How to Answering the Questionnaire

1 Basic authentication

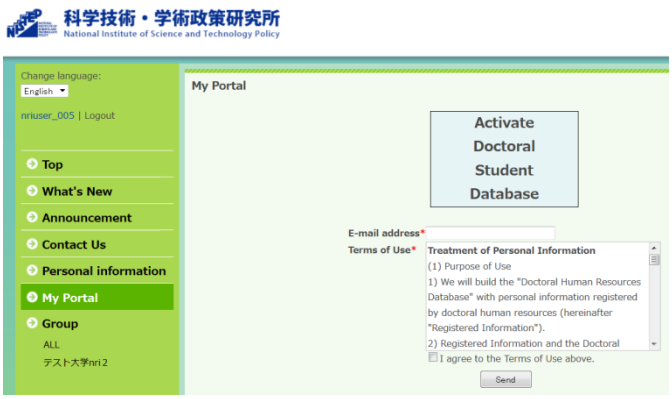
- Go to: **https://hr.nistep.go.jp/**.
- Basic authentication is required before the top page is displayed. Enter the **ID and password for basic authentication**.
  - ✓ The ID and password for basic authentication differ from the ID and password for login (see below).
  - ✓ ID and password for basic authentication are listed in the account notification email sent by your university. Please contact the university or secretariat if you have any questions.

2 Login authentication

- After the top page appears, enter the **login ID and password** in the form at the upper left corner of the screen and click **Login**

3 First login

- When you log in for the first time, you need to activate (start setup). Read the Use Agreement, enter your e-mail address, agree to the terms of use, and click <**Send**>.
- If the "Activate Doctoral Student Database" screen is not displayed, please choose "My Portal" on the left menu, and display the First login screen.
- URL for first login will be notified to the e-mail address you entered above. Click the URL.

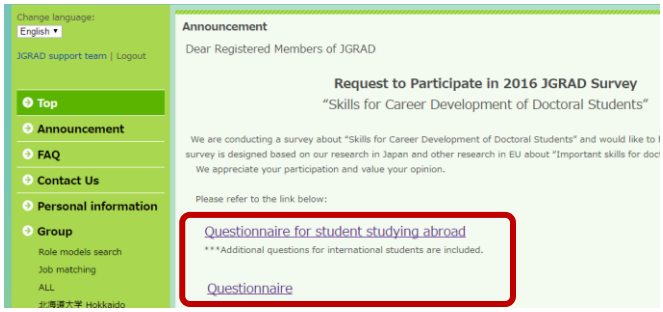


4 Password change

- Open the URL for first login and set a new password.
- If your personal top page (**My Portal**) appears, you have successfully logged in.

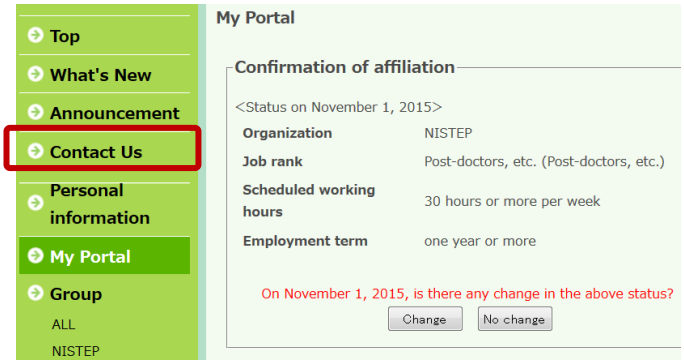
5 Answering the Questionnaire

- A "**questionnaire answer request**" screen is displayed after login.
- When you click "**2016 JGRAD Questionnaire**" or "**2016 JGRAD Questionnaire for student studying abroad**", you move to a questionnaire answer screen.
- It is 10-15 minutes at time required for an answer.



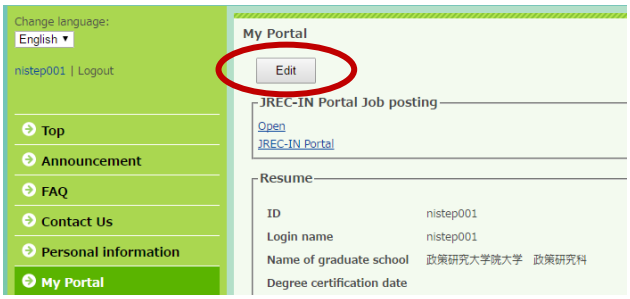
6 Enter or Modify Information

- After questionnaire answer completion, please update the JGRAD data items. Please click "**My Portal**" of the screen left.



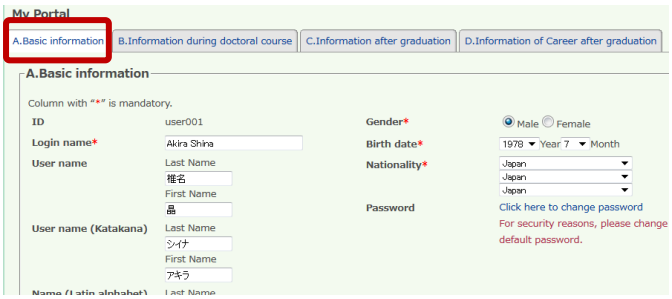
7 Go to editing screen

- Click <**Edit**> at the top of <**My Portal**> displayed on the screen after login.



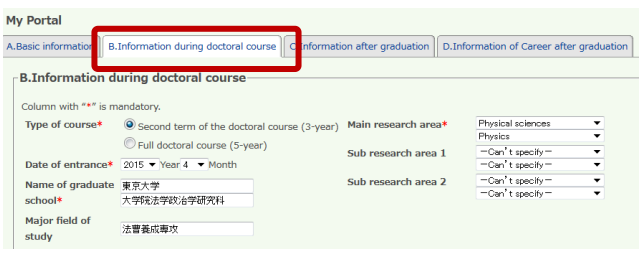
8 A. Basic Information

- First, **A. Basic Information** tab is displayed.
- Enter the necessary information and click **OK** at the bottom of the tab.
  - ✓ Please note that if you do not click **OK**, information you entered will not be saved.



9 B. Information during doctoral course

- Next, go to **B. Information during doctoral course** tab.
- Enter the necessary information and click **OK** at the bottom of the tab.
  - ✓ Please note that if you do not click **OK**, information you entered will not be saved.



10 Others

- When you complete or withdraw from your doctoral program, please go to **C. Information after graduation** tab and enter required information.
- If anything changed after your graduation, please go to **D. Information of Career after graduation** tab and update the information.
- NISTEP and university may send you emails regularly to request you to update your information.
- Please refer to the following website for FAQ, User's Manual, and event information.
  http://www.nistep.go.jp/research/jgrad