

Educational Affairs Information System Operation Guide

1. Introduction

Course registration at YNU is completed using a PC or smartphone. You can access the Educational Affairs Information System through a web browser and register for courses by typing the course code.

2. Planning Your registration

When you register for courses, please carefully read the registration guideline, WEB syllabi, course schedule and bulletin board. (Be sure to check updates regarding class registration.) You should also check and note the course code for each course you wish to take.

[Important Reminders]

<Note on Registration Period>

You may modify your course registration as often as needed during the registration period.
However, please be sure to complete your registration by the final day of the registration period.

<Note on the Use of the Education Affairs Information System>

• Your User ID

Please enter your YNU login ID issued by the Information Technology Service Center.

For Undergraduate Students, add “b” to your student ID (for a total of 8 characters) ex: b2512345

For Graduate Students, add “d” to your student ID (for a total of 8 characters, all letters should be lowercase)
ex: d25na123

• Login Password

Please obtain a password for the YNU login ID in the following way.

※Note: The initial password can only be used to log in the “YNU Account Management System”.

Please log in to the “YNU Account Management System” using the initial password, configure multi-factor authentication, and then change the password to one of your choice. For the initial password, please refer to the “Information Technology Service Center Quick Guide for New Students” distributed after enrollment.

If you have forgotten your password, please visit the “Password Machine” located on campus to get a randomly generated password. (The obtained password can be changed to one of your choice by logging into the YNU Account Management System.)

• Input Time Limit

If the computer remains idle for more than 10 minutes during course registration, the system will lock, and you will need to log in again to continue. (Please note that if 10 minutes pass before the course name appears after entering the schedule code, the data will NOT be saved on the system. In this case, please log in again and re-enter the schedule code.)

• Browser Settings

If cookies are disabled in your web browser, you won’t be able to log on to the Educational Affairs Information System. Please enable cookies before you log in again.

• If the Course is Full..

Liberal Arts courses sometimes reach maximum classroom capacity. On the first or second day of class, the instructor will determine the number of students enrolled in the class. If the course becomes full, the instructor will announce which students are admitted to the course. After the first or second class, please be sure to check the announcements to see if you are admitted. If not, you will not be able to attend the course that semester, and the WEB System will display a registration error on your screen. In this case, please edit or cancel your registration during the registration correction period.

<Questions>

If you have any questions about registration (e.g. using the WEB System, course planning, registration errors, etc.), please visit or contact your department for assistance. (Please be sure to write down any error messages before consulting the department.)

3. Logging in Educational Affairs Information System

Access the login page of the Academic Affairs Information System and press “Log in with YNU Login ID”.(Fig.1)

Enter your YNU login ID and password, then press “Log in”. (Fig.2)

If you are accessing from on-campus (YNU Wi-Fi), the login procedure is now complete.

Please check this URL for more information about using YNU Wi-Fi.

(URL : <https://www.itsc.ynu.ac.jp/network/ynu-wifi.html>)

If you are accessing from off-campus, you will need additional multi-factor authentication. After entering your YNU login ID and password above, the authentication code entry page will appear. (Fig.3)

You will receive an authentication code notification e-mail in your YNU e-mail. Please enter the 8-digit code and press “Login”.

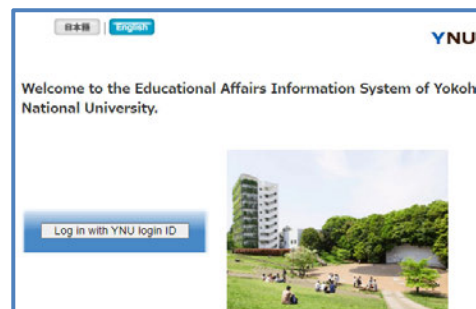


Figure1 Log in page 1



Figure2 Log in page 2

Details on how to access from off-campus



Figure3 Authentication code entry page

• Check Login Information

Once you have successfully logged in, check the "Full Name" in the upper left corner of the screen to ensure it is correct. (Fig.4)

After confirming this, click "Regist record" in the menu (Fig.4), then click "Registration" to proceed to the course registration page.

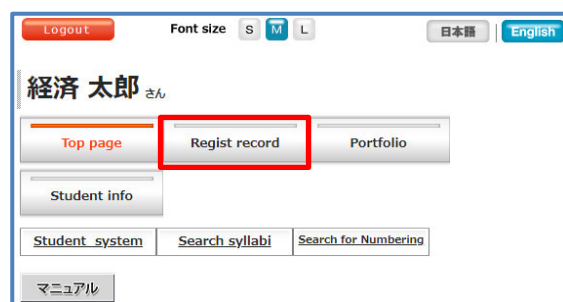


Figure4 Menu page

4. Register your address and e-mail address

You must register your address and e-mail address before registering for the courses. Your registered e-mail address will be registered in the YNU Safety Confirmation System, and in the event of a disaster, we will contact you at this e-mail address to confirm your safety.

Please register an address that is easy to contact, such as a cell phone email.

If you need to update your address, please enter your most recent address.



Figure5 Address and e-mail address registration page

5. Enter Student Profile

You must complete your student profile before registering for courses.

Please note that it may take about one hour to input the information.

For more information, please see the link "How to Fill Out Student Profile at Course Registration" on the login page.

6. Registering for Courses

1) Entering and Reviewing Courses

① Click on "Registration" under "Regist record".

*This option is only available during the course registration period.

② Clicking on "申請画面へ移動" will bring up the screen for entering course codes. (Fig. 6) Enter the code of the course you wish to take in the Course Code field.

③ When you have finished entering all course codes, click **"Save"**. (Fig. 6 - second button from the bottom)

④ The course name, instructor name, day of the week, and class time corresponding to each course code will be displayed. (Fig. 7)

*Click on the course name to view the syllabus. Please refer to the syllabus when selecting courses.

If a course is not displayed correctly, the course code may be incorrect. To delete a course, check the box in the "Delete" column. To add a course, enter the code of the course you wish to add in the available "Course Code" field. Then click "Save" to update and display the revised course list.

⑤ Once all the courses you wish to register for are displayed, click **"Confirm"**. (Fig. 6 - bottom button)

⑥ The registered courses will be displayed in a timetable format (fig. 8). Make sure all courses you have registered now appear correctly.

Courses that are retaken are indicated by **"再履修"** next to the course code. (e.g., Figure 8 - Tuesday 4th period courses)

If there are errors, the error details and reasons will be displayed.

Click **"Back to the edit page"** and correct the errors (Fig. 9).

Figure6 Course Code Input page

Course Code	Course Title	Instructor	Date-Period	Credits	Delete	Comments
2113191	経済学入門	鈴木 理恵	月曜日1	2	<input type="checkbox"/>	
9005194	英語上級 (R2-04)	文田 弘彰	月曜日2	1	<input type="checkbox"/>	
9102523	経済学概論	田中 秀和	月曜日3	2	<input type="checkbox"/>	
9102396	統計学入門	本橋 永登	火曜日2	2	<input type="checkbox"/>	

Figure7 Add/Delete Courses page

Day	Period	Course Code	Course Title	Instructor	Date-Period	Credits	再履修
月	1	2113191	経済学入門	鈴木 理恵	月曜日1	2	
月	2	9005194	英語上級 (R2-04)	文田 弘彰	月曜日2	1	
月	3	9102523	経済学概論	田中 秀和	月曜日3	2	
火	2	9102396	統計学入門	本橋 永登	火曜日2	2	

Figure8 Review page

Course Code	Course Title	Instructor	Date-Period	Credits	Error Reason
9001009	日本近代史	佐藤 健	月曜日2	2	指定クラスと異なります。
9009111	経済学入門	佐藤 健	月曜日2	2	同一曜日・時間帯に重複する科目が登録されています。(A)
9001040	統計学入門	佐藤 健	月曜日2	2	同一曜日・時間帯に重複する科目が登録されています。(A)
0000000					該当科目がありません。

Figure9 Error Messages (Review page)

2) Correction of Registration Errors

Clicking on the reason for the error will display an explanation of the error and how to correct it. (Fig. 9,10)

Follow the instructions on the screen to make the correction.

*Repeat the above steps until there are no more error courses.

Course Code	Course Title	Instructor	Date-Period	Credits	Error Reason
9001040	経済学入門	佐藤 健	月曜日2	2	指定クラスと異なります。
9001009	日本近代史	佐藤 健	月曜日2	2	同一曜日・時間帯に重複する科目が登録されています。(A)
9001030	経済学入門	佐藤 健	月曜日2	2	同一曜日・時間帯に重複する科目が登録されています。(A)
9009111	経済学入門	佐藤 健	月曜日2	2	同一曜日・時間帯に重複する科目が登録されています。(A)
9001040	統計学入門	佐藤 健	月曜日2	2	同一曜日・時間帯に重複する科目が登録されています。(A)
0					該当科目がありません。
0000000					該当科目がありません。

Figure10 Error Messages (Add/Delete Courses page)

3) Check Your Course Registration

Check the Review page (Fig. 11) to make sure that all courses are correctly registered.

*Click on the course name to view the syllabus. Please refer to the syllabus when selecting courses.

Graduate students will see their courses listed in a list format rather than a timetable format.

Once you have completed the review, click **"Confirm"** at the bottom of the page. ("Confirm" will not appear if there are any errors).

Figure11 Review page

Important Reminders

The class schedule shown here is NOT your final schedule. It is each student's responsibility to access and thoroughly review their final class schedule again during the "registration confirmation and correction period". Please note that courses not listed on the final schedule during this period will NOT be counted as valid credits, regardless of your attendance, etc.

★If you close your browser without clicking the "Confirm" button, your course registration details may not be saved correctly. Be sure to correct any errors and press the "Confirm" button.

★If you ever have to stop the registration process, click "Stop Registration and Log Out" to sign out. In this case, please log in again and complete your course registration during the period.

7. Retaking Courses

1) Courses Available for Retake

You may retake a course to replace a F(不可) grade. The system will display a list of courses you are eligible to retake(Fig.10). Click on "About Retaking Courses" for more information about retake process/courses.

Figure12 List of Possible Retake Courses

2) Registering for Retakes

If you register for a course that requires "retake registration," a reminder message will appear on the screen (as shown in Fig. 13) .. Click on the button in the upper right corner of the screen to access the "Retake Review Page" (Fig. 14).

Here, a list of courses that you can retake will be displayed. Select the course that you wish to retake, either as a new course or as a retake course. If you do not make a selection, it will be registered as a new course.

Once you have made your selection, click on the **"Save"** button. Review the list again and click on the **"Review"** at the bottom of the screen. You will be brought back to the "Registration Review Page". Make sure that a **"再履修"** (Retake) mark is displayed next to the courses you would like to retake.

Figure13 Getting a Retake Reminder Message

Figure14 Reviewing Your Retakes page

3) Notes on retaking courses

If you complete your registration without signing up for any course that you could retake, you will receive a warning message (Fig.15). Please Click on "再履修確認を行う" and follow the necessary procedures.

Figure 15 Warning Message

8. Logging Out

When you exit the WEB System, be sure to click "Logout" to properly end your session(Fig. 16).

If you do not log out, there is a risk that a third party may change your registration information.

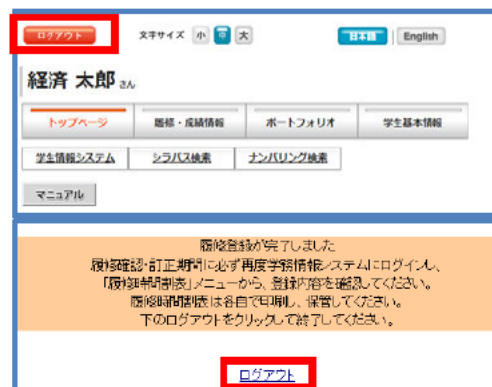


Figure16 Logging Out page

9. Confirming and Correcting of Course Registration

Each student must check their class schedule in the Educational Affairs Information System and making necessary changes during the course registration confirmation and correction period. Please note that errors may occur later, even if none were present during the initial course registration period due to adjustment or other reasons.

Additionally, if there are errors, you will not be able to operate the System during the course registration cancellation period, so please be sure to review and correct any errors within the specified period.

10. Cancelling of Course Registration

You can request course cancellation on the WEB System during the course registration cancellation period. However, if an error occurs, you will not be able to cancel your course on the web. In such cases, please contact your faculty office.

- ① During the course registration cancellation period, the button labeled "申請画面へ移動" will appear in the "Course Cancellation Request" column (Fig. 17). Clicking this button will display a list of courses you are registered for (Fig. 18).

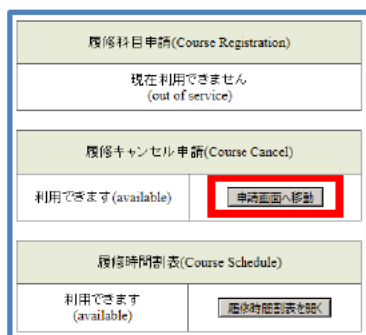


Figure17 Registration Top page



Figure18 Cancelling Registration page

- ② Check the Cancel box for the courses you wish to cancel and click "Save". Successfully cancelled courses will be marked as "Cancel(キャンセル)" in the "Status" column. If you accidentally check a box, click it again to remove the checkmark. When finished, click the "Review" button once. Follow the same steps as course registration.

Once a cancellation is confirmed, it cannot be undone, so please proceed with caution.

11. Finding Course Syllabi

①Log in to the WEB System and click "Syllabus Search" on the top page.

Enter your search criteria on the Syllabus Search page and click the "Search" button(Fig. 19).

②The search results will be displayed. Click on "JPN(日)" or "ENG(英)" for the course you wish to check(Fig. 20).

Click on "JPN" to see the Japanese version or "ENG" to see the English version.

③To print the syllabus, click "Format Page for Printing(印刷用ページ)" (Fig. 21).

*Please note that some items are hidden in the public syllabus. So please be sure to check the syllabus via the Educational Affairs Information System.

Figure19 Syllabus Search Page

検索年度	検索学部	検索学科	検索コース	対象年次
2022年度	全学教育/教養教育			
使用言語	検索学部	曜日	時間	時期
	全学期			定期, 集中, その他
授業形態	授業形態(詳細)	授業方法		
科目名検索	教員名検索	キーワード検索	全文検索	実務経験のある教員による授業
キャリアデザイン				

Figure20 Search Result page

Figure21 Syllabus page

12. Check basic student information

①Log in to the WEB System and click "Student info".

A warning message will be displayed indicating that the page contains personal information. If you agree, click the "表示(Display)" button (Fig.22).

Figure22 Warning message

②The student Basic Info page shows registered address, phone number, etc.

If there are any changes in your registration information, please send an email from your YNU e-mail address to the Educational Information Section (kyomu.joho@ynu.ac.jp) ages (Fig. 23).

③You can register or modify your emergency contact address in case

of natural disasters such as earthquakes and typhoons, etc., when the university makes emergency contact with you.

Press the "Edit(編集)" button in the "Student Cell Phone Address(学生携帯アドレス)" column to register or modify this information.

Additionally, please register a "Parent aAddress(保護者アドレス)" so that the university can contact your parent in case of an emergency. If there are any changes to the address, please update it accordingly.

学生基本情報	
在学状態	在学中
学籍番号	
氏名	経済 太郎
フリガナ	ケイザイ タロウ
英文氏名	KEIZAI TARO
性別	男
学部	経済学部
学生携帯アドレス	@ynu.ac.jp
保護者アドレス	@ynu.ac.jp
コンタクト教員	

Figure23 Student basic info page

13. Other

This concludes the Operation Guide for the WEB System, covering course registration, syllabus search, and checking basic student information. The WEB System can also provide access to your grades, Student Portfolio.