

Procedure for Initial Activation and Multi-Factor Authentication Setup

To use services provided by the Institute of Information and Media (such as computers on campus, AOYAMA-portal, AOYAMA-mail, Aogaku Moodle, etc.) for the first time, you must activate your account and set up multi-factor authentication. Please follow the steps below.

① Access the activation page (<https://agidm.aoyama.ac.jp/ag/login/portal/activate-confirm>), enter the information for each field as shown below, and click [Next].



Login ID : Check your AOYAMA-mail address , string before '@' is your login ID.
Ex:a2345678, t23456

Activation Code : Will be provided on the day.

Authentication Attribute : Date of Birth.
(“YYYYMMDD” format)
Ex: Born on April 1, 2008 = 20080401

② Enter password and personal email address, then click [Next].
Confirm that "Activation successful." is displayed.

Password: Please set a new password NOW.

- Length: 10–20 characters
- Requirements:
 - Must include numbers, uppercase letters, and lowercase letters
- Not allowed:
 - Multibyte characters or regular expression characters
 - Your username (login ID)
 - Any of your previous passwords

Password (Confirmation): Re-enter your password.

Personal email address:

This is the email address for password resetting, and Mail One-Time Authentication(if you selected this method for Multi-Factor Authentication).

AOYAMA-mail (@aoyama.ac.jp, @aoyamagakuin.jp, @aoyama.jp) is not allowed.

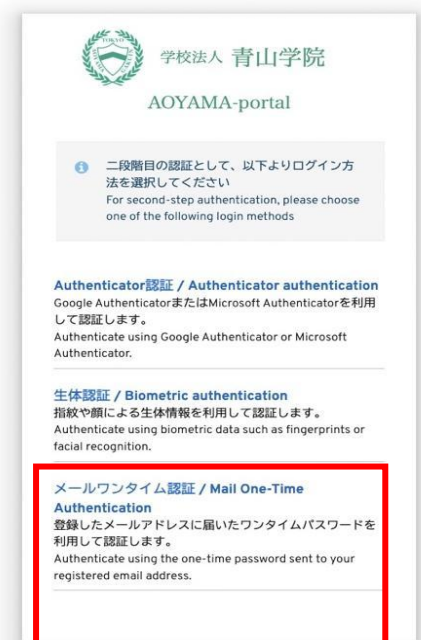
※The personal email address may have already been registered during the enrollment procedures, etc. You can change it by this step. Click “Send Test” and confirm if the test email was delivered.

③ Access to AOYAMA-portal login page (<https://agsso.aoyamagakuin.jp/ag>).



Enter your login ID、password which is set in step②, and click “Login” .

④ Select a Multi-Factor Authentication(MFA) method. This time, select Mail One-Time Authentication.



Since the personal email address has been set up in step ②, you can immediately use multi-factor authentication by selecting [Mail One-Time Authentication].



⑤ The verification code (One-Time Password) will be sent to your personal email address. Check your personal email (subject : 【青山学院】認証番号通知メール).

⑥ Enter the verification code, and click “Login” . You will login to AOYAMA-portal.