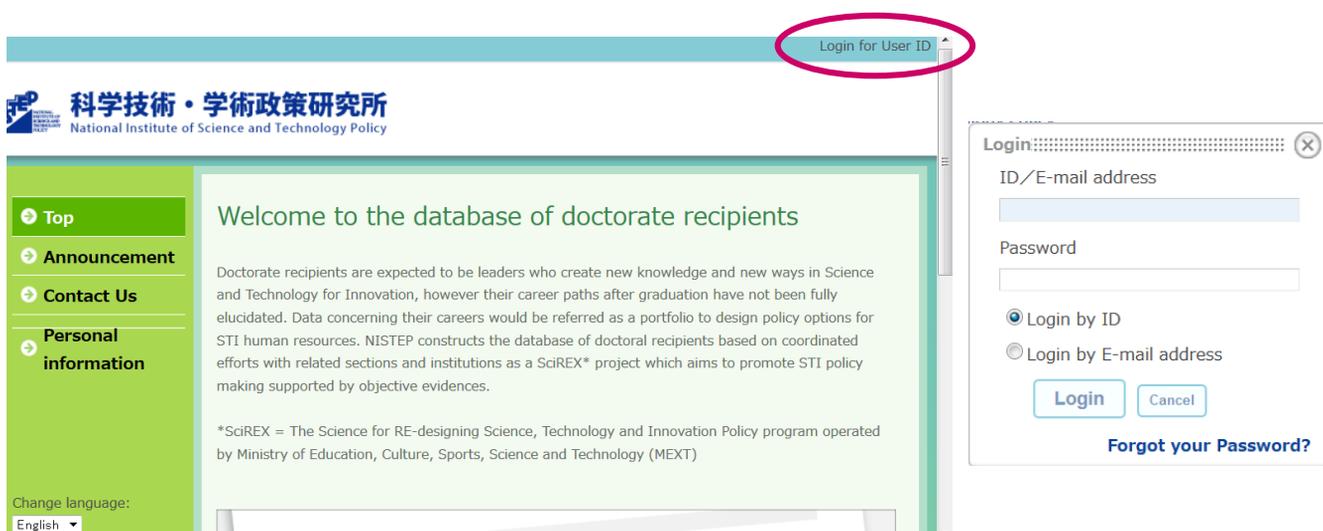


Instruction

1 Login

- Go to: <https://hr.nistep.go.jp>.
- Basic authentication is required before the top page is displayed. Enter the **ID and password for basic authentication**.
 - ✓ The ID and password for basic authentication differ from the ID and password for login (see below)).
 - ✓ The ID and password for basic authentication are indicated in the account notification from your university. Contact your university or the secretariat if you are not sure what they are.
- When the top page is displayed, click "Login for User ID" in the upper right hand corner of the screen, and enter the login ID (or the email address you registered) and the password.
 - ✓ If you do not know or remember your login ID, click "Forgot your Password?" toward the top of the screen and complete the procedure to have your password re-issued.



Click "Login for User ID" in the upper right corner of the top page, and enter the login ID (or the email address you registered) and the password.

2 Activation

(Proceed to 3 if you have already completed the activation procedures.)

- Follow the instructions on the screen to complete activation (account setup) when logging in for the first time.
 - ✓ After reading the Terms of Use displayed on the screen, enter your email address and click "Agree".
 - ✓ When the URL for activation is sent to the email address entered in the first step above, click on the URL.
 - ✓ Change the initial password.

3 Confirmation of Affiliation

- The following “**Confirmation of affiliation**” screen will be displayed on the first page following login (**My Portal**).
- Click "Change" if entering additional information or modifying existing information, and enter relevant information in the required fields on subsequent screens.

Confirmation of affiliation	
<Status on November 1, 2015>	
Organization	NISTEP
Job rank	Post-doctors, etc. (Post-doctors, etc.)
Scheduled working hours	30 hours or more per week
Employment term	one year or more

On November 1, 2015, is there any change in the above status?

If there is any change in the information displayed on the "Confirmation of affiliation" screen or there is any information missing therefrom, click "Change" and enter the relevant information in the required fields on subsequent screens.

4 Answering the Questionnaire

- The **questionnaire screen** will be displayed when you click "No Change" on the "Confirmation of affiliation" screen or click "Change", enter or modify data as needed, and then click "OK". Complete the questionnaire. It will take approximately **15 minutes** to answer the questions.
 - ✓ If, despite your best efforts, you are unable to switch to the questionnaire screen after entering or modifying the data as needed, click "No Change" on the "Confirmation of affiliation" screen of My Portal and answer the questionnaire. Upon completion of the questionnaire, click "Edit" on **My Portal** page and confirm that the changes you made earlier in the way of data entry are reflected.

アンケート調査

Question 1 : あなたは2015年11月1日、どこに住んでいましたか。
On November 1, 2015, where were you living?
***Required**
- Not specified -

Question 2 : その居住地はあなたの母国ですか。
Was the living place your home country?
***Required**
 はい - Yes いいえ - No 該当しない - Not Applicable

Question 3 : 日本の場合は、都道府県を選択してください。
If you were living in Japan, please select prefecture.
***Required**
- Not specified -

5 Enter or Modify Information

- Upon completion of the questionnaire, the screen will switch to the My Portal page.
- If you have not entered the various information required or need to make changes, click "Edit" to enter or update information as necessary.
- Since the following changes were made to the JGRAD data items as a part of the maintenance work performed from October 29 through November 6, 2015, those who have completed data entry previously are also asked to enter or modify data as needed.
 - [B. Information during doctoral course]: Changes to the options for [Experience as a working adult] and [Currently with a job or on leave of absence]
 - [B. Information during doctoral course]: Changes to the options for [Currently with a job or on leave of absence]
 - [C. Information after graduation]: Addition of the item [Foreign student]
 - [C. Information after graduation]: Addition of the item [Current work]
 - [C. Information after graduation]: Addition of the item [Residence]
 - [C. Information after graduation]: Addition of the item [Scale of organization]
 - [D. Information of Career after graduation]: Addition of the item [Scale of organization]

The screenshot shows the 'My Portal' interface. On the left is a green sidebar with 'My Portal' and 'Group' (ALL, NISTEP, NISTEP UNIV) and a language dropdown set to 'English'. The main content area shows 'Employment term' as 'one year or more' and a red notification: 'On November 1, 2015, is there any change in the above status?' with 'Change' and 'No change' buttons. Below this is a 'Resume' section with fields: ID (user001), Login name (Akira Shina), Name of graduate school (The University of Tokyo Graduate Schools for Law), Degree certification date (03/2015), and Degree name (Doctor of Law). A blue 'Edit' button is circled in red.

Click "Edit" on the My Portal screen.

The screenshot shows the 'My Portal' page with a navigation bar at the top containing four tabs: 'A.Basic information', 'B.Information during doctoral course', 'C.Information after graduation', and 'D.Information of Career after graduation'. These tabs are circled in red. Below the tabs is the 'A.Basic information' form. It includes fields for ID (user001), Login name* (Akira Shina), User name (Last Name: 権名, First Name: 晶), and User name (Katakana) (Last Name: シイナ, First Name: アキラ). Other fields include Gender* (Male selected), Birth date* (1978, Year 7, Month), Nationality* (Japan), and Password. A link 'Click here to change password' and a note 'For security reasons, please change the default password.' are also present.

Click on each of the tabs A through D and enter or modify the required information as needed.

Contact

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