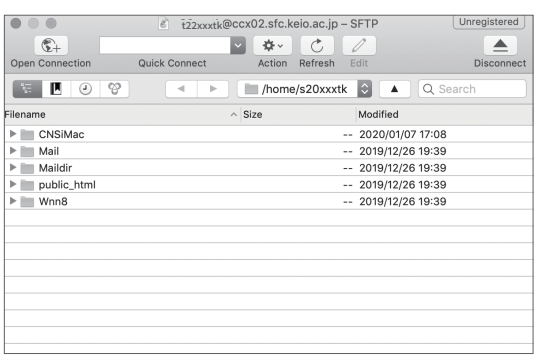
Select "SFTP" from the ❶ list and type "ccx02.sfc.keio.ac.jp" in ❷ "Server," "22" in ❸ "Port," your CNS login name in ❹ "Username" and the file path to the private key you downloaded in ❺ "SSH Private Key." Then click ❻ "Connect." For private key generation please refer to STEP 01~08 of【p.124 : Access Remotely from Your Mac (macOS)】.

06

When the screen to the left is displayed check ❶ "Always," and click , ❷ "Allow."

07

When the screen on the left is displayed, type in the passphrase in ❶ , and then click ❷ "Continue."



08

Transferring Files to CNS from Your Mac (macOS) with Cyberduck is completed.

If connected properly, your screen should look like the image on the left.

In this screen, you can see your files stored on CNS. You can upload files easily by dragging and dropping local files onto the remote file screen.

5

Publishing Files on the Web

You can publish your files to the web by uploading them to the directory specified on the CNS servers ("public_html" under home directory) in three ways: from on-campus computers, by remotely accessing via SSH, or with any file transfer software. Files in this directory will be made publicly accessible on the internet unless either of the following options are set:

- Limiting access with Basic Authentication or Digest Authentication
- No read, write and execute permission on "other" class of files.

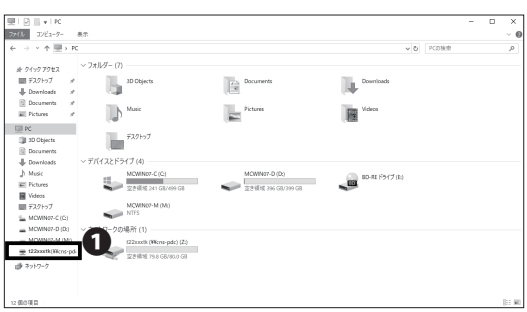
You can access files published from your public_html directory by visiting:
https://web.sfc.keio.ac.jp/~[your CNS login name]/[relative path from public_html to the file]
If you need more details, please refer to 【p.136 : Correlation between URL and File Location】.

Instructions for publishing files from on-campus computers, using file transfer software on computers, and remotely accessing CNS via command line interface (please refer to 【p.117 : Remote Access to CNS Servers】) will be given in this section.

Publishing Files on the Web from On-Campus PC (Windows 10)

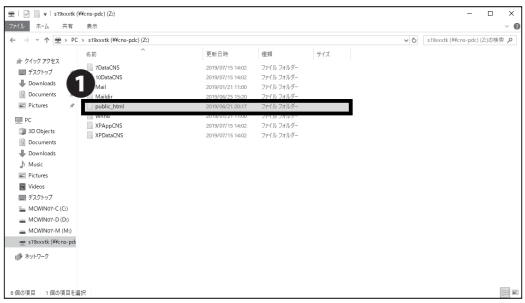
01

Click ❶ "PC" from the desktop.



02

Click ❶ "[your CNS login name](Z:)" under "Network Location."



03

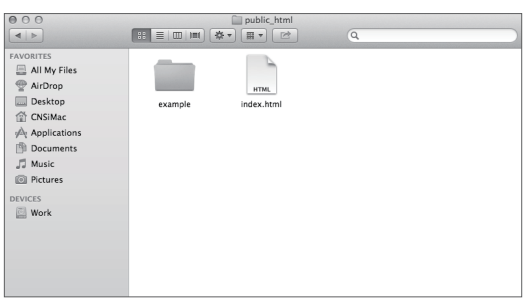
By dragging and dropping your files into ❶ "public_html," you can publish them to the web.

If you want to know the URL of the uploaded file, please refer to 【p.136 : Correlation between URL and File Location】.

Publishing Files on the Web from On-Campus Mac (macOS)

01

Open ❶ "public_html" from the desktop.

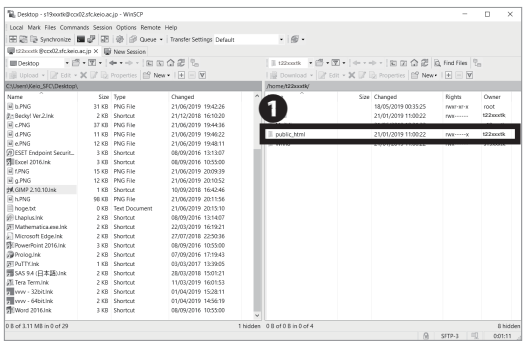


02

By dragging and dropping your files into the "public_html" directly, you can publish them to the web.

If you want to know the URL of the uploaded file, please refer to 【p.136 : Correlation between URL and File Location】.

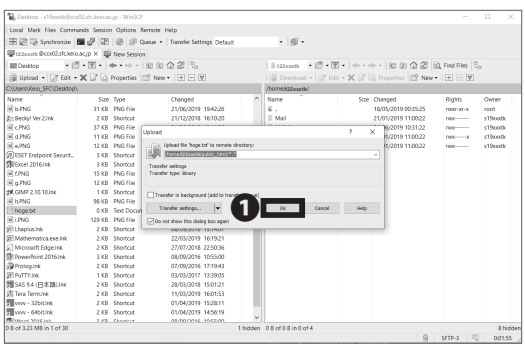
Publishing Files on the Web from Your PC with WinSCP (Windows 10)



01

Launch WinSCP and connect to your CNS home directory. Please refer to【p.127 : Transferring Files to CNS from Your PC (Windows 10) with WinSCP】for instructions to install WinSCP.

Drag and drop the file or the directory that you want to publish on the web from local files (on the left side) to ❶ "public_html" directory (on the right side).

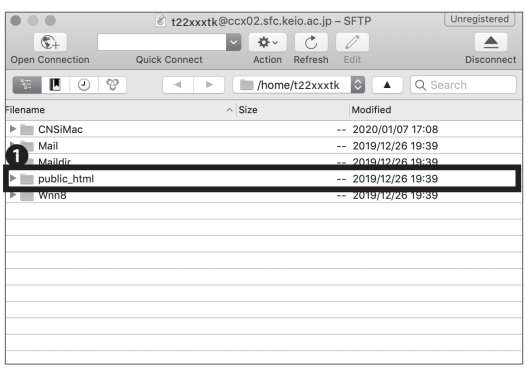


02

Click ❶ "OK."

Publishing Files on the Web from Your PC with WinSCP (Windows 10) is completed. If you want to know the URL of the uploaded file, please refer to【p.136 : Correlation between URL and File Location】.

Publishing Files on the Web from Your Mac with Cyberduck (macOS)



01

Launch Cyberduck and connect to your CNS home directory. Please refer to【p.131 : Transferring Files to CNS from Your Mac (macOS) with Cyberduck】for instructions to install Cyberduck.

Drag and drop the file or the directory that you want to publish on the web from your computer to ❶ "public_html" directory.

Publishing Files on the Web from Your Mac with Cyberduck (macOS) is completed. If you want to know the URL of the uploaded file, please refer to【p.136 : Correlation between URL and File Location】

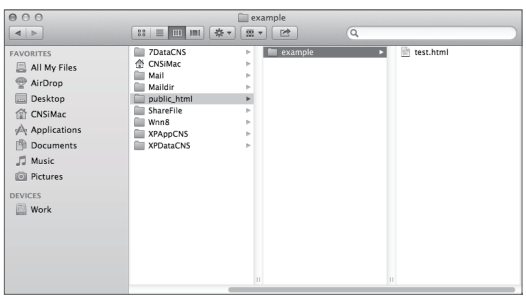
Correlation between URL and File Location

Here you can see the relationship between a file placed in "public_html" in your home directory on one of the CNS servers and the URL used to access the file from the internet. After uploading files, you can access the files on the web by launching a browser and typing the URL shown below :

https://web.sfc.keio.ac.jp/~[your CNS login name]/[relative path from public_html to the file]

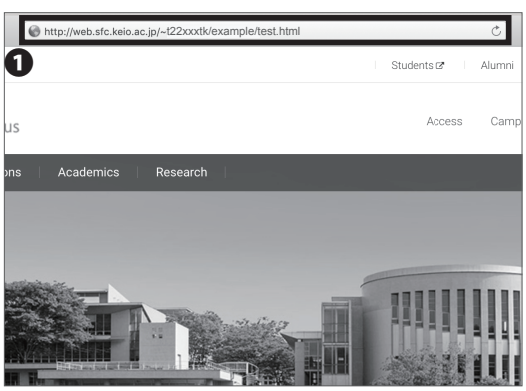
A relative path is a way to specify the location of a directory relative to the current directory.

For example, when there is a file "test.html" under the directory "example" that is located under the directory "public_html," the relative path to "test.html" from "public_html" will be "example/test.html."



01

When a user, who has a CNS login name "t22xxxtk," makes a directory "example" under "public_html" that is located on home directory, then creates a file "test.html" in there, the directory structure should look like the image on the left.



02

When you access the files on the web, open a web browser and type the URL into ❶ "the address bar" to access. The format of the URL is as below:

⇒ https://web.sfc.keio.ac.jp/~[your CNS login name]/[relative path from public_html to the file]

In this example, since the CNS login name is "t22xxxtk" and the relative path from public_html to the file is "example/test.html", the URL should be as follows:

https://web.sfc.keio.ac.jp/~t22xxxtk/example/test.html

If you cannot access the files on the web, please check the following:

- The file is placed under "public_html" in your home directory.
- The URL is typed correctly (Especially whether "~" is typed exactly before your CNS login name).

COLUMN vol.3

About Keio ID and Keio Apps ID

Besides a CNS account for students and faculty members at SFC, a Keio ID will be distributed to all students and faculty members at Keio University. In the case where it is issued over March, 6, 2015, Keio ID should be formatted as follows. This will also apply to Keio Apps ID mentioned below.

[The character string you set in activation] @ keio.jp

By logging in to "keio.jp" with your Keio ID, you can use the various services provided by Keio University.

Also, for those who have a Keio ID already, please login to keio.jp and check your Keio Apps ID. Your Keio Apps ID should be formatted in default as follows (It is displayed on the upper right of the screen after "Keio Mail" is launched).

[your Keio ID] @ keio.jp

By using a Keio Apps ID, you can make better use of the services of Google Workspace for Education. These services will be usable in collaboration with other members; for example, "Drive," "Group," "Calendar," etc. You can also use Gmail by using your Keio Apps ID as an e-mail address.

Keio Apps ID can be used as a Google account, which means that you can download apps and digital content in Google Play. It is, however, not recommended. If your Keio Apps ID expires after graduating while you're using your Google account to pay for apps, your payment or settlement will be invalid. Keio University will not provide a guarantee against such kinds of losses.

7

FAQ

How to reset account passwords and common troubleshooting

Services that Require Pre-registration ・・・

1

Services that Require Pre-registration

CNS Services that Require Pre-registration

Certain network resources require an application to use. Access the Applications page of Shonan Fujisawa ITC from the following URL:
⇒ https://www.sfc.itc.keio.ac.jp/en/application_sfc.html

Select the service you wish to use and download the corresponding application form. Fill in the required items and turn it in at the Shonan Fujisawa ITC counter. Some applications can be submitted online.
Services that require an application are listed below:

Name of Service	Eligible Users	Description
Registration for using P2P File Sharing Software	Students, Faculty and Staff	You can use file sharing software inside the university campus for research purposes.
Registration for CNS Mailing Lists	Faculty and Staff	You can create a mailing list for "Circle" activities (university clubs and societies) and lectures.
Registration for CNS Shared Workspaces	Faculty and Staff	You can use a shared workspace on CNS.
Registration for renting Remote Conference System	Faculty and Staff	You can use the video meeting system for having discussions with people from remote locations.
Registration for connecting devices to CNS	Full-time Faculty and Staff	You can connect devices to CNS with static hostnames and IP addresses.
Registration for Sub-Domains	Full-time Faculty and Staff	You can obtain sub-domains for laboratories.
Registration for Sub-Networks	Full-time Faculty and Staff	You can obtain sub-networks for laboratories.
Cloud Computing	Faculty and Staff	You can use VPS services.

Software Licensing Center

Site licensed software is the software that Keio has purchased for faculty, staff, and/or students to use. Some software can be installed on your personal computer and used for research or educational purposes while the user is a student, faculty, or staff member at Keio. Some programs can be downloaded online; however, some programs must be installed by Shonan Fujisawa ITC after completing a paper application form. For the latest information, please check site licensed software detail/application page on the ITC website:
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/software_license_sfc.html

As of September 2022, the following softwares are available:

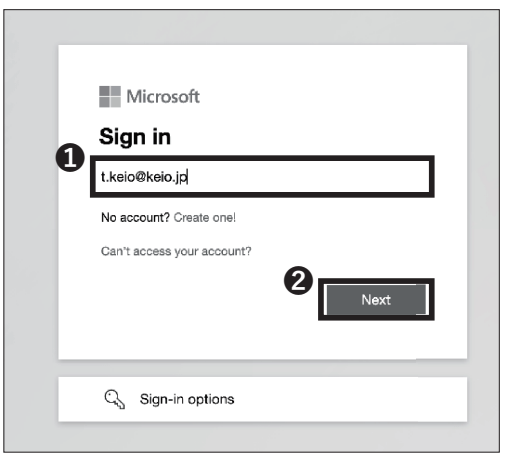
Name of Software	Description	Eligible Users*1
JMP	Statistical Analysis	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
Mathematica	Technical Calculation Software	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
SAS	Statistical Analysis	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
SPSS	Statistical Analysis and Data Mining	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
Amos	Analysis of Covariance Structure Software	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
Microsoft EES	Office, Windows OS (Upgraded)	Tenured and Non-Tenured Faculty, and Staff Member
Microsoft 365 Apps	Office	Tenured and Non-Tenured Faculty Member, Part-time faculty members in charge of a class, Undergraduate and Graduate Students
Becky! Internet Mail	Mail Client for Windows	Tenured and Non-Tenured Faculty Member, Undergraduate and Graduate Students
Nikkei NEEDS Financial Data Search System	Financial Data Search System	Tenured and Non-Tenured Faculty Member*2, Undergraduate and Graduate Students
Nikkei NEEDS Stock Data Search System	Stock Data Search System	
Adobe ETLA	Adobe enterprise term license agreement	Tenured and Non-Tenured Faculty and Staff Menber
MATLAB	Math Analytics Program	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
Chem Office Professional	Chemistry-Oriented Analytical Program	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
ESET Smart Security / Cyber Security	Security Software	Staff, Undergraduate and Graduate Students
ArcGIS	Geographical Information Analysis Software	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
EndNote	To help manage documents and write papers	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
iThenticate	Plagiarism Detection Software	Tenured and Non-Tenured Faculty Member, Graduate Students
Zoom	Online Meeting Software	Staff, Undergraduate and Graduate Students

*1 Except for correspondence course and non-degree students

*2 Except for Keio Affiliated Schools

2

Using Microsft 365 Apps



01

Access Microsoft 365 Apps from the following URL, and enter your Keio ID in the ❶ field. Then click ❷ "Next"

⇒ https://portal.office.com

02

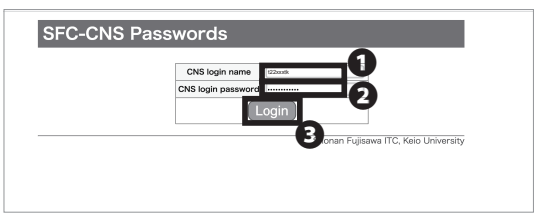
You should be be redirected to keio.jp automatically to log in.

In the ❶ "ID" section type in either your user ID for "keio.jp". For ❷ "Password" section type in password for either your keio.jp password. Then click ❸ "Login."

3

How to Change Account Passwords

Checking and Changing SFC-CNS Passwords



01

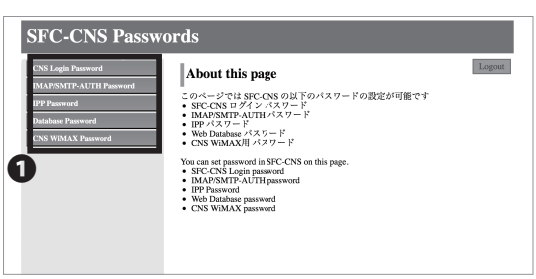
Open a web browser and go to the following URL:
⇒ https://itcsecure.sfc.keio.ac.jp/form/password/

You can change the following passwords here:

- CNS Login Password
- IMAP/SMTP-AUTH Password
- IPP Password
- Web Database Password

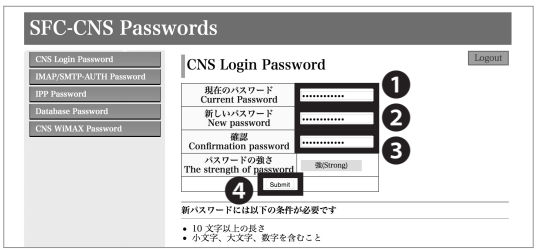
Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "Login."

If you have lost your current CNS login password, you must bring your student ID card or campus card to the "CNS Service Counter" of Shonan Fujisawa ITC in order to reset your password.
(Please refer to【p.153 : SFC-CNS Technical Support Services】).



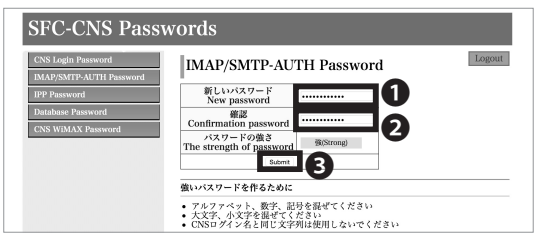
02

You will see the list of passwords you can change on the left side menu ❶ . Click the one you want to change.



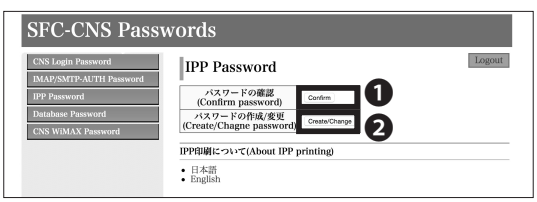
03 Changing CNS Login Password

Type your current CNS login password in ❶ "Current Password" and your new CNS login password in ❷・❸. Then, click ❹ "Submit" to save your changes.



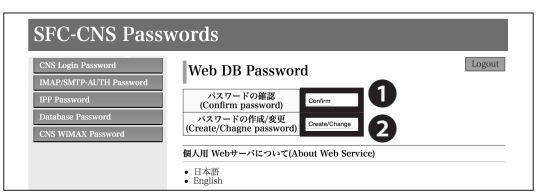
04 Changing IMAP/SMTP-AUTH Password

Type your new IMAP/SMTP-AUTH password in ❶・❷ and click ❸ "Submit". IMAP/SMTP-AUTH password must be longer than 10 letters, including lower and uppercase letters and numbers, and it must be different from your CNS login password.



05 Checking IPP Password

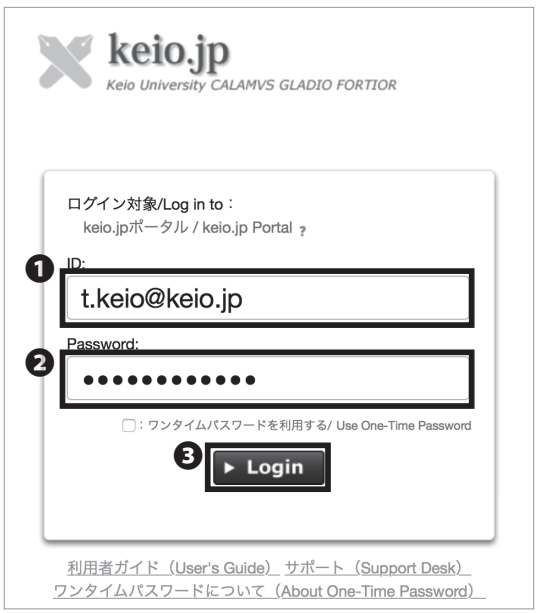
Click ❶ "Confirm" to check IPP Password.
Click ❷ "Create/ Change" to change your IPP password.



06 Checking Web Database Password

Click ❶ "Confirm" to check your Web Database Password.
Click ❷ "Create/Change" to chage your Web Database Password.

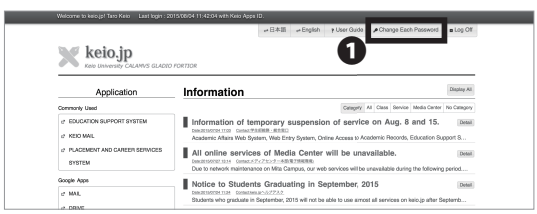
Changing Login Password of keio.jp Account



01

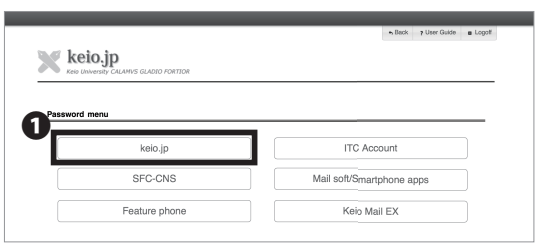
Open a web browser and go to the following URL:
⇒ http://keio.jp/

Type your keio.jp ID in ❶ "ID" and your keio.jp password in ❷ "Password." Then, click ❸ "Login."



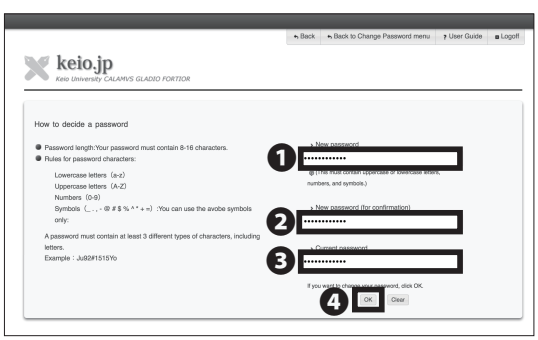
02

Click ❶ "Change Each Password at the top of the page.



03

Click ❶ "keio.jp."



04

Type your current keio.jp password in ❸ "Current password" and your new keio.jp password in ❶・❷. Then, click ❹ "OK" to apply changes.

Have You Forgotten Your Password?

If you have forgotten your CNS login password, you must bring your student ID to the CNS Service Counter 【p.153 : SFC-CNS Technical Support Services】 to change your password.

If you have forgotten your IMAP/SMTP-AUTH password, please refer to 【p.143 : Checking and Changing SFC-CNS Passwords】 to set a new email password.

If you have forgotten your ID and/or password for keio.jp, please bring your student ID to the CNS Service Counter and fill out the appropriate form.

COLUMN vol.4

Tips for Creating Stronger, More Secure Passwords

Currently, you must make and remember passwords to protect your digital information. The steps below are designed to help you make more secure passwords.

Step 01: Decide the basic string for your password

Refrain from using your telephone number, name, birthday, or any other words that could be easily obtained by a third party. You should also refrain from using words available in a dictionary.

Step 02: Replace letters with special characters and numbers

Replacing letters with characters and numbers can strengthen the security of a password (e.g. word > w0rd, Internet > !nternet, queen > 9ueen)

Step 03: Do not use the same password more than once

Using the same password for multiple websites makes it easier for an attacker to steal your password and impersonate you. You should make a different passwords for each service you use. However, remembering several unique passwords can be difficult, so you may be able to combine existing passwords and use similar expressions to make new ones (e.g. w0rd > cw0rdns [CNS Password], !nternet > ma!nternetil [mail password]).

There are also several resources available online for generating stronger and more secure passwords. Enjoy a more secure internet life using a strong, original password.

4

Troubleshooting

Problems with Wireless LAN Connection

01 Check Your Physical Switch

Your computer may have a physical switch for controlling wireless adapters. Please look for a Wi-Fi switch on your computer and access the system configuration on your computer to ensure that your wireless adapter is turned on.

02 Check Your Certificate Expiration

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer to the website below.

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html

03 Reconfigure Wireless Network

In some cases, your wireless network setting might not have been configured correctly. Please reconfigure the device; refer to 【p.15 : Wireless LAN】.

Problems with CNS Printers

01 Check Wireless LAN Connectivity

Printing requires internet connectivity; please check your network connectivity and try again.

02 Check File Size of Printing Jobs

Reduce the size of the file you are trying to print. If your file is too big, it may take a while to be sent to the CNS printers.

Changing file format may also help make the file smaller.

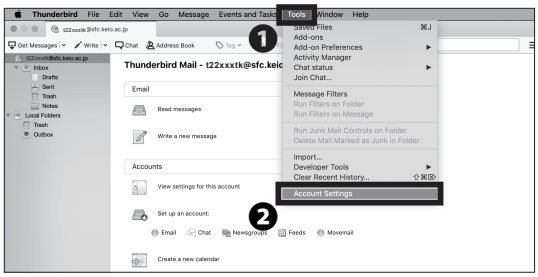
03 Check Printer Status

Occasionally, printers may show errors if they run out of toner or paper. If CNS printers display any errors, please contact Shonan Fujisawa Campus ITC or the CNS Consultants immediately.

04 Check Setting for Printers

Your computer might not be properly configured if you are having problems with printing. Please setup the printer profile again by following the instructions on 【p.77 : CNS Printers】.

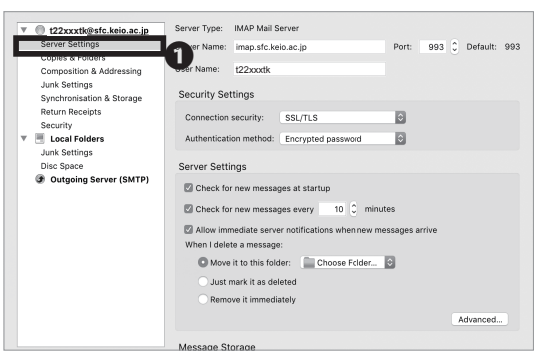
Problems with Sending / Receiving Mail



01

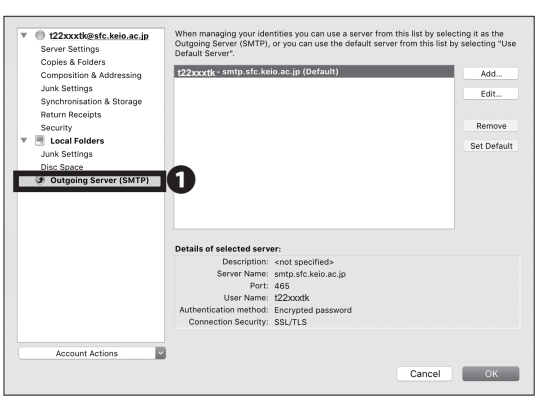
If you cannot send emails even though your sending and receiving email addresses are correct, your email client configuration might need to be updated.

Please refer to【p.56 : Configuring Your CNS Mail on Your PC(Windows10), p.60 : Configuring Your CNS Mail on Your Mac(mac OS)】and setup your mail client again. To change the settings in Thunderbird, click ❷ "Account Settings" from ❶ "Tools."



02 Incoming Receiving Servers

Click ❶ "Server Settings" to check the current setting of incoming servers.



03 Outgoing Sending Servers

Click ❶ "Outgoing Server (SMTP)" to check sending server settings.

If you encounter any strange error messages or have difficulties solving an issue by yourself, please visit the ITC CNS service desk or the CNS consultant booth.

5

Troubleshooting of On-Campus Macs

Quick Fix with CNS Tool

01

The CNS Tool will help you change your CNS login password. Reset all the configurations and file systems of your personal CNS space, and delete any locked files.

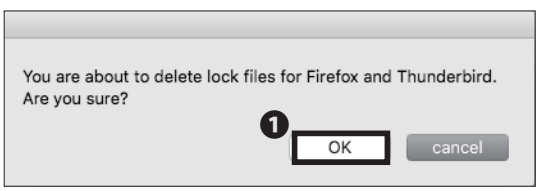
You can open ❷ "CNS Tool" folder from the ❶ "Applications" folder in your dock.

Unable to Launch Firefox or Thunderbird

01

If Firefox or Thunderbird cannot be launched and shows the error "already activating and cannot be launched," you can fix this problem with "Unlock Firefox Thunderbird.app."

Click ❶ "Unlock Firefox Thunderbird.app" in the "CNS_Tool" folder.

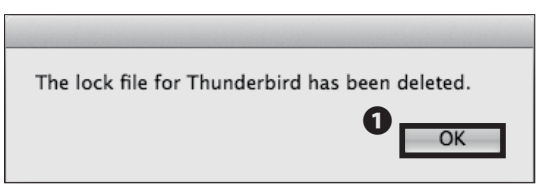


02

Click ❶ "OK."

03

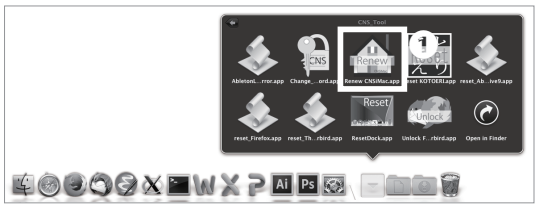
Click ❶ "Firefox", ❷ "Thunderbird," or ❸ "Both."



04

Click ❶ "OK."

Resetting Your CNS Personal Space



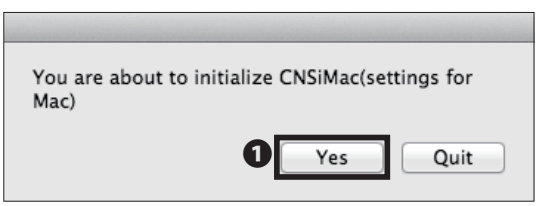
01

If you encounter serious problems with your CNS personal space while using on-campus Mac computers, you may reset your entire CNS personal space to fix any problems.

This will delete all the files listed below:

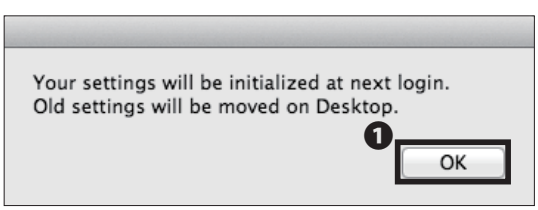
- Files on Desktop
- Files in Documents folder
- Files in Music folder
- Files in Pictures folder
- Bookmarks on Firefox and Safari

Your CNSiMac directory will be backed up and stored in a new folder "Previous_CNSiMac." However, this folder can only store one backup at a time. Please make a backup of the folder if necessary. If you understand the risks and wish to proceed, click ❶ "Renew CNSiMac.app" from the "CNS_Tool" folder.



02

Read the warning in STEP 01, and, if you have no objections, click ❶ "Yes."

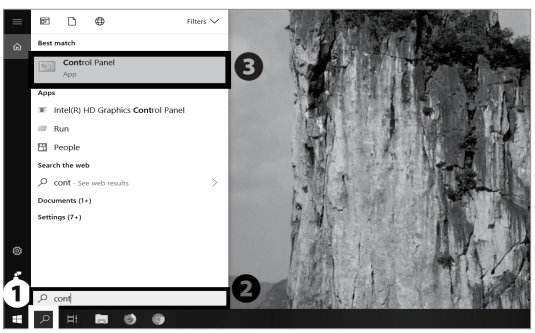


03

Click ❶ "OK." Your personal CNS space will be reset the next time you login.

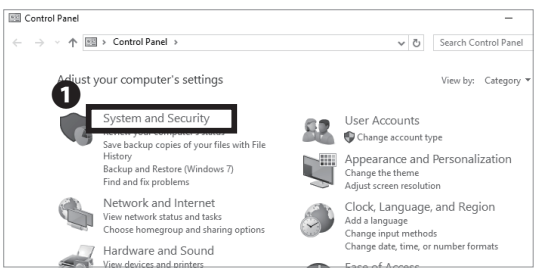
6

How to Check a PC's Operating System



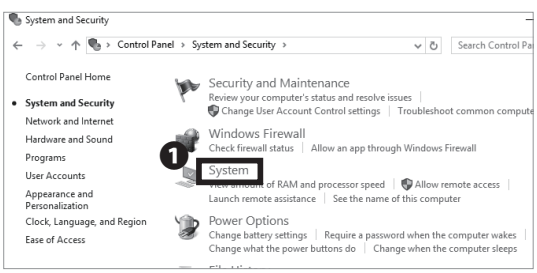
01

❶ Search "Control Panel" by using the ❷ "Search box" in the bottom left corner of the desktop and click ❸ "Control Panel - Desktop App" from the search results.



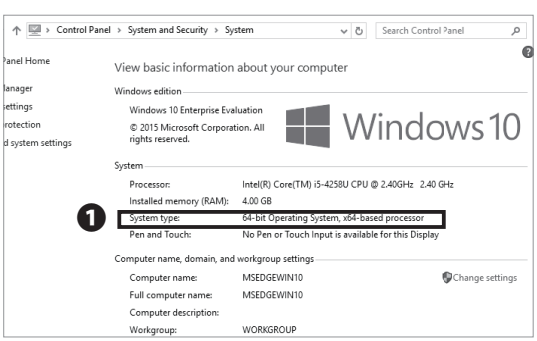
02

Click ❶ "System and Security."



03

Click ❶ "System."



04

Check ❶ "System type."

You can check your computer configuration, such as Windows version, processor, installed memory (RAM), and system type (32-bit or 64-bit).

7

SFC-CNS Technical Support Services

Please send any questions you have about SFC-CNS to Shonan Fujisawa ITC or CNS Consultants. You can also check our website for further up-to-date information:

⇒ https://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Shonan Fujisawa ITC (Information Technology Center)		
Location	Media Center North First Floor CNS Service Desk	
E-mail Address	cns-request@sfc.keio.ac.jp	
Website	https://www.sfc.itc.keio.ac.jp	
Opening hours	9:15 - 17:00 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)	
Hotline (Weekdays)	9:15 - 20:50 (Spring/Fall semester) 9:15 - 17:50 (Summer/Winter break period)	Tel.: 0466-49-3423 Extension: 52512
Hotline (Saturday)	9:15 - 18:50 (Spring/Fall semester) 9:15 - 15:50 (Summer/Winter break period) (Closed on Sundays, and public holidays.)	

8

Appendix

Contact addresses in case you have any problems, list of equipment available for public use, and information about copyright.

Terms of Use ・・・

1
Terms of Use

To Users of CNS

Shonan Fujisawa Campus

Shonan Fujisawa Campus - Campus Network System Terms of Service

The following rules shall be observed by all users of the Shonan Fujisawa Campus - Campus Network System (hereinafter referred to as "SFC-CNS").

Ⅰ. SFC-CNS users acknowledge that the SFC-CNS is a network for academic purposes.

Ⅱ. Individuals using the network for non-educational or non-research purposes, such as any examples listed below, may have their SFC-CNS accounts terminated or temporarily suspended. Users should understand that such termination or suspension could result in inability to earn course credits or other significant disadvantages.

a. Profit making activities
b. Actions or activities that violate public order and decency
c. Actions or activities that invade the privacy of others
d. Actions or activities that interfere with the normal operation of the network
e. Actions or activities that infringe on copyrights or other intellectual property rights
f. Actions or activities which could damage the reputation of Keio University
g. Other actions or activities that violate laws and regulations or rules of Keio University

Ⅲ. Individuals found to be operating devices that could interfere with the normal operation of the network may have their access to SFC-CNS terminated.

Ⅳ. These rules may be revised at any time. Revised rules shall take precedence over previous versions.

Ⅴ. The Shonan Fujisawa Campus shall issue SFC-CNS accounts only to persons agreeing to abide by these rules.

Established: 3 September 2003
Enforced: 3 September 2003

2

Other Support Services

Shonan Fujisawa ITC (Information Technology Center)		
Location	Media Center North First Floor CNS Service Desk	
E-mail Address	cns-request@sfc.keio.ac.jp	
Website	https://www.sfc.itc.keio.ac.jp	
Opening hours	9:15 - 17:00 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)	
Hotline (Weekdays)	9:15 - 20:50 (Spring/Fall semester) 9:15 - 17:50 (Summer/Winter break period)	Tel. : 0466-49-3423 Extension : 52512
Hotline (Saturday)	9:15 - 18:50 (Spring/Fall semester) 9:15 - 15:50 (Summer/Winter break period) (Closed on Sundays, and public holidays.)	

3

Who are CNS Consultants?

CNS Consultant provides students information and technical support services regarding CNS.
Support Hours : 9:25-21:00 (weekdays only)
Location : First floor of the Media Center

In case of natural disaster, event, or holiday, support hours may change.
Please refer to the following URL for up-to-date information.
⇒ https://www.lib.keio.ac.jp/en/sfc/

As of August 2022, the CNS Consultant booth is currently not in operation.

4

Rules of Using On-Campus Computers

01 Introduction

You may not use CNS for inappropriate purposes and should respect other network users at all times. You must abide by the following rules and should refrain from abusing campus resources. For the full CNS terms of use, refer to【p.156 : Terms of Use】.

02 Do Not Drink or Eat

Liquid and food can cause severe damage to computer equipment. No beverages and wet objects (with exception of bottled drinks) are allowed to be placed near computer equipment.

03 Fair Use

Because a limited number of computers are available for public use, the demand for equipment exceeds availability. Please be respectful and sensitive to the needs of others at all times and limit your use during times of heavy demand.

04 Log Out When Finished

Make sure to log out when you are finished. If you do not, a third party may exploit your account for illegal means and put the CNS network at risk.

5

List of Available Equipment on Campus

01 Equipment at Media Center

Some computers have audio-visual equipment installed, which allow you to make copies of VHS tapes or edit video materials. Service hours are from 9:15 to 23:00 on weekdays, and from 9:15 to 19:00 on Saturdays. On Sundays and National holidays, the center is closed. To enter the Media Center, your Student ID card is required. You may refer to the website for further information:

⇒ https://www.lib.keio.ac.jp/en/sfc/

02 Equipment at PC Rooms

PC Rooms are available to use 24 hours a day unless a lecture is conducted in the room. On New Years' holidays and summer holidays, the rooms will be closed. To enter the room, your Student ID card is required. If you do not have a student ID card, you will not be able to use the facilities. In addition, if you wish to use the room between 23:00 and 8:00 the next day, you must submit an "online residency notice" on the Web in advance.

Location		Use Type	Model / OS	Quantity	Host Name
Media Center	Open Area (1st Floor)	Walk-by	HP Pro Desk 600 G4 SF (Windows 10)	1	mcsupc01
		Scaninng	HP Pro Desk 600 G4 SF (Windows 10)	4	mcvspc01-04
		Video Editing	iMac Pro 2017 (macOS 12.6)	6	mchdmac01-06
			iMac Retina 5K 27inch 2017 (macOS 12.6)	2	mchdmac80,81
		Music Composition	iMac Retina 5K 27inch 2019 (macOS 12.6)	2	mcdamac01,02
		General Use	HP Z440 Workstation (Windows 10)	2	mcws01-02
			DELL Precision Tower 3420 (Windows 10)	7	mcwin01-07
			iMac Retina 5K 27inch 2017 (macOS 12.6)	6	mcmac01-06
		Printer	RICOH IPSiO SP C841 PS	4	-
		BYOD Monitor	DELL U3818DW 37.5inch Ultra Wide Monitor	1	U3818DW
			DELL P4317Q 42.5inch 4K Multi-Monitor	1	P4317Q
			Apple Pro Display XDR 32inch Retina 6K Display	1	-
			EIZO CG319X 31.1inch Color Management LCD Monitor	2	-
	Multimedia Multilingual Room(2nd Floor)	General Use	HP Pro Desk 600 G4 SF (Windows 10)	1	mmlswpc01
	ITC Entrance (1st Floor)	Printer	RICOH IPSiO SP C841 PS	2	-
PC Rooms	λ 11	CG/CAD/ Statistical analysis	Dell Precision 3630 (Windows 10)	45	ws00-44
			RICOH IPSiO SP C841 PS	1	-
	λ 18	Video Editing	iMac Retina 5K 27inch 2017 (macOS 12.6)	40	hdmac00-39
			RICOH IPSiO SP C841 PS	1	-
	λ 21	Music Composition	iMac Retina 5K 27inch 2019 (macOS 12.6)	40	damac00-39
			RICOH IPSiO SP C841 PS	1	-

(As of September 2022)

Due to the effects of COVID-19, their hours are shortened, to check the Media Center website for the latest information.

6

Copyright Rules and Claims

01 Copyright

Redistributing someone else's copyrighted materials such as music, movies, and software without prior consent or legal agreement often results in infringement of copyrights. Those who have acted against the law will be disciplined by the University and face consequences.

02 Restriction on Use of P2P Softwares

Keio University will not tolerate any act of sharing copyrighted materials over the CNS network, in accordance with the amendment of Japanese Copyright Law in 2012. For educational and research purposes, you may use P2P software if your registration form is submitted to and accepted by Shonan Fujisawa ITC.

For detailed information detailed "Use of File Sharing Software on Campus" and up-to-date information of peer-to-peer software regulation, visit:
⇒ https://www.sfc.itc.keio.ac.jp/en/software_fileshare.html

03 Plagiarism

Copyright is a legal right that a creator has, given by a country, on exclusive rights to use and distribution of their production. All the reports, submissions by students to professors or staff must be the result of one's creation of his or her own. You may not write words taken from others work as if these are originally your thoughts and are expected to clearly credit the source of the documents or references. Any of the following acts is to be considered as infringement of copyright.

- Imitating or using the thoughts and language of another creator.
- Distributing music or movie files of other creators to the general public online.
- Exposing the records of TV programs or video-taped clips without authorization of the creator.

Rules, policies, and notices produced by the government and municipal bodies are not subjected to copyright as they are documents of the general public.

04 Citation

The copyrighted work of others can be used without permission in the form of a citation. To cite correctly, the following conditions must be satisfied.

- The source and the author's name are clearly stated
- The original text and the cited section can clearly be distinguished
- The cited work is necessary to prove your point
- Your work must not simply duplicate or restate the cited work
- The cited work is published

05 Use of Open Content

Out of all the works that are exchanged over the internet, there are somewhere the creators have left the work to be shared. This kind of work is called "Open Content" and can be used with comparatively few restrictions.

Creators who permit their work to be used freely are releasing a lot of open content. Amongst these works, there are those being distributed under the kinds of shared use agreements that you will see in the following sections. Make the most of open content but be sure that you understand and follow the terms of use.

06 Copyright of This Book

SFC-CNS is made possible in part by the many free software, publicly-available documents, and public domain software that is available openly online.

To fulfill social responsibility, the contents of the SFC CNS Guide 2022 English Edition may be reused based on the following policy. Copying, translating, altering, modifying, quoting, printing, distributing, and selling of contents within the CNS Guide 2022 English Edition may be permissible within the regulations in the next section.

07 Regulations About Redistribution of This Book

Please refer to this book as the source and also state that this book allows secondary modification when you redistribute.
Questions are only accepted on-campus or via email.

You may read the web version of this book from the URL below:
⇒ https://cns-guide.sfc.keio.ac.jp/

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