Login ID: [Faculty/staff members] (the characters and numerals on the left of "@" in your Primary Email Service email address)

[Students] Student ID number

Password: Password registered on the initial registration page



#### Login



Enter the login ID and password which have been set for you and press the "ログイン[login]" button to login.

#### How to display the menu



Since, by default, the menu is hidden on smartphones and tablets, you need to click on the menu button on the upper left in order to display the menu and access your desired page.

#### Registering or changing e-mail address or password



Please access the account setting screen from 'アカウント設定[Account settings]" in the menu and register or change your desired field with the "編集する[Edit]" button for 【メール[Mail]】 and 【ログインパスワード[Login password]】

After registering your e-mail address, please check whether the address change confirmation e-mail has arrived. You are able to enter a new e-mail address in only 「メールアドレス3」(E-mail address3)

\*If you do not receive the address change confirmation e-mail, please check your e-mail reception settings and, after changing the

e-mail settings, try to send a "テストメール[test e-mail]" to confirm you are able to properly receive messages from [no-reply@jecc.jp].

f-Please be careful when entering your e-mail address.

#### Edit basic information

To change the name, organization information, or login ID, please contact the administrator.

#### Report safety situation

#### When reporting from e-mail

Subject:安否状況をお知らせください (Please report vour safety situati

#### 〇×株式会社 アバンセ花子様

地震が発生また。(An earthquake has occurred.) 以下のURLをクリックして、安否状況を報告 してください。(Please visit the following URL and report your safety situation.)

https://anpic\*.iecc.ip/\*\*\*\*\*\*/

●上記URLにアクセスできない場合は こちらからし(If you are unable to access the above URL, please report your safety situation here.) http://anpic\*.jecc.jp/\*\*\*\*\*\*

Access the safety report screen from the URL of the safety confirmation e-mail.

\*If you cannot access the above URL please use the URL below.

(All right

Slight injury

Serious injury

company? required

Within 2.3 days

anvtime

in a week

in a mont

To a comment space

#### When reporting from the website



Access the safety report screen from the "安否報告[Safety Report]" button on the menu.

## Report your safety ○ 日本語● English

アバンセ花子 On the safety report screen: Your safety required

- · Question 1 (required)
- Question 2 (Required)
- · Comment (optional)

Select or input the above and click on the "安否状況を報告する [report safety situation]" button to complete the report.

#### 安否を検索する

The safety search function is not available under normal circumstances. It can only be used when the university enables the search function, such as when a hazard arises.

## 安否検索 安否情報を確認したい相手の氏名または氏名(よ み)を入力してください。 検索ヒット:3件 ・アバンヤ次部(あばんせじろう) アバンセ太郎(あばんせたろう) アバンセ花子 (あばんせはなご)

From the "安否検索[Safety Search]" button on the menu, access the Safety Search screen, enter at least two letters of the name or full name of the person whose safety information you want to search for, and then click on the "検索する[search]" button.

#### Answer the questionnaire

Please access the questionnaire answer screen from the URL in the email which has been sent to you and answer the questions.

## Feature phone version

Nov.2019

To register or change your e-mail address and/or password, please do so from a computer or tablet by following the "web version" guide on the left. \*You can also make safety reports from feature phones.

#### Report safety situation

# Subject :安否状況をお知らせください

〇×株式会社 アバンセ花子様

地震が発生また。(An earthquake has occurred.) 以下のURLをクリックして、安否状況を報告 してください。(Please visit the following URL and report your safety situation.)

https://anpic\*.jecc.jp/\*\*\*\*\*\*/

●上記URLにアクセスできない場合は ゴらから (If you are unable to access the above URL, please report your safety situation here. http://anpic\*.jecc.jp/\*\*\*\*\*\*

地震の詳細については以下の通りです。

Access the safety report screen from the URL of the safety confirmation e-mail.

\*If you cannot access the above URL, please use the URL below.



# Report your safety

日本語

- ■Your safety required
- All right
- Slight injury
- Serious injury
- To a comment space
- ■When can you come to the company? anytime
- ₩ithin 2,3 days in a week
- in a month
- To a comment space

■Comment

Jp to 200 characters. A new-line is treated as one On the safety report screen: Question 1 (required)

- · Question 2 (required)
- · Comment (optional)

Select or input the above and click on the "安否状況を報告する [report safety situation]" button to complete the report

#### Answer the questionnaire

Please access the questionnaire answer screen from the URL in the email which has been sent to you and answer the questions.

### Edit basic information

To change the name, organization information, or login ID, please contact the administrator.

