

Adding group user



Step 1)

This is the menu screen immediately after log-in. On this screen, select “Application > Adding group user” from the left menu.

For an application representative of multiple groups, select the group to which the user is to be added.

Step 2)

This is the group user addition screen. Enter the requirements, and then click the “Application” button on the upper right. The entry of the item marked * is required.

- Name:
An old character style cannot be used.
- Contact mail address:
Enter the mail address to be used for contact.
- Corporate category:
- Organization name:
- Department name:
- Title:
- Zip code:
Hyphenate zip code.
- Prefecture:
Select the prefecture name from the pull-down.
- Address:
Enter the address after the prefecture name.
- Phone number:
Enter the phone number.
- Research area, research task:
<Research area URL>
http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu4/toushin/1320054.htm
- Foreign Exchange Law (nationality, place of residence, place of work, confirmation):

Application - Adding group user Cancel OK

Basic Information

Affiliation
Supervisor
the Foreign Exchange Act

Click [OK] if the content you entered is correct.

Basic Information	
Name	test_add_user
Kana	
E-mail	test_add_user@example.com
Remarks	

Affiliation	
Corporate classification	National University
Institution name	testtest
Department name	test
Major name	
Course name	
Job Title	Assistant Professor
Postal code	565-0871
Prefectures	Aomori Prefecture
Address	testtest

Step 3)

The entry contents of Adding group user are displayed. Confirm the contents, and then click the “OK” button on the upper right to apply for registration. Then, a processing completion message is displayed; therefore, click “Complete.”

Application - Adding group user Complete

Your application has been received. We will notify you via mail immediately after it is approved.
If you want to confirm the content of the application or withdraw it, [Application browsing > Pending application](#) Confirm it.

Clicking the “Cancel” button returns to the input screen.

Application browsing - Pending application Search condition Search

Search item Value

Application date and time [yyyy/mm/dd] ~ [yyyy/mm/dd]

Application type [v]

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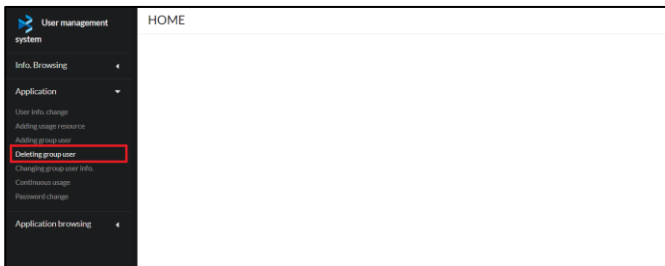
Application date and time	Application type
2025/07/01 14:37:19	CHANGE User Info
2025/07/01 14:46:32	Continuous Utilization
2025/07/01 15:21:09	ADD use resource
2025/07/01 15:37:53	ADD Group User
2025/07/01 16:03:51	CHANGE Group User Info
2025/07/01 17:24:58	Continuous Utilization
2025/07/02 09:58:03	ADD use resource
2025/07/02 10:28:11	ADD Group User

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Supplement)

Processing for Adding group user is displayed in “Application Browsing > Pending Application” on the left menu to enter standby state for approval by the manager. After approval by the manager, the group user applied for is added.

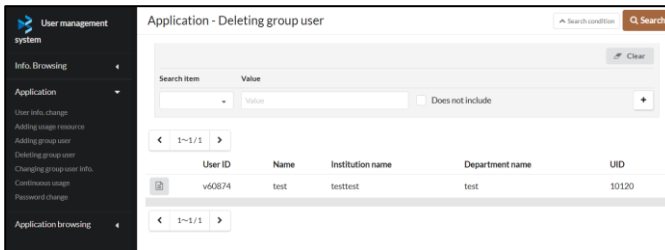
Deleting group user



Step 1)

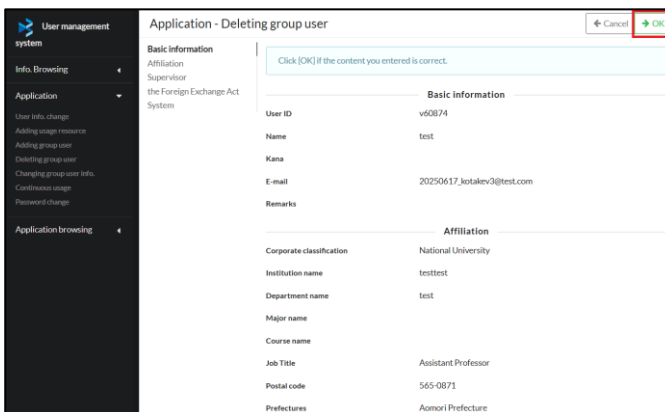
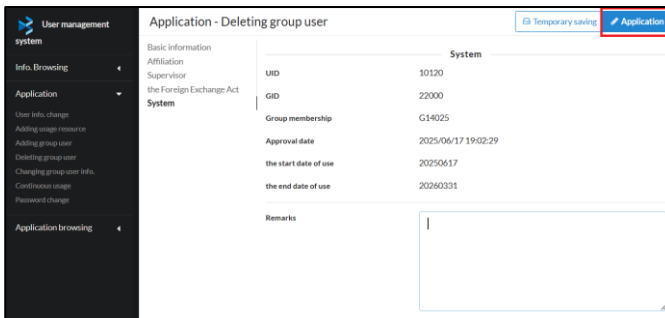
This is the menu screen immediately after log-in. On this screen, select “Application > Deleting group user” from the left menu.

For an application representative of multiple groups, select the group from which the user is to be deleted.



Step 2)

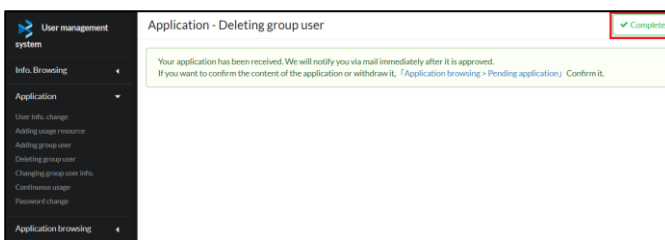
This is the group user deletion screen. Select the user to be deleted, open the screen for basic information about group user, and then click “Application” on the upper right.



Step 3)

The entry contents of Deleting group user are displayed. Confirm the contents, and then click the “OK” button on upper right to apply for deletion. Then, a processing completion message is displayed; therefore, click “Complete.”

Clicking the “Cancel” button returns to the input screen.



Application browsing - Pending application

Search condition Search

Clear

Search item Value

Application date and time yyyy/mm/dd ~ yyyy/mm/dd

Application type

	Application date and time	Application type
	2025/07/01 15:52:46	DELETE Group User
	2025/07/02 10:39:48	DELETE Group User
	2025/07/02 10:42:08	DELETE Group User

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Supplement)

Processing for Deleting group user is displayed in “Application Browsing > Pending Application” on the left menu to enter standby state for approval by the manager. After approval by the manager, the group user applied for is deleted.

Changing group user info.

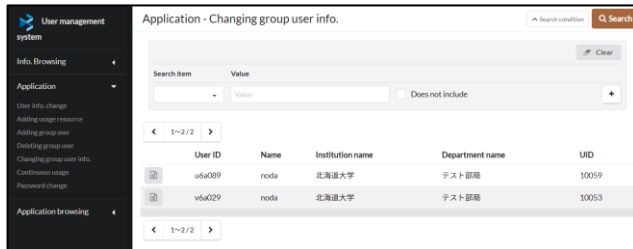
You can also transfer your account from this application.



Step 1)

This is the menu screen immediately after log-in. On this screen, select “Application > Changing group user info.” from the left menu.

For an application representative of multiple groups, select the group for which the user is to be changed.



Step 2)

This is the group user change screen. After group user information has been completely changed, click the “Application” button on the upper right.

Basic Information

Affiliation: Supervisor, the Foreign Exchange Act

User ID: usa089

Name: noda,change

Kana:

E-mail: test@test.com

Remarks:

Affiliation

Corporate classification: National University

Institution name: 北海道大学

Department name: テスト部局

Major name: テスト学科・専攻名

Course name: テスト講座名

Job Title: Graduate Student (Doctor)

Step 3)

The entry contents of Changing group user info. are displayed. Confirm the contents, and then click the “OK” button on the upper right to apply for registration. Then, the processing completion message is displayed; therefore, click “Complete.”

Basic Information

Affiliation: Supervisor, the Foreign Exchange Act

User ID: usa089

Name: noda,change

Kana:

E-mail: test@test.com

Remarks:

Affiliation

Corporate classification: National University

Institution name: 北海道大学

Department name: テスト部局

Major name: テスト学科・専攻名

Course name: テスト講座名

Job Title: Graduate Student (Doctor)

Postal code: 123-4567

Prefectures: Chiba

Clicking the “Cancel” button returns to the input screen.

Application - Changing group user info.

Complete

Your application has been received. We will notify you via mail immediately after it is approved.
If you want to confirm the content of the application or withdraw it, 「Application browsing」>「Pending application」 Confirm it.

Application browsing - Pending application

Search condition Search

Search item Value

Application date and time yyyy/mm/dd ~ yyyy/mm/dd

Application type

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Application date and time	Application type
2025/07/01 15:52:46	DELETE Group User
2025/07/02 10:39:48	DELETE Group User
2025/07/02 10:42:08	DELETE Group User
2025/07/02 10:52:53	CHANGE Group User Info

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Supplement)

Processing for Changing group user info. is displayed in “Application Browsing > Pending Application” on the left menu to enter standby state for approval by the manager. After approval by the manager, group user change is reflected.