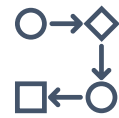# Table of Contents

- Part 1: Introduction

- Part 2: (Possibility of) Charges

- Part 3: How to Apply

- Part 4: How to Pay

- Part 5: Using Popular Services

- QA Session
  - Ask any time at sli.do （code = azr-250418）

| Flow from application to use

| Who can apply

| How to apply

| Register Billing Information

| Get Started

Workflow from application to use

Step 1 — send an application
UTokyo Azure Application
https://azure.itc.u-tokyo.ac.jp/

Step 2 — approval

Step 3 — confirm or change the auto-suspension setting

[Subject]
Notification from UTokyo Azure:
"Subscription name" is ready

UTokyo Azure Subscription Management
https://azure.itc.u-tokyo.ac.jp/list

Step 4 — get started
Microsoft Azure Portal
https://portal.azure.com/
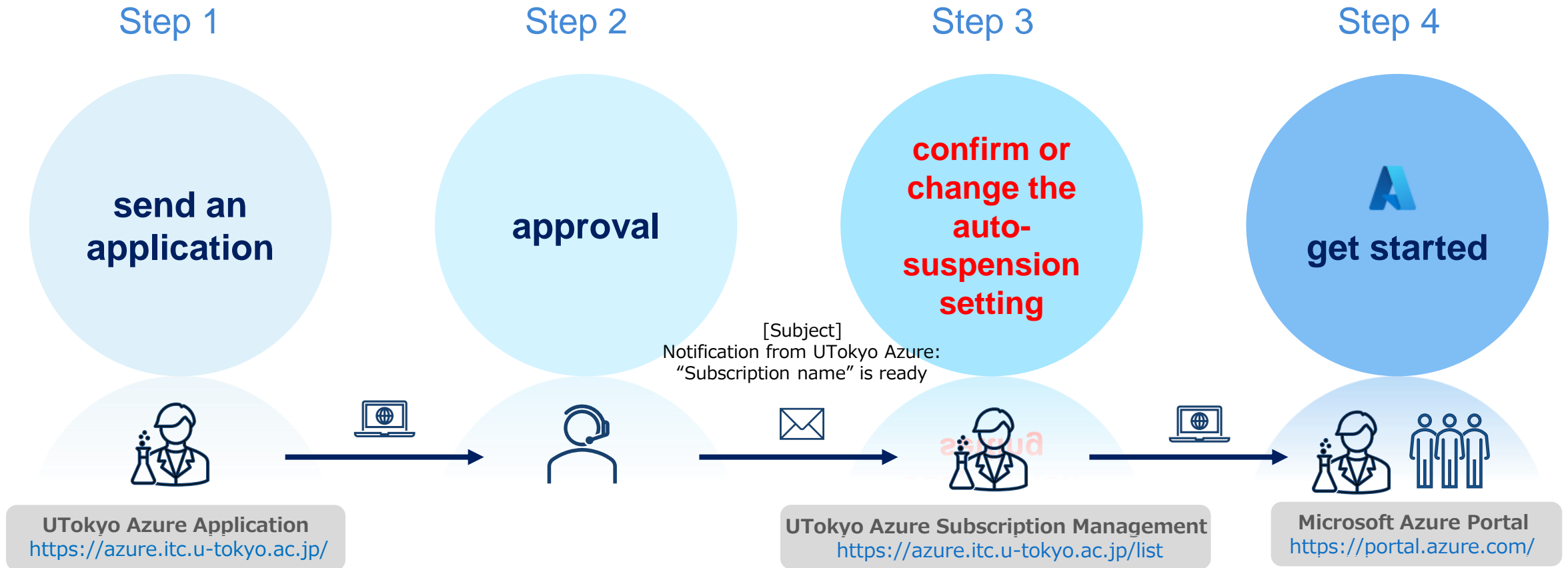
In the best case, an application will be approved in the same day

Eligibility

Who can apply?

Faculty and staff who can take responsibility for payment and/or incidents

I couldn't open the application page

Access from the campus network (including VPN) is required. Other restrictions may apply to accounts of non-eligible statuses (students, short-time staff, visiting faculty, etc)

I am a student, short-time staff, or visiting faulty, but I could apply

For technical reasons, some people of non-eligible statuses can access the page and send application. We check the details of such applications and decide if we approve them, according to UTokyo Azure Terms of Use

If I am not eligible to apply, does it mean UTokyo Azure is not available to me?

The above is only the qualifications for application, and students and part-time faculty members can still use it

How to apply

UTokyo Azure New User Application Page: https://azure.itc.u-tokyo.ac.jp/

See the "UTokyo Azure" page on utelecon

UTokyo Azure: New Usage Application

User: |

This page is for submitting applications to use Microsoft Azure, a cloud service provided by Microsoft, with gift credits

Read carefuly the important notes in the lead paragraph
- **UTokyo Azure will be available until September 2029**
- **Charges may apply and billed every semester (March and September)**
- **As charges may apply, only faculty and staff who own budgets can apply**

September), subscription owners will be required to pay for the overage based on their usage. Billing is conducted twice a year (at the end of March and September, with invoices issued in early April and October), and payment can be made via internal transfer or by invoice for KAKENHI.
- Since there is a possibility of incurring charges, only faculty and staff members responsible for the budgets used for payment are eligible to apply for subscriptions .

Your Applications and List of Created Subscriptions

Click to open the "UTokyo Azure Subscription Management Page" (see P6)

UTokyo Azure: New Usage Application

User: 田浦　健次朗 (2615215597@utac.u-tokyo.ac.jp)

This page is for submitting applications to use Microsoft Azure, a cloud service provided by Microsoft, with gift credits donated by Microsoft to the University of Tokyo.

In Microsoft Azure, resources, permissions, and usage tracking are organized per unit called **subscription**. Within UTokyo Azure, once your application is approved, an independent subscription linked to your UTokyo Account as the owner will be created. As a subscription owner, you can create resources, add users, and use Azure services in an independent environment.

Important Notes

- This service will be available for up to five years while the gift credits are provided. There is no decision regarding its continuation after that, so please keep this in mind when considering long-term use. For more information, please also refer to "UTokyo Azure:UTokyo Member-only Site"
- If the total usage of UTokyo Azure exceeds the expected consumption of gift credits in a given half-year period (October-to-March / April-to-September), subscription owners will be required to pay for the overage based on their usage. Billing is conducted twice a year (at the end of March and September, with invoices issued in early April and October), and payment can be made via internal transfer or by invoice for KAKENHI.
- Since there is a possibility of incurring charges, only faculty and staff members responsible for the budgets used for payment are eligible to apply for subscriptions.

Your Applications and List of Created Subscriptions

Create a new subscription

Applicant

2615215597@utac.u-tokyo.ac.jp

Depertment

Purpose of use for this subscription

Please provide your planned activities in this subscription, such as t Multiple items can be listed.

Field

01: 思想、芸術およびその関連分野/Philosophy, art, and related fields

Please select the field that you think is the closest match to the content of this subscription. The options correspond to the Medium-sized sections defined by the Kakenhi Review Section Table.

Identifier for the new subscription (alphanumeric characters and hyphen only, up to 32 characters)

example: myProject1

This is a string used to distinguish the newly created subscription. The actual subscription name will be '[10-digit of UTokyo Account]-[identifier specified here]'.

☐ I agree to incur charges if the free tier is exceeded.

☐ As a faculty or staff member responsible for budget execution, I hereby pledge to comply with the above.

Submit

日本語　◉ English

Create a new subscription

Applicant

E-mail address

(1)

Depertment

Position

Purpose of use for this subscription

Please provide your planned activities in this subscription, such as the purpose and content of your use (research on ○○, use in lecture ○○, use in ○○ project, etc.).

This is a string used to distinguish the newly created subscription. The actual subscription name will be '[10-digit of UTokyo Account]-[identifier specified here]'.

(2) ☐ I agree to incur charges if the free tier is exceeded.

☐ As a faculty or staff member responsible for budget execution, I hereby pledge to comply with the above.

Submit

---

(1) Be sure to spell email address correctly, or you will miss the notification that the subscription is ready to use

(2) You have to agree to pay when charges apply

6

Setting billing info / automatic suspension

UTokyo Azure Subscription Management Page: https://azure.itc.u-tokyo.ac.jp/list
Check subscription ready Email or the UTokyo Azure application page

Your Applications:
Displays your subscriptions and their statuses

Subscriptions and Billing Information:
Displays subscriptions to which you are assigned the Owner role

Auto Suspension:
If the usage of the current month has exceeded a threshold (currently 90% of the guaranteed free tier), **the subscription will be automatically canceled, and the environment and data on Azure will be irrevocably deleted**

Note: contrary to the name "suspension" it is actually outright deletion

Billing Information Registration / Automatic Suspension Settings

Select a subscription to be configured

2615215597-Taulab

Register or Change Billing Information

○ Pay with KAKENHI .... **Invoice payment (for Grants-in-Aid for Scientific Research)**
● Pay with budget (except KAKENHI) .... **Internal (interdepartmental) transfer**

The department managing the budget for the payment

We will send a request for an internal transfer to the account team of the department selected here.

Division Code

Budget Type/Proejct Code

For the 'Division Code,' please log in to the Budget Execution Management System and enter the 10-digit alphanumeric value found in the '執行部署' section under the budget execution status list for the budget used for the payment. Similarly, for the 'Budget Type/Project Code,' enter the 6-digit number (Budget Type Code) or the 12-digit number (Project Code) from the '予算科目/プロジェクト' section in the budget execution status list.

Note that KAKENHI requires invoive. Thus please check 'Pay with KAKENHI' if you want to use KAKENHI for the payment for this subscription.

Submit

Setting Automatic Suspension

Automatic Suspension upon Exceeding the Usage Th

○ Enable
○ Disable

To modify the automatic suspension settings, you must firs
billing information for the subscription.

Submit Change

- **Without your billing information registered, you can't disable auto suspension**

  For necessary codes, check Financial Accounting / Budget Execution Management System or consult the accounting team of your department

Get started from Azure Portal!

Microsoft Azure Portal : https://portal.azure.com/
see the notification of subscription ready Email

- **Sign in to the Microsoft Azure Portal with your UTokyo Account**
- **The services displayed at the top page vary depending your history**
- **For more information on how to use it, see utelecon's "UTokyo Azure" page**