we have introduced the **YNU student portfolio** for graduates as a tool to help you look back on your research and other activities. In registering for courses for the new semester on the Educational Affairs Information System, you are asked to fill out a **student profile** in your YNU student portfolio.

In the student profile, you are expected to self-check your **Research and Lifestyle** during the spring semester and **Generic Skill** (versatile skills required for a working environment) during the fall semester. The profile can be used to review your research activities and as a reference when you are making career choices. We hope that you can use it as a tool to make your life at the graduate school more fruitful.

March 2025
Vice President (Education and Global)
Motonari Tanabu

To register for courses, you must complete the following student profile before you move to the course registration screen. (Filling out the student profile allows you to register for courses.) **It will take approximately half hour to complete the student profile**. The System will be available **from Wednesday, March 26**, and make sure to complete it **during April 11** (before your course subjects are determined). For details, please refer to the next page.

■ Student Profile : Items to enter for spring semester

(1) Emergency contact information	Enter your email address and physical address as your emergency contact information. Please make sure to keep them up to date.
(2) Research and Lifestyle Self-check Sheet	This sheet is designed for you to self-check your awareness and behavior about your research activities and daily life in the last semester. Its purpose is to make you consider how to conduct your research activities and daily life in the new semester based on the self-check. Your answers are statistically processed anonymously and will be used as basic data for improving our education. We will neither use the result for your grading nor publish personal data, so please fill it honestly.

■ Student Profile : Items to enter for fall semester

(1) Emergency contact information	Enter your email address and physical address as your emergency contact information. Please make sure to keep them up to date.
(2) Generic Skill self-check sheet	This sheet is designed for you to quickly self-check your Generic Skill (versatile skills required for a working environment). Results are shown in graphs. You can also access your past results. A regular self-check will not only help you identify your strengths and weaknesses but also provide hints and tips to identify which areas of your abilities need further development or improvement to build your future academic career or enrich your campus life.

# Student Profile: Course Registration Procedure

The student profile requires **approximately half hour** to complete. Please ensure that enough time is set aside to complete it.

You can enter data in your student profile from March 26. Please complete **it during April 11** (before your course subjects are determined) by accessing Course Registration on the Educational Affairs Information System.

1. **Access from the log-in screen on the Educational Affairs Information System.**

2. **Click (1) Regist Record, then click (2) Registration.**

   Log in and click Registration to transfer the student profile function to the input screen. When the student profile is completed, the registration screen opens.
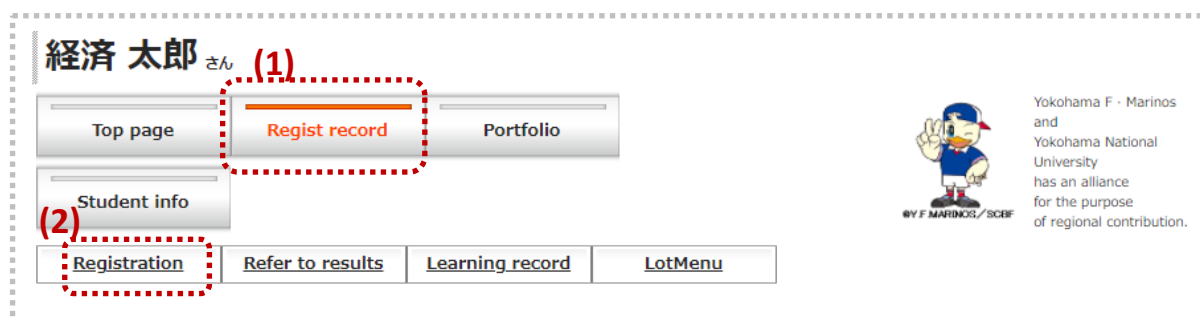
3. **When accessing for the first time in the new semester: filling in the student portfolio**

   (1) **Enter your emergency contact information (your email and physical addresses)**
   Check and edit your registration, then click Continue to go to (2).

   (2) **Answer the Research and Lifestyle self-check sheet.**
   Fill it in and click Continue to open the course registration screen.

   ➔ If your course subjects are determined, register for them.
   ➔ If you wish to register for them later, log out.

How to access to your student portfolio later

   To access your student portfolio, log in to the Educational Affairs Information System and click Portfolio. You can use the portfolio for an array of opportunities.
   ➔ You can review the results for Employability Self-check there.

For queries on data entry, contact the Educational Affairs Division, Student Affairs and International Strategy Department (2nd floor, Student Center)