## 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.



# 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 <<u>Send</u>>.
- 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.

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Change language: English 💌	My Portal
nriuser_005   Logout	Activate
🔊 Тор	Student
What's New	Database
Announcement	
Contact Us	E-mail address* Terms of Use* Treatment of Personal Information
Personal information	(1) Purpose of Use
My Portal	1) We will build the "Doctoral Human Resources Database" with personal information registered
<ul> <li>Group</li> </ul>	by doctoral human resources (hereinafter "Registered Information")
ALL テスト大学nri2	<ol> <li>Registered Information and the Doctoral</li> <li>I agree to the Terms of Use above.</li> </ol>
	Send

# 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



### 4 Password change

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- 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.

JarkAD support teem   Logout         Dear Registered Members of JGRAD           Top         "Skills for Career Development of "Skills for Career Development of Doctors survey about "Skills for Career Development of Doctors survey is designed based on our research in Japan and other research in EU We appreciate our participate our participate our on and value your contino.				
Cop     C				
Top         "Skills for Career Development of         Announcement         Ve are conducting a survey about "skills for Career Development of Doctors         survey is designed based on our research in Japan and other research in EU         We appreciate your participation and value your contion.	L6 JGRAD Survey			
Announcement     We are conducting a survey about "Skills for Career Development of Doctors     survey is designed based on our research in Japan and other research in EU     We appreciate your participation and value your comion.	"Skills for Career Development of Doctoral Students"			
FAQ     FAQ     We appreciate your participation and value your opinion.	al Students" and would like to			
We appreciate your participation and value your opinion.	about "Important skills for doc			
Ontact Us				
Personal information     Please refer to the link below:				
Group     Questionnaire for student studying abroad				
Role models search ****Additional questions for international students are included.				
Job matching				
ALL Questionnaire				
北海道大学 Hokkaido				

# Go to editing screen

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

6	Enter	or	Modify	Information
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 After questionnaire answer completion, please update the JGRAD data items. Please click "My Portal" of the screen left.

● Top	My Portal			
	Confirmation of affiliation			
Announcement	<status 1,="" 2015="" november="" on=""></status>			
	Organization	NISTEP		
Contact Us	Job rank	Post-doctors, etc. (Post-doctors, etc.)		
● Personal information	Scheduled working hours	30 hours or more per week		
My Portal	Employment term	one year or more		
Group	On November 1, 2015, is there any change in the above status?			
ALL	Change No change			
NICTED				

# 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.

.Basic information B	I.Information during doctoral cou	rse C.Information after graduation	D.Information of Career after graduation
A.Basic informa	tion		
Column with "*" is n	nandatory.		
ID	user001	Gender*	Male
Login name*	Akira Shina	Birth date*	1978 🔻 Year 7 💌 Month
User name	Last Name	Nationality*	Japan 💌
	椎名		Japan 🔻
	First Name		Japan 💌
	믋	Password	Click here to change password
User name (Katak	ana) Last Name		For security reasons, please chang
osci name (natanana)	Sudt		default password.
	First Name		
	アキラ		
Name (Latin state	(h-t) Last Name		



#### 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.

My Portal				
A.Basic information B.	Information during doctoral course C Informati	on after graduation	D.Information of Career afte	r graduation
B.Information du	uring doctoral course			
Column with "*" is m	andatory.			
Type of course*	Second term of the doctoral course (3-year)	Main research area	<ul> <li>Physical sciences</li> </ul>	<b>•</b>
	Cull desteral source (E usar)		Physics	-
	C Pull doctoral course (5-year)	Sub research area 1	-Can't specify-	-
Date of entrance*	2015 Vear 4 Vonth		-Can't specify-	-
Name of graduate	***	Sub research area 2	-Can't specify-	-
inallie of graduate	東京八子 上世界21日		-Can't specify-	-
school	八子院,太子政,右子研究科			
Major field of	No other day in the second sec			
study	法曹養成專攻			

# 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