

Graduates) How to Fill out Student Profile at Course Registration

From this spring semester, 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 coming fall semester, you are required to take the BEVI-j. **The BEVI-j, a psychological assessment test** to help you recognize the level of your global competency as well as to self-evaluate your **Generic Skill** (versatile skills required for a working environment), will provide information to support you in reviewing your research activities and choosing your career path. I hope that you will use it as a tool for making your graduate school life more productive.

October 2021
Executive Director (Educational and Information) and Vice President
Hiroyasu Yachi

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 one hour to complete the student profile.** The System will be available from Friday, October 1, and make sure to complete it **during the first week of the new semester** (before your course subjects are determined). For details, please refer to the next page.

■ 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.
(3) BEVI, a psychological assessment test	BEVI (Beliefs, Events, and Values Inventory) is an online assessment test to learn about your psychological state of mind, of which you are not aware in your everyday life, such as your way of thinking, sense of value, and levels of acceptance of other cultures. <ul style="list-style-type: none">● The test requires approximately 30 minutes to complete. You can access your results immediately after you finish it.● You will find a sense of value and trend of thought that you are not or may not be aware of.● Your test results will provide hints and suggestions for enhancing your global perspective.● Your test results will provide useful information for self-analysis, which, for example, will help you introduce yourself better in your recruitment activities.

Student Profile: Course Registration Procedure

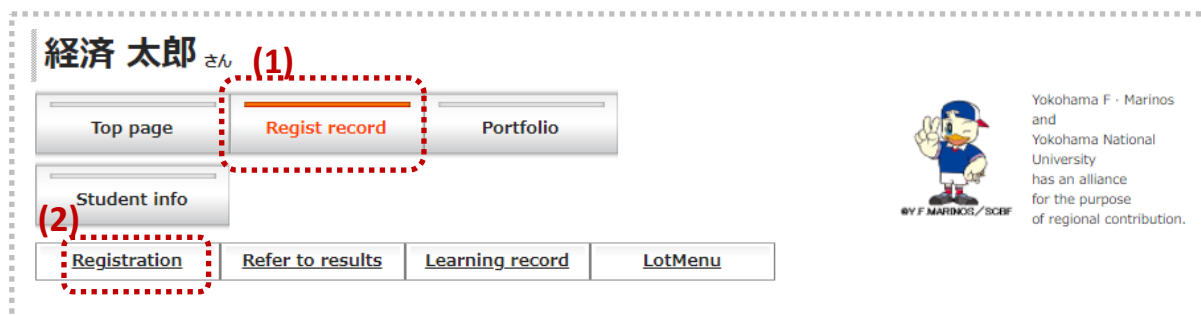
The student profile requires **approximately one hour** to complete. Please ensure that enough time is set aside to complete it.

You can enter data in your student profile from October 1. Please complete it during the first week of the new semester (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 Generic Skill self-check sheet.**

Fill it in and click Continue to go to (3).

(3) **Take the BEVI (at the dedicated website for the BEVI test)**

You will see the instructions on how to take the test on the portfolio screen.

Take the test and click Continue to go to (4).

(4) **Return to the YNU student portfolio screen**

Click Complete and 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.