

How to Register Using Campus Plan

A. Introduction

You are required to use “Campus Plan” which is the system to register for courses online.

*It is usable only during a period of registration in each term.

This manual explains how to register for courses and how to confirm courses that you registered.

B. Log in

1. Log in

- . Start Internet Explorer and enter the URL as below.

[http:// sys-ap2.local.grips.ac.jp/gakusei/web/CplanMenuWeb/ui/LoginForm.aspx](http://sys-ap2.local.grips.ac.jp/gakusei/web/CplanMenuWeb/ui/LoginForm.aspx)

- . Enter your user ID and password.(**type in capital letters**)

e.g.: Student ID med07000

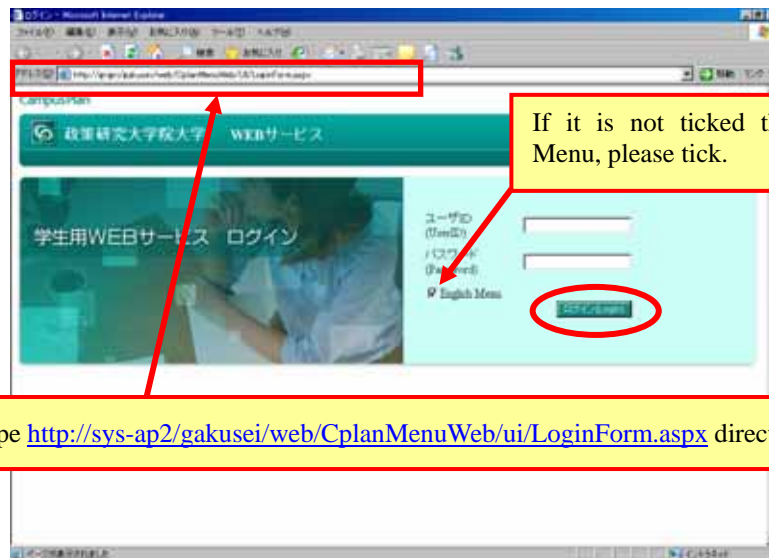
User ID : MED07000

Password: MED07000

- * UserID is your student ID number.

Your initial password is your student ID number.

Click **Log in**.

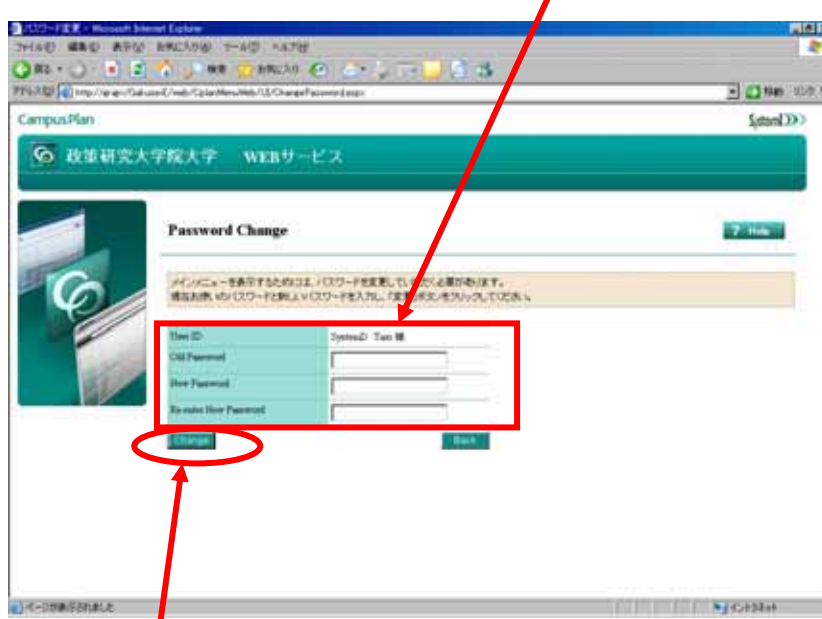


If it is not ticked the box of English Menu, please tick.

Type <http://sys-ap2/gakusei/web/CplanMenuWeb/ui/LoginForm.aspx> directly.

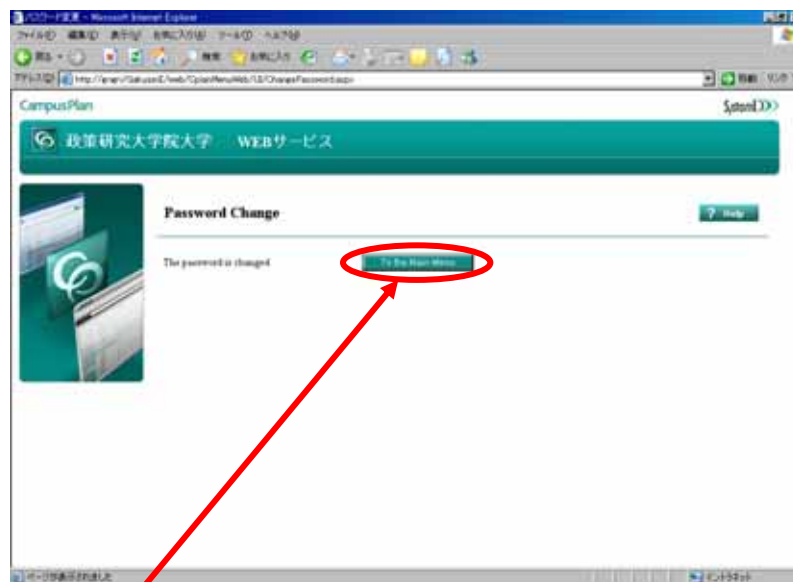
- When you log onto this service for the first time, the password changing screen appears. Enter your student ID number in the Old password box.

Enter a new password in the New password box. Reenter the new password.



and click Change.

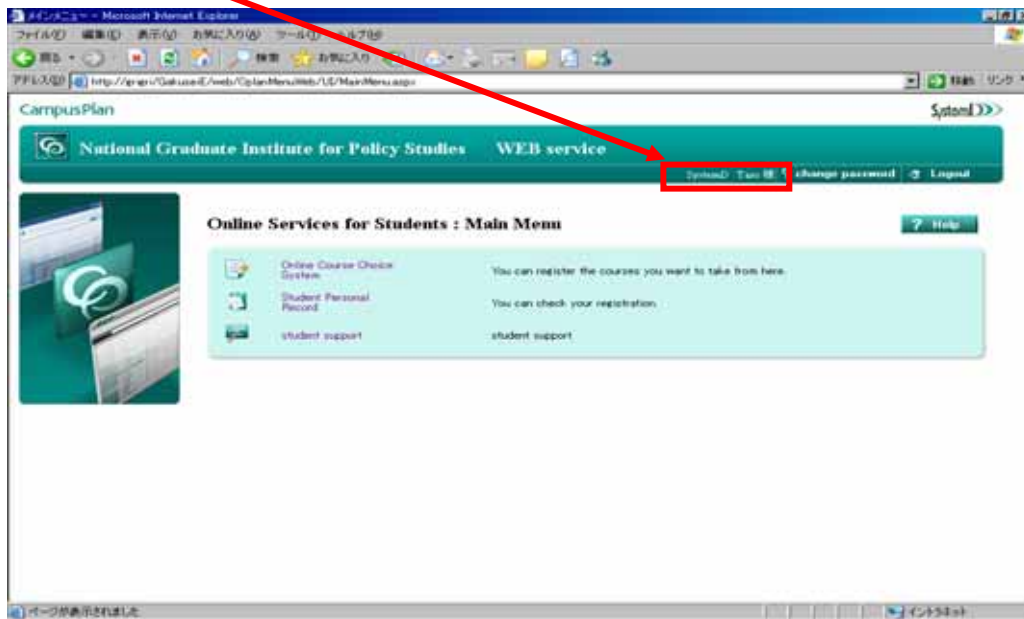
- The message of [Your password is changed] appears on the screen. It means you have successfully changed your password.



Click To the Main Menu.

. The following screen appears. This is the Main Menu of the “Campus Plan”.

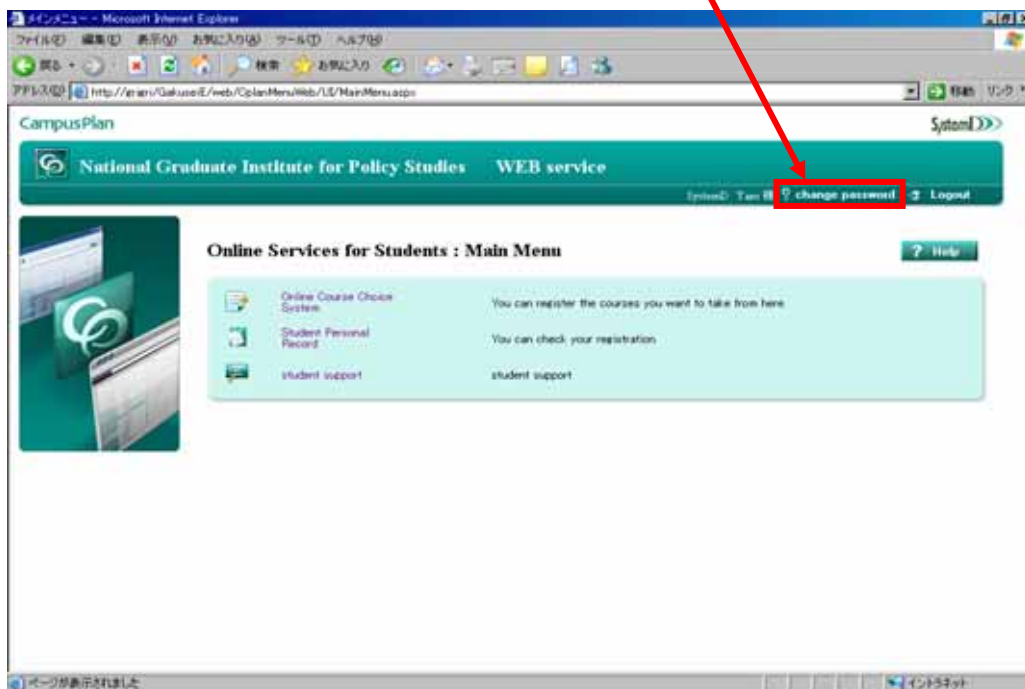
Make sure your name in the upper right corner of the Main Menu screen.



C. Change password

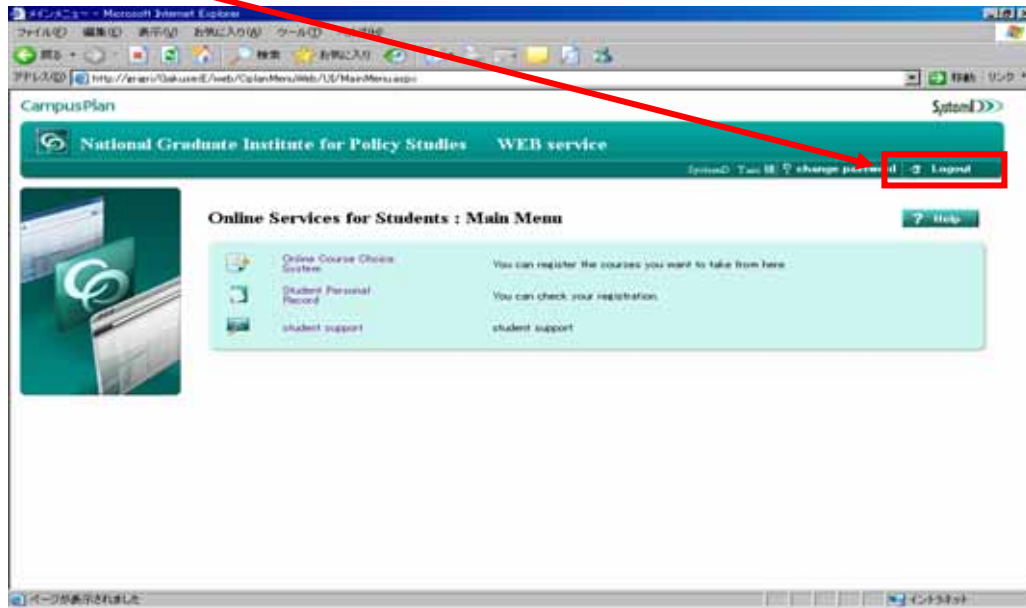
You can change your password anytime. Click change password and change your password as described above.

(See 3)



D. Log out

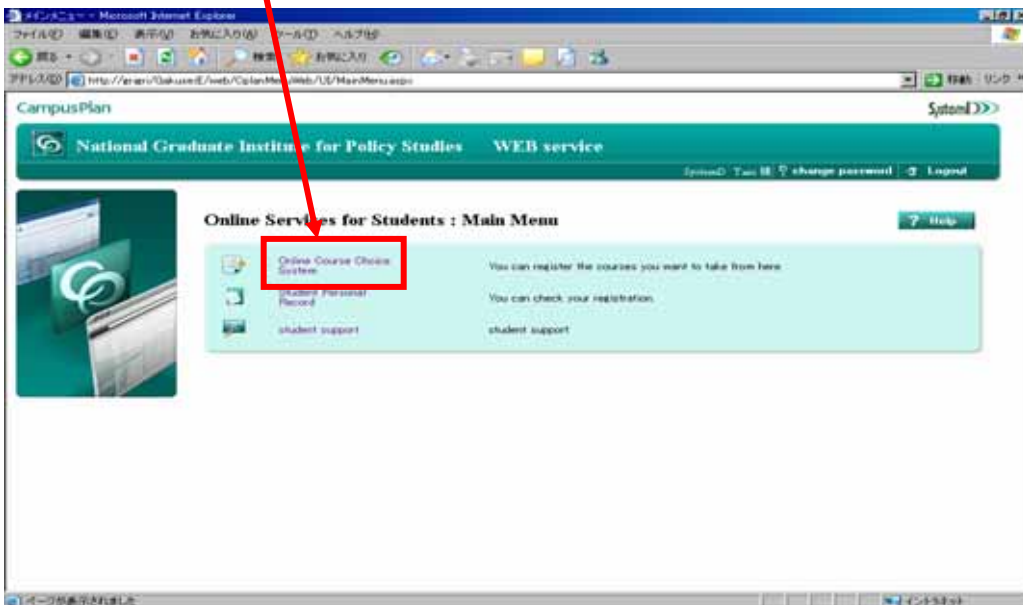
Click **Logout** on the Main Menu when you close “Campus Plan”.



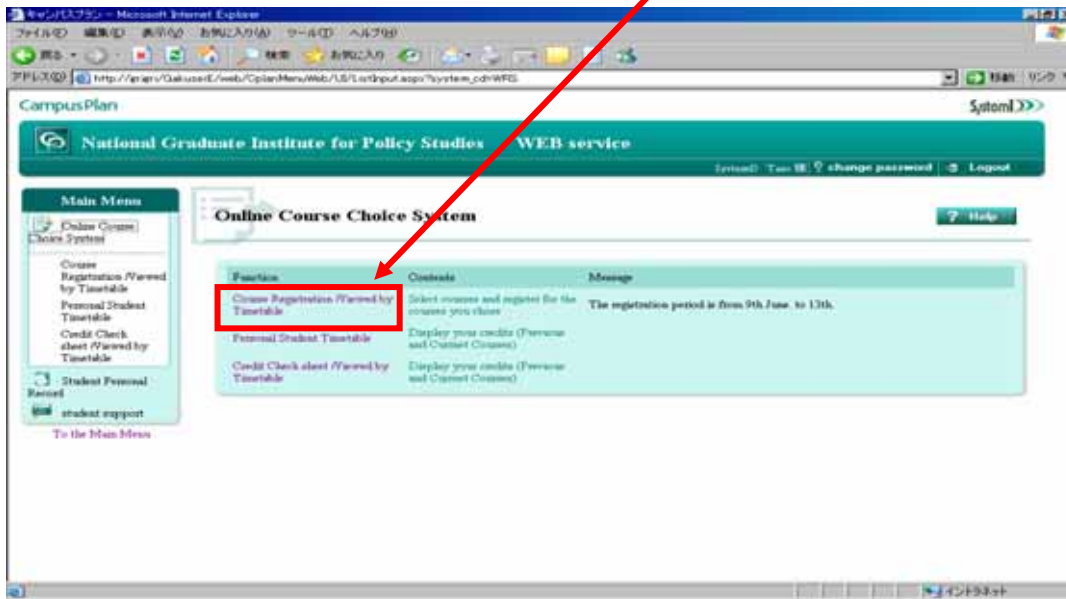
E. Course registration

1. Selecting courses and Registering for courses

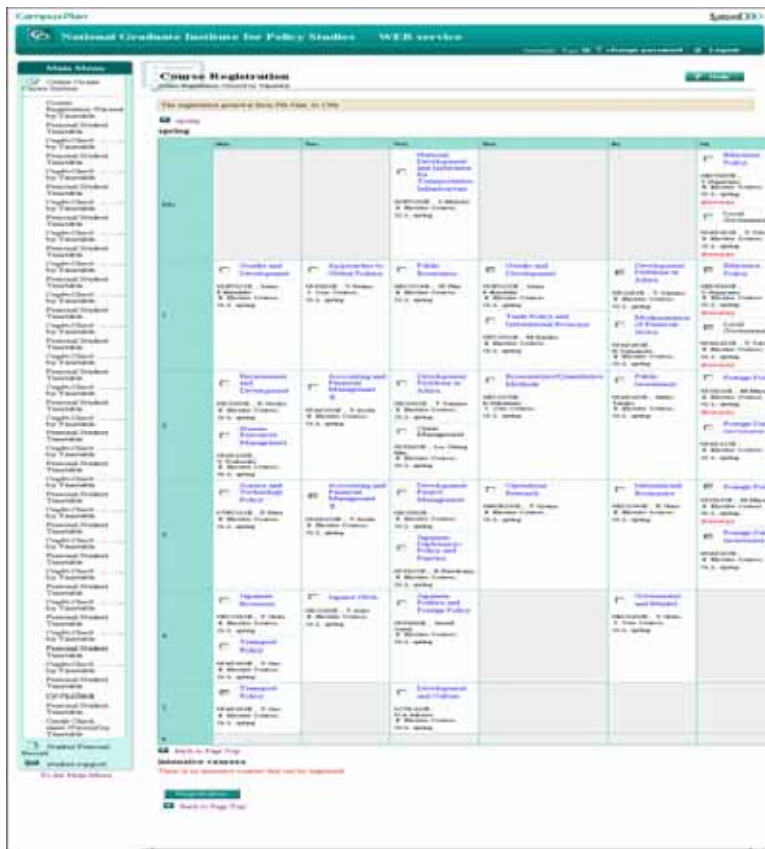
Click **Online Course Choice System** on the Main Menu.



. The following screen appears and click **Course Registration/Viewed by Timetable**.



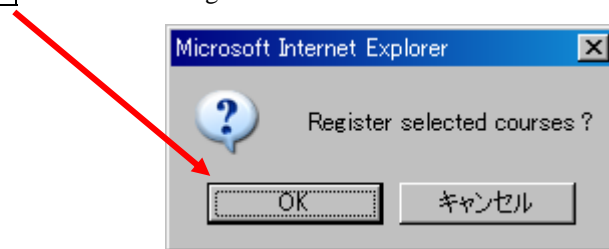
. The following screen appears.



	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Mo			<input checked="" type="checkbox"/> National Development and Institution for Transportation Infrastructure ODEV250E, S.Morichi II Elective Courses, Cr.2, spring			<input type="checkbox"/> Education Policy OEDU200E, Y.Nagayama II Elective Courses, Cr.2, spring, [Biweekly]
1	<input type="checkbox"/> Gender and Development ODEV253E, Jonna P.Estudillo II Elective Courses, Cr.2, spring	<input type="checkbox"/> Approaches to Global Politics 9PSI262E, Y.Iwama I Core Courses, Cr.2, spring	<input type="checkbox"/> Public Economics OECO314E, W.Pfau II Elective Courses, Cr.2, spring	<div style="border: 2px solid red; padding: 5px;"> <p>A gray check-box with a tick means The Academic and Student Affairs Division has already registered for a requisite course.</p> </div>		<input type="checkbox"/> Education Policy OEDU200E, Y.Nagayama II Elective Courses, Cr.2, spring, [Biweekly]
			<input type="checkbox"/> International Economy OECO341E, M.Kaneko II Elective Courses, Cr.2, spring	<input type="checkbox"/> of Financial Sector OPAD265E, K.Yamamoto II Elective Courses, Cr.2, spring		<input type="checkbox"/> Local Government OPAD261E, Y.Tabe II Elective Courses, Cr.2, spring, [Biweekly]

[Notice] To cancel the course you have registered for, take a check off. Then click registration again.

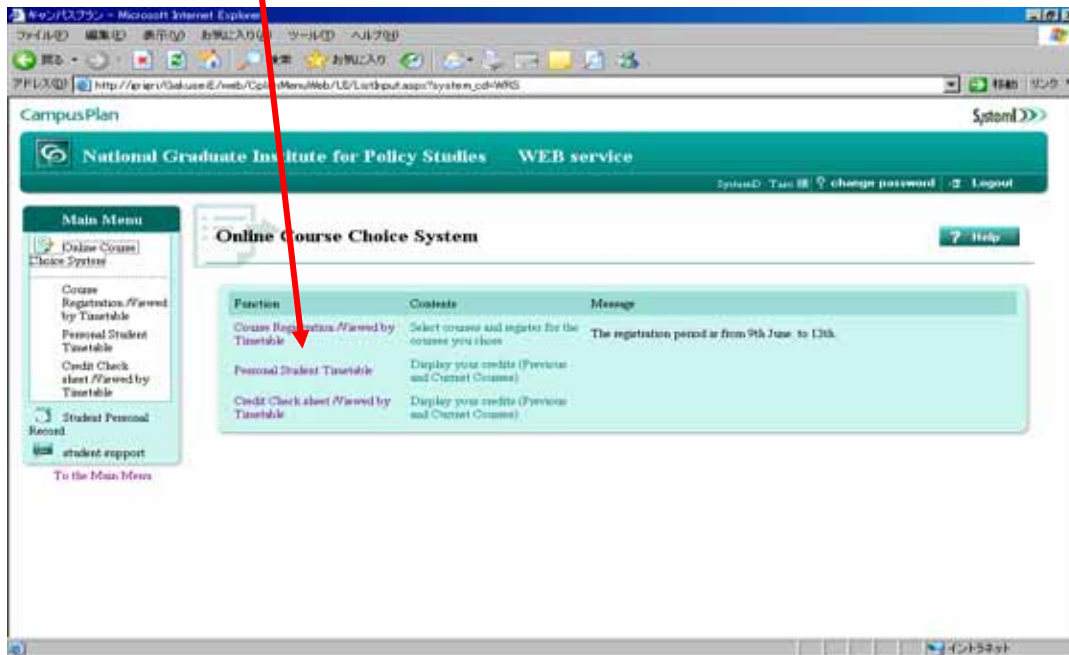
After completing your registration, click registration at the bottom of the screen. and click OK. Then the screen goes to the Main Menu.



[Notice] 1. You can change the courses which you've registered for during a period of registration.
 2. It become an error if you register more than 2 classes in the same period.

2. Your timetable

Click **Personal Student Timetable**



* The following screen appears. You can see your timetable after your registration completes successfully.

