

Check Sheet (Step Chart)

Check Item	Confirmation Details	
0. BEGINNER'S GUIDE for Students	Did you review the "BEGINNER'S GUIDE for Students"?	<input type="checkbox"/>
On-Demand Guidance Videos	Did you watch the "On-Demand Guidance Videos"?	<input type="checkbox"/>
1. APU account (user ID & password)	Did you get a User ID & Password?	<input type="checkbox"/>
2. Initial setup of APU account, MFA and Microsoft365		
• MFA Setup (Multi-Factor Authentication)	Did you complete your Multi-Factor Authentication (MFA) settings?	<input type="checkbox"/>
• Change Password	Did you change your password?	<input type="checkbox"/>
• Email (Microsoft365)	Did you complete your email (Microsoft365) settings? Are you ready to use?	<input type="checkbox"/>
• OneDrive	Are you ready to use OneDrive?	<input type="checkbox"/>
• Zoom	Did you sign into Zoom?	<input type="checkbox"/>
3. Use STUDENT PORTAL and CAMPUS WEB		
• STUDENT PORTAL	Have you signed up for STUDENT PORTAL? (After April 1/September 21)	<input type="checkbox"/>
• CAMPUS WEB	Have you signed up for CAMPUS WEB? (After April 1/September 21)	<input type="checkbox"/>
4. APU Moodle	Were you able to sign in to APU Moodle?	<input type="checkbox"/>
• Safe Exam Browser (SEB)	Have you installed and set up Safe Exam Browser (SEB)?	<input type="checkbox"/>
5. Wireless LAN (Wi-Fi) connection	Were you able to connect to the APU wireless LAN (Wi-Fi)?	<input type="checkbox"/>
• When reconnecting to APU-1Xauth for the first time after changing your password	The stored password cannot be changed, so delete the connection settings and set up the connection again. * Refer to "Wireless LAN (Wi-Fi) Setup Manuals" in #5 link.	<input type="checkbox"/>
6. Others	Let's check the #5 of the "On-Demand Guidance Videos".	
• Checkpoints for Troubleshooting Poor Wi-Fi Connection in Classrooms	Did you understand what to do if you have a bad WiFi connection?	<input type="checkbox"/>
• BYOD (Bring Your Own Device)		<input type="checkbox"/>
• Lending PCs	Available for use only on APU campus. Same-day use only. Must be returned by 21:30 on the day of use.	<input type="checkbox"/>
• In Case of Smartphone Model Change, Phone Number Change, or Malfunction	MFA Setup: Have you configured multiple authentication methods according to the manual?	<input type="checkbox"/>
7. Important Websites		
• BEGINNER'S GUIDE for Students	Have you reviewed the "BEGINNER'S GUIDE for Students"?	<input type="checkbox"/>
• Basic Support pages	Have you checked the Basic Supportt page?	<input type="checkbox"/>
• Academic Information (Academic Office) site	Have you checked the Academic Office site?	<input type="checkbox"/>
• Support Desk	Information Systems Office and ALRCS (Academic & Learning Resource Core Staff)	
• Inquiry Form	Please use the inquiry form to receive support.	