

## How to use the automatic issuing machines

1. Touch the screen.
2. Select English or Japanese from the screen.
3. Place your student ID on the card reader, or enter your common ID number from the screen. (The common ID number is the last 10 digits in the bottom right corner of your student ID card.)

### 《Card Reader》



### 《Common ID Number》



4. Enter your UTokyo account password. (Password for UTAS.)
5. Select the certificate and the number of copies you need. Touch “Print” in the bottom right corner. Then touch “Confirm” in the bottom right corner.