

# Education Affairs Information System Operation Guide

## 1. Introduction

Course registration at YNU is completed PC or smartphone. You can access the Education 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 back updates to class registration.) You should also check and note the course code for each course you wish to take.

### [ Important Reminders ]

#### <Note on Registration Period>

Your course registration can be changed as many times as you need during the registration period. Please be sure, however, you must complete your registration before the last 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.

Undergraduate Students add "b" to your student ID (8 digits in total) ex) b2412345

Graduate Students add "d" to your student ID (8 digits in total, all letters should be lowercase) ex) d24na123

##### • Login Password

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

[※It is only "YNU Account Management System" that you can log in by an initial password.](#)

Please log in to the "YNU Account Management System" with the initial password, configure multi-factor authentication, and change the password. 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 go to the "Password machine" located on campus and get a random password. (The password obtained can be changed to any password by logging into the YNU account management system.)

##### • Tips

If the computer has been idle for longer than 10 minutes during your course registration, the system will be locked and you will need to log in again to continue. (Note that if you enter a schedule code and leave the computer idle for 10 minutes before the course name appears, the data will NOT be saved on the system. Please log in again and re-enter the schedule code.)

##### • Browser Settings

If your browser's cookies are disabled, you won't be able to log on to the WEB System. Please enable cookies before you log in again.

##### • If the Course is Full..

Liberal Arts courses sometimes meet the maximum classroom capacity. On the first or second day of the class, the instructor finds out the number of students in the class. If the course has become full, the instructor will announce which students are admitted into that 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 give a registration error on your screen. In that case, please edit / cancel your registration.

#### <Questions>

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

### 3. Logging in Education Affairs Information System

- Access to the system from on-campus  
Use YNU Wi-Fi and proceed to 1).  
Please check this URL for more information about using YNU Wi-Fi.  
(URL : <https://www.itsc.ynu.ac.jp/network/ynu-wifi.html>)
- Access to the system from off-campus  
Use YNU VPN Service and proceed to 1).  
Please note that this service is not available from smartphones or tablets.  
(URL : <https://www.itsc.ynu.ac.jp/network/ynu-vpn.html>)

#### 1) Log in to the Education Affairs Information System

Enter your YNU login ID and password.  
URL : [https://risvu.jmk.ynu.ac.jp/gakumu\\_portal/login.aspx](https://risvu.jmk.ynu.ac.jp/gakumu_portal/login.aspx)

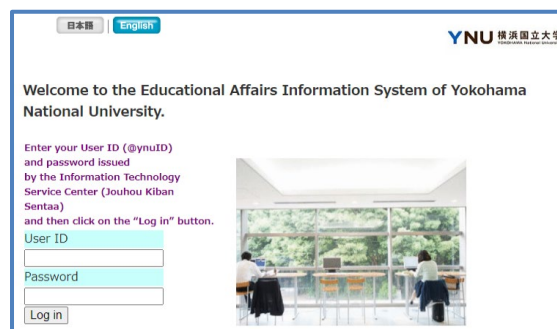


Figure1 Log in page

#### 2) Check Login Information

Please make sure that the "Full Name" in the upper left corner of the screen is correct. (Fig.2)

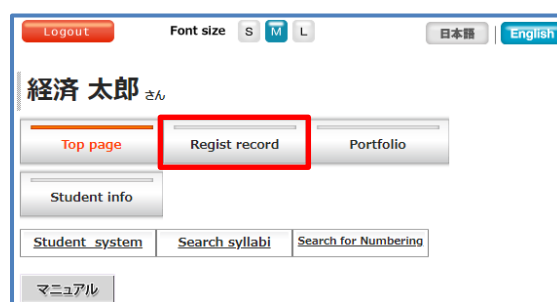


Figure2 Menu page

#### 3) If an error occurs

Click "Register record" in the menu (Fig.2), then click "Registration" to go to the course registration page.  
If an error message is displayed when accessing from off-campus, the YNU VPN service may not be functioning properly.  
Please refer to the above and access again.

### 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 your registered e-mail address to confirm your safety.  
Please register an address that is easy to contact, such as a cell phone.  
If you need to change your address, please enter your most recent address.



Figure3 Address and e-mail address registration page

### 5. Enter student profile

You must enter your student profile before registering for courses.  
Please note that it takes 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".

\*You are only available during the course registration period.

② Clicking on "申請画面へ移動" will bring up a screen for entering course codes. (Fig.4) Enter the code of the course you are taking in the Course Code field.

③ When you have finished entering all course codes, click "Save". (Fig. 4 - second button from the bottom)

④ The course name, instructor name, day of the week, and class time corresponding to the course code will be displayed. (Fig. 5)

\*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 display the updated course list.

⑤ When all the courses you wish to register for are displayed, click "Confirm". (Fig. 4 - bottom button)

⑥ Courses to be registered for will be displayed in a timetable format. (fig. 6) 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 6 - Tuesday 4th period courses)

If there is an error, the error subject and reason will be displayed, click "Back to the edit page" and correct the error. (Fig. 7)

Figure4 Course Code Input page

Course Code	Course Title	Instructor	Date-Period	Credits	Delete	Comments
2113101	経済学入門	鈴木 達彦	月曜日1	2	<input type="checkbox"/>	
9005104	英語ⅠⅡ LR2-04	文島 弘郎	月曜日2	1	<input type="checkbox"/>	
9102523	現代代数Ⅰ	田中 秀和	月曜日3	2	<input type="checkbox"/>	
9102306	統計データ分析	本橋 永至	火曜日2	2	<input type="checkbox"/>	

Figure5 Add/Delete Courses page

月	1	2	3	4	5	6	7
火			2225104 (専門必修科目) 日本語学 吉原 晋介 1単位	2230107 (専門必修科目) 生活科学基礎 井田 馨治 1単位			
水	2221008 (専門必修科目) 英語ⅠⅡ 1単位	2267306 (英語CA4履修) 英語ⅠⅡ 1単位	3001148 (経営知識) 英語ⅠⅡ 1単位	9001041 再履修 (基礎人文系履修) 基礎人文系履修 1単位			

Figure6 Review page

登録番号コード	科目名	エラー理由
9001009	日本近現代音楽史	指定クラスと違っています
9009131	経営学入門Ⅰ履修	同一曜日・時間帯と重複の科目が申告されています。(1,3)
9001040	現代民法	同一曜日・時間帯と重複の科目が申告されています。(1,3)
0000000		該当科目がありません

月	1	2	3	4	5	6	7
水		9001048 (基礎人文系履修) 基礎人文系履修 1単位					

Figure7 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. 7,8)

Follow the instructions on the screen to correct the error.

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

登録番号コード	科目名	担当教員	曜日・時間	単位	備考
9001048	経済学入門Ⅰ	奥村 剛哉	月曜日2	2	
9001009	日本近現代音楽史	葛西 尚	月曜日4	2	登録指定(クラス指定)超過 (error)
9001030	地域連携と都市再生のしくみ 協定学)	志村 真紀	火曜日2	2	
9009131	健康文化—少人数履修	菊地 潤	火曜日3	2	同一曜日・時間帯重複(Error)
9001040	現代民法	福岡 実美	火曜日3	2	同一曜日・時間帯重複(Error)
0					時間帯コード不存(Error)
7	0000000				時間帯コード不存(Error)

Figure8 Error Messages (Add/Delete Courses page)

### 3) Check your course registration

Check the Review page (Fig. 9) to make sure that you have registered for the course correctly.

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

Graduate students are shown in list format rather than timetable format.

When you have completed the check, click "Confirm" at the bottom of the page. ("Confirm" will not appear if there is an error.

Figure9 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 his or her final class schedule again during the "registration confirmation and correction period". Please note that courses not listed in the 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 registered correctly. Be sure to eliminate errors and press the "Confirm" button.

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

## 7. Retaking Courses

### 1) Possible Retake Courses

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

Figure10 List of Possible Retake Courses

### 2) Registering for Retakes

reminder message on the screen (as shown in Fig. 11) means that you have registered for a course that requires "retake registration". Click on the button in the upper right corner of the screen, and the "Retake Review Page" will be displayed. (Fig. 12)

A list of courses that you can retake will be displayed here. Select a course that you wish to retake, either as a new course or retake course. If you don't make any selection, it will be registered as a new course.

When you are done, 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" mark is displayed next to the courses you would like to retake.

Figure11 Getting a Retake Reminder Message

Figure12 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.13) Please Click on "再履修確認を行う" and follow the necessary procedures.

Figure 13 Warning Message

## 8. Logging Out

Be sure to click "Logout" when you exit the WEB System. (Fig. 14)

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



Figure14 Logging Out page

## 9. Confirming and Correcting of Course Registration

Each student is responsible for checking the class schedule and making necessary changes during the course registration confirmation and correction period. Please note that errors may occur later, even if they did not occur during the course registration period.

If there is an error, you will not be able to operate during the course registration cancellation period, so please be sure to confirm the error within this 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. Please contact your faculty office.

① During the course registration cancellation period, the button "申請画面へ移動" will appear in the "Course Cancellation Request" column. (Fig. 15) Clicking on that button will display a list of courses you are taking. (Fig. 16)



Figure15 Registration Top page



Figure16 Cancelling Registration page

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

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

## 11. Finding Course Syllabi

① Log 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. 17)

② Search results will be displayed. Click on "JPN(日)" or "ENG(英)" for the course you wish to check. (Fig. 18)

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

③ To print the syllabus, click on "Format Page for Printing(印刷用ページ)". (Fig. 19)

\*Some items are hidden in the public syllabus, so please be sure to check the syllabus via the Education Affairs Information System.

Figure17 Syllabus Search Page

Figure18 Search Result page

Figure19 Syllabus page

## 12. Check basic student information

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

A warning message will be displayed indicating that the page contains personal information. If there is no problem, click the "表示" button. (Fig.20)

Figure20 Warning message

② Student basic info page shows registered address, phone number, etc.

If there are any changes in your registration information, please send an e-mail to the Educational Information Section (kyomu.joho@ynu.ac.jp) from your YNU e-mail address to notify us of the changes. (Fig. 21)

③ You can register and 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.

You can also register a "parent address" so that we can contact your parent in case of emergency (registration is optional).

Figure21 Student basic info page

## 13. Other

This completes the Operation Guide for the WEB System for course registration and syllabus search. The WEB System can also give you access to your grades, Student Portfolio and student basic information.