

# Guide for V-Campus

The Media Center (Ikebukuro Campus: 4th floor of the building No. 8, Niiza Campus: 2nd floor of the building No. 8) is in charge of management for PC, Internet, email, and other IT services. More information can be found on the following web site.

[The portal site Rikkyo SPIRIT : <https://spirit.rikkyo.ac.jp/>]

## ■ V-Campus ID and password

Using email and the on-campus PC requires an ID (student ID NO.) and password. This ID is called “V-Campus ID”.

## ■ Services Available with V-Campus ID

The V-Campus ID is used to check information not only about your classes and seminars but also about other curriculum-related matters. You mainly use it for the following:

### • V-Campus Services

- 1) SPIRIT Mail (Gmail)
- 2) Using the on-campus PC (learning space / PC classroom)
- 3) Using the on-campus Wireless LAN
- 4) Learning management systems “Canvas LMS”
- 5) V-Campus Account setting
- 6) Using the home directory
- 7) V-Campus Web site (FTP connection)
- 8) V-Campus Web setting
- 9) Access to the on-campus intranet
- 10) RIKKYO Mobile

### • Google Services

- 1) Using the Google service

### • Microsoft office

- 1) EES license program.

### • English learning materials

- 1) Rikkyo English Online (REO)

### • Academic Affairs Services

- 1) Course registration status
- 2) Course registration and grades reference system
- 3) Rikkyo minor program system
- 4) Class cancellation information, for checking at home

### • Library Services

- 1) MyLibrary

### • Learning and Career support

- 1) Rikkyo Jikan

## ■ Issuing the V-Campus ID and password

The V-Campus ID and password are distributed along with your student ID at the time of enrollment. If you forget your password, you can request a reissue at the Media Center counter.

Your V-Campus ID and password are essential to verify your identity when using various services.

To prevent unauthorized use, handle your password carefully and set up multi-factor authentication for enhanced security.

For more information, see the portal site of Rikkyo University V-Campus : SPIRIT.

“Student's

V-CampusID”

<https://spirit.rikkyo.ac.jp/mc/vcampusid/student/SitePages/index.aspx>

**<Other passwords>**

When you use the **f-campus registration**, you will need a different password.

f-campus Course Registration Method <http://www.f-campus.org/>