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The items marked **in purple are particularly important, so be sure to check them.**

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Chapter 1 System Overview

1. 1 What is the Student Portal System?

The Student Portal System (Campusmate-J) is a web-based system that allows students to check official information from Kyushu University, including notifications, make-up classes, canceled classes, course registration, and grades. Important notices from Kyushu University are also available on this site, such as pandemic countermeasures and emergency notifications in the event of a natural disaster.
Students can check information such as messages and calls from Kyushu University from any computer or mobile device connected to the Internet, whether on or off campus.
You can also manage your schedule, to-do list, and bookmarks.

[Main Functions]
- Displaying messages
- Course registration and confirmation
- Checking course results
- Managing schedules
- Managing to-do lists
- Managing bookmarks
- Searching and browsing course syllabuses (lesson plans)

<Reminder>
In recent years, there have been several mobile applications and web services that allow users to create time schedules and receive notifications of class cancellations by entering their ID and password. However, these services are all developed by private companies and organizations not affiliated with Kyushu University.
Please note that providing your IDs and passwords to a third party, including your University ID and password, is a dangerous act that can lead to the leakage of personal information. Your ID and password may be misused to send unsolicited emails and cause harm to others. You may be liable for damages under some circumstances. Please be careful.

1. 2 Usage environment

This Student Portal System supports the following environments.

[Web browser]
Internet Explorer (Through June 15, 2022)
Microsoft Edge (Excluding IE mode)
Mozilla Firefox
Google Chrome
Safari
*You will need to enable JavaScript in your browser settings.

[OS]
Windows 8.1 or later, running the above browsers
Mac OS, running the above browsers

1. 3 Notes on browser operation

Please bear in mind the following points when operating your browser.

(1) The [Back] button and the [F5] key
The [Back] button on the browser and the [F5] key on the keyboard cannot be used to display or refresh the screen. Use the buttons or links displayed on the screen. You may not be able to use the system across multiple browser windows or tabs.

(2) Session timeout
If no activity (no movement of the screen) is detected for a long time, your session will timeout and result in an authentication failure. Please note that any information already input will not be saved.

1. 4 Mobile environment for mobile services

This system supports the following mobile environments.

[Web browser]
iOS: Mobile Safari
Android: Chrome for Android

1. 5 Notes on mobile services

Please bear in mind the following points when using mobile services.

(1) The [Back] button and [Refresh] button
For mobile devices running Android 4.X, the [Back] button cannot be used to return to the previous screen. For mobile devices running iOS and Android 2.X series, the [Back] button can be used to navigate between screens.
The [Refresh] button cannot be used to display or refresh screens on all mobile devices.

(2) Attached files
Files attached to messages, etc. may not be displayed correctly on mobile devices.

(3) Session timeout
If no activity (no movement of the screen) is detected for a long time, your session will timeout and result in an authentication failure. Please note that any information already input will not be saved.

(4) Syllabus browsing is not available on the services for mobile devices.

1. 6 Notes when attaching files

Please note that files cannot be attached to messages, etc., if the file name contains any of the following character types.

(1) Characters that cannot be handled by the system
"~" (tilde), " // " (parallel), "—" (dash), "-" (minus), " ¢ " (cent), " ℒ " (pound), "¬" (negation), "∵" because, "≒" (nearly equal), "≡" (congruent), "∫" (integral), "√" (root), " ⊥ " (perpendicular), "∠" (angle), "∩" (and), " ∪ " (or)

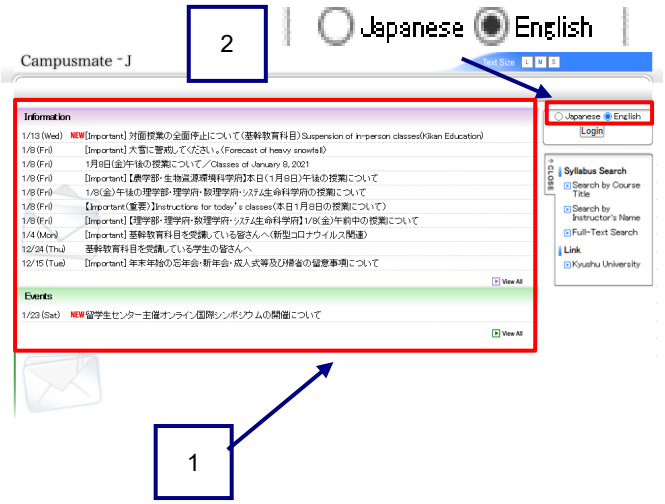
(2) Characters that depend on the type of computer and environment (OS)
Examples: "①," "㎏," "㍾," "㍼," " ∣ ," etc.

Chapter 2 Basic Operation

This section explains how to log in to the system and the system's screen layout.
New students can login from the date of enrollment.

2. 1 Login and Logout

This section explains the procedures for logging in and out of the system.



[Login]

(1) Access the system page with a web browser.

PC:
https://ku-portal.kyushu-u.ac.jp/

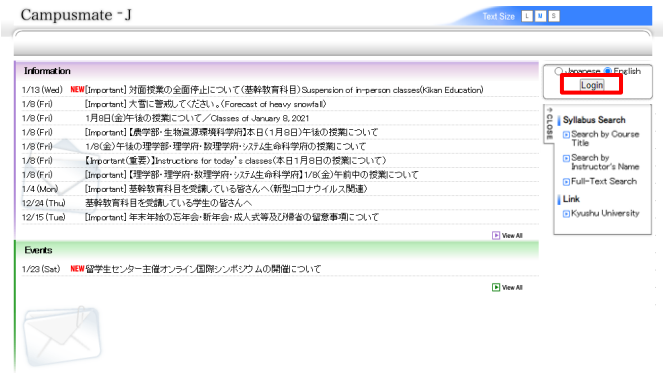
Mobile device:
https://ku-portal.kyushu-u.ac.jp/campusWEB/sptop.do

(Website for mobile devices)

[Explanation of the screen]

1 Information and Events
You can check information and events before logging in.
For details, see "3. 2 Checking information" and "3. 3 Checking events."

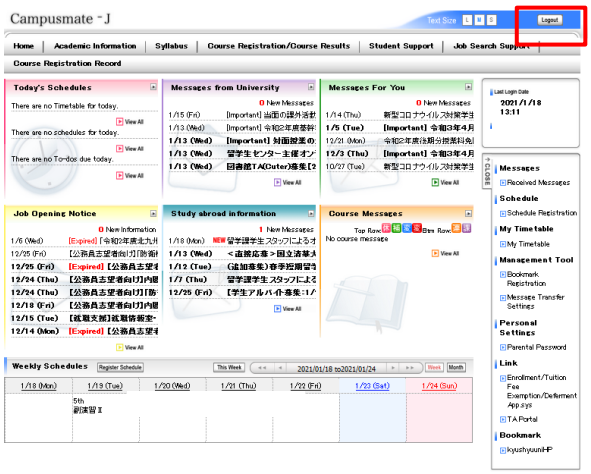
2 Select the display language
You can choose between Japanese and English.
Select the [Japanese] button to display in Japanese or the [English] button to display in English.



(2) Click [Login] and enter your SSO-KID and password.
⇒ The menu screen is displayed.

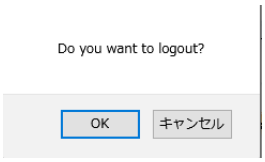
> If you have not activated your account (user registration), please do so.
> Please refer to the following URL for information on how to activate your account.
> http://web.sso.kyushu-u.ac.jp/pw/activation/

※ If you have already authenticated, you will be taken to the menu screen without having to enter your SSO-KID and password.



[Logout]

(3) Click [Logout] in the upper right corner of the screen.



(4) A logout confirmation message is displayed.
Click [OK] to return to the login screen.

2. 2 Screen layout

This section explains the screen layout.
The screen layout and organization are subject to change depending on the operation so that the actual screen layout may differ from the explanatory material.

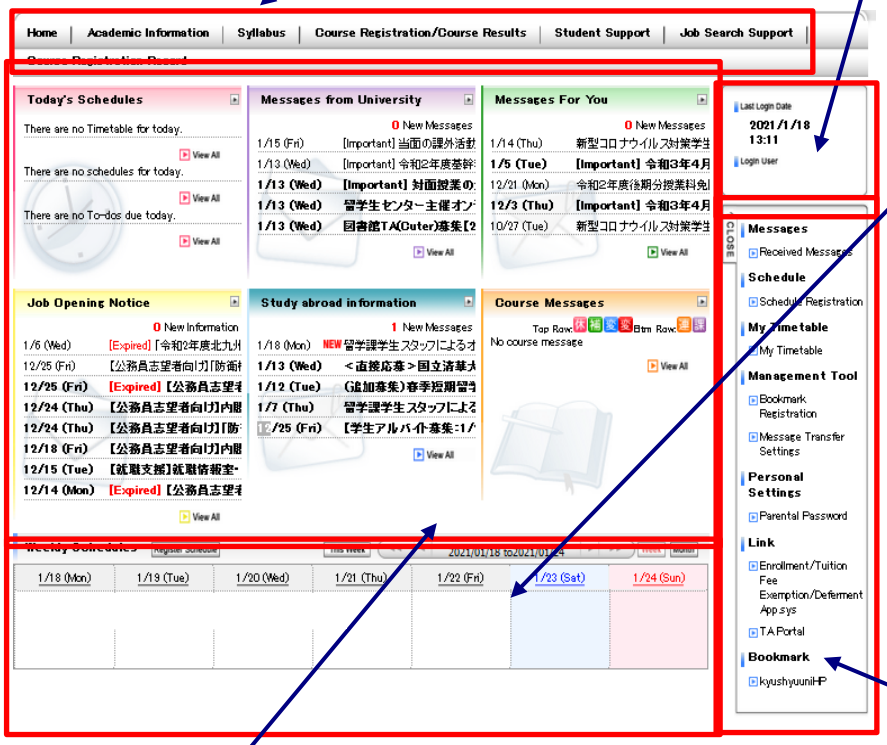
[Tabs] These provide a summary of each function.

Move the cursor over a tab to display the functions under the tab.

When you click a tab, the side menu switches to the menu of the tab you clicked.

[User]
Displays information on the user.

[Weekly schedule]
Displays the user's weekly schedule.

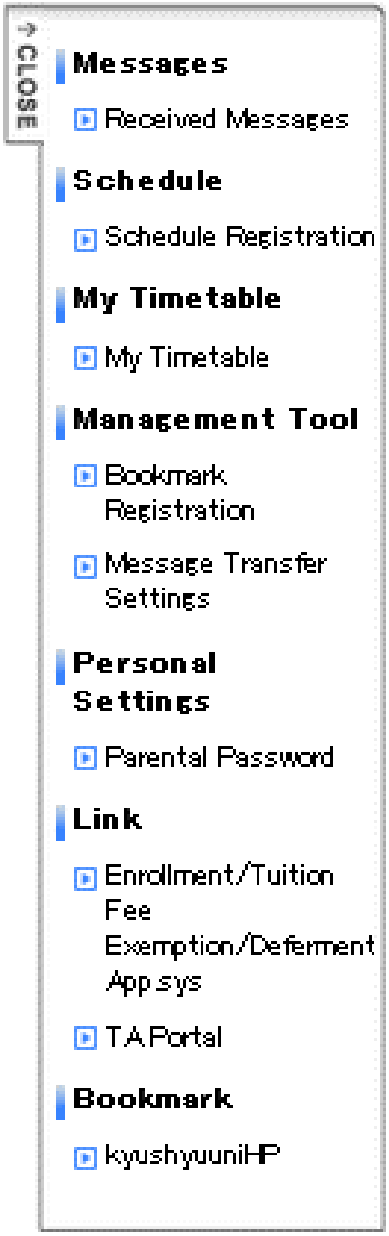


[Portlet]
Messages, notices, etc., are displayed in each frame.

[Side menu]
Displays the various menus.
The menu displayed will correspond to the functions in the tab selected at the top of the screen.

2. 3 Side menu layout

This section explains the side menu.
By using the side menu, you can move to each function screen.
Note that the configuration of the side menu is subject to change depending on the operation.



(1) Messages
Displays notices and other messages from Kyushu University.

(2) Schedule
Register your schedule.

(3) My Timetable
Displays your time schedule.

(4) Management Tool
This can be used to perform auxiliary operations such as Bookmark Registration and configuring the Message Transfer Settings.

(5) Link
Links to the Enrollment/Tuition Fee Exemption/Deferment App sys (separate system)

(6) Bookmark
Displays sites bookmarked by the user. They will be opened on a separate screen (the Kyushu University website is set as a default bookmark).

(7) CLOSE Button
Minimizes the side menu and user information and increases the width of the main screen.

Chapter 3 Messages

You can display message types including “Information,” “Events,” “Notices,” “Student Calls,” and “Messages.”
You can access Information and Events from the respective portlets on the login screen.
You can check Notices, Student Calls, and Messages from the Message List, displayed after logging in, or from the portlet on the menu screen.
For Notices, Student Calls, and Messages, recipients can post a comment, visible to the sender.

■ Message status

Each message has a “status,” which changes depending on the operation.
Statuses include the following.

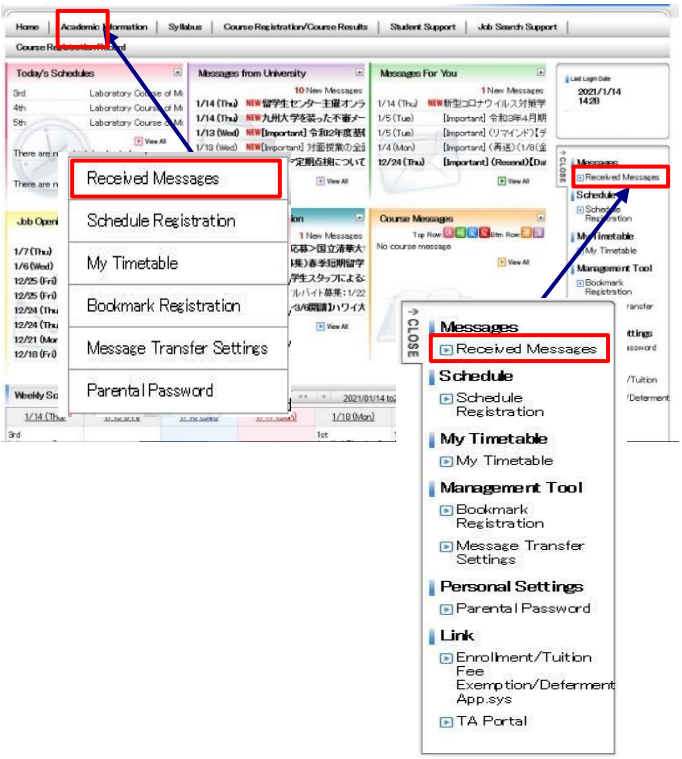
- Unread Messages that the user has not opened yet
  ※ In the list screen, the title of the message is displayed in bold.
- Read Messages that the user has checked at least once
  ※ A message that has been read can be returned to the unread state.

■ New messages

The “**NEW**” icon is displayed on the list screen for new messages.
A message that has been posted recently is treated as a new message.

3. 1 Checking messages from the Message List

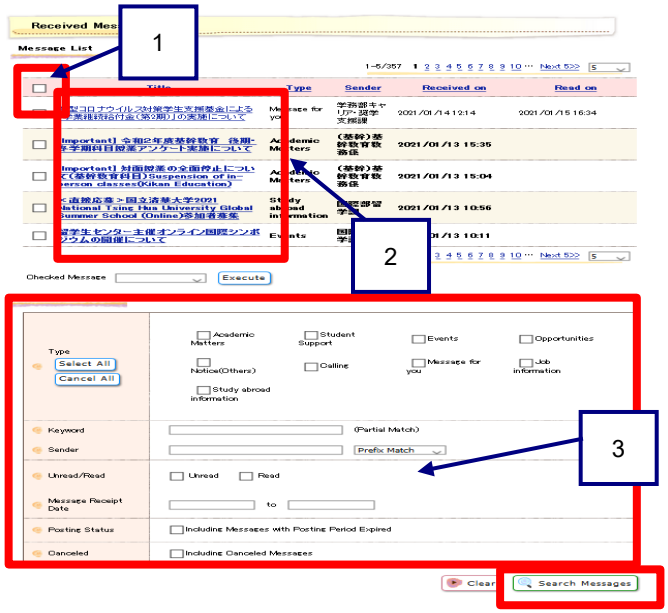
This section explains how to post a comment in response to a message from the Message List.



(1) From the menu screen, click on [Received Messages]. This can be selected from the tabs or side menu.

[Tabs]
HOME → Received Messages

[Side menu]
Messages → Received Messages



(2) The Message List is displayed.
Click the [Title] of a message to display detailed information.

1 Header checkbox
You can select all of the messages at once.

2 Batch operations
The following batch actions can be applied to all checked messages at once:
- Delete
- Mark as unread
- Mark as read

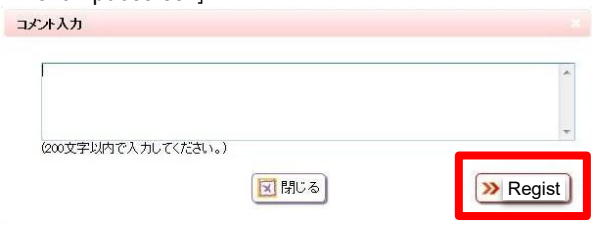
3 Searching for messages
Enter the search conditions and click [Search messages] to display the corresponding messages.
The search result is shown in the Message List at the top of the screen.

(3) The Message Details screen is displayed.
You can check the details and attachments if there are any.
※ The items displayed differ depending on the selected message type. The screen on the left is an example of the message type “Notice.”

4 Register Comments
Click [Register Comments/Update Comments] to go to the comment input screen.
* Whether or not comments can be posted (updated) depends on the instructions given when the message was sent.

5 Delete Message
If you no longer need to keep a message, click [Delete Message] to remove it from the list.

[Comment input screen]



(4) The comment input screen is displayed.
After entering comments, click [Register]. After the comment is posted, the Message Details screen is displayed again.

3. 2 Checking information

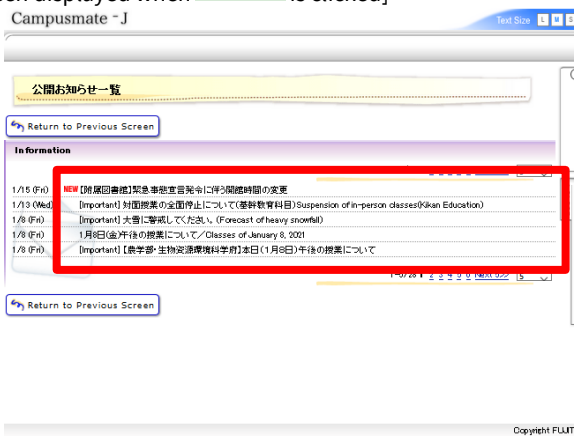
This section explains how to check information on the Information portlet (**the screen displayed before logging in**).

(1) From the Information portlet displayed on the login screen, click [View All].

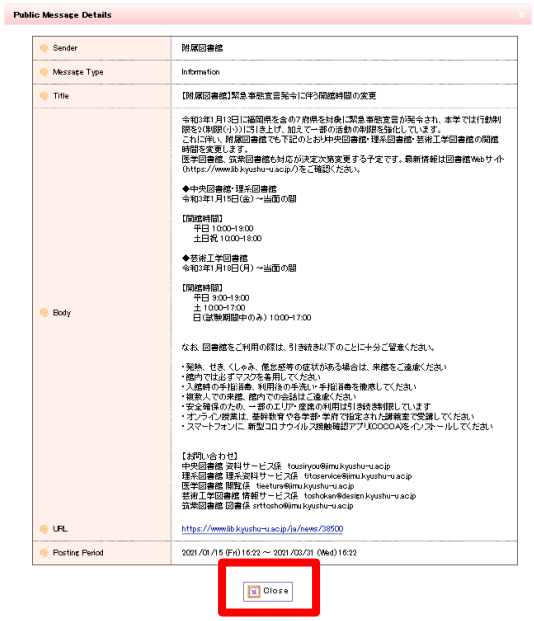
1 View All
The Information portlet will expand to fill the entire screen.

2 Title
By clicking on the title, you can navigate directly to the information details.

[Screen displayed when View All is clicked]



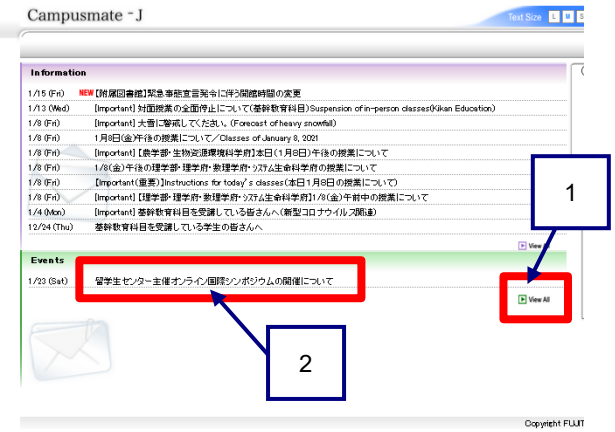
(2) A list of all available information will be displayed.
Click the [Title] of the notice you want to check.
You can change the number of notifications displayed on the screen.



(3) The information details will appear.
After confirming, click [Close].

3. 3 Checking events

This section explains how to check events on the Events portlet (**the screen displayed before logging in**).

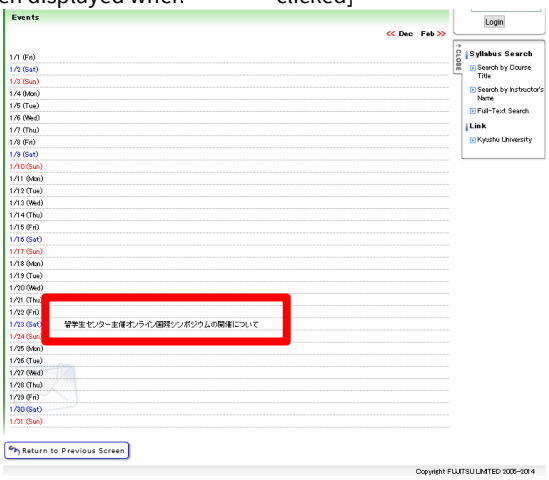


(1) From the events portlet displayed on the login screen, click [View All].

1 View All
The Events portlet will expand to fill the entire screen.

2 Title
By clicking the title name, you can navigate to the Event Details screen.

[Screen displayed when View All clicked]

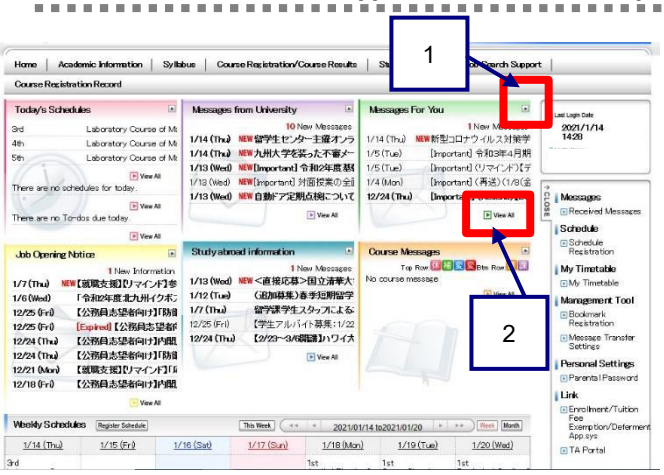


(2) The Events List screen is displayed.
The title of the event will be displayed on the day the event is scheduled.
Click the [Title] of the event you want to check.

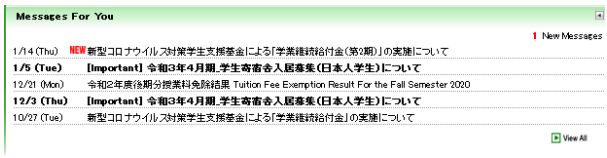
(3) The Event Details screen is displayed.
After confirming, click [Close].

3. 4 Checking messages from the Messages For You portlet

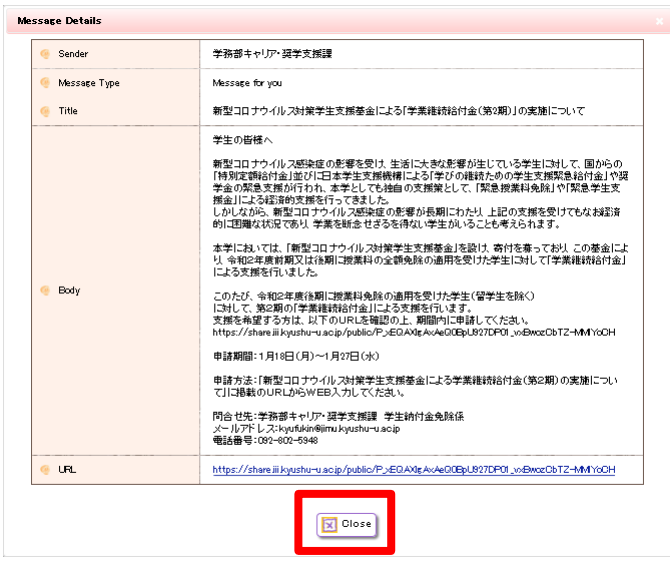
This section explains how to check messages on the Messages For You portlet.
Messages of the type “Student Call” and “Message” are listed in the Messages For You portlet.
<u>The results of tuition waiver applications will also be displayed in this portlet.</u>



[Screen when maximized]



[Screen displayed when View All licked]



(1) Click [Title] from the Messages For You portlet that appears on the menu screen.

1 Maximize (the button in the upper right corner of the portlet)
The Messages For You portlet will expand to fill the entire screen.

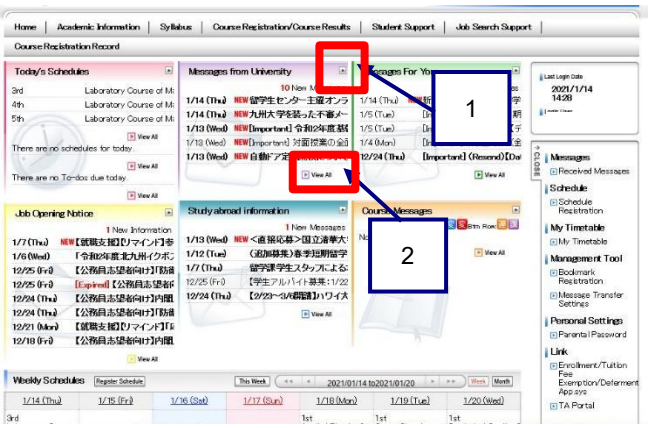
2 View All (the button in the bottom right of the portlet)
The Message List screen is displayed.
For details, see (2) in “3. 1 Checking messages from the Message List.”

(2) The Message Details screen is displayed.
For details, see (3) in “3. 1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments (if you are allowed to post comments) and [Close].

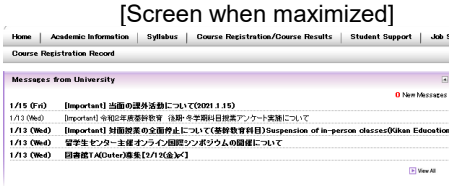
(3) When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the email address designated in advance (Message Transfer Settings).
For details on message forwarding settings, please refer to "8.3 Configuring the Message Transfer Settings.

3. 5 Checking messages on the Messages from the University portlet.

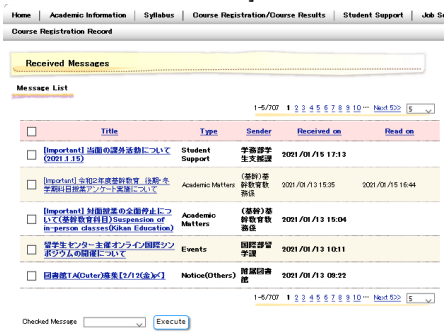
This section explains how to check messages on the Messages from the University portlet.
Messages with the message type “notice” are listed in the Messages from the University portlet.

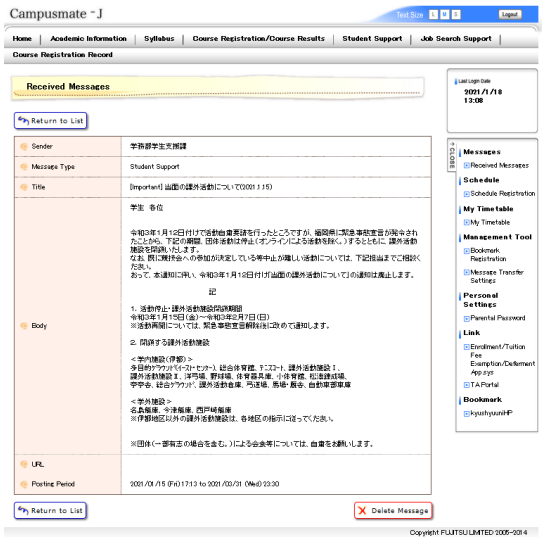


[Screen when maximized]



[Screen displayed when View All is clicked]





(1) Click [Title] on the Messages from University portlet displayed on the menu screen.

1 Maximized view
The Messages from the University portlet will expand to fill the entire screen.

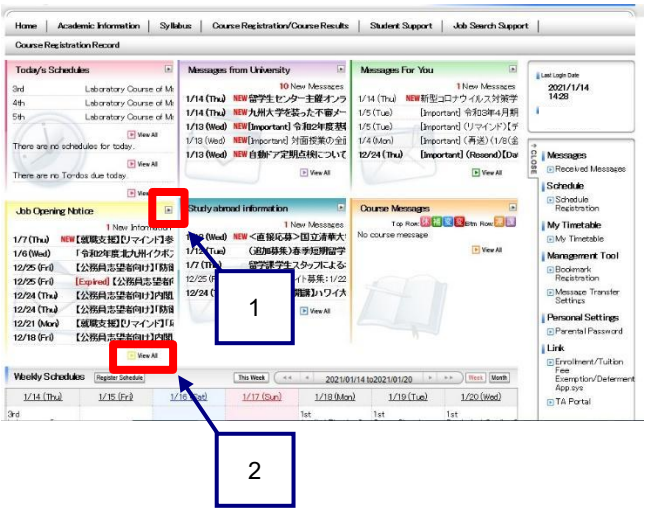
2 View All
The Message List screen is displayed.
For details, see (2) in “3. 1 Checking messages from the Message List.”

(2) Details of the message are displayed.
For details, see (3) in “3. 1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments and [Close].

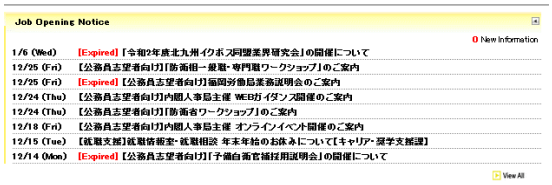
(3) When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the email address designated in advance (Message Transfer Settings).
For details on message transfer settings, please refer to "8.3 Configuring the Message Transfer Settings.

3. 6 Checking messages on the Job Opening Notice portlet

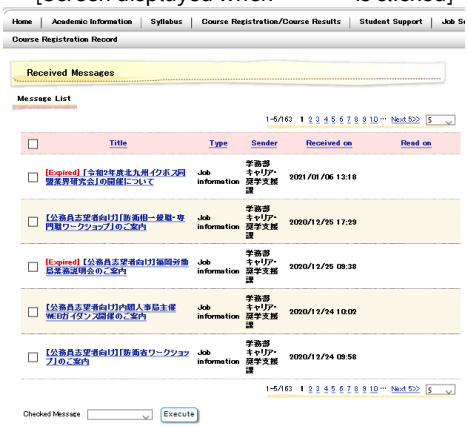
This section explains how to check messages on the Job Opening Notice portlet.
The Job Opening Notice portlet lists messages of the type “Job Opening Notice.”



[Screen when maximized]



[Screen displayed when View All is clicked]



(1) Click [Title] from the Job Opening Notice portlet displayed on the menu screen.

1 Maximized view
Displays the Job Opening Notice portlet maximized to fill the entire screen.

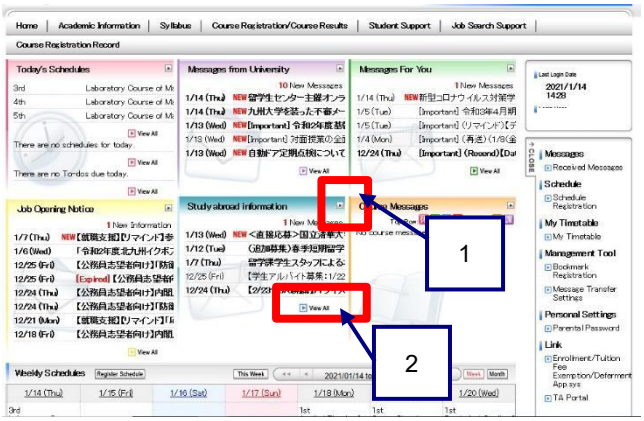
2 View All
The Message List screen is displayed.
For details, see (2) in “3. 1 Checking messages from the Message List.”

(2) The Message Details screen is displayed.
For details, see (3) in “3. 1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments and [Close].

(3) When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the pre-registered email address (Message Transfer Settings). For details on message transfer settings, please refer to "8.3 Configuring the Message Transfer Settings.

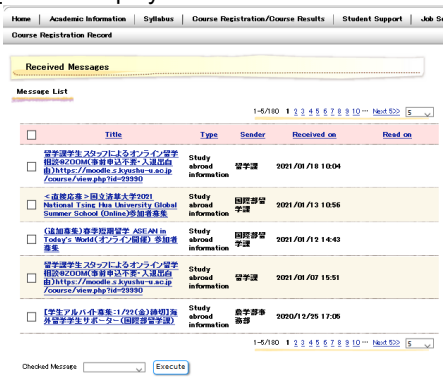
3. 7 Checking messages on the Study Abroad Information Portlet

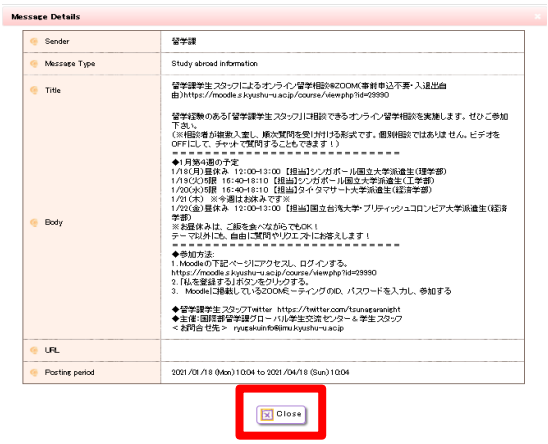
This section explains how to check messages on the Study Abroad Information portlet.
The Study Abroad Information portlet lists messages of the type “Study Abroad Information.”
Please note that messages registered in the Study Abroad Information portlet will also be forwarded to the email address registered in the Message Transfer Settings.



[Screen when maximized]

[Screen displayed when View All is clicked]





(1) Click [Title] on the Study Abroad Information portlet displayed on the menu screen.

1 Maximized view
The Study Abroad Information portlet will expand to fill the entire screen.

2 View All
The Message List screen is displayed.
For details, see (2) in “3. 1 Checking messages from the Message List.”

(2) The Message Details screen is displayed.
For details, see (3) in “3. 1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments and [Close].

(3) When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the email address designated in advance (Message Transfer Settings).
For details on message forwarding settings, please refer to "8.3 Configuring the Message Transfer Settings.

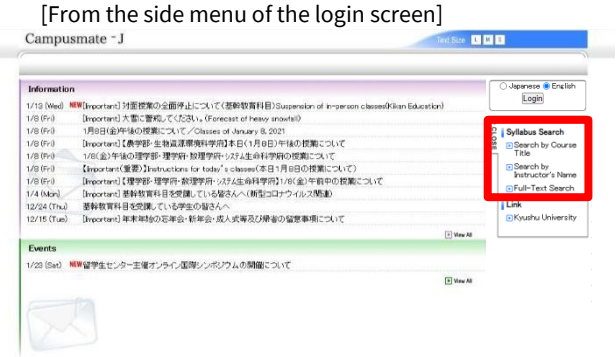
Chapter 4 Syllabus

You can search and view detailed lesson plans (syllabuses) for each class.

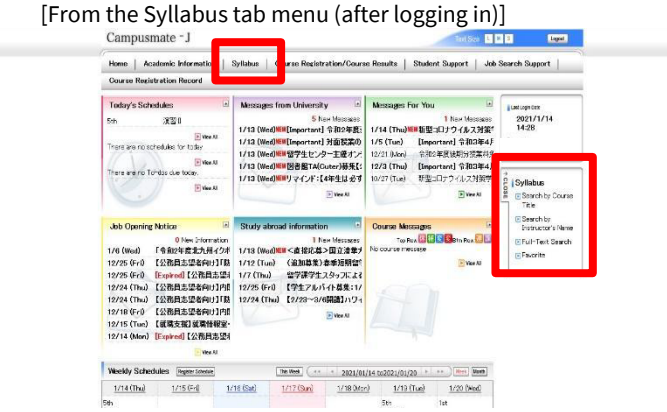
4. 1 Search menu

This section explains how to display the search menu.

[From the side menu of the login screen]



[From the Syllabus tab menu (after logging in)]



(1) The search results are displayed from the menu screen according to the search conditions.

1 Search by Course Title
Search by specifying conditions related to the course.

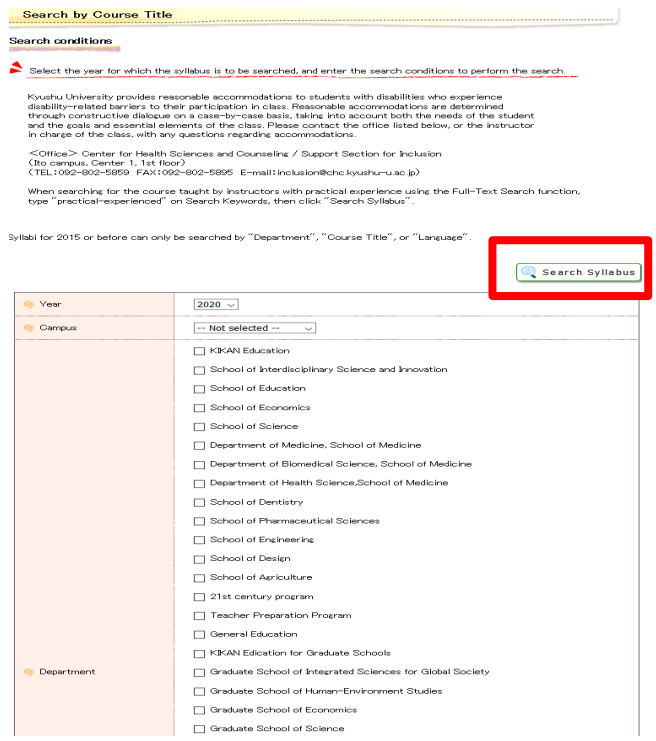
2 Search by Instructor's Name
Search by specifying conditions related to the instructor.

3 Full-Text Search
Search from the full text by specifying the year and keywords.

4 Favorite (visible only when logged in)
You can directly access a syllabus that you have already registered as a favorite.

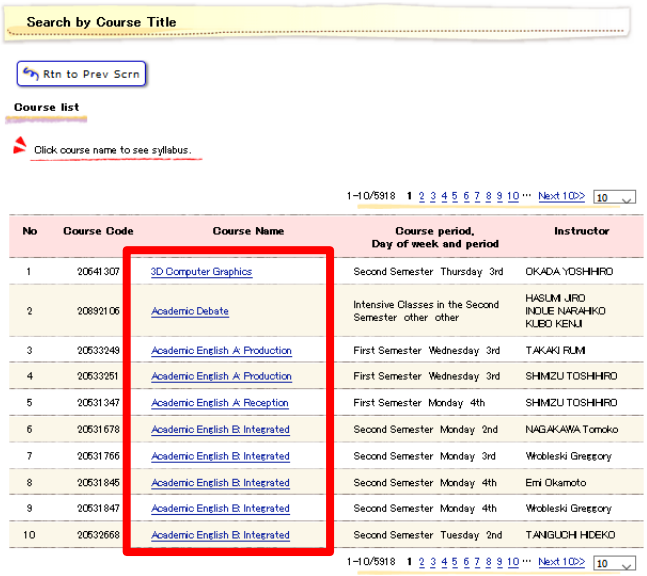
4. 2 Search by Course Title

This section explains how to search for a syllabus using the course title.

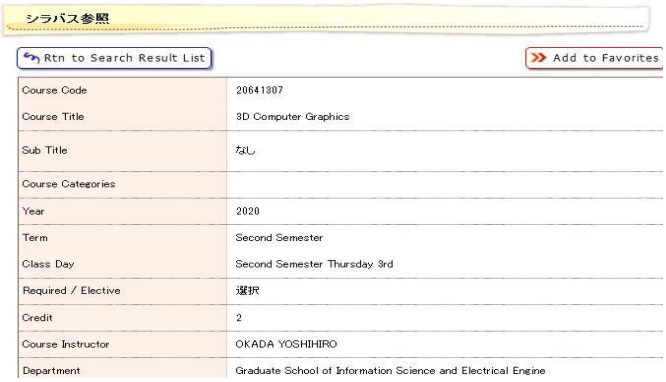


(1) Specify the search conditions and click the Search Syllabus button.

※ Syllabuses from the 2015 academic year and earlier can only be searched by department/graduate school, course title, and language.



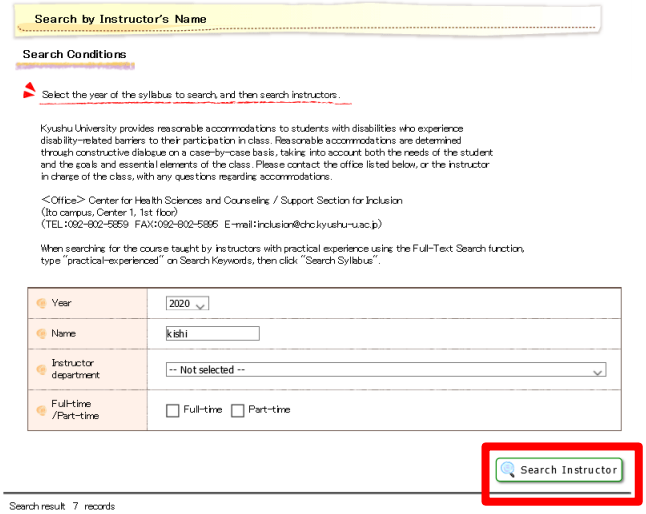
(2) Click the name of the relevant course from the search results.



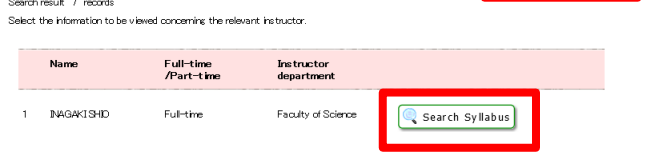
(3) The relevant syllabus will be displayed.

4. 3 Search by Instructor's Name

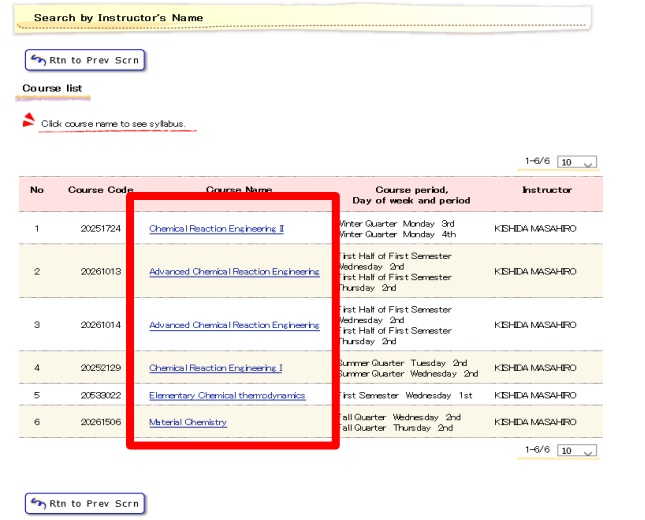
This section explains how to search for a syllabus using the instructor's name.



(1) Specify the search conditions and click the Search Instructor button.



(2) Click the Search Syllabus button.

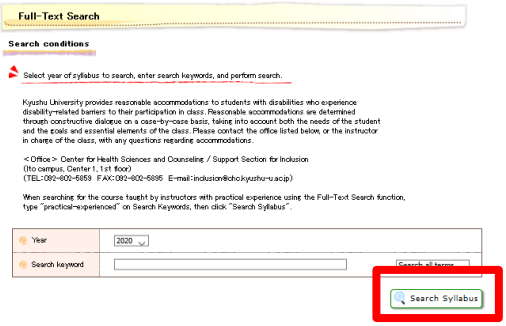


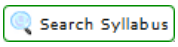
(3) Click the name of the relevant course from the search results.

(4) The relevant syllabus will be displayed.

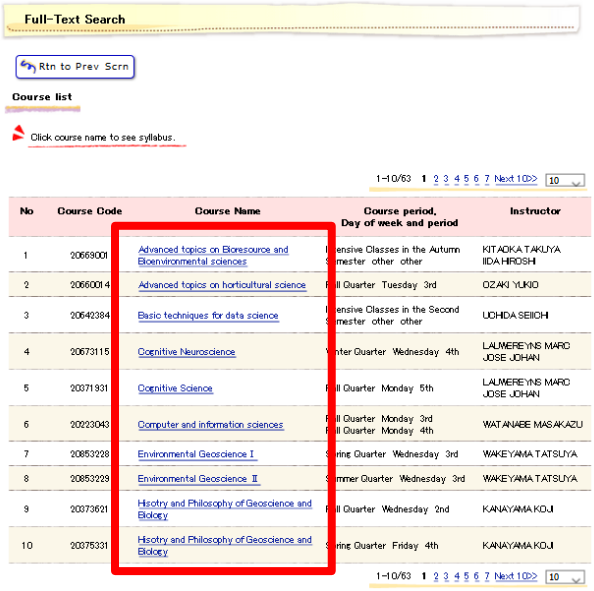
4. 4 Full-Text Search

This section explains how to search for a syllabus using keywords from the full text.



(1) Specify the search conditions and click the 

button.

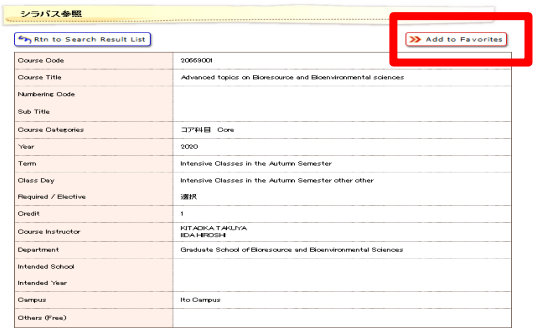


(2) Click the name of the relevant course from the search results.

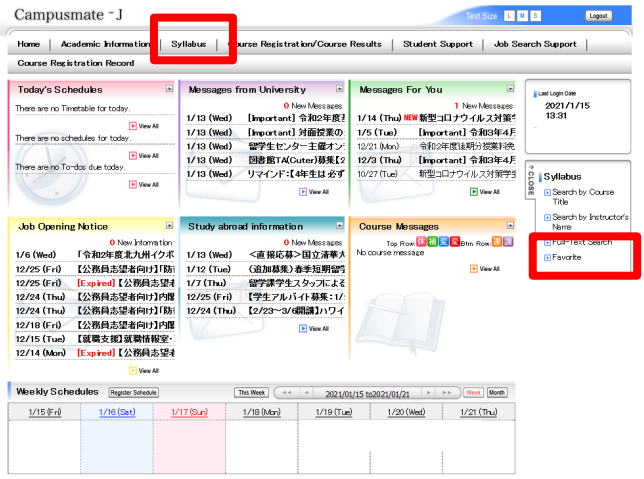
(3) The relevant syllabus will be displayed.

4. 5 Adding and removing favorites

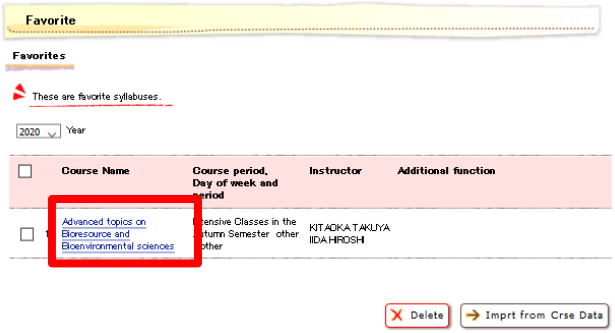
This section explains how to add or remove a favorite.



(1) From the search results, click on the Add to Favorites button.

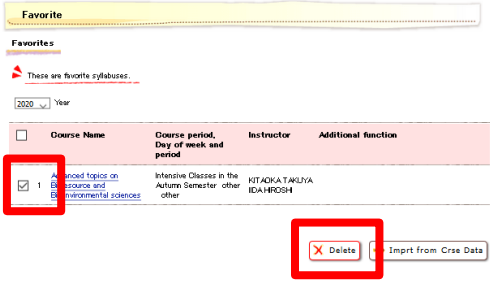


(2) You can view your favorites by clicking “Favorite” in the side menu of the Syllabus tab.



(3) Clicking on the name of a course you have added to your favorites will take you directly to the syllabus.

※ The favorites are recorded by year.



(4) You can remove a course from your favorites by entering ☑ beside the name of the course you want to remove and clicking Delete.

※ No confirmation screen is displayed when removing favorites, so make sure there are no errors before proceeding.

Chapter 5 Course Registration and Cour Results

Online course registration for undergraduate students is available using the Student Portal System, except for major courses in the Department of Biomedical Science and the Department of Medicine in the School of Medicine.

Registration must be completed within the prescribed period.

Registration for graduate courses is different for each graduate school (department), so please check with the School Affairs (Student Affairs) Section of the relevant graduate school.

For information on how to register for courses in faculties and graduate schools that do not use the Student Portal System, please contact the School Affairs (Student Affairs) Section of the relevant department or graduate school.

1 First registration period (first week of classes)
Students will have about one week to register using the Student Portal System.

2 Second registration period (around the third week of classes)
You will be given two or three days to confirm and correct your registration, and then you can register (and make corrections) using the Student Portal System.

3 Third registration period (around the 4th week of classes) ***This is the final confirmation period**
You will be given two or three days to confirm and correct your registration, and then you can register (and make corrections) at the School Affairs (Student Affairs) Section of the relevant department or graduate school.
You can register for **KIKAN Education courses** (mainly for first-year undergraduates) at the Academic Affairs Section, Education Support Division.

※ **During the final confirmation period, you will not be able to use the Student Portal System to register for courses**.

Students must register during the registration period.
The registration period may vary depending on the academic year and semester. Please be sure to check the bulletin board, the Kyushu University website, or at the School Affairs (Student Affairs) Section.

4 Course registration cancellation system
If you decide that you would like to cancel your registration for a course, because you have found that the content of the lectures is different from what you expected, or that you did not have enough knowledge to follow the lectures, then you may request the cancellation of your course registration.

If you wish to cancel a course, please apply to the School Affairs (Student Affairs) Section of your department.

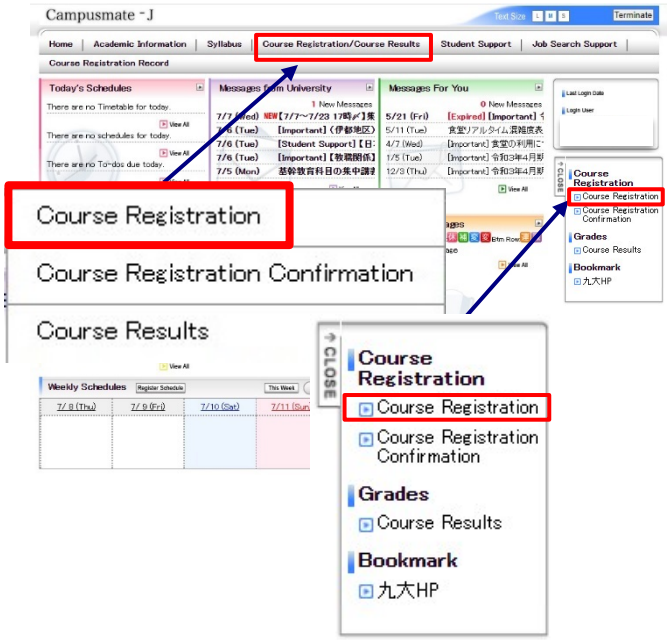
Courses from which you withdraw without submitting a request to cancel course registration will be included in the calculation of GPA*.
Registration can only be canceled for elective (optional required) courses. You cannot apply to cancel registration for required or intensive courses. The period during which you can apply for cancellation will be announced separately on the bulletin board and website.
For graduate students, since the GPA system has not been introduced, there is no procedure for course registration cancellation.

*Please refer to the Kyushu University website for information on GPA.
TOP > Student Life > Course Registration > Registration / Syllabuses > Grading Standards (GPA System)

Additionally, Kyushu University would like your family to be able to keep up with, and support, your academic career.
We have therefore set up a system to enable them to check students' course results on the web each semester.

5. 1 Registering for courses (Must be done within the first and second registration periods!)

This section explains how to use the Student Portal System to register for courses.

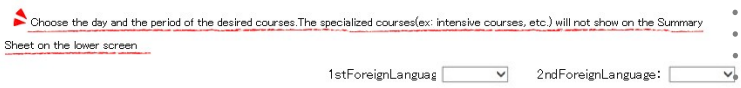


(1) Click [Course Registration / Course Results] from the menu screen. This can be selected from the tabs or side menu.

[Tabs]
Course Registration / Course Results → Course Registration

[Side menu]
Enrollment → Course Registration

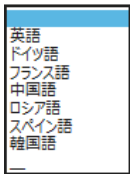
※ **During the third registration period (final confirmation period), you will not be able to register using the Student Portal System.**



If you have not yet chosen your first or second foreign language, click on the button to select the foreign language from the list.
If you have already selected your first or second foreign language, the selected foreign language will be displayed as shown in Example 1 on the left.

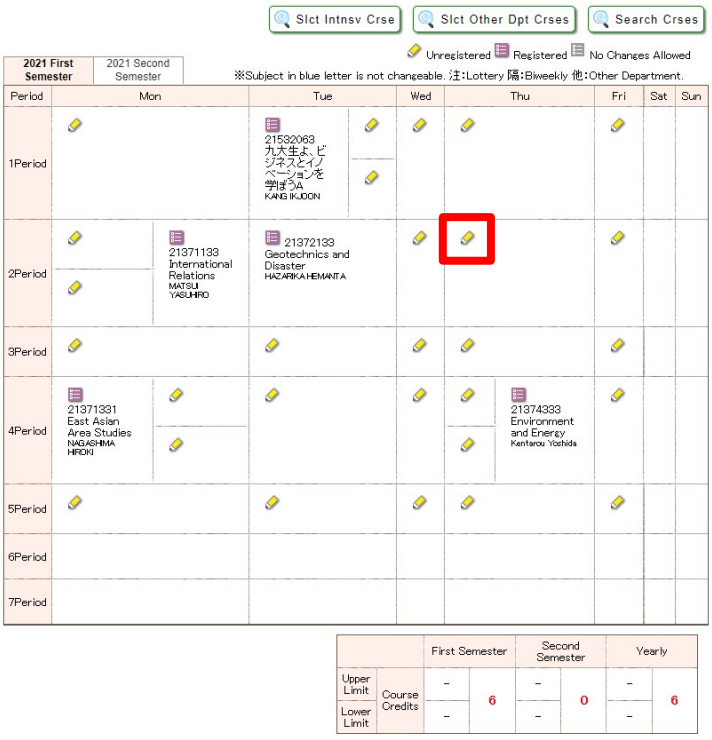
Transfer students and graduate students should select "_" (underscore) as their first and second foreign language.
If you are an undergraduate student and have not yet chosen a foreign language, you must do so. If it is not selected, you cannot register for the course.

・List



・Example 1: If you have already chosen a foreign language

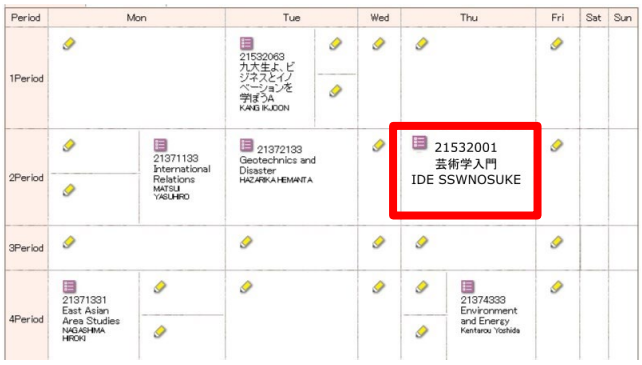
1stForeignLanguage: English 2ndForeignLanguage: French



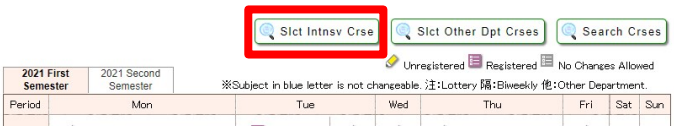
(2) To select a course offered as part of KIKAN Education, or held by your own faculty or graduate school, please click on the icon corresponding to the class period to select the course.

[Explanation of the icons]

(3) On the course selection screen, enter ☑ in the course you wish to register for, and click the [Register] button.

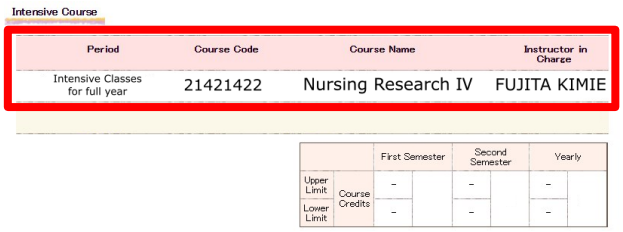


(4) The icon on the registration screen will change to icon, to indicate that you have selected a lecture for that class period.

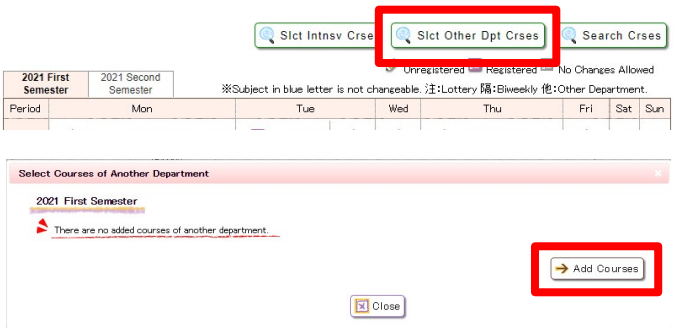


(5) To select an **intensive course**, click on the Slct Intnsv Crse button.

(6) Enter ☑ in the course you wish to register for on the intensive course selection screen, and click the [Register] button.

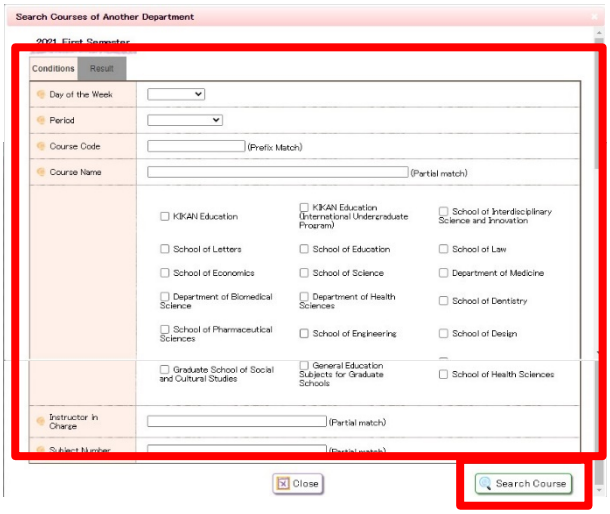


(7) The selected intensive course is listed at the bottom of the course registration screen.

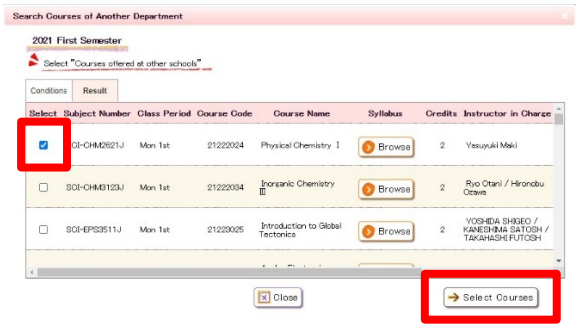


(8) If you wish to register for **courses in other faculties and graduate schools**, please click the [Slct Other Dpt Crses] button.

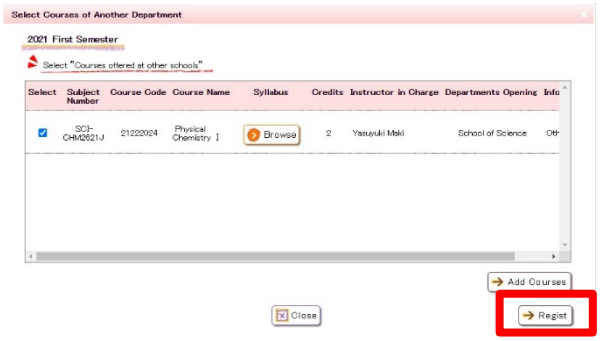
(9) Click [Add Courses].



(10) Enter the search criteria on the [Select Courses of Another Department] screen, and click [Search Courses].



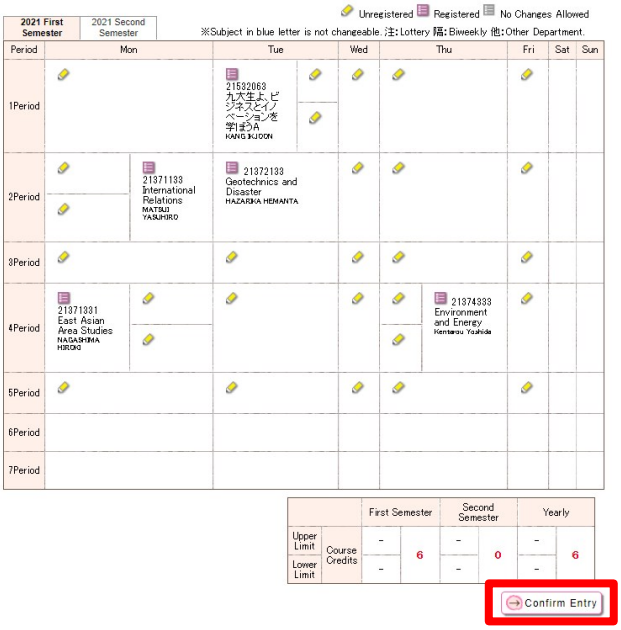
(11) On the [Select Courses of Another Department] screen, enter ☑ beside the course for which you wish to register, and click [Select Courses].



(12) When the confirmation screen appears, click the [Register] button.

(13) The name of the course will be displayed on the registration screen with the 他 icon.

You may not be able to attend lectures offered by other faculties or graduate schools.
During the course registration confirmation period, please make sure to confirm whether or not you have been approved to take the course.
(If the course is displayed in the list of courses on the [Select Courses of Another Department] screen during the registration confirmation period, then you are allowed to take it.)

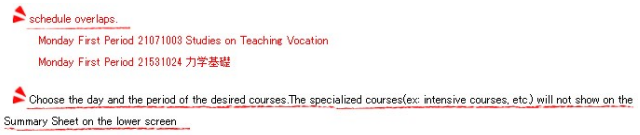


(14) To register for the selected course, click the Register this Content button.

(If there is no error)

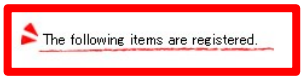
(If there is no error)
If there are no errors in the selected information, proceed from [Enter Registration Details] to [Confirm Details].

(If there is an error)



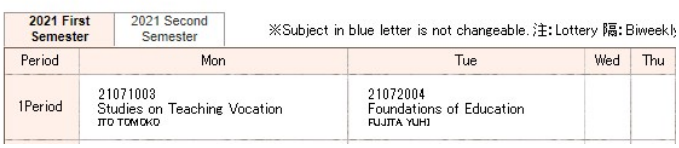
(If there is an error)
The error message is displayed as shown on the left.

(15) Reconfirm the course selection, and click [Register This Content].



1stForeignLanguage: English 2ndForeign

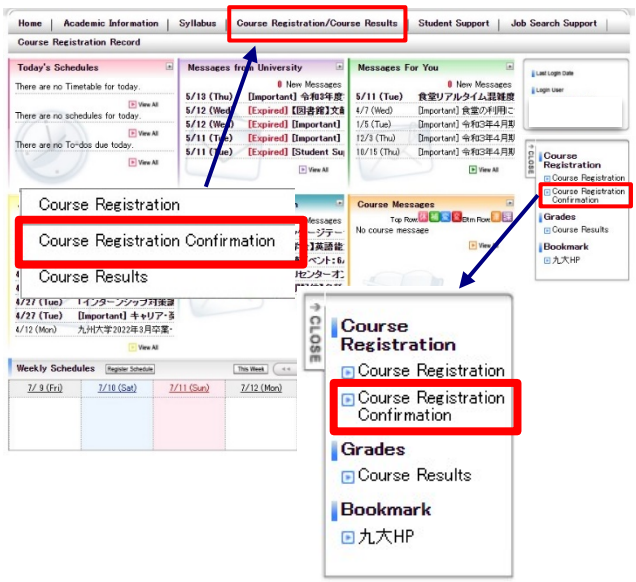
(16) Make sure the message The following items are registered. is displayed.



You can make any number of revisions during the registration period.
After you have registered for a course, if you decide to revise the course on the registration screen, be sure to perform steps (14) to (16) at the end of the procedure; otherwise, the revision will not be saved. The courses that you have registered for, including modifications, by the second registration period, will be the courses that you have finally applied for on the Student Portal System.

5. 2 Confirming your course registration

This section explains how to confirm the contents of your course registration during the registration period.

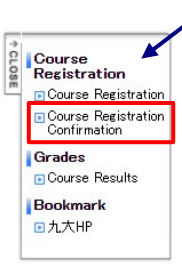


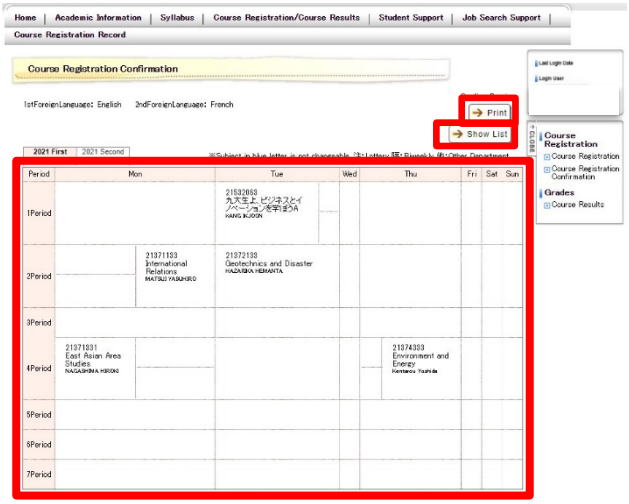
(1) Click [Course Registration / Course Results] from the menu screen.

[Tabs]
Course Registration / Course Results
→ Course Registration Confirmation

[Side menu]
Course Registration
→ Course Registration Confirmation

*During the final confirmation period,
the "Course Registration" menu will not be displayed.

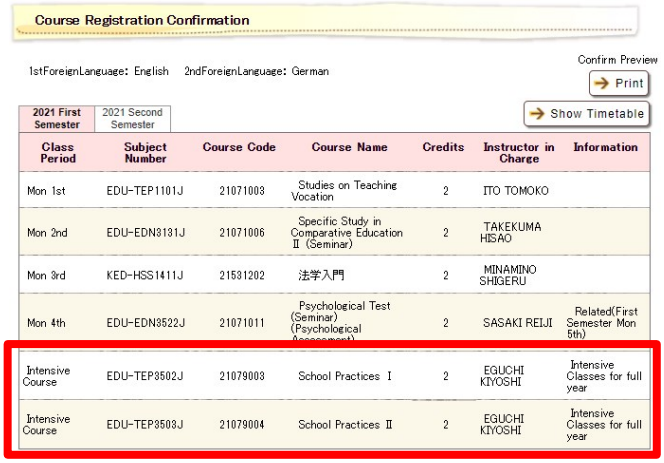




(2) The courses for which you are registered will be displayed in the form of a timetable, so please make sure that the course you have just registered for is displayed in the timetable.

You can print the timetable by clicking the Print button.

*Please note that intensive courses are not shown in the timetable format. Please click the Show List button to display the courses in the form of a list.



(3) The courses for which you are registered will be displayed in the form of a list, so please make sure that the course you have just registered for is displayed in the list.

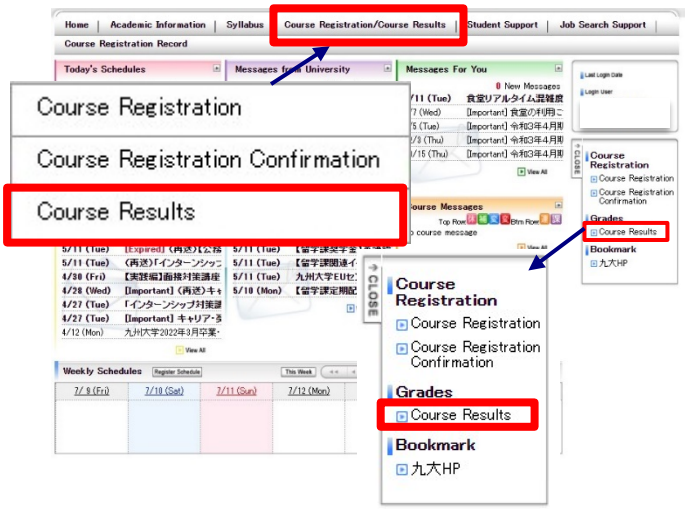
※ Intensive courses are those with the word "Intensive" in the "Class Period" column.

During the final confirmation period, you cannot modify your course registration details using the Student Portal System.

If you wish to modify your course registration, for KIKAN education courses, please contact the Academic Affairs Section. For major courses and graduate school courses, please contact the School Affairs (Student Affairs) Section of your department or graduate school.

5. 3 Checking your course results

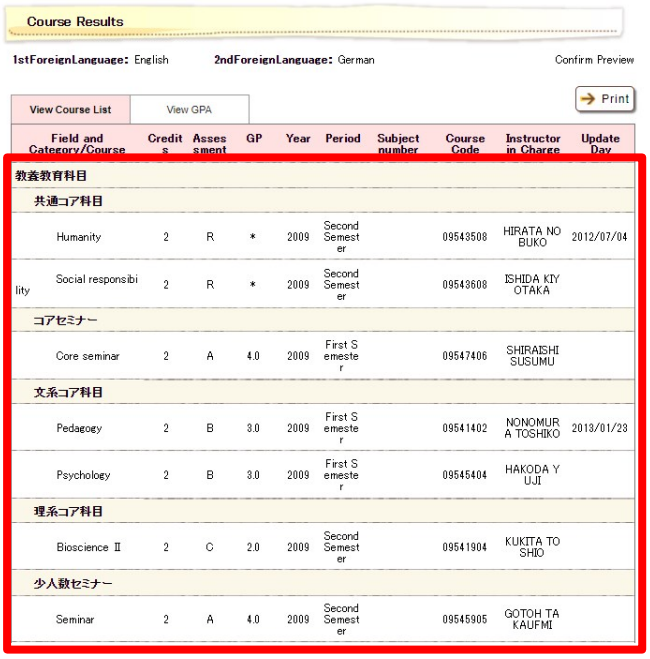
This section explains how to check your course results.



(1) Click [Course Registration / Course Results] from the menu screen.

[Tabs]
Course Registration / Course Results → Course Results

[Side menu]
Course Results → Course Results



Course Results

1stForeignLanguage: English 2ndForeignLanguage: German Confirm Preview

View Course List | View GPA | Print

Field and Category/Course	Credits	Assessment	GP	Year	Period	Subject number	Course Code	Instructor in Charge	Update Day
教養教育科目									
共通コア科目									
Humanity	2	R	*	2009	Second Semester		09543508	HIRATA NO BUKO	2012/07/04
lity Social responsibility	2	R	*	2009	Second Semester		09543608	ISHIDA KIYOTAKA	
コアセミナー									
Core seminar	2	A	4.0	2009	First Semester		09547406	SHIRAISHI SUSUMU	
文系コア科目									
Pedagogy	2	B	3.0	2009	First Semester		09541402	NONOMURA TOSHIKO	2013/01/23
Psychology	2	B	3.0	2009	First Semester		09545404	HAKODA YUJI	
理系コア科目									
Bioscience Ⅱ	2	C	2.0	2009	Second Semester		09541904	KUKITA TOSHIO	
少人数セミナー									
Seminar	2	A	4.0	2009	Second Semester		09545905	GOTOH TAKAUFMI	

(2) Please check your grades.

About email notification of grade registration

When your grades are registered using this system, you will receive a notification in Messages For You that your grades have been registered.

If you wish to be notified by email, please check the "Messages For You" checkbox in the message type in the Message Transfer Settings.

In the case of courses for which no grades have been submitted, "Assessment" and "Instructor in Charge" are left blank. Also, please note that it may take a few days from the time the instructor submits the grade until the grade is displayed on the "Result Confirmation" screen.

If there is a date in the "Update Day" field, "Assessment" is blank, and "GP" is marked with an asterisk (*), then the grade is pending.

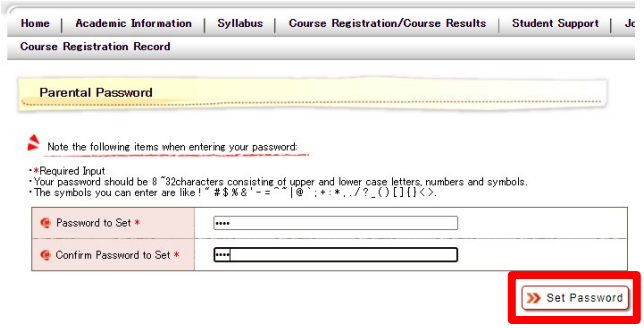
5. 4 Setting up a parent account to enable parents or guardians to check student grades.

This section explains how to set up a parental account.
The account ID is composed of the letters “Pa” followed by your student number.
Example: If the student number is 1AB12345X, the ID of the parental account is Pa1AB12345X
The ID will be activated by the student setting a password, and the grades can be checked through the parental account.
After careful consultation with your family members, if you agree to have your grades checked by your parents or others, please set a password and notify your parents or others of your ID and password.
Grades may be checked through the parental account in October for the first semester, and in April for the second semester.

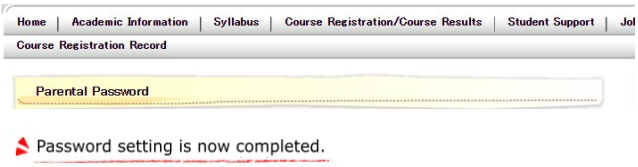
(1) Click [HOME] from the menu screen.

[Tabs]
HOME → Parental Password

[Side menu]
Personal Settings → Parental Password



(2) The Parental Password configuration screen is displayed.
Enter a password and click [Set Password].



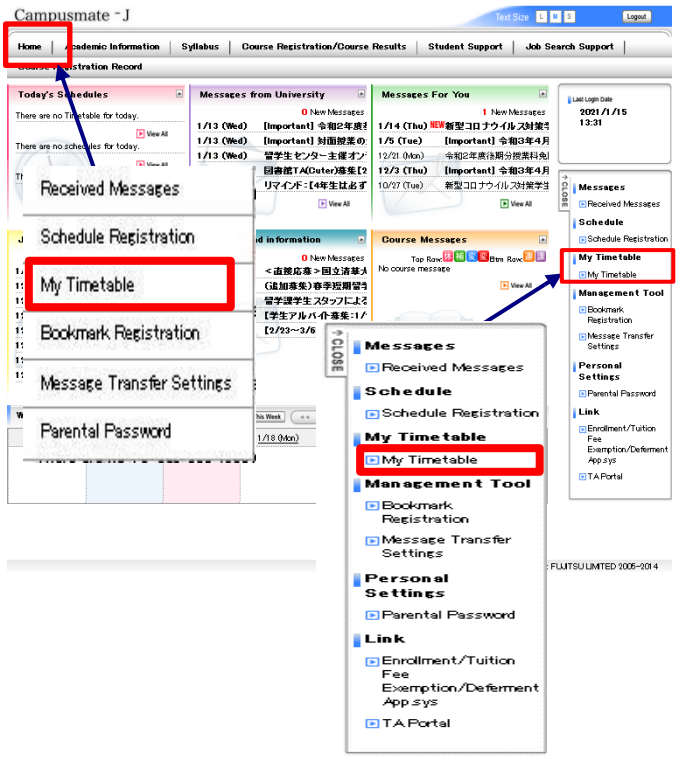
(3) This will set a parental password.

Chapter 6 My Timetable

The timetable is displayed for the lectures you have registered for online.

6. 1 Checking My Timetable

This section explains how to check My Timetable.



(1) Click [My Timetable] from the menu. This can be selected from the tabs or side menu.

[Tabs]
HOME → My Timetable

[Side menu]
My Timetable → My Timetable

(2) The "My Timetable" screen is displayed.
Click the name of a course in the timetable to check details.

[*Note]

A 休 icon in the timetable means that class cancellations have been registered for that course. **<u>Please click on the name of the course to check which day's classes have been canceled, and to check the details.</u>**

(3) Details will be displayed.

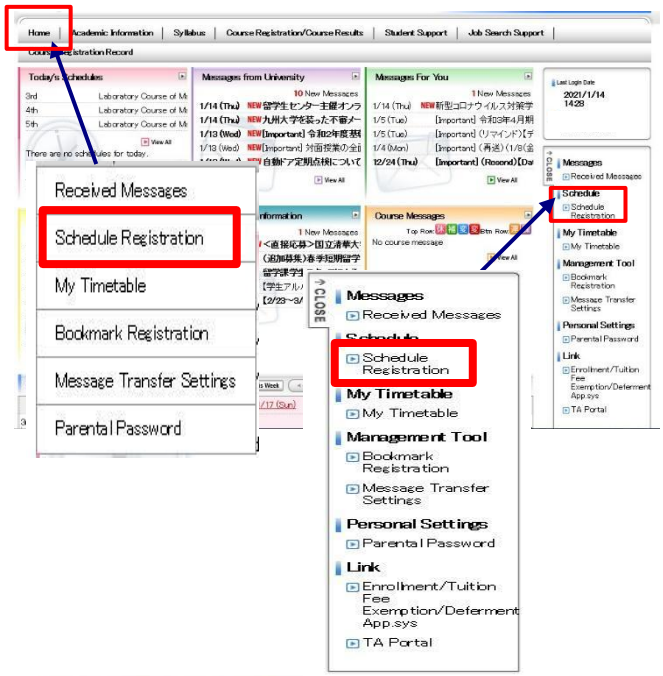
[Reference]
If you refer to the window on the left, you can see the information such as canceled classes inside the red frame.

Chapter 7 Schedule

You can schedule various items such as on-campus events, exams, guidance, and club activities practice.
You can manage not only your schedule but also your To-do list.

7. 1 Schedule Registration

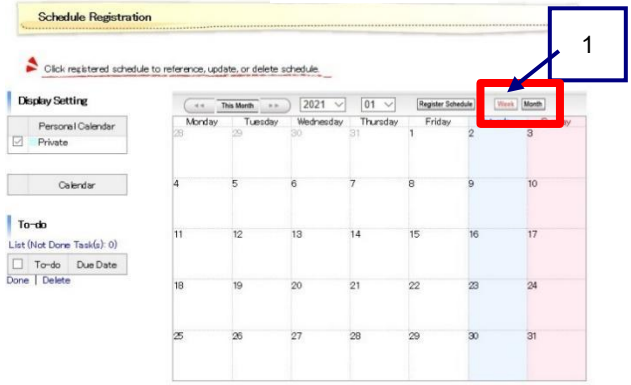
This section explains how to register an item in your schedule.



(1) Click [Schedule Registration] on the menu bar. This can be selected from the tabs or side menu.

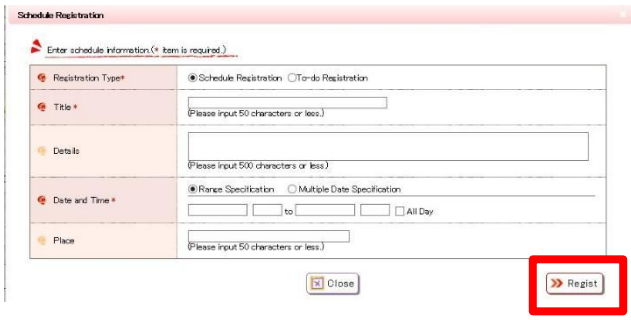
[Tabs]
HOME → Schedule Registration

[Side menu]
Schedule → Schedule Registration



(2) The "My Schedule" screen is displayed.
Click on the relevant date, or click [Schedule Registration].

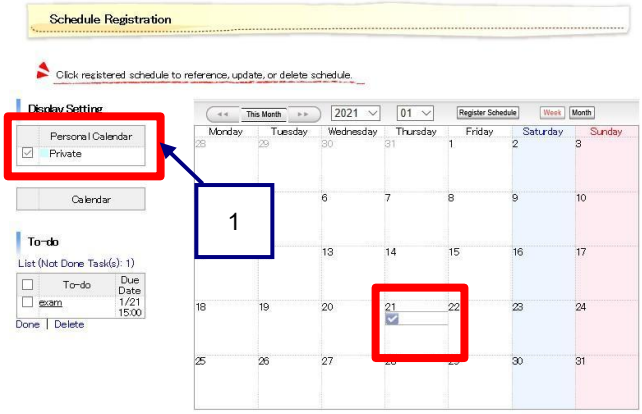
1 Weekly/Monthly
You can switch the schedule display between monthly and weekly. Click [Month] or [Week] to switch between displays.



(3) The Schedule Registration window is displayed.
After entering the required information, click [Register]. If the information is registered properly, it returns to the schedule list screen.

7. 2 Checking, updating, and deleting scheduled items.

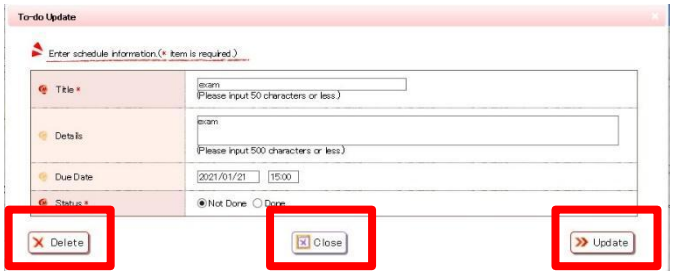
This section explains how to check, update, and delete scheduled items.



(1) Click [Schedule Registration] from the menu screen. This can be found on the tabs or side menu.
For details, please refer to (1) of "7.1 Schedule registration."

(2) The Schedule Registration window is displayed.
Click the title of the schedule item you wish to view.

1 Display settings
You can select which calendar you want to display in your schedule.
Check the box to display the corresponding calendar, and uncheck the box to hide it.



(3) The details of the schedule item are displayed.

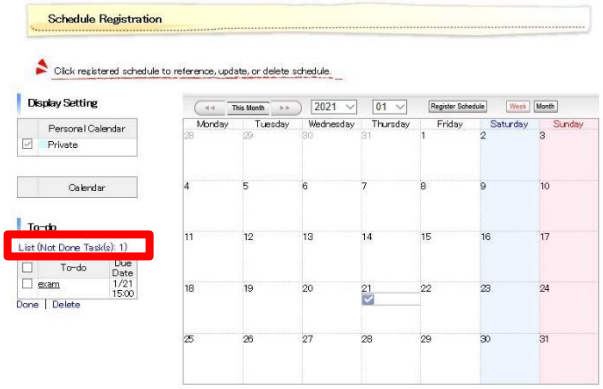
[To check an item in the schedule]
Check the details, then click [Close].
The system will return to the schedule list screen.

[To update an item in the schedule]
Modify the necessary items, and then click [Update].
The system will return to the schedule list screen, and display the updated schedule.

[To delete an item from the schedule]
Confirm that the schedule is safe to delete, and then click [Delete].
The system will return to the schedule list screen, and display the updated schedule, without the deleted schedule.

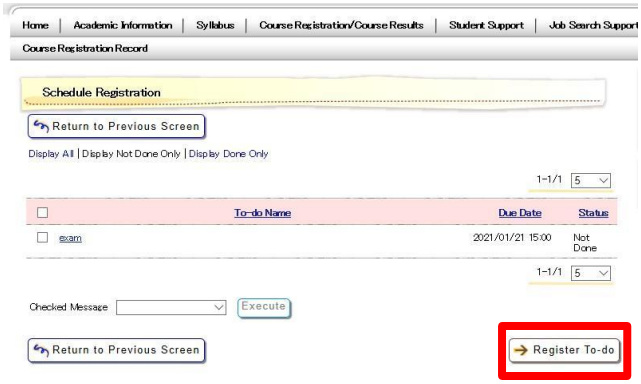
7. 3 Registering To-do tasks

This section explains how to register a new To-do task.

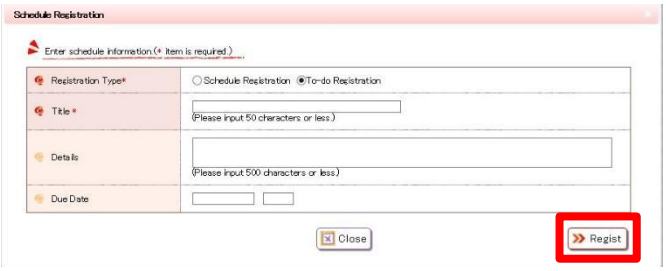


(1) Click [Schedule Registration] from the menu screen. This can be found on the tabs or side menu.
For details, please refer to (1) of “7.1 Schedule registration.”

(2) The Schedule Registration window is displayed.
Click on [List (Not Done Task(s): xx)] at the top of the To-do list in the lower left-hand corner of the screen.



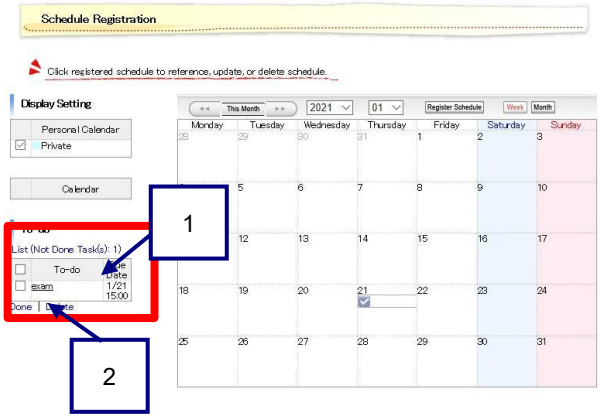
(3) A list of To-do tasks is displayed.
Click [Register To-do].



(4) The To-do registration screen is displayed.
After entering the required information, click [Register]. After the To-do task is registered, the system returns to the To-do list screen.

7. 4 Checking, updating, and deleting To-do tasks

This section explains how to check, update, and delete To-do tasks.

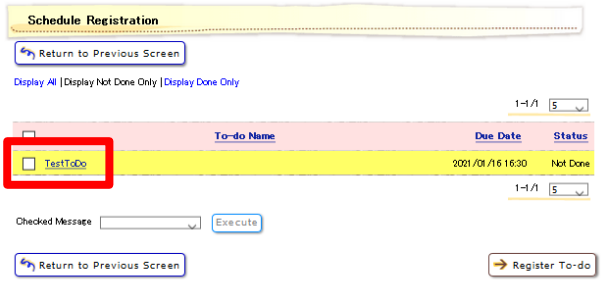


(1) Click [Schedule Registration] from the menu screen. This can be found on the tabs or side menu.
For details, please refer to (1) of "7.1 Schedule registration."

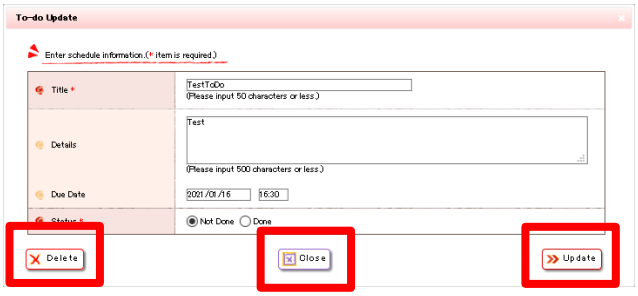
(2) The schedule list screen is displayed.
The To-do list is displayed in the lower left-hand corner of the screen. Click on Click [List (Not Done Task(s): xx)].

1 Direct navigation
You can navigate directly to the To-do Update screen by clicking the To-do link.

2 Batch operations
You can "Complete" or "Delete" multiple checked To-do tasks at once.



(3) The To-do list screen is displayed.
Click the [To-do Name] corresponding to the To-do task you want to check, update, or delete.



(4) The "Update To-do" screen is displayed.

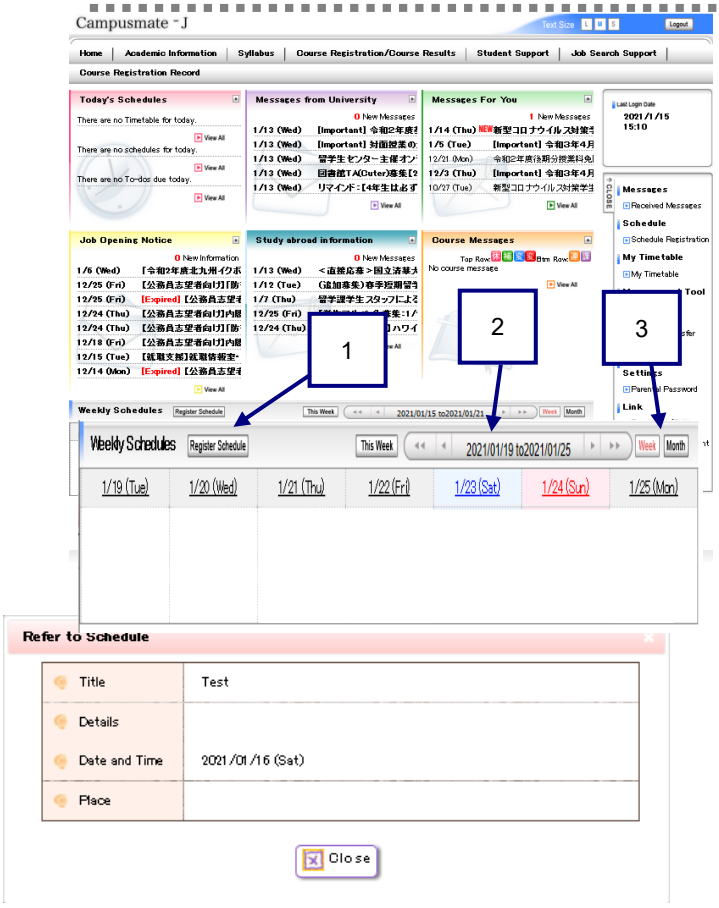
[To check an item in the schedule]
Check the details, then click [Close].
The system will return to the To-do list screen.

[To update a To-do task]
Modify the necessary items, and then click [Update].
The system will return to the To-do list screen, and display the updated content.

[To delete a To-do task]
Confirm that the To-do task is safe to delete, and then click [Delete].
The system will return to the To-do list screen, and display the updated content, without the deleted To-do task.

7. 5 Checking your schedule from the Weekly Schedules portlet

This section explains how to check your schedule details from the Weekly Schedules portlet.



(1) From the Weekly Schedules portlet displayed on the menu screen, click on the [Title] of the schedule item.

1 Register Schedule
Navigates to the Schedule Registration page.
For details, please refer to (3) of “7.1 Schedule registration.”

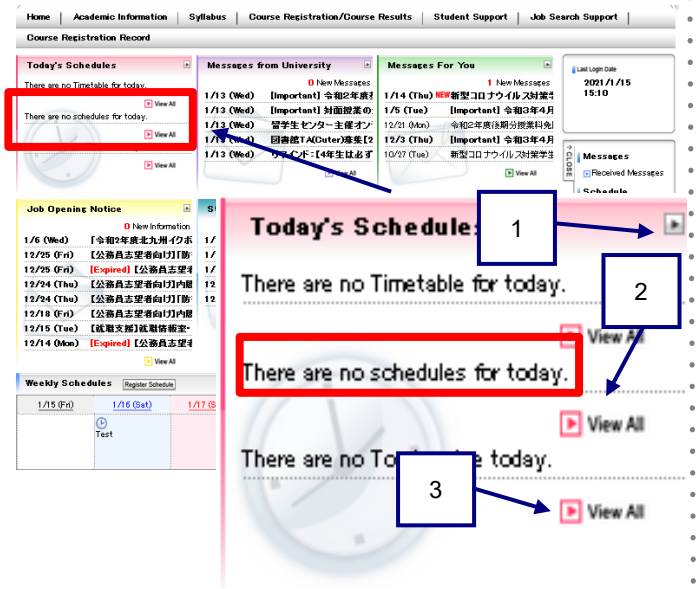
2 Date selection
Change the display period of the weekly schedule.
You can specify one week before, one day before, one day after, one week after, or a specific date range

3 Weekly/Monthly
Navigates to the weekly or monthly schedule screen.
For details, please refer to (2) of “7.1 Schedule registration.”

(2) The Refer to Schedule window is displayed.
For details, see (3) of “7.2 Checking, updating and deleting schedule items.” From this screen, you cannot perform any operations other than [Close].

7. 6 Checking your schedule and To-dos from the Today's Schedules portlet.

This section explains how to check the details of schedule items and To-do tasks from the Today's Schedules portlet.

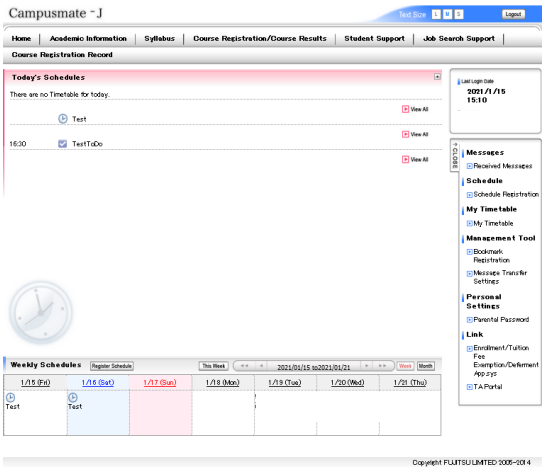


(1) Click on the [Title] of the schedule item or To-do task from the Today's Schedules portlet displayed on the menu screen.

1 Maximized view
Today's Schedules will expand to fill the entire screen.

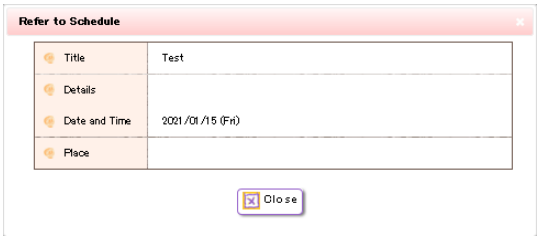
2 View All (Schedules)
Navigates to the "My Schedule" screen.
For details, see (2) of "7.2 Checking, updating and deleting schedule items."

3 View All (To-do tasks)
Navigates to the To-Do list screen.
For details, see (3) in "7.4 Checking, updating, and deleting To-do tasks."



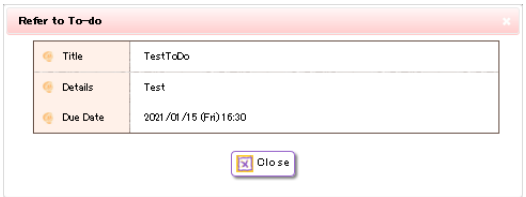
[When you click the [Title] of the schedule item]

(2) The Refer to Schedule window is displayed.
For details, see (3) of "7.2 Checking, updating and deleting schedule items." From this screen, you cannot perform any operations other than [Close].



[When you click the [Title] of a To-do task].

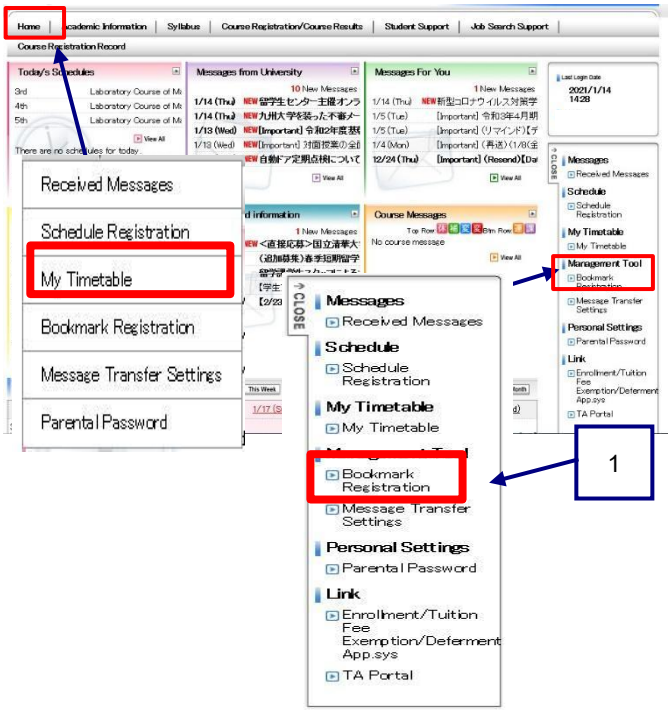
(3) The Refer to To-do window is displayed.
For details, see (3) in "7.4 Checking, updating, and deleting To-do tasks." From this screen, you cannot perform any operations other than [Close].



You can configure the bookmarks to be displayed on the side menu.
You can also set up automatic forwarding of notifications and announcements to a specified email address.

8. 1 Registering a bookmark

This section explains how to register a bookmark.

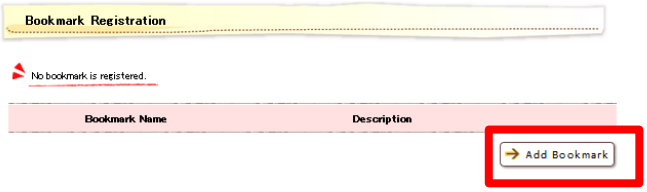


(1) Click [Bookmark Registration] on the menu screen. This can be found on the tabs or side menu.

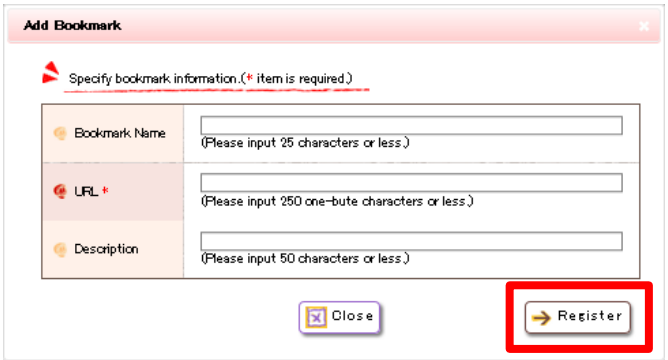
[Tabs]
HOME → Bookmark Registration

[Side menu]
Management Tool → Bookmark Registration

1 Displaying (registered) bookmarks
Registered bookmarks are displayed in the “Bookmarks” window in the side menu.



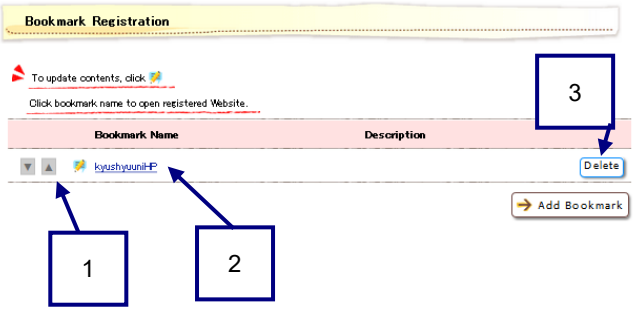
(2) The Bookmark Registration screen is displayed.
Click on [Add Bookmark].



(3) The Add Bookmark screen is displayed.
After entering the required information, click [Register]. After the bookmark is registered, the system will return to the Bookmark Registration screen.

8. 2 Checking, updating, and deleting bookmarks

This section explains how to check, update, and delete bookmarks.



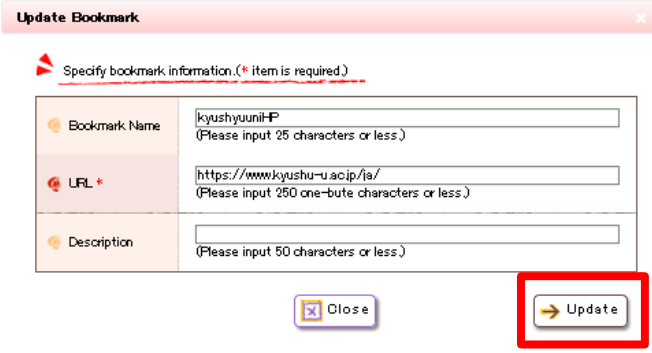
(1) Click on [Bookmark Registration] on the menu screen. This can be found on the tabs or side menu.
For details, please refer to (1) in “8.1 Registering a bookmark.”

(2) The Bookmark Registration screen is displayed.
You can register a new bookmark by clicking [Add Bookmark].

1 Changing the order in which bookmarks are displayed
Click [▼][▲] to change the order of the corresponding bookmark and the bookmarks above and below it.

2 Checking the bookmark link
By clicking the [Bookmark Name] link, you can open the bookmark information in a separate window.

3 Deleting bookmarks
Click [Delete] to delete the corresponding bookmark.



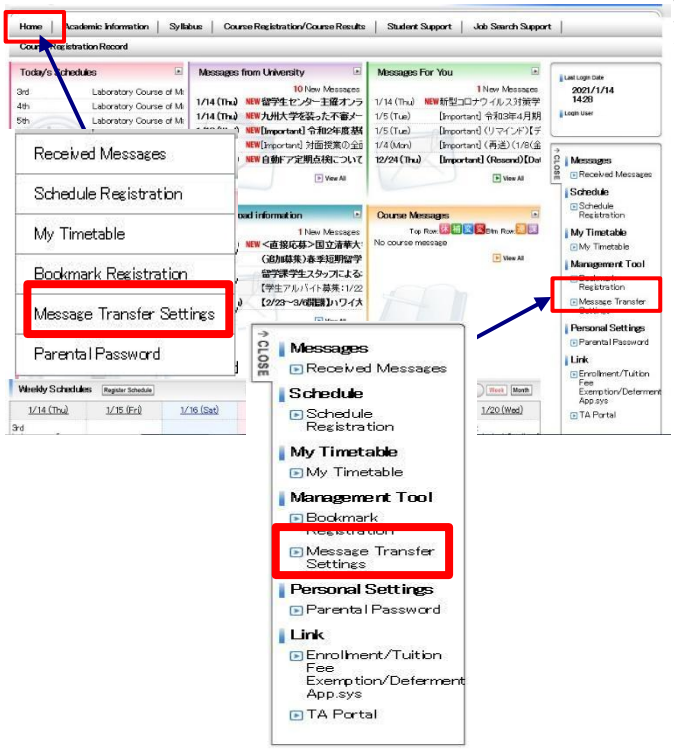
(3) The Update Bookmark screen is displayed.
After modifying the contents, click [Update]. After the bookmark is updated, the system will then return to the Bookmark Registration screen.

8. 3 Configuring the Message Transfer Settings

This section explains how to configure the Message Transfer Settings.
Messages that need to be emailed to all students will be sent to the email address you register here.
Messages can be delivered in two ways: immediate delivery and timed delivery.

Immediate delivery	The message will be delivered as soon as it is registered.
Timed delivery	The message will be delivered at a designated time.

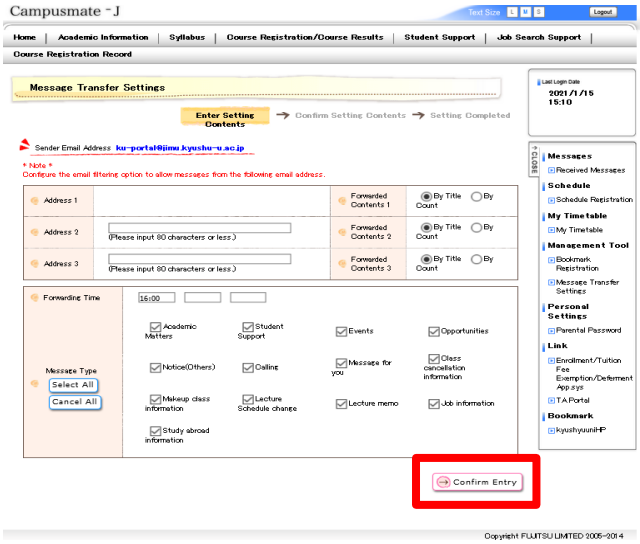
Depending on the time when the message is registered, it may not always be delivered at the designated time.



(1) From the menu screen, click [Message Transfer Settings]. This can be found on the tabs or side menu.

[Tabs]
HOME → Message Transfer Settings

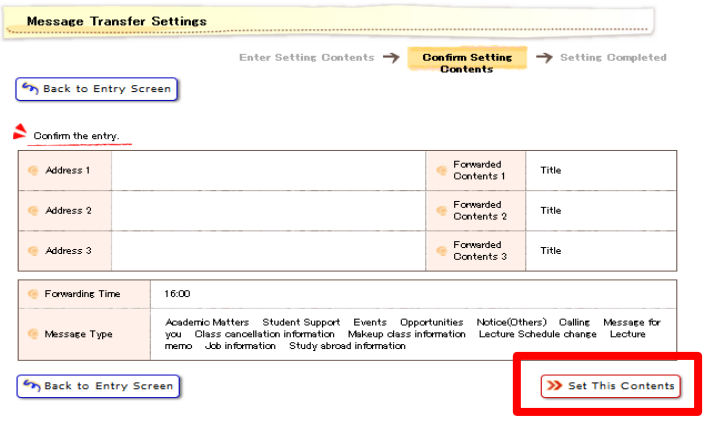
[Side menu]
My Tools → Message Transfer Settings



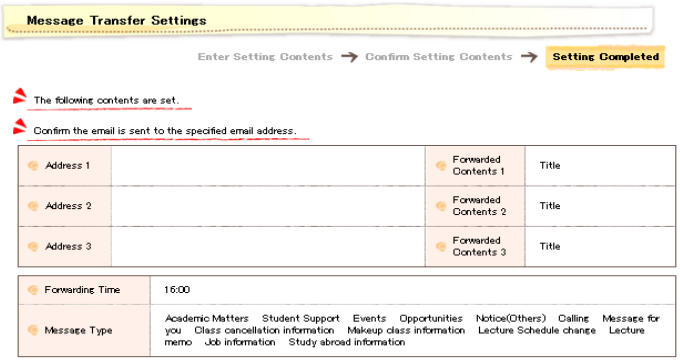
(2) The Message Transfer Settings screen is displayed.
Enter the required information and click [Confirm Entry].

※ Address 1 displayed on the Message Transfer Settings screen is set to “Kyushu U. Primary Mail Service for Students” (an email address containing your student number) by default.
Emails sent to the address containing your student number will also be delivered to the mailbox of the email containing your name in English.

※ If you have already set up email forwarding to your personal email for the Kyushu U. Primary Mail Service for Students, you do not need to enter the same personal email again in this screen (this will cause the same email to be forwarded twice).



(3) The Message Transfer Settings confirmation screen is displayed.
After checking the contents, click [Set This Contents].



(4) The Message Transfer Settings completion screen is displayed.
Check the information you have entered, and if there are no problems, your Message Transfer Settings are complete.

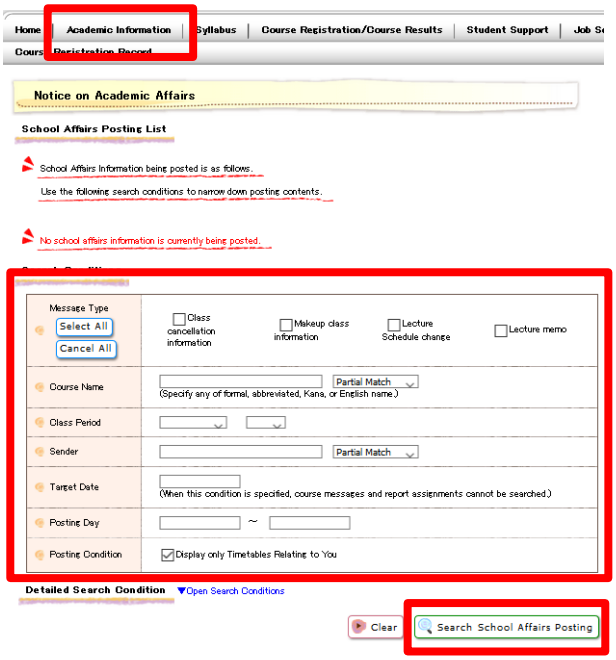
※ A confirmation email will be sent to the user after the Message Transfer Settings are completed.

Chapter 9 Academic Information

Here you can check the list of notices regarding canceled classes and make-up classes.

9. 1 Search menu

This section explains how to display the School Affairs Posting List.

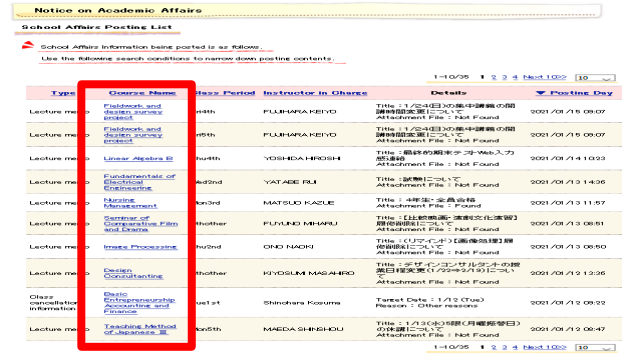


(1) The search results are displayed from the menu screen according to the search conditions.

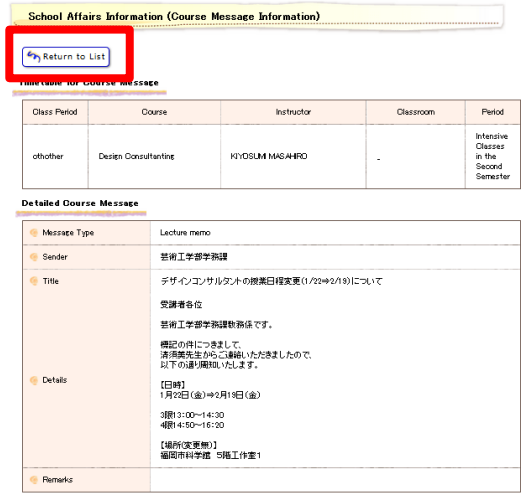
[Tabs]
Academic Information → School Affairs Posting List

Specify the search conditions and click Search School Affairs Posting.

If you want to display only the timetables that are relevant to you, make sure that "Display only Timetables Relating to You" is marked with ☑.



(2) Click the name of the course in the search results to see the details.



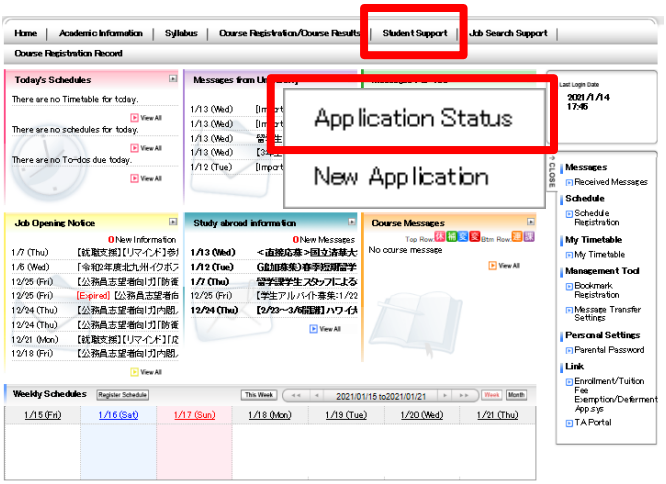
(3) You can check the details of the posting. To return to the list, click the Return to List button.

Chapter 10 Student Support

You can check the status of various applications or submit a new application.

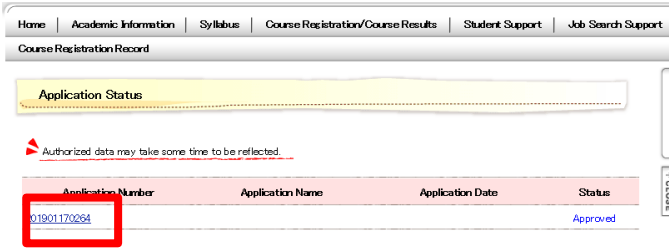
10. 1 Checking the status of your application

This section explains how to display the Application Status screen.



(1) You can check the status of your application from the menu screen.

[Tabs]
Student Support → Application Status

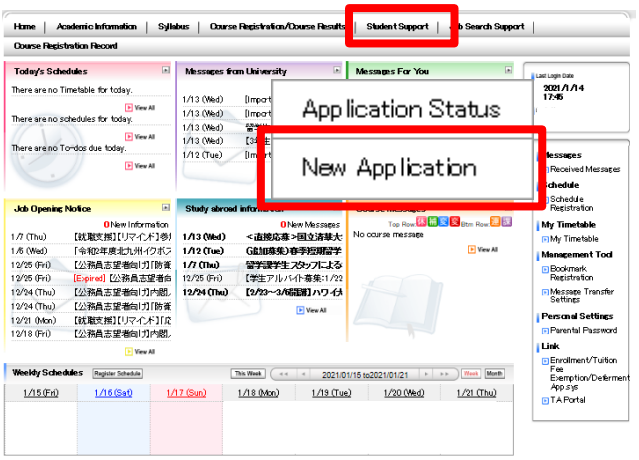


(2) A list showing the status of each application is displayed. Click on the appropriate application number.

(3) Details of the application status are displayed.

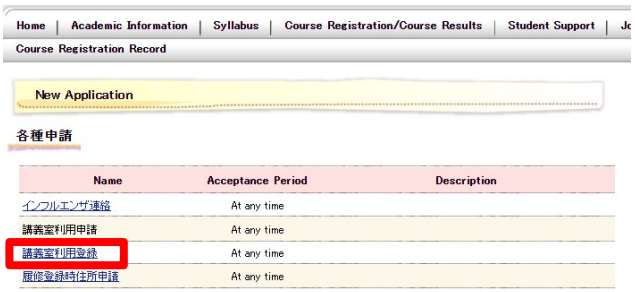
10. 2 New applications

This section explains how to display a new application.



(1) You can check the status of your application from the menu screen.

[Tabs]
Student Support → New Application



(2) A list of new applications is displayed.
Click on the name to see details.

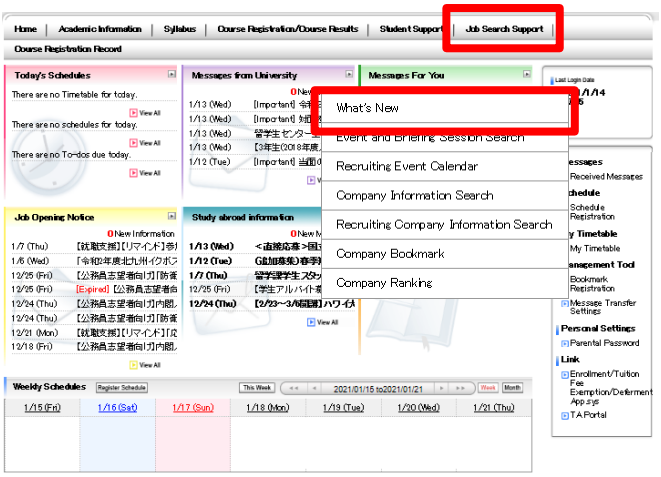
(3) Details will be displayed.

Chapter 11 Job Search Support

You can search and view information on job search support.

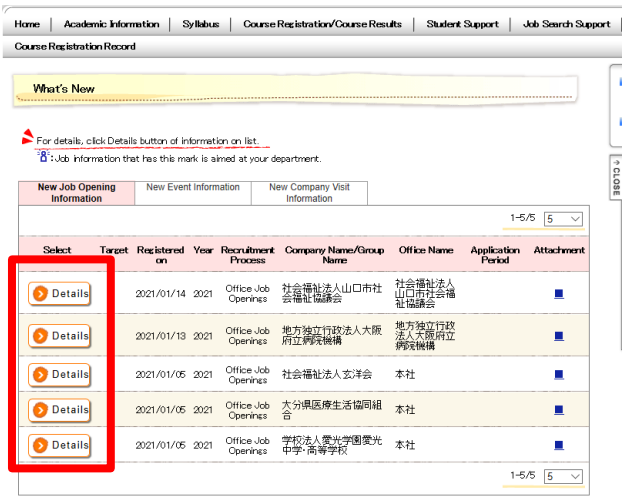
11. 1 Viewing new notices

This section explains how to display new job opening notices.

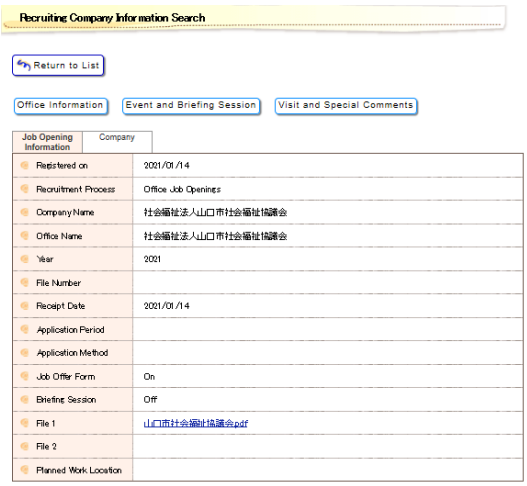


(1) You can view job opening notices from the menu screen.

[Tabs]
Job Search Support → What's New



(2) Click the Details button beside a job posting to check details.



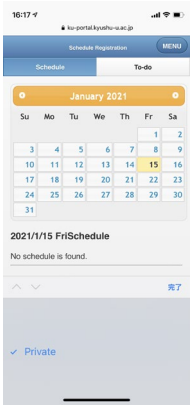
(3) The details of the corresponding job will be displayed.

Chapter 12 Mobile services

Mobile services include messaging, scheduling, To-do task management, and job search information functions.

12. 1 Mobile device layout

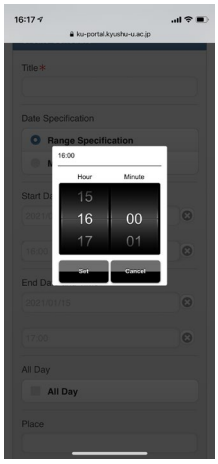
This section explains how to carry out some common operations on the screen provided for mobile devices.



[Selection Menu]

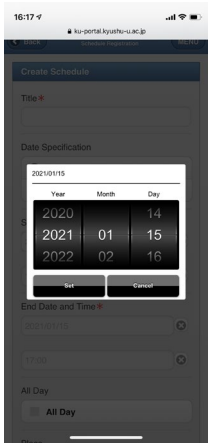
This screen is displayed when you need to select from multiple options, such as calendar selection.
The appearance of the screen depends on the operating system of your mobile device, but the basic operation is the same for all operating systems.

Left: Android 2.X series screen
Center: Android 4.X series screen
Right: iPhone screen



[Time input form]

This screen is displayed when you input a time, for example when entering a schedule item. Scroll up or down to specify the hour and minute, and tap [Set].
The screen shown here is an iPhone screen, but the basic operation is the same for any operating system.

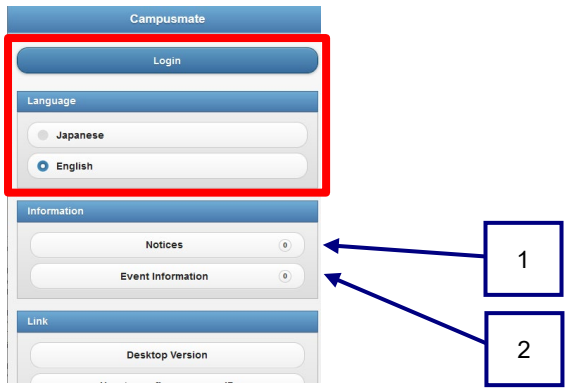


[Date input form]

This screen is displayed when you input a date, for example when entering a schedule item. Scroll up or down to specify the year, month and day, and tap [Set].
The screen shown here is an iPhone screen, but the basic operation is the same for any operating system.

12. 2 Logging in and out on a mobile device

This section explains the login and logout procedures when using the system on a mobile device.
You can access the mobile login screen by entering the URL designated by the University.
※ The URL of the login screen for mobile devices is different from that of the login screen for PCs.



[Login]

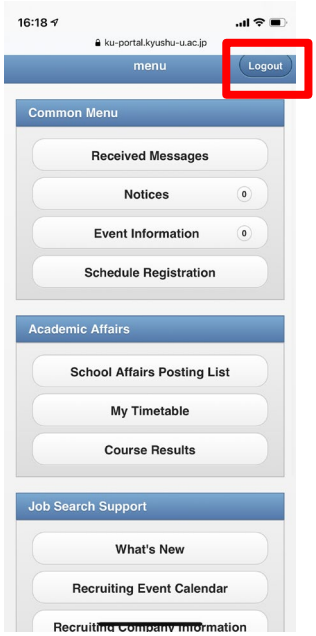
(1) Using a mobile device, visit the designated URL.
https://ku-portal.kyushu-u.ac.jp/campuswe/sptop.do

(Website for mobile devices)

(2) Tap [Japanese] or [English] and enter your SSO-KID and password.
The menu screen for mobile devices will be displayed.

1 Information
You can view new information before logging in.
Tap [All News & Information] to view the list of news and information.

2 Events
You can check public events before logging in.
Tap [Event Information] to confirm the event from the list screen.



[Logout]

(3) Tap [Logout] in the upper right-hand corner of the screen.

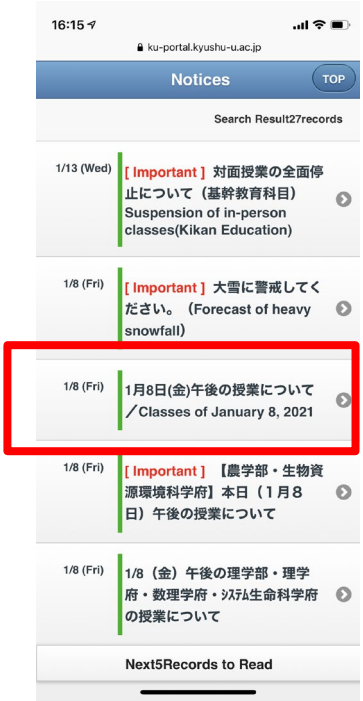
※ A logout confirmation message is displayed.
Tap [OK] to return to the login screen.

12. 3 Checking news and information from a mobile device

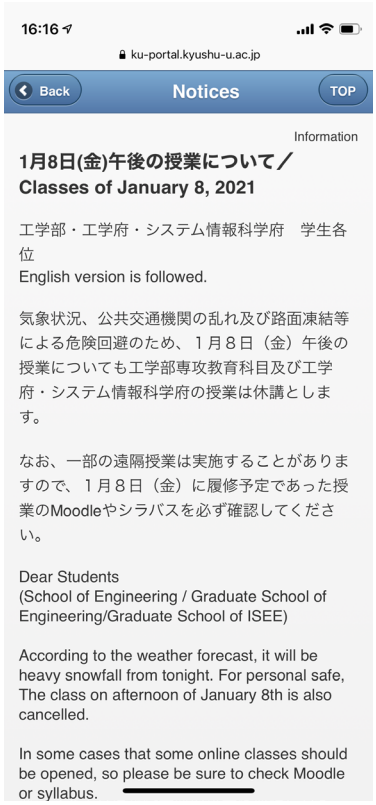
For an overview of messages, please refer to Chapter 3.
This section explains how to check new information posts from your mobile phone.

(1) Tap [Notices] from the login screen.

1 Number displayed
Shows how many new notifications are available for viewing.



(2) A list of all available information will be displayed.
Tap the information you wish to view.



(3) Information details be displayed.
Please check the Notice in detail.

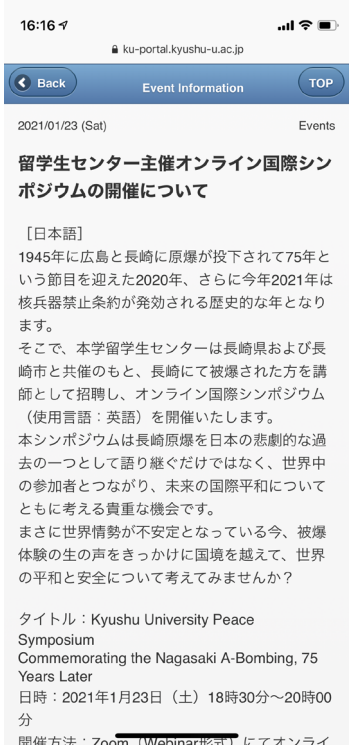
12. 4 Checking events from a mobile device

For an overview of messages, please refer to Chapter 3.
This section explains how to check events on the Event information list from a mobile device.

(1) Tap [Event Information] from the login screen.

1 Number displayed
Shows how many new notifications are available for viewing.

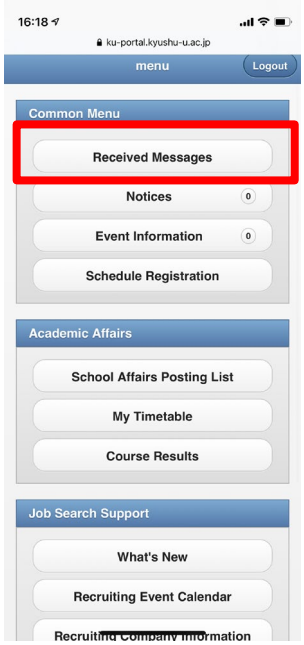
(2) The Event Information screen is displayed.
Tap on the event you wish to view.



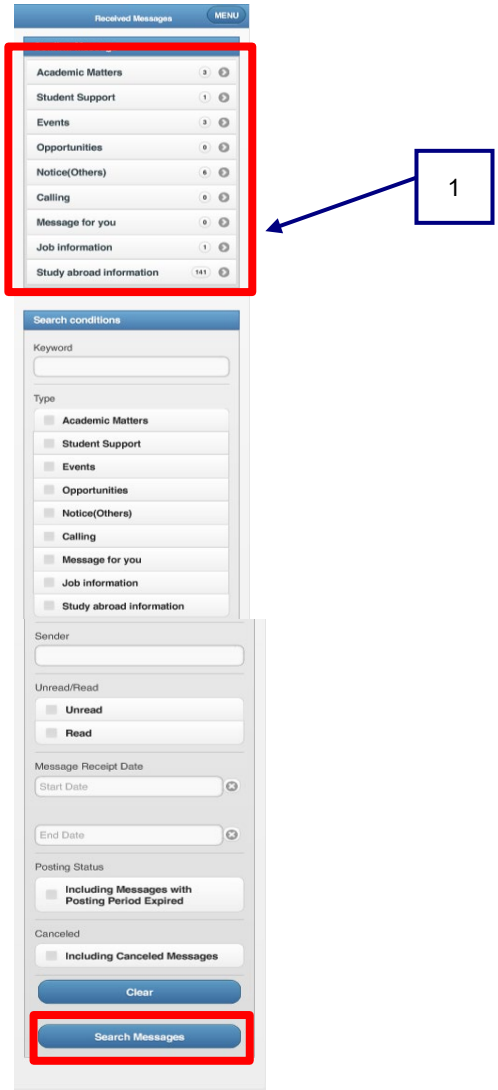
(3) Details of the event will be displayed.
Please check the event details.

12. 5 Checking messages from a mobile device

For an overview of messages, please refer to Chapter 3.
This section explains how to check messages and post comments from a mobile device.



(1) Tap [Received Messages] from the menu screen.

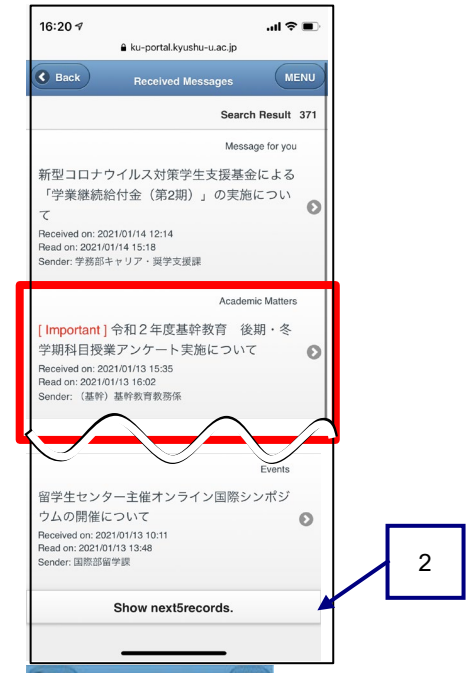


(2) The message search screen is displayed.

[If you already know which type of message you want to check]
Tap the message type in the Confirm Message field.

[To search for a message]
Specify the search conditions, and tap [Search Messages].

1 Number unread
The number of posted, unread messages is displayed for each message type.



(3) The Message List screen is displayed.
Tap on the message you wish to view.

2 Show next XX records
A predetermined number of messages is initially displayed in the list. If the number of corresponding messages exceeds this number, then you can tap on this button to display the rest of the messages.

(4) Details of the message are displayed.
You can check the details of each message.
By tapping [Comment], you can register (or update) your comment.

3 Confirm recipients
You can check which users the message is being sent to.
※ Whether or not recipients can be displayed depends on the settings when the message was sent.

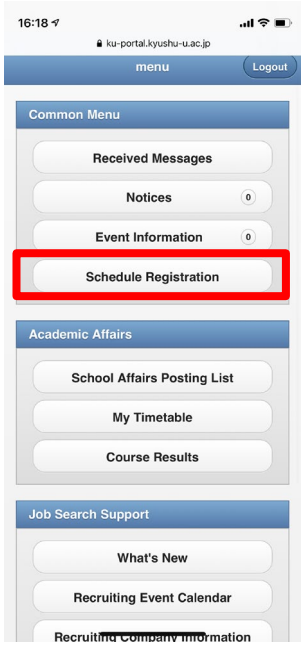
4 Mark as Unread
This marks the message as unread.

5 Delete
This deletes the message.

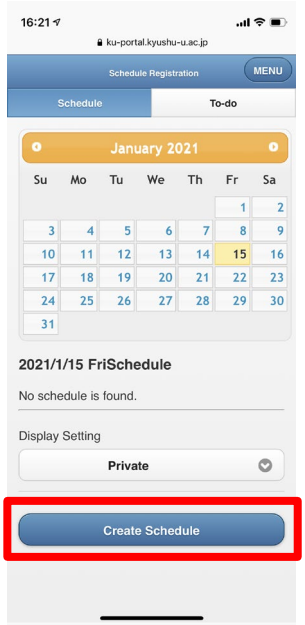
(5) The comment screen is displayed.
Enter your comment and tap []. The comment is recorded and the date of the comment is updated.

12. 6 Schedule registration from a mobile device

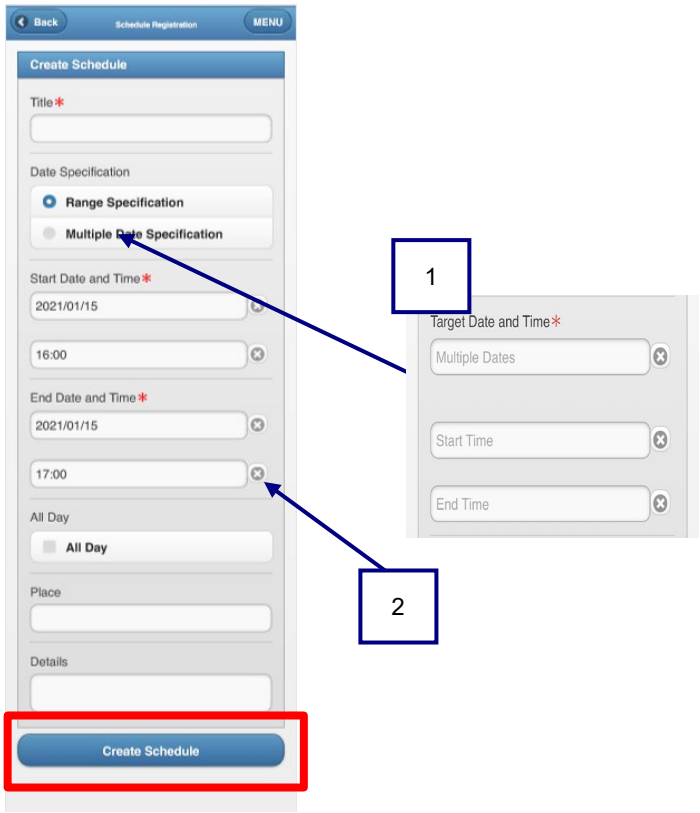
You can schedule various items such as on-campus events, exams, guidance, and club activities practice.
You can manage not only your schedule but also your To-do list.
This section explains how to register schedule items using a mobile device.



(1) Tap [Schedule Registration] from the menu screen.



(2) The Schedule Registration window is displayed.
Tap [Create Schedule].



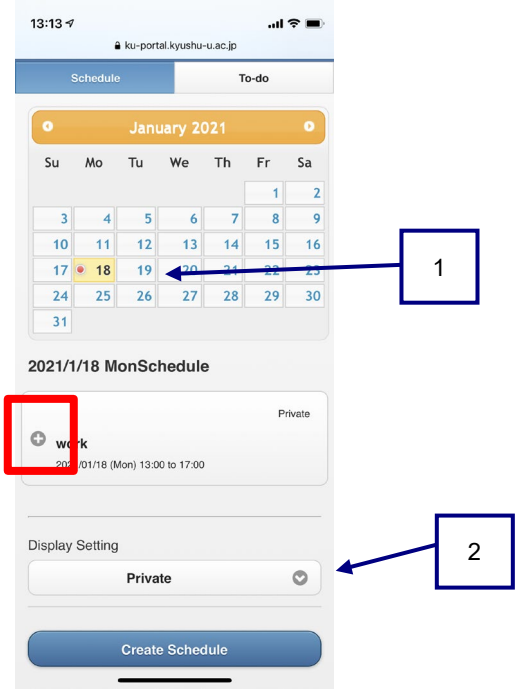
(3) The Create Schedule screen is displayed.
Enter a schedule item, and tap [Create Schedule]. Items marked with an asterisk (*) to the right of the item name are required fields and must be entered.

1 Specifying multiple dates
If you want to enter the same schedule item across multiple dates at once, tap [Multiple Date Specification]. The screen changes, and you can enter multiple dates separated by commas in the Target Date and Time field.

2 Clear
By tapping [X] on the right side of each item, you can clear the corresponding item.

12. 7 Checking, updating and deleting scheduled items from a mobile device

This section explains how to check, update, and delete scheduled items from a mobile device.

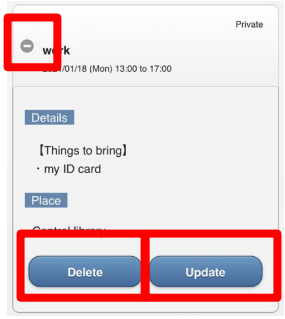


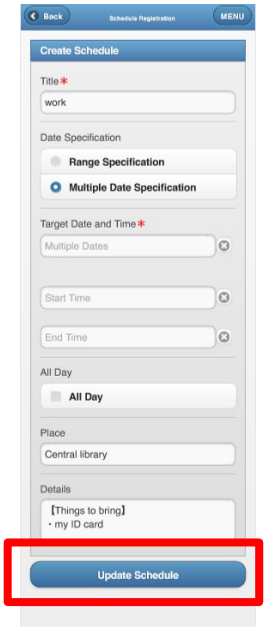
(1) Tap [Create Schedule] from the menu screen.
For details, please refer to (1) in “12.6 Schedule registration from a mobile device.”

(2) The schedule list screen is displayed.
In the initial view, the schedule for the current date is displayed in the form of a list underneath the calendar.
Tap the [+] button to the left of the schedule item you wish to view.

1 Calendar
A mark is displayed on dates where schedule items have already been registered.
By tapping on a date, you can display the schedule items registered for that date.

2 Display settings
You can change the display of the calendar.





(3) The schedule details window is displayed.

[To check an item in the schedule]
Check the details, and tap [-].
The schedule item will be collapsed.

[To update a To-do task]
Tap [Update] to proceed to (4).

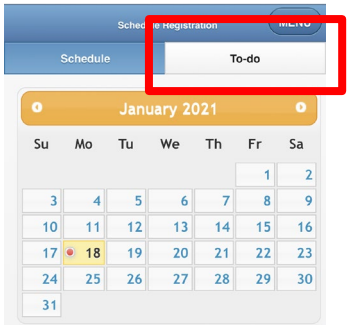
[To delete a To-do task]
Make sure that the schedule is safe to delete, and then tap [Delete].
The system will return to the schedule list screen, and display the updated schedule, without the deleted schedule.

(4) The Create Schedule window is displayed.
Update the desired information, and then tap [Update Schedule]. The system will then return to the schedule list screen.

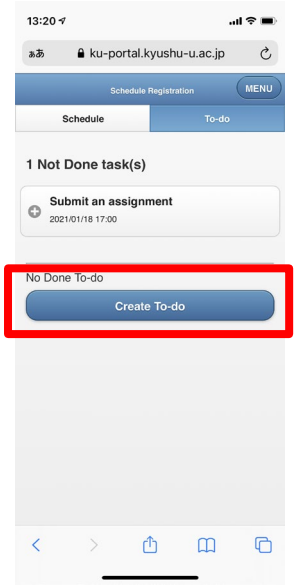
12. 8 Registering To-do tasks from a mobile device

You can use the To-do list to manage important commitments, such as deadlines for submitting reports.
This section explains how to register a new To-do task on a mobile device.

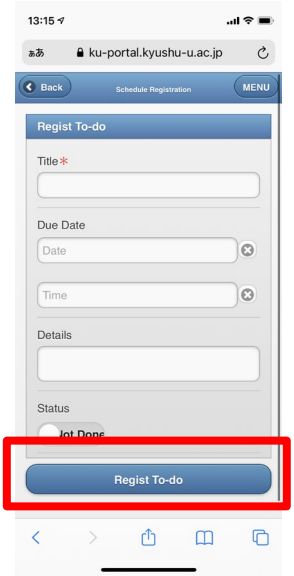
(1) Tap [Schedule Registration] from the menu screen
For details, please refer to (1) in “12.6 Schedule registration from a mobile device.”



(2) Tap [To-do] on the Schedule Registration screen.



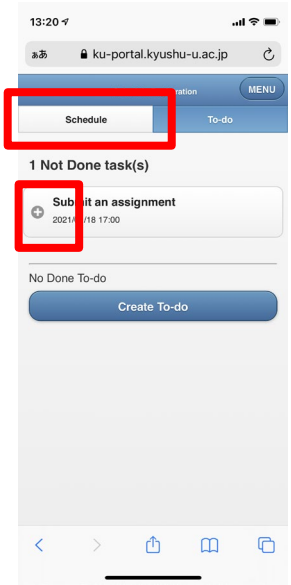
(3) Tap [Create To-do] on the Schedule Registration screen.



(4) Enter your information on the Regist To-do screen, and then tap [Regist To-Do]. Items marked with an asterisk (*) to the right of the item name are required fields and must be entered.

12. 9 Checking, updating and deleting To-do tasks from a mobile device

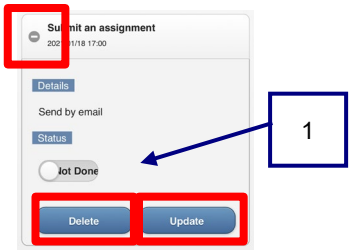
This section explains how to check, update, and delete To-do tasks from a mobile device.

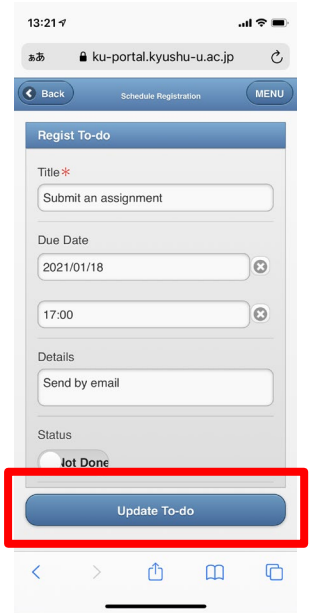


(1) Tap [Schedule Registration] from the menu screen
For details, please refer to (1) in “12.6 Schedule registration from a mobile device.”

(2) Tap [To-do] on the schedule list screen.
For details, see (2) in “12.8 Registering To-do tasks from a mobile device.”

(3) The To-do list screen is displayed.
Tap the [+] button to the left of the To-do task you wish to view.





(4) Details of the To-do task are displayed.

[To check an item in the schedule]
Check the details, and tap [-].
The To-do task will be collapsed.

[To update a To-do task]
Tap [Update] to proceed to (5).

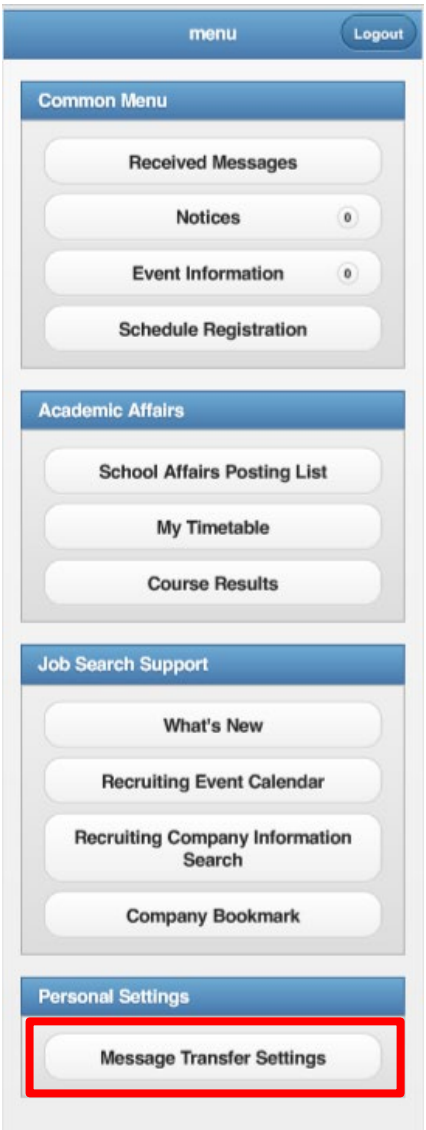
[To delete a To-do task]
Confirm that the To-do task is safe to delete, and then tap [Delete].

1 Status
You can change the status of a To-do task.
You can select Done or Not Done.

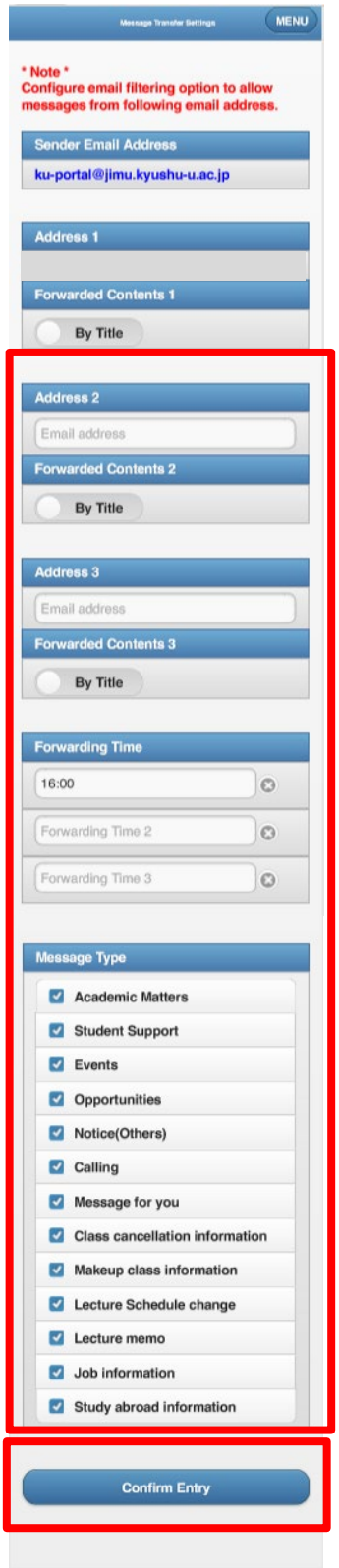
(5) The Regist To-do screen is displayed.
Update the contents, and then tap [Update To-do].
The system will then return to the To-do list screen.

12. 10 Configuring Message Transfer Settings from a mobile device

For an overview of message transfer, please refer to Chapter 8.
This section explains how to configure the Message Transfer Settings from a mobile device.

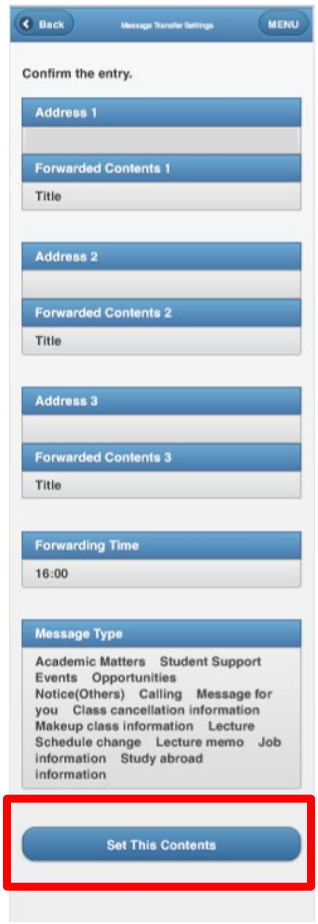


(1) Click [Message Transfer Settings] on the menu screen

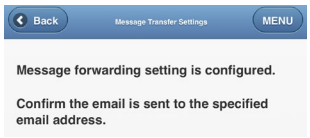


(2) The Message Transfer Settings screen is displayed.
Enter the necessary information in the fields, and tap [Confirm Entry] to proceed to the confirmation screen.

※ Address 1 displayed on the Message Transfer Settings screen may be set by the staff depending on the operation and cannot be changed in some circumstances.



(3) The Message Transfer Settings confirmation screen is displayed.
Check the details, and if there is no problem, tap [Set This Contents].



(4) The Message Transfer Settings completion screen is displayed.
Message Transfer Settings are complete.
※ A confirmation email will be sent to the user after the Message Transfer Settings are completed.

Chapter 13 Inquiries

13. 1 Inquiries

- **Inquiries regarding postings, notices/messages, etc. on the Student Portal System**
  Please refer any questions about postings, notices/messages, etc., to the contact provided in the notices/messages.

- **Inquiries about course registration, grades, and syllabus contents**
  Please contact the School Affairs (Student Affairs) Section of your department or graduate school.

  Please refer to the Kyushu University website for contact information.
  TOP > Student Life > Course Registration > Registration / Syllabuses > Registration & Final Grade Confirmation > Inquiries

- **Inquiries about employment and company/job search information**
  Job and Career Support Section, Career and Employment Support Section
  Tel: 092-802-5897, 5903
  Email: gassyokusien@jimu.kyushu-u.ac.jp

- **Inquiries about operating the Student Portal System**
  School Affairs and Information Section, Student Affairs Department Student Affairs Planning Division
  Tel: 092-802-5939
  Email: gapjoho@jimu.kyushu-u.ac.jp