
How to use SU Portal

- SU ポータル活用方法 -

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©Education Planning Division in Saitama University

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日本語マニュアルは[こちら](#)

0. Contents

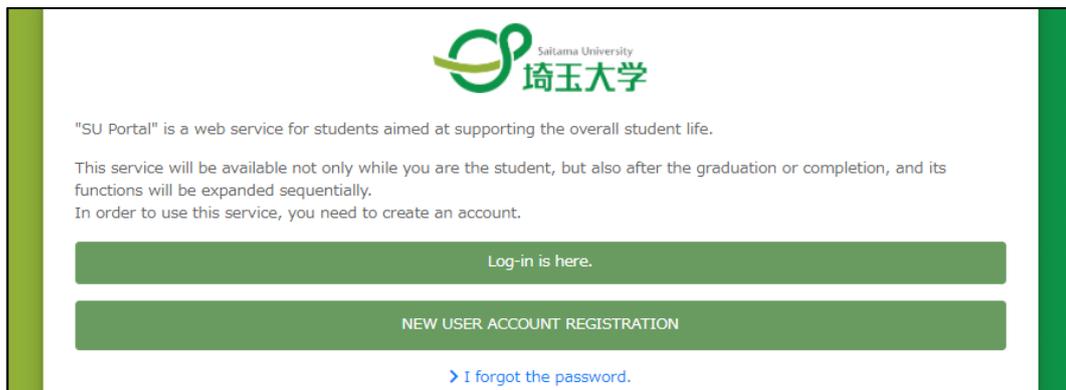
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1. User account registration

1. User account registration

1. Register as a user to use the "SU Portal".

Go to the SU Portal website (<https://www.suiss.com/>), then click the "New User Account Registration" button and proceed to the "New User Account Registration" screen.



[SU Portal Account]

To use the SU Portal, you will need a "SU Portal Account". Please note that this account is different from the "University-Wide Authentication Account (全学統一認証アカウント)" that you have been using in the past. Make sure you remember your log-in ID (email address) and password for SU Portal.

[SU Portal website]

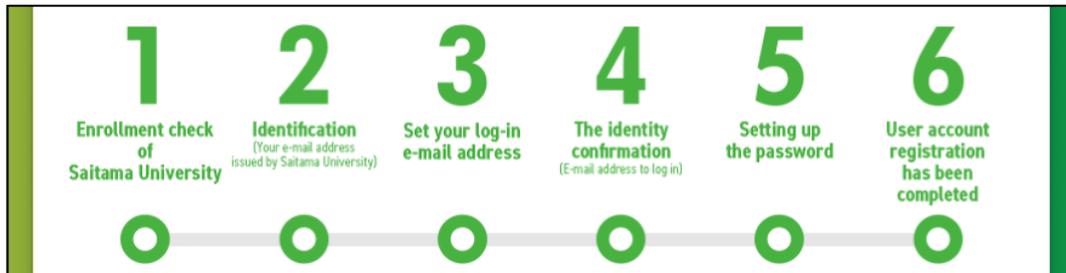
You will use it not only while you are a student, but also after you graduate and complete your studies. Register as a favorite.

URL : <https://www.suiss.com/>



1. User account registration

2. User registration is done in six major steps.



First of all, prepare two email addresses: "The email address issued by Saitama University (SU) (xxx@ms.saitama-u.ac.jp)" and "The email address you usually use".

When you are ready, read and agree to the Terms of Service, and then click the button "Agree to the Terms of Service, and Start to user registration".

[Important]

The following information will be needed to register new user account.

Your e-mail address issued by Saitama University (xxx@ms.saitama-u.ac.jp)

- This is required for the enrollment check. Please set up in advance and confirm if this e-mail address is available.
- [> How to confirm your e-mail address issued by Saitama University \(xxx@ms.saitama-u.ac.jp\) \[Japanese ONLY\]](#)
- [> How to receive your e-mail address issued by Saitama University \(xxx@ms.saitama-u.ac.jp\) \[Japanese ONLY\]](#)

E-mail address you usually use

- You need to prepare the e-mail address you ordinary use (except the e-mail address issued by Saitama University).
- This e-mail address will be used to log in this system. Please set up in advance and confirm if this e-mail address is available.
- Do not use icloud e-mail address since it will not be available so far.

Your student ID number

Your date of birth

Check and agree to the Terms of Service

Agree to the Terms of Service, and Start to user registration.

[Log-in ID]

The log-in ID for SU Portal is "the email address you usually use".

* Note that iCloud Mail cannot be used.

1. User account registration

3. [Step 1] Enrollment check of Saitama University

We will confirm whether you are enrolled in Saitama University. Fill in the required information and click the "Enrollment check" button.

1. Enrollment check of Saitama University

First of all, we will confirm whether you are enrolled in Saitama University.

Fill out the following information and click the "Enrollment check".

- Your e-mail address issued by Saitama University (xxx@ms.saitama-u.ac.jp)
- Your student ID number
- Your date of birth

Your e-mail address issued by Saitama University (xxx@ms.saitama-u.ac.jp)

Enter your e-mail address issued by Saitama University (xxx@ms.saitama-u.ac.jp)
 Confirm if you can receive an e-mail from Saitama University beforehand.

[> How to confirm your e-mail address issued by Saitama University \(xxx@ms.saitama-u.ac.jp\) \[Japanese ONLY\]](#)
[> How to receive your e-mail address issued by Saitama University \(xxx@ms.saitama-u.ac.jp\) \[Japanese ONLY\]](#)

Student ID number

Your date of birth (yyyy-MM-dd Ex: 2000-01-01)

Enrollment check

[Authentication]

An email will be sent to your email address issued by Saitama University (SU). Check in advance whether you can receive it or not.

How to check your email address issued by SU	How to receive your email issued by SU
 * Japanese ONLY	 * Japanese ONLY

[Caution]

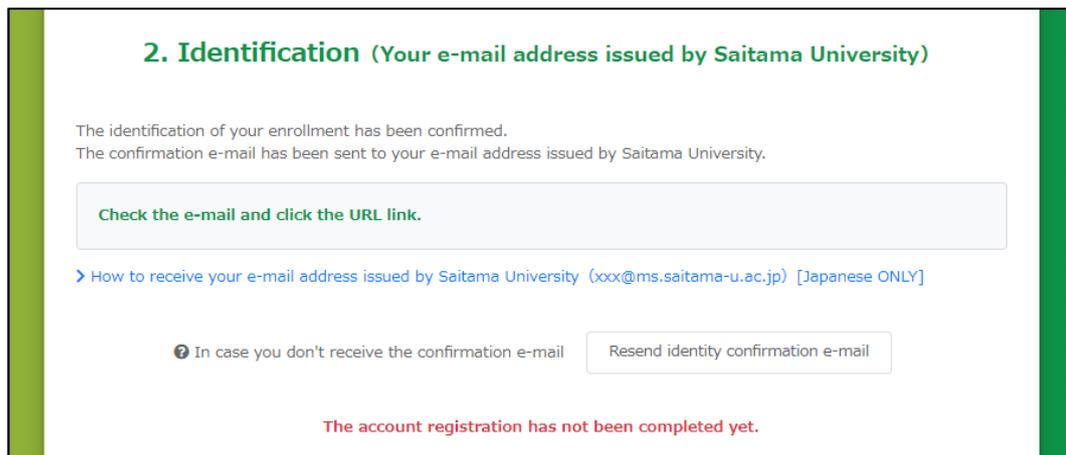
The student ID number of Saitama University consists of numbers and letters. Common mistakes include the following three.

20ed999	Because the alphabet is lower case
S20ED999	Because no leading "S" is needed
2 0 E D 9 9 9	Because the student number is half-width, not full-width

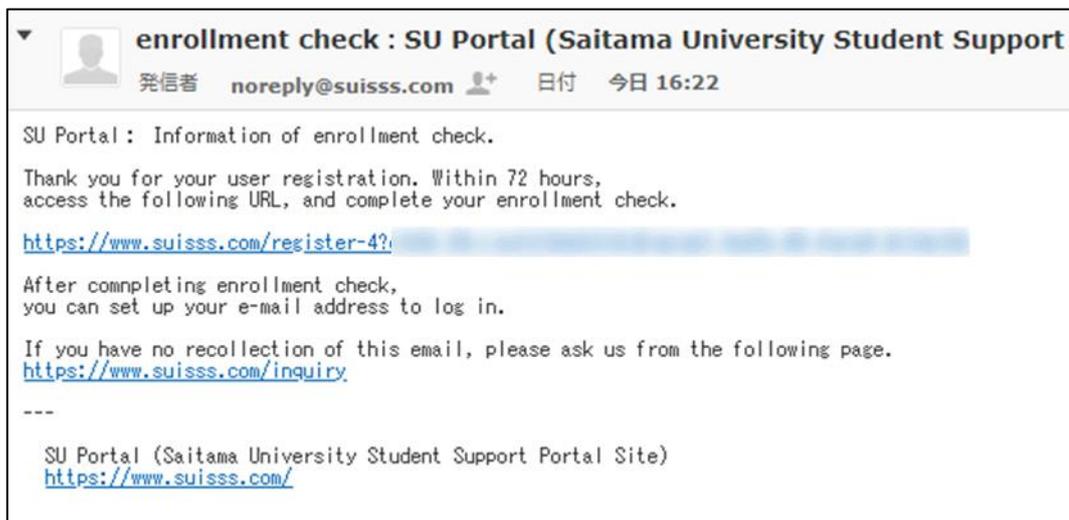
1. User account registration

4. [Step 2] Identification (Your email address issued by SU)

We have sent an email to the "email address issued by SU" to confirm your enrollment. If you do not receive it, click the "Resend identity confirmation e-mail" button.



5. You will receive the following email to the "email address issued by SU". Click the URL at the top of the email.



1. User account registration

6. [Step 3] Set your log-in e-mail address

To log in to the SU Portal, you will use the email address you usually use. Enter your email address and click the "Next" button.

3. Set your log-in e-mail address

The identification of your enrollment has been confirmed.

Set your log-in e-mail address.
Enter the e-mail address you ordinary use.

- This e-mail address you enter here will be the log-in e-mail address for this system.
- The e-mail address issued by Saitama University is not available here.
- The icloud e-mail address is not available.

The account registration has not been completed yet.

[Caution]

The email address issued by SU (xxx@ms.saitama-u.ac.jp) cannot be used as your "usual email address (= log-in ID for SU Portal)". Therefore, if you do not have any other email address, you can use your free email (*), so prepare it in advance.

Note that iCloud Mail cannot be used.

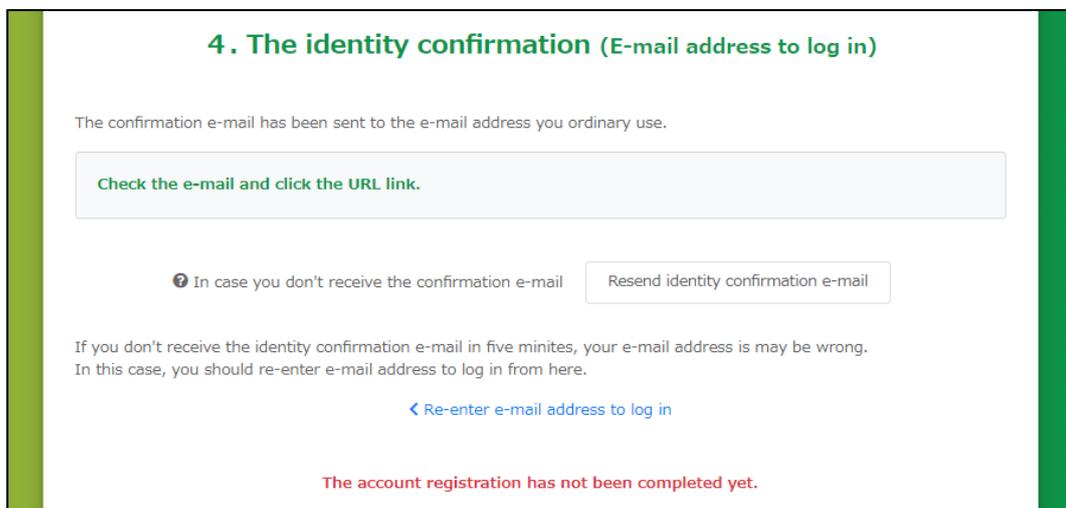
* Gmail, Yahoo! Mail, etc.

1. User account registration

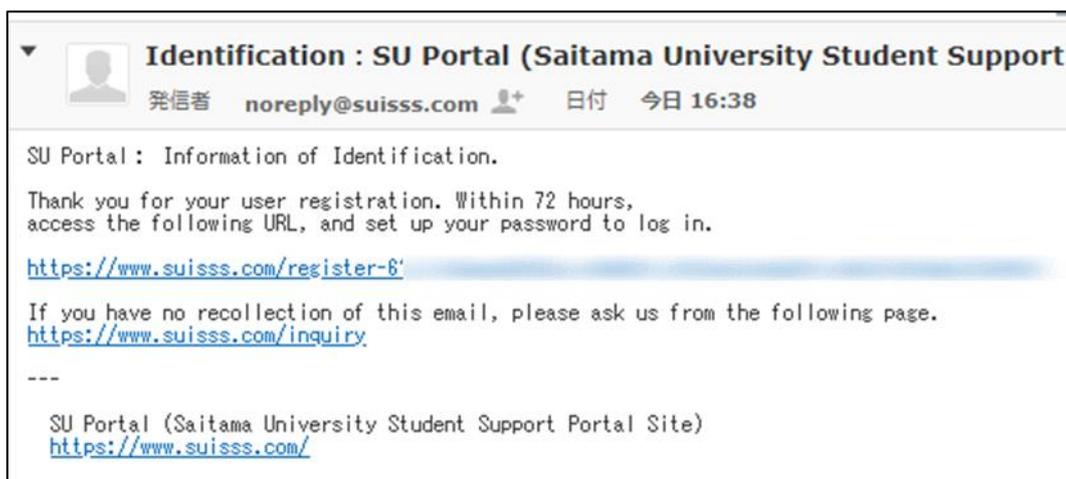
7. [Step 4] The identity confirmation (E-mail address to log in)

We have sent an email to the "email address you usually use" to confirm your enrollment. If you do not receive the email, click the "Resend Identity confirmation e-mail" button.

If you have entered your email address incorrectly (or there is a possibility of an error), click the "Re-enter e-mail address to log in" button.



8. You will receive the following email to the "email address you usually use ". Click the URL at the top of the email.



1. User account registration

9. [Step 5] Setting up the password

Set a password to login to SU Portal. Set any password and click the "Next" button.

5. Setting up the password

The identification of your enrollment has been confirmed.

Finally, set up the password to log in.

Password to log in

The password must be a combination of numbers and letters, more than eight characters.

Password to log in (confirmation)

Next

[Passwords]

When setting a password, note the following.

- Make sure it is at least 8 characters long.
- You must use alphabets and numbers.
- Besides, symbols can also be used.
- It does not have to be the same as the "University-Wide Authentication Account (全学統一認証アカウント)".

[List of available characters]

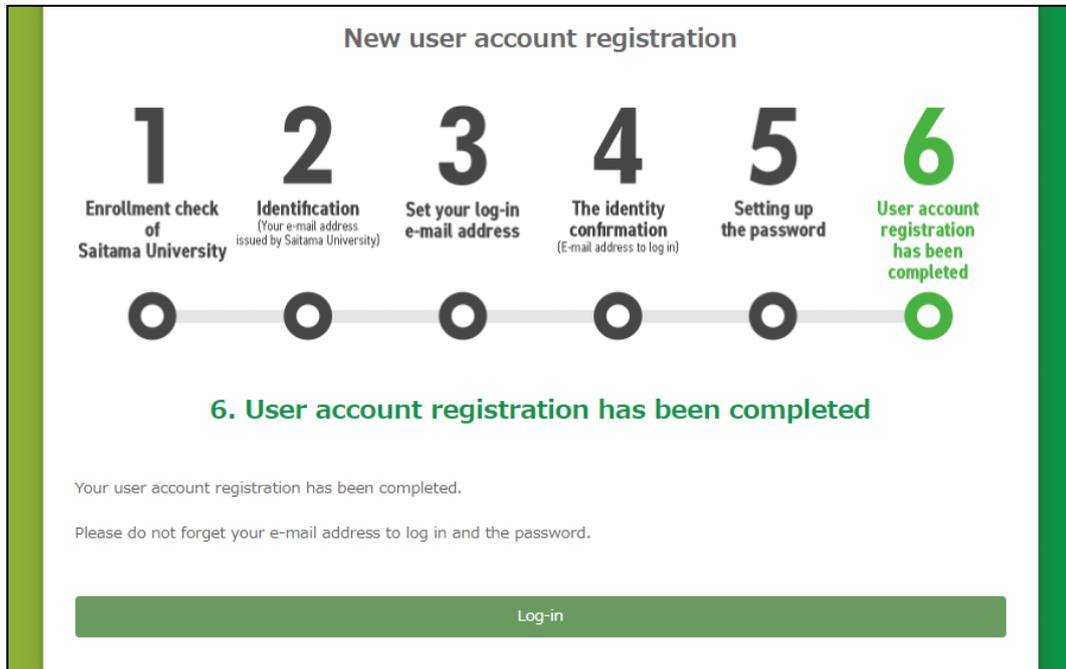
- Half-width alphabets (lowercase, uppercase)
- Half-width numbers
- The following half-width symbols

!	#	\$	%	&	()	-	~	
+	*	,	.	?	/	_			

1. User account registration

10. [Step 6] User account registration has been completed

User account registration has been completed.



Again, register the SU Portal website as a favorite. You will also log in to the "Web Student System" and "WebClass" through SU Portal (*). Remember, if you forget your log-in ID and password, you will have trouble when you actually use the system.

* From April 2021, you will always have to log in via SU Portal.

[SU Portal website]

You will use it not only while you are a student, but also after you graduate and complete your studies. Register as a favorite.

URL : <https://www.suiss.com/>



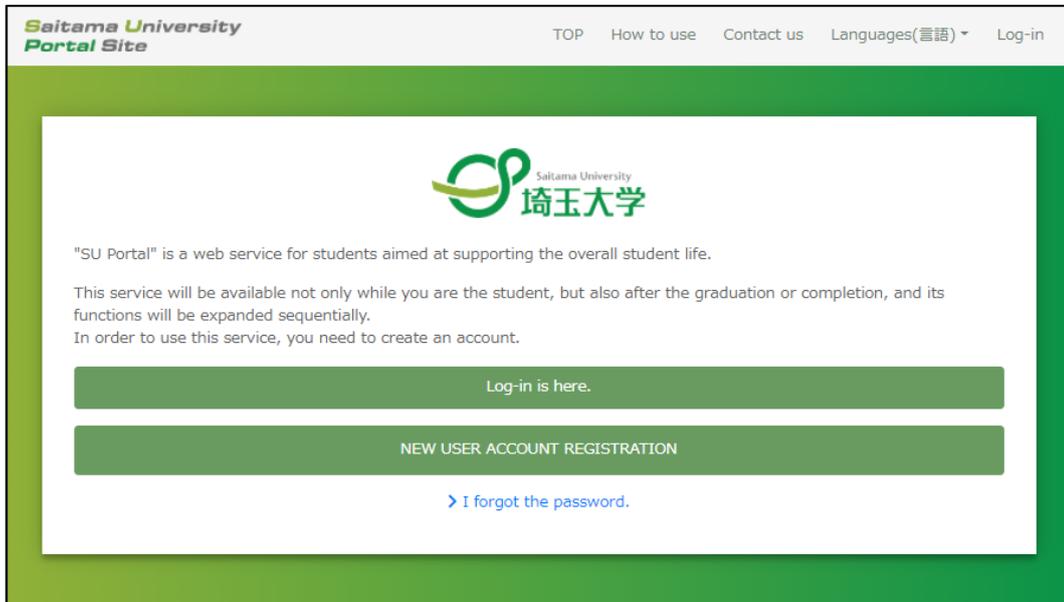
[In case you forget your password...]

See page 17.

2. How to log in

2. How to log in

1. Click on the "Log-in is here." button.



[Account]

To log in to SU Portal, use your "SU Portal Account". If you have not yet created a SU Portal Account, see "1. User account registration" in this manual.

Note that you cannot log in using the "University-wide Unified Authentication Account". Note that **you cannot log in using the "University-Wide Authentication Account (全学統一認証アカウント)"**.

[In case you forget your password...]

See page 17.

2. How to log in

2. After entering your email address and password, click the "Log-in" button.



Saitama University
埼玉大学

ログイン / Log-in

メールアドレス / E-mail address

パスワード / Password

ログイン / Log-in

SU ポータル トップへ
Go to SU Portal

[Email address for log-in (log-in ID)]

Use the email address you usually use. Note that it is not the "email address issued by SU (xxx@ms.saitama-u.ac.jp)".

[Log-in Password]

It has nothing to do with the password for the "University-Wide Authentication Account (全学統一認証アカウント)". Use the one you decided when you created your "SU Portal Account".

3. Admission higher grade / transfer procedures

3. Admission higher grade / transfer procedures

In this section, only those who have changed their student ID number **after creating their "SU Portal Account"**, such as those who have entered a graduate school of Saitama University, are required to complete the process. The following are examples of people who are affected by this change, so please read them carefully before proceeding.

If you have not yet created an "SU Portal Account", this section is not relevant to you. Refer to "1. User account registration (see page 3)" to create an account.

No.	Example	Corresponding
1	Internal admission to a master's program from a undergraduate program	Master's program student ID number must be registered
2	Internal admission to a doctoral program from a master's program	Doctoral program student ID number must be registered
3	The student ID number has changed due to transferring to another department or school	You need to register your student ID number after transferring to another department or school
4	Student ID number changed upon readmission	You need to register your student ID number after readmission

1. From the home page of SU Portal, click the "Admission higher grade / transfer procedures " button.
2. Select "Enter a new student ID number to advance or transfer".

3. Admission higher grade / transfer procedures

3. Click the "New Create" button after entering the "email address issued by SU" and "current student ID number".

Admission higher grade / transfer procedures

If you go to graduate school or transfer, you will need your new student ID number to use this system.
You can switch student ID numbers from the header menu.

Current student ID number (16TM999) Select

Enter a new student ID number to advance or transfer

* Your e-mail address issued by Saitama University (xxx@ms.saitama-u.ac.jp)

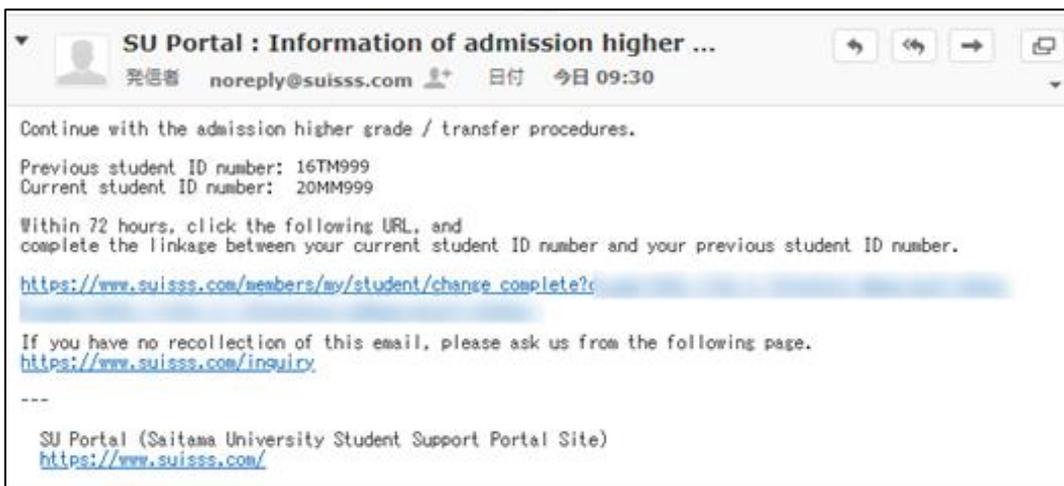
Your e-mail address issued by Saitam

* Student ID number after advance / transfer

Student ID number after advance / tr

When you click the "New Create" button below, the URL link will be sent to the e-mail address of Saitama University.以
And when you click the URL link, you can use this system with your new student ID number.
[How to check your e-mail address issued by Saitama University is here.](#)

4. An email will be sent to the "email address issued by SU".
Make sure that your current student ID number and previous student ID number are correct, then click the URL in the email.



3. Admission higher grade / transfer procedures

5. Enter your log-in password.

After entering, click on the "Complete to the Admission higher grade / transfer procedures " button.

The screenshot shows a web page titled "Admission higher grade / transfer procedures". It contains the following text: "If you go to graduate school or transfer, you will need your new student ID number to use this system. You can switch student ID numbers from the header menu." Below this is a section titled "Password confirmation" with the instruction: "Please enter your login password in order to complete the Admission higher grade / transfer procedures." There is a text input field labeled "Password to log in" and a green button labeled "Complete to the Admission higher grade / transfer procedures." At the bottom, there is a blue link that says "< Back to Top".

6. Admission higher grade / transfer procedures has been completed.

The screenshot shows a web page titled "Admission higher grade / transfer procedures" with the following text: "If you go to graduate school or transfer, you will need your new student ID number to use this system. You can switch student ID numbers from the header menu." Below this is a section titled "Admission higher grade / transfer procedures completed." followed by the text: "Switched to your new student ID number. You can switch student ID numbers from the header menu. The last student ID number you select will also be selected the next time you log in." At the bottom, there is a blue link that says "< Back to Top".

7. You can also switch the student number from the menu at the top.

The diagram illustrates the process of switching the student ID number from the header menu. It shows two states of the header menu. In the top state, the "Student ID number" is set to "16TM999". In the bottom state, it has been changed to "20MM999". A blue double-headed arrow indicates the transition between these two states. The header menu includes links for "TOP", "How to use", "Contact us", "Languages(言語)", and "Logout".

4. Edit user account

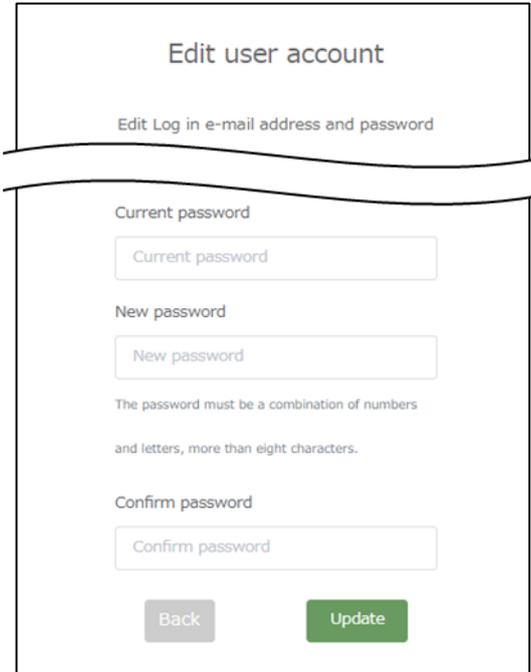
4. Edit user account

In this section, we describe how to change the log-in password.

In addition, for information on changing your password for the "University-Wide Authentication Account (全学統一認証アカウント)", visit the Information Technology Center (情報メディア基盤センター) website (<https://www.itc.saitama-u.ac.jp/news/topic20170602.html>).

(1) how to change the log-in password

1. From the home page of SU Portal, click the "Edit User Account" button.
2. There are three places to enter your password. Enter each one.



The screenshot shows a web form titled "Edit user account" with the subtitle "Edit Log in e-mail address and password". The form contains three input fields for passwords: "Current password", "New password", and "Confirm password". Below the "New password" field, there is a note: "The password must be a combination of numbers and letters, more than eight characters." At the bottom of the form, there are two buttons: a grey "Back" button and a green "Update" button.

3. After entering, click on the "Update" button. After the update is complete, you will use your new password the next time you log in.

5. FAQ – When in trouble -

Q1. I forgot my log-in password.

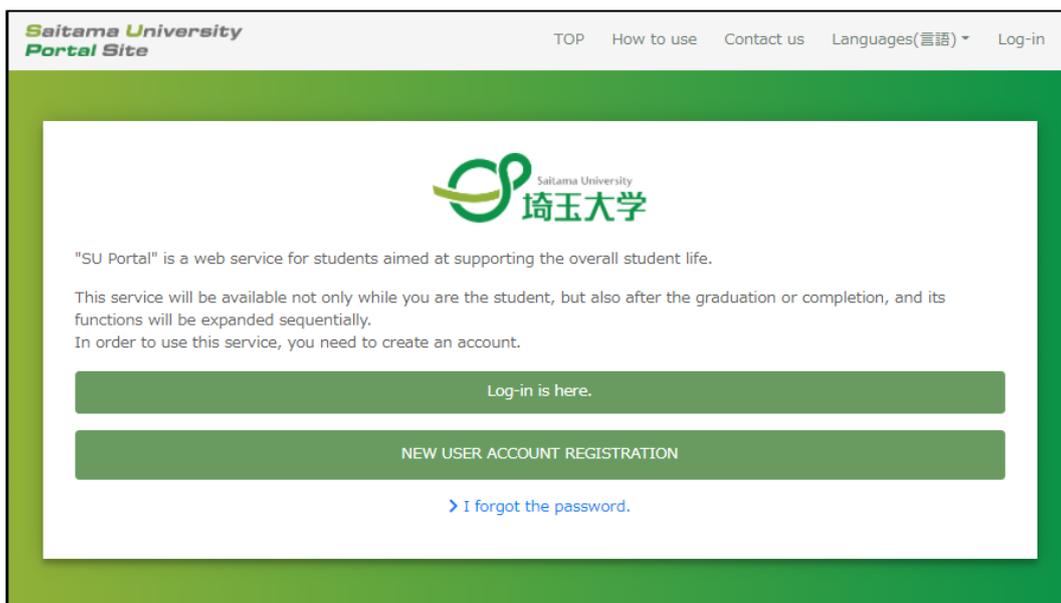
[Before the password is reissued...]

The log-in password for SU Portal is different from that for the "University-Wide Authentication Account (全学統一認証アカウント)".

In this section, you will be reissuing a log-in password for SU Portal. For information on changing your password for the "University-Wide Authentication Account (全学統一認証アカウント)", visit the Information Technology Center (情報メディア基盤センター) website (*).

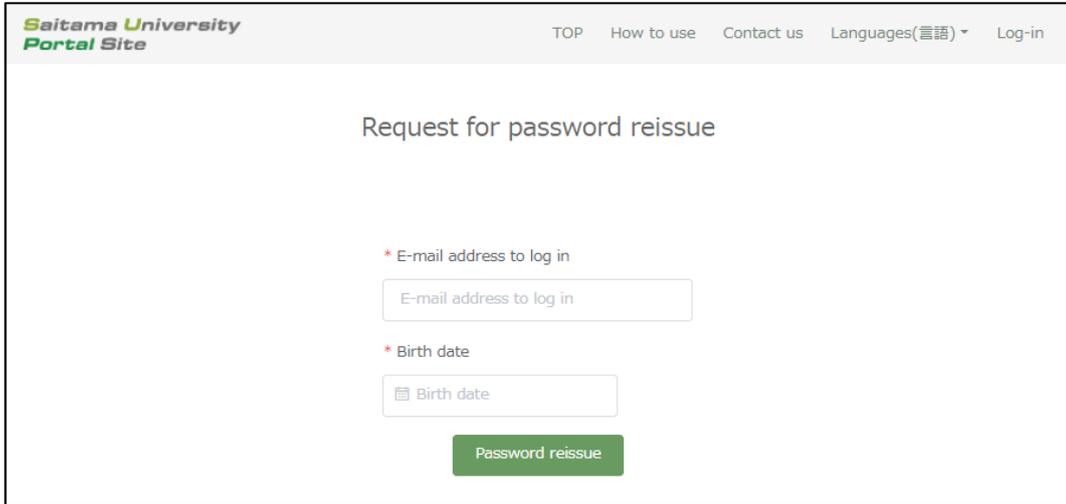
* <https://www.itc.saitama-u.ac.jp/news/topic20170602.html>

1. Click on "I forgot the password".



5. FAQ When in trouble -

2. After entering your login email address and date of birth, click on the "Password reissue" button.



The screenshot shows the 'Request for password reissue' page on the Saitama University Portal Site. The page has a header with the university logo and navigation links: TOP, How to use, Contact us, Languages(言語) ▾, and Log-in. The main content area is titled 'Request for password reissue' and contains two required input fields: '* E-mail address to log in' and '* Birth date'. Below these fields is a green button labeled 'Password reissue'.

[Email address for log-in (log-in ID)]

Use the email address you usually use. Note that it is not the "email address issued by SU (xxx@ms.saitama-u.ac.jp)"

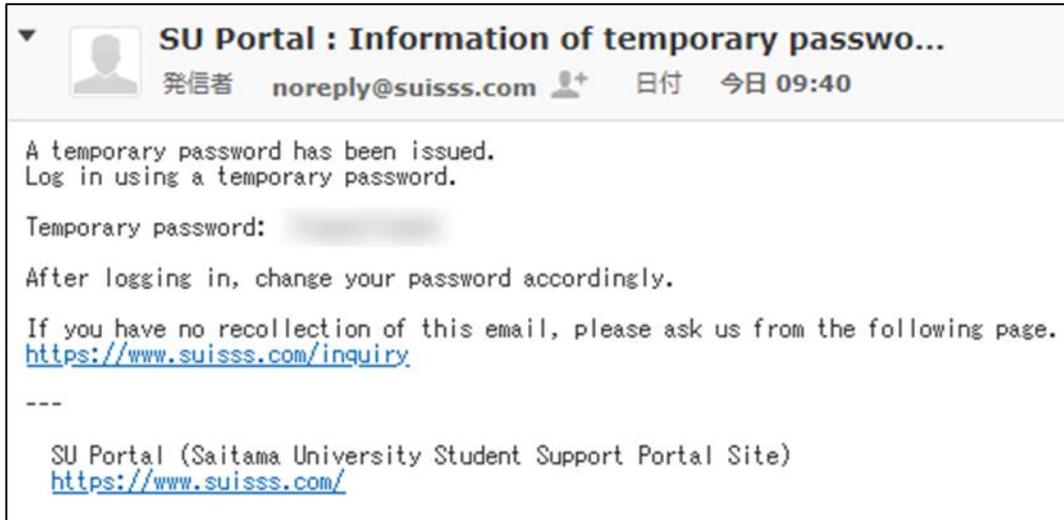
3. An email will be sent to your log-in email address. In addition, SU Portal screen will automatically transition to the following screen.



The screenshot shows the SU Portal Log-in screen. It features the Saitama University logo and the text 'Saitama University 埼玉大学'. The main heading is 'ログイン / Log-in'. Below this are two input fields: 'メールアドレス / E-mail address' and 'パスワード / Password'. A large green button labeled 'ログイン / Log-in' is positioned below the fields. At the bottom, there is a smaller green button labeled 'SU ポータル トップへ Go to SU Portal'.

5. FAQ When in trouble -

4. A temporary password has been issued. Use your temporary password to log in.



5. Enter your log-in email address and temporary password to log in.



The image shows the login page of the SU Portal. At the top, there is the Saitama University logo and the text "Saitama University 埼玉大学". Below the logo, the title "ログイン / Log-in" is displayed. There are two input fields: "メールアドレス / E-mail address" and "パスワード / Password". A green button labeled "ログイン / Log-in" is positioned below the input fields. At the bottom, there is a green button labeled "SU ポータル トップへ Go to SU Portal".

6. After logging in, please change your password accordingly.
For instructions on how to change your password, see page 16.