

1. Eligibility for use

The purpose of use of the services provided by IIS CC is limited to research, education, and office work at IIS. Eligibility will be granted only if any of the following apply, and the Director of the Computer Center deems it appropriate.

1. Faculty and staff members belonging to IIS (including part-time)
2. Graduate students and foreign graduate research students engaged in research at IIS
3. Researchers, research students, research trainees, and other people who are permitted to be accepted by IIS
4. Those who are engaged in research at IIS and who are deemed particularly necessary by the instructor in charge.
5. Other persons deemed particularly necessary for computer operation

To use the Computer Center system, you must apply for a new account registration from the Computer Center website.

In addition, if the above usage qualifications are lost, please promptly request account deletion from the laboratory administrator.

2. Types of "IIS accounts" issued by Computer Center and available services

There are two types of IIS accounts issued by Computer Center: "Standard" and "Standard + Shell". When applying for new account registration, the type is "Standard". If you become an administrator for "WWW Hosting" or "Laboratory Mailing List" among the services listed in Table 1 below, we will change it to "Standard + Shell".

Table 1 List of IIS account types and available services

Service name	Account type	No registration	Standard	Standard + Shell
Device connection via wired LAN ¹		✓	✓	✓
Device connection via wireless LAN ²			✓	✓
VPN connection			✓	✓
IIS e-mail server			✓ ³	✓
IIS file server			✓	✓
Web file sharing			✓	✓
Digital signage			✓	✓
WWW hosting management				✓
Laboratory mailing list management				✓

2.1. About two-factor authentication on the IIS mail server

Two-factor authentication(2FA) is required to log in to the mail server. 2FA requires your smartphone or YubiKey. Please log in to Webmail (<https://mail.iis.u-tokyo.ac.jp/>) and set it up. For details, please check the "2FA for IIS mail" page on the Computer Center website. Please note that if 2FA is not configured for a certain period of time after obtaining the IIS account, the account will be deleted.

2.2. About two-factor authentication on the IIS VPN server

To use the IIS VPN server, 2FA setting is required. 2FA requires your smartphone or YubiKey. The setting method differs depending on the installation status of VPN-related software on your PC. For details on the setting method, please check the "2FA for IIS VPN" page on the Computer Center website. Please note that IIS VPN connection will not be available if the settings are not made for a certain period of time after the IIS account is obtained.

¹ To use "wired LAN", you do not need to register for an IIS account, but you do need to register for network device connections.

² To use "Wireless LAN", both IIS account registration and network device connection registration are required.

³ As a general rule, IIS mail service is not provided to the IIS accounts of employees belonging to each team under the Accounting Division and General Affairs Division of the Administrative Department. Please use the university-wide staff email.

3. About connecting devices to the IIS network

If you wish to connect a device to the IIS network or cancel the connection of a device to the IIS network, you must apply to the Computer Center. Please apply from "各種申請手続き" > "ネットワーク機器接続"/"ネットワーク機器変更廃止" on the Computer Center website. In addition, If there is any change to the installation location, MAC address or OS of the connected devices, please promptly apply for registration update through "ネットワーク機器変更廃止".

IIS has the following two networks and three plans for network connection.

- **The PROTECTED network**
 - A secure network where access from external networks is prohibited by the university-wide security firewall.
 - STANDARD plan: Not accessible from external networks
- **The IIS-FW network**
 - Individual port opening settings are possible with IIS-owned firewall (IIS-FW)
 - ○ VPN plan: Accessible from external networks only via IIS VPN ⁴
 - ○ CUSTOM plan: Accessible from external networks via IIS VPN, and directly accessible from external networks for ports applied in advance.

As a general rule, all devices will be connected using the STANDARD plan. Only if "access from an external network" is required to carry out your research, you can apply for the VPN plan or CUSTOM plan, along with the reason etc. on the application form. For more information, please check the page "IIS-FW ネットワーク (VPN プラン、CUSTOM プラン) 機器設置申請について" from the link below the "ネットワーク機器の接続に関する申請" column on the "各種申請手続き" page of the Computer Center website.

Please note that multi-homing (connecting to both networks from one device simultaneously) between the PROTECTED network and the IIS-FW network is prohibited.

⁴ An IIS account is required to use the IIS VPN connection service.

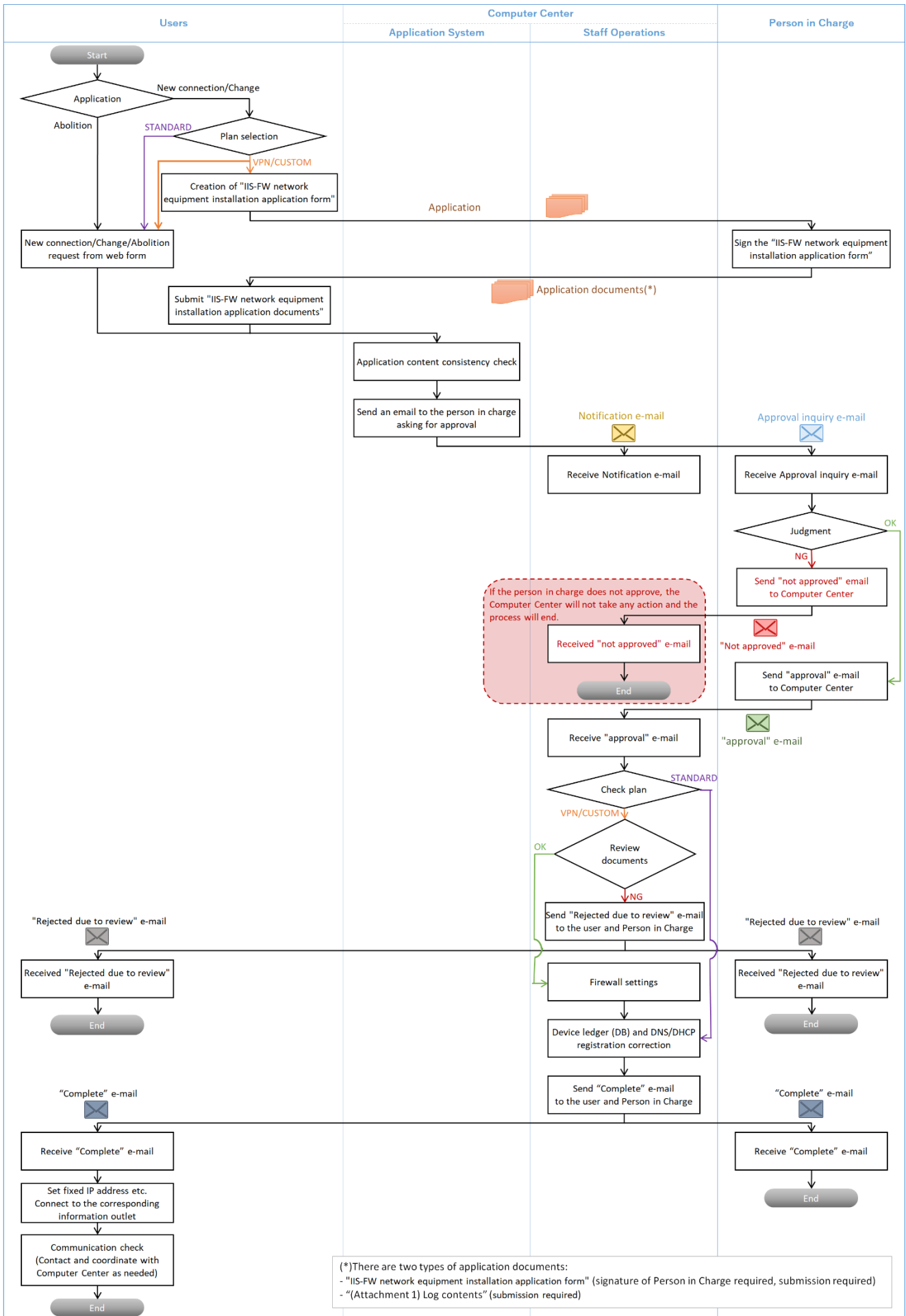


Figure 1 Connecting/changing/abolishing network devices

4. List of IIS Computer Center services

For details on how to use each service, please check the Computer Center website (<https://www-cc.iis.u-tokyo.ac.jp/>).

4.1. IIS network connection related

Table 2 List of IIS network connection related services

IIS network connection	We perform fundamental network operations, static and dynamic (DHCP) IP address assignment, time adjustment using NTP servers, and DNS server settings/operation. We also operate a firewall to prevent unauthorized access.
Wireless LAN connection	Wireless LAN connections are possible in the rooms within the IIS management area at Komaba II Campus, Kashiwa Campus, and Kashiwa II Campus. For more information, please see the "無線 LAN 利用について" page on the Computer Center website.
Laboratory subnet	We will allocate your laboratory's own subnet according to your requests. In this case, we will set the information outlet in the laboratory room to be the laboratory subnet. Please contact the Computer Center if you wish.

4.2. IIS email related

Table 3 List of IIS email related services

Virus check and SPAM measures	Emails are scanned for viruses using "FortiGate" (security appliance) and "Kaspersky" (antivirus software). We also take measures against SPAM emails using Cisco ESA (email security gateway) and Kaspersky.
Webmail	Even if you don't have email software, you can send and receive emails through a web browser. Configure 2FA for your mail server from webmail. The first time you login to webmail, the 2FA setting screen will be displayed. [URL] https://mail.iis.u-tokyo.ac.jp/
Email forwarding	It is possible to forward emails received to your IIS email account to another email address. IIS email account holders can configure email forwarding settings from the webmail settings screen. Even if your IIS account is deleted due to the transfer (graduation, etc.) from IIS, the email forwarding settings will automatically continue for 180 days after the IIS account is deleted ⁵ . Therefore, during the forwarding period, you can read the emails addressed to your IIS email account at the forwarding destination email address.
Email filtering	You can configure filter settings for sent and received emails from the webmail settings screen.
Mailing list	Mailing lists managed by each laboratory are available. This is a service using FML.
Email hosting	This is a service that uses the Computer Center's mail server to operate in the same way as a laboratory mail server. We have stopped accepting new users.

4.3. Network application related

Table 4 List of network application related services

IIS file server	Files can be saved on a file server and shared within the laboratory. There is also a snapshot function to restore previous versions of files and deleted files and directories. You can access the file server from Windows/Mac/Linux with SMB protocol.
Web file sharing	You can publish a part of the directory created and saved on the file server to the Internet. You can set the number of downloads, required or not required of password for download, release period, etc.
WWW hosting	Using the IIS CC's web server machine, you can publish web content under the server name of your choice.
IIS VPN connection	This service allows users to access IIS internal network services (internal web pages, etc.) from outside the institute. 2FA is required to use IIS VPN.
Digital signage	You can display notices using files (PDF/Word/Excel/PowerPoint/images) and text on the display terminals (10 locations) at "each building on the Komaba II Campus" and "the Research and Testing Complex I on the Kashiwa Campus".

⁵ There are two types of transfer: "forward" and "redirect", but only "forward" will continue to be transferred for 180 days after IIS account deletion. Also, at least when forwarding to Gmail, we recommend using "redirect" because if you use "forward" settings, Gmail will often refuse to receive the email. Please note that the "redirect" settings will be deleted at the same time as the IIS account is deleted.

5. Usage fee

Usage fees are compiled for each account and billed to each laboratory along with the laboratory unit usage fee. There is a link to the price list in the menu of the Computer Center website. For the billing status of each laboratory (only faculty members can view), please see "情報閲覧" > "研究室課金情報" from the menu on the Computer Center website. The billing information for your IIS account can be viewed from "情報閲覧" > "アカウント分課金情報".

6. Operating hours

Servers and networks basically operate 24 hours a day, 365 days a year. Emergency information such as failures and troubleshooting will be posted on the Computer Center website as needed. Please note that there is a maintenance window every Wednesday from 12:00 to 13:00. Minor maintenance may be carried out without notice.

Since the Computer Center's staff working hours are weekdays, in case the system stops after 17:30 due to a system failure or other reasons and needs to be restarted manually, the system may remain down until 09:00 the following weekday.

In addition, it usually takes about half a day to two business days to process requests for IIS accounts and network device connections after the request is approved by your supervisor. However, the time may vary depending on the operating status of the computer center staff.

Thank you for your understanding regarding the above matters.

About this "Usage Guide"

This "Usage Guide" is current as of April 2024. For other services and the latest information, please visit the Computer Center website.