7. Campus, Support, and Services - GRIPS Library -

GRIPS Library

Library hours and services may vary. Please check emails from GRIPS Library for the latest information.

General Information

Operating Hours

Monday - Friday: 9:00 - 21:00 (*19:00) Saturday: 10:30 - 17:00 *Closing hours as of July 2023

Closed

Sundays, National Holidays, Year-End & New Year Holidays from December 28 to January 4 Exceptions to the above will be posted.

Admission

Touch the gate sensor with your Student/Faculty ID Card (your ID Card is also your Library Card). An ID Card is not necessary to exit the Library: simply push the bar and proceed through the gate.

GRIPS Library Website

The Library website provides announcements from the Library, access to OPAC searches, and other web links for searching electronic resources such as online journals and online databases available in the Library:

https://www.grips.ac.jp/main/lib/en/

Searching for Materials

Online Public Access Catalog (OPAC)

All books and periodicals in the GRIPS Library can be searched using OPAC (Online Public Access Catalog). OPAC includes books available online at GRIPS as well. https://glib.grips.ac.jp/drupal/en/

 \rightarrow Refer to "How to use the Online Catalog (OPAC)"

GRIPS Discovery Service

You can search GRIPS subscription e-journals, e-books, databases and online open access academic resources all at one time via GRIPS Discovery Service. Some of the search results provide full-text links.

On the Library top page there is a search box for "GRIPS Discovery Service" and a link to advanced searching.

*You cannot search GRIPS book holdings or journals via Discovery Service. Please search those items via GRIPS OPAC.

Online Database

Online databases are useful tools for searching articles, news, statistics, and legal information, and for access to full texts.

Library website > Online Resources https://www.grips.ac.jp/main/lib/en/search/database/

Off-campus Access / On-campus Access with Your Own PC

Online journals, books, and databases can be accessed from outside the campus by logging in to EZproxy service.

*You should also use EZproxy service when you use your own computer on campus, connecting via GRIPS campus Wi-Fi.

Library website > Off-campus Access / On-campus Access with Your Own PC

https://www.grips.ac.jp/main/lib/en/search/off_campu s_access/

How to Use the Library

Borrowing Books

Take the books you want along with your ID card to the counter.

A self-checkout machine is also available.

Borrowing limit: 30 books **Loan period:** one month

Returning Books

Return borrowed books to the counter. Your ID card is not required for returns.

When the Library is closed, put the books into the drop box located outside the Library entrance.

Be sure to return all borrowed books by the due dates.

Reservations

If a book you need is checked-out, you can make a reservation through "MyLibrary".

→ Refer to "MyLibrary"

You will receive an e-mail when a book that your requested becomes available.

Materials Not for Loan

The following materials are not for circulation, and are to be used in the Library only.

- Textbooks
- Reference books
- Periodicals
- Newspapers
- Audio-visual materials
- CD/DVD-ROMs
- Microforms
- Materials that are either damaged, broken, or susceptible to damage or breakage
- Other materials specified by the Library director

Photocopies

Photocopiers can be used by inserting your ID card.

- Materials that can be copied: materials owned by the GRIPS Library.
- Limits on photocopying: Library users must act in accordance with copyright laws.

Reference Service

Please inquire at the counter as to how to use the Library; how to find materials; how to obtain materials not held at the Library; and how to search online databases.

Book Purchase Request

You can request that the Library purchase books related to policy studies, for addition to the GRIPS Library collections.

The GRIPS Library Committee will review your requests and decide which items to include in the Library collection.

Apply via "MyLibrary".

Group Study Room

The GRIPS Library has a group study room where students can work together for academic purposes. Feel free to use this room when seats are available.

You can also reserve a single table or the entire room. Make a reservation in advance at the Library counter or by email.

Operating hours Monday - Friday: 10:00 - 18:00 Saturday: 11:00 - 16:00

Restrictions

- Please respect the need for quiet in the Library.
- No smoking, drinking, eating, or talking on mobile

phones.

• Materials in the Library are common assets. Everyone is expected to take the utmost care to avoid staining or soiling them, and of course to refrain from writing on them.

Use of Other Libraries

Inter-Library Loan (ILL) service

If materials you need are not available at the GRIPS Library, we can help you obtain them from other libraries. Apply via "**MyLibrary**".

For details about ILL, inquire at the GRIPS Library counter or see the Library website.

Letter of Introduction to Other University Libraries

Please consult with the Library staff about obtaining a letter of introduction if you plan to visit the libraries of other universities.

Orientation / Guidance

The Library occasionally organizes orientations and guidance to familiarize students with the Library system, its databases, and inter-library loans.

Please check the GRIPS Library website for latest information.

We welcome your questions and requests. Please feel free to contact us at: lib@grips.ac.jp

How to Use the Online Catalog (OPAC)

OPAC is the GRIPS Library's online catalog; you can search it for books and journals held in the GRIPS Library. OPAC is available from any PC connected to the internet.

*When searching GRIPS subscription e-journals and e-books by title, please use "E-journals / E-books search."

Advanced Search



1. Enter keywords; or

2. choose the **Material type**; or enter information that you have in the corresponding field to narrow your search.

3. Click on "Search" to view your search results.

4. If the Library doesn't hold the material you need, you can search other university libraries' holdings by selecting **CiNii Books**.

→Refer to "GRIPS Library" > "Inter-Library Loans (ILL)," "Reference Service"

[Basic rules]

* Not case sensitive.

- * Ignores articles (a, the) and accent marks (e.g., \dot{a} , c,
- ë in languages such as French and German).

Search Result List



Materials that match the search conditions are shown in a list. Click each title for detailed bibliographical / holding information.

1. If you get too many results, select material type,

author, or keyword and click "**Refine**" to narrow your search.

2. Alternatively, click "**resetting**" and you can try searching by adding / removing, or changing keywords.

Search Result in Detail: Books



Under "Details" you will find the bibliographical and holding information (location, call no., circulation status) of books.

1. Location: shows the location of the book

2. <u>Call no.</u>: books are arranged in order of the call numbers shown on their spines.

3. <u>Status</u>: If a book is out on loan, "In circulation" appears with the due date.

4. <u>Reserve</u>: You can make reservations for books currently on loan to other users (see "**MyLibrary**").

7. Campus, Support, and Services - GRIPS Library -

Search Result in Detail: Journals

Provides the bibliographical and holding information of journals.

*In OPAC you can search by journal, not by article. You should use other databases if you wish to search articles.

American econ	omic revie	w	Q By G			Bookmark Login Japanese Help Quest Log in to MyLibri
op > Search Res	ult List > De	etails (Local collecti	un)	1/8 m	aterials	Next
	Imerican Eco thaca, N.Y. : Journal / Ma	onomic Association American Econom	omic review c Association, 1911-	4		Find Materials Separated into ABA states and associedings Editor Information American Economic Association (アメリカ 読者予定 (アメリカ ケイサイ ガッカイ)] Subject
No. Holdin	ng volume	Location	Year of holding	Continuing acceptance	Item 1	Economic Periodicals
1 58(2-5 63,64(110,11),59- 1-3),65- 1(1-4)+	Journals section	1968-2021	Ongoing		

1. Holding volume: volumes held at the Library. There may be missing volumes.

2. Location: Journals are arranged in alphabetical order by title in the journals section.

3. Year of holding: range of years of the volumes held at the Library.

4. Continuing acceptance: "Ongoing" appears when the journal is subscribed continuously. Blank when subscription has been stopped.

5. First/Last publication year: note that the Library does not always hold from the first issue.

Search Result in Detail: Online books

You can search online books available at GRIPS via OPAC and get links to them.

Sustain	able developm	int		Q By Gibo				Legin Japanese Hela A Cog in to MyUBr	 Links to online books a
	Seffrey D New York	ge of s Sachs : Columbia xook		developme	1/112 n		rce]	Next Find Materials Author Information Sector.Jeffter	"Read online" "IDENT" 2. Notes regarding use of
volume							L		concurrent user limit
No.	Location	Call no.	Material ID	Circulation class	Statue	Waiting	Notes		
1	Electronic Books	EB	EB000810	Not to be taken out		0	Click the URL indicated in "IDENT" field. (Only inside GRIPS)		
I Save		1							

ailable only inside GRIPS

online books, such as

<< Off-campus Access / On-campus Access with Your Own PC >>

You can use online journals, books, and databases from outside GRIPS by logging in to EZproxy service with your temporary ID & Password for EZproxy.

*Note: you should also use EZproxy service when you use your own computer on campus, connected via GRIPS campus Wi-Fi.

Library website > Off-campus Access / On-campus Access with Your Own PC https://www.grips.ac.jp/main/lib/en/search/off campus access/

*Note: EZproxy service is separate from MyLibrary and G-way.

7. Campus, Support, and Services - GRIPS Library -

MyLibrary: What you can do with "MyLibrary"

Check Your Loans

Review your borrowing (books on loan) due dates, and check the number of times of renewals.

Renew Borrowed Books

Renew your borrowed books for <u>one month from the day you renew.</u> <u>Borrowed books may be renewed twice.</u> Bring the books to the Library for renewal beyond that limit. You cannot renew a book if it has been reserved by another user.

Reserve Books That Are out on Loan

Make a reservation for a book currently borrowed by another user; check the status of such loans; or cancel a reservation.

You will be notified via e-mail from the Library when a book that you have reserved is ready for pickup.

Request Inter-Library Loan (ILL)

To borrow books or obtain copies of articles that are not available at the GRIPS Library, you can request Inter-Library Loans from other universities' libraries.

Book Purchase Request

Request that GRIPS Library purchase a book that would support your study and research. The request will be examined, and if approved, the book will be purchased for inclusion in the Library's collection.

How to Access MyLibrary

1. You can access MyLibrary via GRIPS Gateway, OPAC, and GRIPS Library website.

GRIPS Gateway > Menu > Link>MyLibrary **OPAC** (menu bar) G Category to 政策研究大学院大学図書館 OPAC 政策研究大学院大学 **GRIPS** Gateway HOME TOP Schedule 0 0 0 Notice Board 0 0 0 No. 0 ÷ Library website (left-hand menu)

7

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2. Log in with your GRIPS ID and password

大学院大学図書館 OPAC atte Institute for Policy Studies Library
Login
GRIPS ID
Password
Login
Help

*Click "Logout" when you end your session.

MyLibrary Main Menu

政策研究大学院大学図書館 OPAC exit National Graduate Institute for Policy Studies Library							
Search	Q	By categoryAdvanced search	Во	comark Logout Japanese Help SQUPS Library			
Top > My Library							
My Library							
1 reserved books are read	dy. <u>View details</u>	Notices					
Materials on loan :	You can extend your loan	Materials under You can a request : your requ		Rew request			
Local library	1 item(s)	Reserved materials Photocopy Request Materials under request for purchass	2 žem(s) 1 žem(s) 2 žem(s)	Interlibrary Loan (Photocopy) Interlibrary Loan (Book) Book Purchase			

Notices

Notices about your borrowed books, reservations, or requested materials will be shown.

Materials on Loan

Check the status of your loan(s) and renew your borrowed books.

Materials under Request

Check the status of your reservations, ILL requests, and book purchase requests, or cancel them.

Make a Reservation

Click the "**Reserve**" button on the OPAC search result list page or the material details page, and follow the instructions on the screen.



*Reservations can be made only for books on loan to other users.

New Request

Inter-Library Loan (Photocopy) Inter-Library Loan (Book)

Place requests for obtaining materials from other libraries (ILL: Inter-library loans)

Book Purchase

Place requests for the GRIPS Library to purchase books for use in your study and research.

Cancel a Reservation

Click "**Reserved materials**" under "Materials under request" to view details, and click "**Cancel**" in the material's information box.



Renewals

Click "**Local library**" under "Materials on loan" and click "**Renew**" in the information box for the material. The due date will be extended for one month from the day of renewal.



*You cannot renew a book if it has been reserved by another user.

*Borrowing and renewal privileges will be suspended if you have overdue books.

*Loans may be renewed two times. Bring the materials to the Library counter to request renewals beyond that limit.

7. Campus, Support, and Services - GRIPS Library -

Photocopy / Book Loan Requests (Inter-Library Loans)

If the material you need is not available from GRIPS Library, request to borrow it or obtain a photocopy of it from other libraries. Fill out the form and click "Go to Confirmation window". Please supply as much bibliographic information as you can to help us process your request.



Bibliographic Information from OPAC

Check CiNii Books to search a book / journal title, and click the "Request ILL" button on the search result page. Bibliographic information (title, author, publisher, etc.) will be entered automatically. This search enables you to save time inputting bibliographic information.

政策研究大学院J National Graduate Institute	大学図書館 OPAC			Request ILL LL (Book Lo	•
Search	Q By categoryAdva	iniced search Bookmark Logout Japares		nhia informati	on will be
Top > Advanced search			•	phic information	
Target database (Material type Keyword	Clivil Books	librruok		an : make sure	o to Conf
改取研究大学院大学図書 National Graduate institute for Policy St Search Chill Books(3) top > Search Result List Conditions mettics Kinyword France and Development		Instance and development	You will available for	receive an e-n r pick-up.	nail when
Finance and Development: ESSN 00151947	Philotiku diku develojihi tehk Autore : Drematoki Monteny Fund and In ternational Bank for Representation and Directormett 8, 54-1 Ownersount : 2	Author: Detractional Normary Fund and In ternational Bank for Reconstruction Nublisher: 2 Section 2016 Section 2016 Publisher: 2 Section 2016 Section	Cocument Pho	otocopy Request : Input	
lefine your search	OWNERSOUND 2	Ownercount : 124	Irput	Confirm	Complete
	Finance and development Author : International Nonetary Fund and In ternational Bank for Reconstruction		Author of the article	Dabush, Uri, Dipak Dasguputa, and D	Nilip Ratha
		Bank for Reconstruction and Development Bank for Reconstruction and Development, 1964	Article fitle (Hust)	The role of short-serm debt in recent	crises 3
	Journal / Magazine	look-Loan)	Journal title (Book title) (Must)	Pinance and Development	
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1. Check CiNii Books and search.

тт т (D) py)" for journal article or book in the detailed results

entered automatically.

rticle, volume, and year; and rmation window". ation is correct and rmation window".

your requested materials are

for

7. Campus, Support, and Services - GRIPS Library -

Book Purchase Request

You may request that GRIPS Library purchase a book that supports your study and research. Requests will be reviewed by the Library committee, and when approved, will be added to the Library's collection.

Input	Confirm 0	Complete		
	Fundamental of coporate finance 3rd ed /	Request for p	urchase of materials : Confirm	
Title / Author (Must)	Kidwell, Thomas W. Bates	Input	Confirm	Complete
Publisher (Must)	Wiley	Title / Author	Fundamental of coporate finance 3rd ed / Kidwell, Thomas W. Bates	Robert Parrino, David S
warmen the (manage		Publisher	Wiey	
Published on:	c2015	Published on:	c2015	
		ISBN	9781118845899	
ISBN	9781118845899	Unit price:	Confirm	ation
	You may specify only one ISBN.	Number of copies:		ation
Unit price:				
Number of copies:	1	User	GRIPS LIBRARY WINDOW	
territeter ter stepheter		User class	Master's Student	
		Mail address	xxx@grips.ac.jp	
User	GRIPS Library (LIB07001)	Raason for request	I believe this book will help students for s will also help me to write better policy pa	
User class	Master's Student			
Mail address	xxxx@igrips.ac.jp	Cano	el Edit	Fix the request
Reason for request (Must)	I believe this book will help students for st it will also help me to write better policy p			

Fill out the bibliographic data of the book; do not forget to enter **Reason for request**, and click "Go to **Confirmation window**".

Please supply as much bibliographic information as you can to help us process your request.

*Before you submit a request, search OPAC to confirm that the book you want is not already held by GRIPS Library.

*We do not accept:

>materials which the library already holds in its collection

>books for test-preparation or language study

>Journals or electronic resources.

Bibliographic Information from OPAC

As in the case of requesting ILL, search OPAC with a check in **CiNii Books** and click "**Request Book Purchase**", you will get the necessary bibliographic information automatically.

政策研究大学院大学図書館 OPAC National Graduate institute for Policy Studies Library Search Q By category&dvanced search Top > Advanced search @ CNE Books Material type A Book Material type A Book Keyword Finance and Development Book Dogt Automatic for Policy Studies Library Search Q By category&dvanced search Cihii Books(1) Top > Search Result List	2. Cli 3. Bit Ma ro Yo	ck " Request bliographic in the sure the in e quest , and cl u will receive	oks and search. Book Purchase" in the detailed results window. formation will be entered automatically. Information is correct, enter the Reason for lick Go to Confirmation window. e an e-mail when the book is available for pickup e held for you at the Library counter for one wee
Conditions resettion Keyword Luquidity lost : the governance of the global financial crisis Refine your search No condition Advanced search 1 - 1 of 1 matches Advanced search 1 - 1 of 1 matches Licuidity lost : the governance of the global financial crisis Author: Publisher: Ontrod Liversky Press, 2015 Ownercount :		Request for pu	Liquidity lost : the governance of the global financial crisis
Liquidity lost : the governance of the global financial crisis Part Liquidry Def University Press. 2015 2018 Basis Book Event But (boy Asso) Explose Book Purchase		Title / Author (Must) Publisher (Must) Published on:	Oxford University Press
Available library Total: 6 No. Lbrary OPAC Link 1 名札ペラ 対象記書館 <u>share, ceas</u>		ISBN Unit price:	9780199683789 You may specify only one ISBN.
		Number of copies:	1
		User	GRIPS Library (LIB07001)
		User class Mail address	Master's Student xxx@grips.ac.jp
		Reason for request	
			Cancel Go to Confirmation window

7. Campus, Support, and Services - G-way -

G-way

In G-way, the GRIPS campus network system, students can perform actions including registering for courses; applying for certificates; and checking class information and grades.

1. G-way Login Procedure

Access G-way at https://gportal.grips.ac.jp/fw/dfw/ASTSV004/

Note: You can also access G-way via the [Intranet] link on the GRIPS official website.



On the login page, enter your GRIPS ID and GRIPS password. Then, click [Login].

政策研究大学院大学 GRIPS OF POLICY STUDIES
GRIPS Login
GRIPS ID GRIPS Password
Forgot vour password?(GRIPS Members O nlv) Contact Us GRIPS Members : support@grips.ac.jp
National Graduate Institute For Policy Studies

2. G-way Top Page

On the top page, the following information is shown.

- · Class information: weekly information related to the classes for which you are registered
- Schedule: today's class schedule
- · Notice board: G-way Manual, Academic Calendar and other information

ТОР					
ENU	Cia Cia	ass Info	ormation		
			Date	Period	Course / Lecture Room
Academic Matters	Chu	e Room ange	05/28 (Tue)	2	Local Government Finance Lecture Room C 調義室C
Class Information	-		05/28 (Tue)	3	Local Government Finance
Notice Boards	0	op oniss			Lecture Room C 講義室C
dministrative Matters	0 🕥 Sc	hedule		_	
Directory Search	O Period		Course / Lecture F	Room	
uestionnaire	0 1				
ersonal Profile Update	0				
ink	0 4				
My Setting	o 5		GRIPS Forum		
ty setting	_		Sokairou Hall 想海	楼ホール	
	6				
	📃 Ne	ews			
		ass ncement	🗓 🖉 GRIPS Foru	m/Perspectiv	ves of the World Schedule (Spring Term)
		ass ncement	[] [Lecture Roon	n Change] E	ECO6730E Advanced Econometrics IV (Prof. LEON)
		ass ncement	[Lecture Roon	n Change] E	ECO3710E Time Series Analysis (Prof. LEON)
	News 8	k Events	① @ [Notice] O	ffice365	
	News 8	k Events	∅ 【ご案内】 MATI	LABについて	
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	Cla	ass ncement			ECO3200E Economics of Law (Prof. Hatanaka)
	Cla	ass ncement	[] [Lecture Roon	n Change] F	PFP5130E Practicum in Customs Administration III(Prof. Toru Tanaka)
		ass ncement	() Academic Year	2018-2019	Spring(Seeeion I) Term Course Evaluation
		tion C	d		
		otice Bo	G-way Manual		
		ws	Academic Calenda	r	
		ews	Course Registratio		
	Ne	ws	Change of Student	t Status at G	SRIPS

3. Menu Function

Click [+] on each button to see more options.



7. Campus, Support, and Services

- G-way -

When a pop-up block message appears

If the message below appears when you move to a new window, click [Options for this site] and select [Always allow]. If a different message appears, refer to your browser's help.



Links

Click [+] beside [Link] and check the services available.

* Note: the content under *Link* is subject to change.



How to Register for Courses

Course Registration

Access the G-way page

GRIPS Gateway	/ 2014/07/24 LOGIN / PlannersX 北部X ●E	3.本JB OEnglish	
HOME TOP			
MENU	Schedule		
Academic Matters 0	Period Course / Lecture Room	the same laboration in the second second	Faculty
\sim	Acad	demic Matters •	
		ourse Registration	
Class Information O Notice Boards O Administrative Matters O	4	Course Registration	

Under "Academic Matters" you can register for or withdraw from courses.

Links to any of the three screens (Course Registration, Withdrawal, and Timetable) may be shown, depending on the duration of the term.

\cdot Course Registration

				Course Registration			
		Program		Student ID		Name	
ng Lead	iers Program (School o	f Local Governance)	1	sg-stu	PlannersX 太郎X		
		1					
		2					
	mon	3					
	_	4					
	_	6					
_	1						
-		al from Co		014			
5				014		Personal Timetable	Withdrawal
RIPS	Gateway Global Le		2	014 drawal		Personal Timetable	Withdrawal
	Gateway Global Le	o adership	2			Personal Timetable	Withdrawal
	Gateway Global Le	o adership Pro	2' With	drawal		key and a second and a second and a second a s	Withdrawal
したい	Gateway i Global Le	で adership Young Leaders Program (Re意思取消パタンを押してく	20 With School of Local Governance) 옷같아. Please check the box for the course to v	drawal Student ID sg-stu withdraw and click the Withdrawal button.		Name PlannersX 太郎X	Update Time : ////////
したい	Gateway i Global Le N国にチェックをつけれ Time	O adership Pro Young Leaders Program (2) With School of Local Governance)	drawal Student ID sg-stu		Name	
したい	Gateway I Global Le A目にチェックをつけれ Time 1	で adership Young Leaders Program (Re意思取消パタンを押してく	20 With School of Local Governance) 옷같아. Please check the box for the course to v	drawal Student ID sg-stu withdraw and click the Withdrawal button.		Name PlannersX 太郎X	Update Time : ////////
したいり	Gateway I Global Le M間にチェックをつけれ Time 1 2	で adership Young Leaders Program (Re意思取消パタンを押してく	20 With School of Local Governance) 옷같아. Please check the box for the course to v	drawal Student ID sg-stu withdraw and click the Withdrawal button.		Name PlannersX 太郎X	Update Time : ////////
	Gateway I Global Le A目にチェックをつけれ Time 1	で adership Young Leaders Program (Re意思取消パタンを押してく	20 With School of Local Governance) 옷같아. Please check the box for the course to v	drawal Student ID sg-stu withdraw and click the Withdrawal button.		Name PlannersX 太郎X	Update Time : ///////

• Your Timetable

	Program		Student ID	Name	Prospective number of credits (including ongoing courses)	Number of credits earned
Youn	g Leaders Program (School o	f Local Governance)	sg-stu	PlanersX 太剱X		
	1	1	3	4	5	6
Non						
Tue						
Wed						
Thu						
Fei						
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thers						
			•	Remarks	· · ·	
a last o	roos' You have correct/one of	mosted to care 0 credits (including ongoing courses)			

Registration Procedure

(1) During the course registration period, the course registration screen will be displayed, as shown below.

GRIPS Gate	way to al Leadership	Timetable	Course Registration	CSV Output	PersonalTimetable	Registration
Young Leaders Program (Sc	Progra bool of Local Governance)		Student ID sg-stu	PlannersX 太郎X	Name	
	1		1 39.00			~
	2					~
mon	3					~
mon	4					~
	5					~
	6					~

(2) Click the pull-down menu to select a course from the list of courses for which you can register.

2	
3	Development For
4	 Development Ecc Education Policy
5	 International Section Resource and En
6	

To find intensive courses, click on the 'others' button.



(3) For a course that is offered on multiple days and/or periods in the week, you can add/drop the course by making a change to just one period. The change you make will be reflected for other day(s) and/or period(s).

2	
3	Military Operations, Strategy, and Policy
4	Military Operations, Strategy, and Policy
5	

(4) A message to indicate the change that you have made will be shown on the screen. Click [OK] to confirm the change.



(5) Once you have selected the courses for which you wish to register, click the [Registration] button.

Please note that your course registration is not finalized until you click the [Registration] button.

GRIPS Gate	way to al Leadership	Timetable	Course Registration	CSV Output	PersonalTimetable	Registration
			Course Registration			
	Prog	ram	Student ID		Name	
Young Leaders Program (Sci	sool of Local Governance)		sg-stu	PlannersX 太郎X		
	1					~
	2					~
mon	3					~
invit (4					~
	5					~
	6					~

(6) Timetable

Once the system validates your selection, your course registration information will be registered in the system. When the registration process is complete, your Student Personal Timetable will be displayed automatically.

	Program		Student ID	Student ID Name		Number of credits earned
Young Leaders Program (School of Local Governance)		sg-stu	PlannersX 太郎X			
	1	2	3	4	5	6
Mon						
Tue						
Wed			~			
Thu						
Fri						
Sat						
thers						
	~			Remarks		
Required Con	rses: You have earned/are ex	pected to earn 0 credits (i	ncluding ongoing courses) o	at of 18 credits.		

Outside of registration periods, the Timetable will open automatically, and the Course Registration Screen will not be shown.

(7) Be sure to check your registration on the Course Registration Screen again.

(8) If you find an error during the system validation, the courses that have not been validated will be displayed. Click the [Back] button to return to the previous page to correct the error and then click the [Registration] button again.

Course Regstration Error	r
An error has occured on your r 履修間違いがあります 履修は登録さ	egstration This registration can not be completed. れていません。
003] Trade and Industrial Development[] (香・後: 月曜日 3時限) overlaps with other courses with the	: 月曜日 3時限) (は同一曜日時限で他の授業と重視しています。 / Trade and Industrial Development [] (香・後: e same time.
003] 計量データ解析法 [] (香・後: 月曜日 3時期 with other courses with the same time.	限)は同一曜日時限で他の授業と重複しています。 計量データ解析法 [[(春・徐: 月曜日 3時限) overlaps
	履停登録画面に戻り、履停を得正してください。 Rinna an back to County Paristration Article and the arty 厚る

(9) Registration can be modified any number of times during the course registration period. If you have registered for any courses, they will be shown on your screen. Courses that are registered before the current term and ones registered via AST are highlighted in yellow. You cannot make any changes to those courses.

Syllabus

(1) When you click on the number of any period, you will see the list of courses in that period for which you can register.



(2) Click on the [View] button, you to view the syllabus.

GRIPS Gateway to Global Leadership	政策研究大学院大学
Academic Matters	科目一覧
8∰⊟ : tuesday	時限:2

学期	科目番号	科目名	担当者	シラバス
Winter	ECO2890E	Project Cycle Management and International Development Evaluation	A COMPANY AND	M
Winter	ECO3470E	Empirics of Macroeconomic Policies and International Finance	10.00	MM

Course Registration Form And Timetable

(1) Course registration form

If you would like to register for courses which don't appear on the Course Registration Screen, please click the Registration Form button and download the form. Fill it out and submit it to AST by email (ast@grips.ac.jp).

	eway to bal Leadership	Timetable	Course Registration	CSV Output	PersonalTimetable	Registration
	Progra	m	Student ID		Name	
Young Leaders Program (S	chool of Local Governance)		sg-stu	PlannersX 太郎X		
	1					~
	2					~
mon	3					~
mon	4					~
-						

(2) Timetable

Click on the Timetable button to check your timetable.

GRIPS Gatev	vay to al Leadership	Timetable	Course Registration	CSV Output	PersonalTimetable	Registration
	Program		Student ID		Name	
Young Leaders Program (Sch	ool of Local Governance)		sg-stu	PlannersX 太郎X		
	1					~
1	2					~
mon	3					~
mon	4					~

CSV Output

Click on the CSV Output button to download a csv file containing a list of courses for which you are currrently registered.



gportal.grips.ac.jp	KB)を開くか、または保存しますか?	×
	ファイルを開く	(0) 保存(S) ・ キャンセル(C)
	[open] button	[save] button

7. Campus, Support, and Services

- G-way -

Withdrawal

(1) During the withdrawal period, the Withdrawal screen shown below will be displayed.

I' Galeway to	2018		Withdrawal
Global Leadership With	drawal	Personal Timetable Withdr	awai
Program	Student ID	Name	
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X	
		Update Time : 2018/06/	19 15:47:15

取り消したい利	科目にチェック	をつけ履修登録取消ボタンを押してください	 Please check the box feedback 	or the course to withdraw and click the Withdrawal button.		
Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
	1	Spring (Session II)	EC03880E	Asian Financial Markets	ITO Takatoshi	
	2					
mon	3					
mon	4					
	5					
	6					
	1	Spring (Session II)	EC03880E	Asian Financial Markets	ITO Takatoshi	
	2					

(2) If you would like to withdraw from any of the courses for which you have registered, please check the withdrawal boxes for those courses.

If you would like to cancel a selection, please click again and the check box will be cleared.

Note: You cannot make any changes here to courses for which you registered via AST.

Gateway to	2018			
GRIPS Global Leadership	Withdrawal		Personal Timetable	Withdrawal
Program		Student ID	Name	
Young Leaders Program (School of Local	Governance)	sg-stu	PlannersX 太郎X	

Update Time : 2018/06/19 15:47:

取り消したい料目にチェックをつけ履修登録取消ボタンを押してください。 Please check the box for the course to withdraw and click the Withdrawal button.

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
	1	Spring (Session II)	ECO3880E	Asian Financial Markets	ITO Takatoshi	
	2					
mon	3					
mon	4					
	5					
	6					
	1	Spring (Session II)	ECO3880E	Asian Financial Markets	ITO Takatoshi	
	2					

(3) In the case of courses that occur on more than one day and/or period of the week, if you change your choice of one item, the other contents will also be updated in the same manner. When you see the message below, please click "OK".



(4) Finally, please click the "Withdrawal" button.

Gateway to	2014			\frown
GRIPS Global Leadership	Withdrawal		Personal Timetable	Withdrawal
Program	1	Student ID	Name	
Young Leaders Program (School of Local Gove	mance)	sg-stu	PlannersX 太郎X	
	•			Update Time : ///////////////////////////////////

取り消したい科目にチェックをつけ騒疹登録取消ボタンを押してください。 Please check the box for the course to withdraw and click the Withdrawal button.

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
	1					
	2					
	3					
mon	4					
	5				Ĩ	
	6					

(5) During withdrawal periods, it is possible to modify the content of your registration many times. Courses from which you have withdrawn will be indicated by checks in the withdrawal boxes to the right. 7. Campus, Support, and Services - G-way -

Academic Record

Academic Record

(1) Click the [Academic Record] button under "Academic Matters" on the GRIPS Gateway menu.

On the "Academic Record" screen you can check your overall academic record.

Academic Matters	•
Course Registration	
Syllabus Search	
Academic Record)

(2) The "Academic Record" menu screen displays three buttons, as shown below.

GRIPS Gateway to Global Leade.	- FOR FOLICY STUDIES		
	Menu		
	Academic Record by Timetable %Available only after the grade release dates of each term.		
	Overall Academic Record		
	Personal Timetable CSV Output	Term:	~
Academic Record	by Timetable		
(1) Click the pu	ll-down menu and select a term.		
(1) Onek the pu			



(2) Then, click the [Academic Record by Timetable] button.

GRIPS Gateway to Global Leadership	NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES		
	Academic Record by Timetable	Term:	~
	WAVenue Calculate the grade release dataset exit term. Overall Academic Record Personal Timetable CSV Output	Term:	v

(3) The course grade will appear at the top of each course entry.

Note: an asterisk indicates that the course is currently being conducted.

	707 Young Leaders Program (Sci			字譜畫: se-sh			民名 PlannersX オ	tes x
		2	1			4	5	6
Mon	Grade # Strategies fol Editing and Revising Grant 1 NAKATS	Grade: A Global Governance: Leadership and Negotiation Credit 2 KOMATS			GraderA Bacic Japanese Kondoh	e 2A Credit 1		Grade:D Urban Development and Rec Estate Policy Credit:2 K ANEMO
Tue	Orade D Emprics of Macroeconomic Policies and International Finance Credit2 KOEDA	Grade B Empirics of Macroeconomic Policies and International Finance Credit 2 KOEDA			Grade Pass State Building o Development Cr SONDBE	and redit 2		
Wed					Orade Pacs State Building o Development Co SONOBE	and redit 2		Grade:D Urban Development and Rea Estate Policy Credit:2 KANEMO
Thu		Grade A Gibbal Governance: Leadership and Negotiation Credit 2 KOMATS	Grade B Education Policy C OKAMOT	kedit 2	Grade:B Education Polic OK AMOT	ay Gredit 2		
Fri								
Sat								
Others								

Overall Academic Record

If you click on the [Overall Academic Record] button, you can check your academic record, displayed in two types of tables.

GRIPS Gateway to Global Leadership	NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES		
	Menu		
	Academic Record by Timetable «Available only after the grade release dates of each term. Overall Academic Record	Term:	v
	Personal Timetable CSV Output	Term:	v

- The upper table shows all the courses you have taken to date and your grades for those courses. Note: an asterisk indicates that the course is currently being conducted.
- The lower table shows the credits required for each category as well as credits earned at the moment.

70754	学積垂号		氏名	總7	予定年月
Young Leaders Program (School of Local Governan	ce) se-stu	Plann	ersX 大郎X	20	112/02
科目名		担当	単位数	修得時期	評価
Core Elective Co					
Global Governance: Leadership and negotiation	KOMATSU	Macayuki	2		A
Elective Courses					
Managing Outural Diversity		URE Noriko	2		0
Introduction to Quantitative Methods		suo and MOROHOSI Hozumi	2		B
Macroeconomics II	DEGUCHI K		2		B
Microeconomics II	YOSHIDA Y		2		A
Education Policy	OKAMOTO		2		B
Labor Economics	KUROSAW	Masako	2		B
THER					
Empirics of Macroeconomic Policies and International Finance			2		8
Urban Development and Real Estate Folicy		Yoshitsugu	2		D
State Building and Development	SONOBE T	tsushi and SHIRAISHI Takashi	2		Pace
Basic Japanese 2	Kondoh et a	d.	1		A
THER R					
Strategies for Editing and Pevising		AWA Miyuki	1		•
rospective number of credits (includin 🗶 ongoing courses)]			1		1/
unber of credits earned)			21		
<u>章了要件</u>	17 75				And the second second
	区分			必要単位数	修得單位数
equired Courses					18 0
lore Elective Courses					4 2
al 🛛 Required Courses, 🗉 Core Elective Courses, 🎞 Recomm	ended Courses, IV Elective Course				30 14

Personal Timetable CSV Output

(1) Click the pull-down menu and select a term. Then, click the [Personal Timetable CSV Output] button.



(2) Click on the [Personal Timetable CSV Output] button to download a CSV file containing a list of the courses for which you have registered. To open the CSV file, click the [Open] button. To save the CSV file, click the [Save] button.

7. Campus, Support, and Services - G-way -

Administrative Matters

Various Applications

"Administrative Matters" on the GRIPS Gateway allows you to:

- Request a change of student status at GRIPS
- Request a certificate

Gaterna to Gaterna to Gaterna to		1
GRIPS Gateway	2014/07/24 LOGIN / PlannersX 北欧X ●日本語 OEnglish	
HOME TOP		
MENU	S schedule	
Academic Matters O	Period Course / Lecture Room	Faculty
Class Information 0	1 2	
Votice Boards O	3	
Administrative Matters 0	4	
Directory Search 0	6	

Requesting a change of student status at GRIPS

(1) Click [Change of Student Status at GRIPS].

	Administrative Matters
(Change of Student Status at GRIPS
	Request for Certificates

(2) Click [New Application] to display the new application screen.

HOME	OME Administrative Matters Change of Student Status at GRIPS				
MENU		🗿 Change of Student Status at	GRIPS (2 record(s))		
Academic Matters	0	Date Category	Reason(s)	Status	
Class Information	0	* In case of leave of absence, make su	e to submit the filled "Leave of Absence Procedural Check List" b e/withdrawal is due to sickness, submit a medical doctor's report		
Notice Boards	0			New Application	

(3) Select a category for your desired student status, fill in the necessary fields, and click the [Submit] button.



(4) To modify your application, click [Modify]. To delete your application, click [Delete].

Note: these operations are allowed only when "Status" indicates "Applied," which means that you have submitted an application, and it is pending.

(5) When the application is complete, it will appear on the screen.

Date	Category	Reason(s)	Status
	ensionProcedureCheckList.xls if leave of absence, make sure to s	ubmit the filled "Leave of Absence Procedural Check List" by email to the Academ	c Support Team (ast@drins ac in)
In the ev	ent that your leave of absence/with	drawal is due to sickness, submit a medical doctor's report to the Academic Supp	ort Team.
In the ev	ent that your leave of absence/with	drawal is due to sickness, submit a medical doctor's report to the Academic Supp	ort Team. New Application

Requesting a Certificate

(1) Click [Request for Certificates].

Global Leadership	_				
GRIPS Gatev	vay	2014/07/2	24 LOGIN / PlannersX	★\$	
HOME Administrat	ive Mat	ters Request	for Certificates		
MENU		Request	t for Certificates (1 reco	rd(s))	
cademic Matters	0	Date	Category	Copy Reason(s)	Status New Request
ass Information	0	2013/06/14	成國語明書 (和文)	1 test	Processed
otice Boards	0	19:59:43	Same the theory		
Iministrative Matters	•				
Change of Student Stat	tus				
Request for Certificates	$\mathbf{\Sigma}$				

(2) Click [New Request] to display the new application screen.

Request for Cer	rtificates : New Request	
It will be posted into yo	our mailbox in Academic and Student Affairs Division within 3 working days (except for Saturdays, Sundays and national holidays) after the day you request it.	
Type and number of Certificates *	Certificate of Enrollment 在学証明書	~
	Transcript	~
	成績証明書(和文)	~
	Certificate of Prospective Degree Completion 修了見込証明書	~
Reason(s) *		
Postal Address	JLC , DMP , and/or those who are on leave of absence only.	
	Back Submit	

(3) "Type and Number of Certificates" shows a list of certificates that are available. Select your desired type of

certificate and the number of copies. In "Reason(s)," provide one or more reasons for the application.

📓 Request for Cer	tificates : New Request	
It will be posted into yo	ur mailbox in Academic and Student Affairs Division within 3 working days (except for Saturdays, Sundays and national holidays) after the day you request it.	
Type and number of Certificates *	Certificate of Enrollment 在学証明書	~
Certificates *	Transcript	~
	成績証明書 (和文)	~
	Certificate of Prospective Degree Completion 修了見込証明書	~
Reason(s) *		
Postal Address	JLC , DMP , and/or those who are on leave of absence only.	
	Back Submit	

(4) To submit your application, click the [Submit] button. Upon submission of your request, your request will appear on the screen.

(5) To modify your request, click [Modify]. To delete your application, click [Delete]

Note: these operations are only allowed when "Status" indicates "Requested," which means that you have submitted a request and the request is pending.

10 1E4932596	行申請 (1 件)			
申請日	証明書区分	部数	申請理由	秋園
				Statute Car
2012/02/11 15:26:29	Certificate of Enrollment 在学証明書	1	手続きのため	申請中

7. Campus, Support, and Services - G-way -

Various Settings

My Setting

OME Administrative Mat			
IENU	Request for Certificates (4 re	cord(s))	
ademic Matters O	Date Category	Copy Reason(s)	Status
Contraction of the Contraction o			New Request
ass Information O			Processed
otice Boards O			
Iministrative Matters			Processed
Change of Student Status at GRIPS			Campelled
Request for Certificates			
rectory Search O			Processed
uestionnaire O			
rsonal Profile Update O			

System Setting

Click [System Setting] in the "My Setting" menu to set up a forwarding address for receiving announcements from "Notice Boards."

We have already registered your GRIPS e-mail address (XXXXX@grips.ac.jp) as a forwarding address.

		My Setting O	
		System Setting	
		Dispaly Setting	
		Privacy Setting	
ystem Setting	t Set Notice Boards mail	forwarding	
orwarding	O ON @ OFF	•	
d Address			
	W Bloom keen it reads to	second the " taken arata on in "	

Privacy Setting

io S Mail Fi Forwa

Modify

Click [Privacy Setting] under the "My Setting" menu to select the information you want to share through "Directory Search."

System Setting

•

My Setting

	Dispaly Setting		
G	Gateway to Global Leadership	National Graduate Institute	e For Policy Studies
GRIPS	Directory Search	Student Privacy Setting	
		Email Address1: ③ Do not permit	
		Email Address2: O Do not permit Email Address2: Do not permit	
		Email Address3: Do not permit	
		Photograph of the facer O e	OPermit
		Photograph of the face: O not permit	
		Adress: Do not permit	
		Postal code: Do not permit	
		Tel: ③Do not permit	
		Mobile: Do not permit	OPermit

Class Information

Microsoft Teams is used for class announcements and sharing materials.

Teams Login Procedure

In order to login to Teams, you need to log in to Office365 at https://www.office.com/

On the login page, enter your GRIPS ID (in lower-case letters) followed by @grips.ac.jp and enter your GRIPS password.

How to Join Teams for Each of Your Classes

The Academic Support Team distributes Teams codes for all courses at the beginning of each term, to enable you to join the Teams for your classes. We recommend that you join the Teams for each of your classes as soon as possible since all necessary information will be posted there (e.g., lecture materials, information on class cancellations, and URLs for online lectures).

Please note that Teams is only used for sharing class information.

Note: Course registration must be completed separately, as described in "How to Register for Courses."

Registration Procedure

1. A list of the Teams codes created for each class will be distributed, as below.

Teamscode	Course name
gz6ji2q	MEP4120E_Thesis Seminar II_FUJIMOTO Junichi, et al.
ux9pny2	[Fri2Fri3]ECO2000EA_Microeconomics II_XING_Yuqing
1hvvp0f	[Fri3Fri4]STI2230E Energy Data Analysis NEI Hisanon
1hvvp0f	[Fri3Fri4]STU231E_Energy Data Analysis NEI Hisanori
zmnzrgl	[Mon2Mon3]E@06060E_Advanced Macroeconomics II_FUJIMOTO Junichi
oqfiuqi	[Mon3Mon4]MOR2020E_Data Science in Practice_TAKENOUCHI Takashi
hch3pkk	【Sat1Sat2】STI2070J_科学技術外交論」廣木 謙三

2. Select "Teams " from the sidebar on the left, and click "Join or create team" on the upper right. When the following screen appears, enter the class code in the "Join a team with a code" and click "Join team" to register.

7. Campus, Support, and Services

- Teams -

	Microsoft Teams	Q Search
Activity	< Back	
(=) Chat	Join or create a team	
Teams Assignments	Create a team	Join a team with a code
Calendar		1grips2
Files	Bring everyone together and get to work!	Join team

*Once you have joined a team, you cannot remove yourself from that Team. Except in special cases, students who have not registered for a course are removed from the Team for that course after course registrations have been confirmed.

3. The following screen will appear when you join a team.

< \$<707-L	PT 一般 校福 77-1ル	□ ☆ã × ① ·
PT		
PAD2300E Teams ・・・ ホームページ Cluss Notebook 問題 成績 Reflect Insights	PAD2300E Teams へようこそ クラスの名前または会話を開始する受講生の名前にのメンションしてみてください	
チャネル	E	
-#		
Cancelled or Make-up Class		
	ି ଅଧିକାରଥିଲି	

Checking Class Announcements

You can check the "General" channel to check for postings from instructors. Click to switch channels when instructors post to other channels.

	Microsoft Teams	
Q Activity	< All teams	
(=) Chat	PT	
Teams	PAD2300E Teams	
Assignments	Home page	
	Class Notebook	
Calendar	Assignments	
Ľ	Grades	
Files	Reflect	
	Insights	
	Channels	
Apps	General	
	Cancelled or Make-up Class	
	Zoom information	

Checking Lecture Materials

Click "Files" on the right side of the channel name to view uploaded lecture materials.

Files ~ +			
+ New ∨ ↑ Upload ∨ 目	Edit in grid view 🖻 Share ම	Copy link G Sync 🛓 Download 🗟	Add s
Documents $>$ General			
\square Name \checkmark	Modified \checkmark	Modified By \checkmark + Add colu	umn
Class Material.doc	May 30	Ryochi Asahi	

Submitting Assignments

If your instructor asks you to submit an assignment, please follow the steps below.

1. When an assignment is created, the following message will appear in the "General" channel. Click on "View Assignment."

- Tea	ms	-
-------	----	---

ê.	Assignments 2:32 PM
	Please submit your assignment
	Due Jun 7 View assignment
	✓ Reply

2. Click on "Attach" to upload the file.

Assignments		
< Back		
Please submit your assignment Due June 30, 2023 11:59 PM		
Instructions None		
My work		
Assignment.doc	•••	

3. Click the "Turn in" button at the top right of the screen to complete your submission.

Assignments				Ľ	Z C
< Back		6	Not turned in	Turn in	
Please submit your assignment Due June 12, 2023 11:59 PM	Points No points				
Instructions None					
My work					
assignment.docx ***					

IT Services

Who We Are

• We are the GRIPS IT Support Center. Our mission is to provide an optimal network environment with advanced technology for all GRIPS professors, students, and staff members on campus.

What We Provide

- Information related to the on-campus network.
- Responses to questions about using PCs, information technology (IT), and related matters.

What We Do Not Provide

- Resupply or ordering of materials (e.g., printer paper, toner cartridges).
- Purchase of PC accessories and software.
- Support for personally owned PCs.
- Off-campus support.

Information and Rules for Using Your Own PC

- Take personal responsibility for the care of your own PC.
- A virus-infected PC can contaminate other PCs. If you find that your PC is infected with a virus, disconnect your PC from all networks and remove the virus immediately.
- Do not use the GRIPS network for purposes other than your research and education.
- Do not use your PC as a server.
- Use of software in violation of the license agreement and copyright law is prohibited.
- Comply with the law in the use of information technology. Note that any activity that violates the law is prohibited.
- Please contact the Academic Support Team to request the installation of statistics software.

Managing Your Data

- You are individually responsible for managing the data that you create. GRIPS will not be held responsible for any loss of or damage to your personal data.
- Ensure the safety of your important data by making a back-up.

GRIPS Network Service

• Do not connect to websites that are pornographic, defamatory, or likely to carry viruses or undesirable software.

Wireless LAN Service

- Wireless LAN service is available in all GRIPS facilities.
- Note: there have been difficulties connecting to the Wireless LAN in some areas of campus.

G-way

- G-way, our portal site, enables access to services including GRIPS mail, GRIPS Library, and GRIPS File Server.
- Important announcements will be posted on the Notice Board in G-way. Please check there frequently or set a forwarding address to receive notifications to your private email address.

Change GRIPS Password

• You can use your GRIPS password for all GRIPS network systems. When you change your GRIPS password, the password will be changed for all GRIPS network systems.

GRIPS Mail Account

- Your e-mail account is your GRIPS ID (in lowercase letters) followed by @grips.ac.jp.
- You can continue to use that email address after you graduate from GRIPS.

File Server

- You can access the files saved in the File server through G-way.
- Google Drive is available as a personal cloud storage service.

7. Campus, Support, and Services - IT Services -

Shared PC

- There are shared PCs in lecture room A, the library, and the CPC Communication Lounge. Several statistics software are installed in the PCs in lecture room A.
- Caution: The data saved in any shared PC will be deleted automatically when the PC is shut down or restarted.
- Do not use the shared PCs for purposes other than your research and education.

Printer

- Printers are installed on the 4th, 5th and 6th floors.
- To print, connect your USB device to a printer or use a shared PC. You can only print PDF files via the USB drive.
- For resupply of paper or toner, and for copy points, contact the Academic Support Team (AST).

Scanner

• You can save scanned data to your USB devices from all Xerox printers except the one in the library.

IT Support Center (3F)

Extension: 6092/2501 Tel: 03-6439-6092 E-mail: support@grips.ac.jp Website (accessible only from campus PCs): http://www10.local.grips.ac.jp/supportcenter/e/index.html Office hours: 9:00–18:00 Monday to Friday

The Virtual IT Support Center

The IT Support Center has been accepting inquiries both by email (support@grips.ac.jp) and via the virtual IT Support Center, through Microsoft Teams. The IT Support Center staff will answer your call between 9:00 and 18:00 on weekdays. You can access the virtual IT Support Center by calling or by reading the QR code below with your smart phone. The IT Support Center sends this reminder about how to access the virtual IT Support Center at the beginning of each month. Please follow the steps below to call or access the virtual IT Support Center.

[Phone call]

1. Call [03-4571-2088] .

2. After the announcement,

- enter the conference ID $\left[158\ 963\ 095 \# \right]$.
- 3. Wait until you hear the tone.
- 4. After the tone, press **[**#**]**
- 5. Wait until the IT Support Center answers your call. Note: The announcement is in Japanese.

[Smart phone access]

Access the IT Support Center Conference on Microsoft Teams via your smart phone or by reading the QR code below.

Note: You must have the TEAMS mobile app installed to access the IT Support Center Conference from your smartphone.



2-Step Verification Setting

Access the GRIPS website (https://www.grips.ac.jp/) and click [Intranet]

() 动物	研究大学院大学	*	サイト	マップ E	Intranet	\mathbf{i}	238	1.1	採用情報	NEW	1 9	アクセス
	AL GRADUATE INSTITUTE						•	0	0			English
大学案内	ニュース・イベント	入試案内		教育活動	0	修事	業	1	研究活動		R	國憲会

Enter your [GRIPS ID] and [GRIPS PASSWORD] → click [Login]

GRI	政策研究大学院大学 NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES	
Login		
GRIPS ID	junte .	
GRIPS PASSWORD	—	5_
	?(current/former GRIPS students only) ft Center : support@grips.ac.jp	Login

The One-Time Password input screen will appear: please confirm that the personal email address shown on the screen is the same as the one you registered.

One-Time	Password Input	
Sent one-t	me password notification email to the following address. @gmail.com	
Please ent	er the one-time password provided in the email and press the send button.	
OTP	one-time password	send
if you rese	nd the one-time password notification email, press the resend button.	
•	@gmail.com	resend

Open your email account and copy the OPT number presented in the OPT email \rightarrow enter the OTP number \rightarrow click [send]

 $\rightarrow \log$ in to G-way

From noreply@grips.ac.jp	One-Time Password Input Sent one-Time password notification email to the following address.
OTP-Notify-Mail 2022/08/18(*) 13:11	Operation Operation Prease enter the one-time password provided in the email and press the send button. OP One-time password One-time password OP
We are pleased to inform you that we have generated an OTP OTP : 304285	If you resend the one-time password notification email, press the resend button.

% The manual for setting 2-Step verification using the app is available at the IT Support Center.

7. Campus, Support, and Services – IT Services –

GRIPS File Server

Introduction

- Be very careful when you delete files or folders by putting them into the Trash Can or pressing the Delete key. Those files/folders will be deleted permanently from the server.
- Your personal data is your own responsibility. Make a backup of your data frequently. GRIPS is not responsible for any trouble such as lost or damaged data.
- There is a "Public Folder" in the file server. You can use that folder to share files with all students. All data in the Public Folder will be deleted on the first of each month.
- There are folders in the file server for each program and course. You can use those folders to share files with the students in a specific program or course.

Accessing the File Server

1. From Shared PCs on Campus

Press [Windows key] + [R].

Enter $\underline{\text{Wendia-file}}$ in [Run] and click [ok] \rightarrow Select your program



2. From the Web

After logging in to G-Way, click [Link] \rightarrow click [File Server] in [Menu].

You will see the window below. Enter your GRIPS ID under [Username] and your [Password]. Then click [Sign in].



Click [File Server].

Web ブックマーク	-
Library Web	ť.
GRIPS OPAC (Books & Journal)	Ð
ファイル	-
\frown	<u>Windows ファイル</u>
File Server	

Select your program. (e.g. International Programs) You can upload, download, and delete files.



الله المعنى الم						
削除	ダウンロード	ファイルのアップロード 新規フォルダ				
 nternati 3 名前4		種類	サイズ	更新日時		
- D	Economics Planning and Public Policy	 フォルダ		Tue Oct 3 11:10:11 2017		
1 🖻	Macroeconomic Policy	フォルダ		Tue Oct 3 14:29:29 2017		
	Public Finance	フォルダ		Tue Oct 3 14:39:58 2017		
	Public Policy	フォルダ		Tue Oct 3 14:55:49 2017		
	YLP	フォルダ		Tue Oct 3 16:46:15 2017		

7. Campus, Support, and Services - IT Services -

Google Drive

Google Drive

Google Drive is a cloud storage service. You can access Google Drive data through web browsers from any location. Please use Drive for backing up your personal data.

%GRIPS is not responsible for any trouble such as loss of or damage to your data.

1. How to Access Google Drive

Access the URL below to use Google Drive on your web browser and click [Go to Drive] <u>https://www.google.com/intl/en_ALL/drive/</u>

Access the URL below to download [Backup and Sync] the Google Drive application and install it in your device: <u>https://www.google.com/intl/en_ALL/drive/download/</u>

2. Logging in to Google Drive

Enter your GRIPS email address and click [Next]. Note: You must include @grips.ac.jp after your student ID.

	Google
	Sign in
	Use your Google Account
ſ	Email or phone
F	Forgot email?
	Not your computer? Use Guest mode to sign in privately. .earn more
C	Create account Next

Enter your GRIPS ID and GRIPS password, and click [Login]. Note: Do not add @grips.ac.jp after your GRIPS ID.

Login	
GRIPS ID	
username	
GRIPS PASSWORD	
password	
	Login
Forgot your password?(GRIPS Members Only)	Contact Us GRIPS Members : support@grips.ac.jp

3. Directions and Support for Using Google Drive

Access the URL below for the Google Drive Help page. <u>https://support.google.com/drive/?hl=en#topic=14940</u>

Campus Printers

1. Printing from Shared PCs

Select the nearest printer for printing.

If needed, select [2-sided print] or [Multiple-up] or [Output Color] under [Property] \rightarrow click [OK]

Basic Tray/Output Image Options Watermark	Forms Advanced Output Color	Copies 🕥	Basic Tray / Output Image Options Watermark / Forms Advanced		
	■ Color ∨ Paper Size Latine (0.5×117) ∨ Odput Paper Size ↓ Same as Paper Size ∨	I e Insge Otentation ® Ponst O Landicage	Jeb Type: Normal Pirt Setup	Paper §ze: Image Orientation: Al (210 x 257mm) ■ ● Pgreat Output Size: ● ■ Landscape	
Seved Settings	Proper Per Sheet (H-1a) Poper Per Sheet (H-1a) T Page Up V Sheet Per De on Long Edge V Double Double Sheet No Shaete V	Paper Settings Waard	A4 (100%)	Same as Paper Size Copies: Beduce / Enlarge 25 - 400%; 2.Sided Pirrt: Pages Per Sheet (b-Up): 1.Sided Pirrt Image: Copies: 0utput Color(W): Image: Copies: Edge Ense / Pert Postion Boolgiet / Poster / Mored Size Orginals	
Register to Saved Settings	Job Type Normal Pint V	Default Al		Status Defaults Holp	



[4F-1, 5F-3, 6F-1, 6F-2]

In the [Enter User Details] window, enter your [Billing ID] \rightarrow click [OK] You can type the ID of your choice for [Billing ID].

Enter User Details
Billing ID: Passcode: test
OK Cancel Help

Insert your card in the card reader next to the printer. Note: You CANNOT transfer points between cards.



For GRIPS ID cards



For SUICA $\boldsymbol{\cdot}$ PASMO cards

7. Campus, Support, and Services

- IT Services -

How to change the interface language setting on 5F-1 and 5F-2 printers:

Press [power] on the printer \rightarrow press [globe icon]



Select language \rightarrow press [OK]

016	8	× 素語切り替え		
		English		
	•	简体中文	10000	
۵	(ھ	聚體中文	Constant of the	
	A	日本題	1333554	
	10	환국어	11111111	
•		Indonesia	ОК	

How to change the language setting on 4F-1, 5F-3, 6F-1, and 6F-2 printers:

Press [Service Home] on the printer \rightarrow press [Language] to change the interface language



Press [Select ID and Print].



%If the printer you selected is in use or is being repaired, you can transfer your data between the following printers.

• 5F-1 and 5F-2

• 6F-1 and 6F-2

E.g., if you send a document data to printer 5F-1 and it is in use, you can print from printer 5F-2 without resending the data from your PC.

Note: If you wish to print from an unlinked printer such as 6F-1 or 5F-4, you must resend your data.

Select your user ID.

Note: You can use the search box to find your user ID.

		Select User ID			C Bafreith
		60	R, Search	24	
	\langle	& m1			
Select Use	er ID - S	elect ID a	and Print		Refresh
Specify Devi	се		List Order		
第1グルーフ	9	-	Al Name: Ascending	Search	
	oortCen	ter			
7. Campus, Support, and Services - IT Services -

(015	8	< Select ID and Pr sest	int		C Refrech	
		Select Al			Delete	
	<	New tab 2022/07/12 16:11 2 Pages 1 Sets	2)			
۵	٥)					
				11		
		-			304	2
Select ID ITSupport	and Cen				Local User	*
Job(s) select 0/1	ted:	Select All	Delete	0	Refresh	
	Micro	soft Word -	.docx	8 Pgs 1Sets	2019/06/12 18:08:50	

Select the document you wish to print \rightarrow press [Start]

2. Printing from a USB device

Printing from a USB device on 5F-1 and 5F-2 printers: Connect your USB device to the printer \rightarrow press [Confirm]

1			7
016	8		
	۲	Caution	-
	\$>	Do not remove the USB device while files are being read. This can break the files.	
1	A	Remove Confirm	>
	⇔		REDOL BARA
			1

Press [Print form USB]

8	🗙 USB Menu	Remove
•	Scan to USB Print from USB	
\$	Do not remove the USB device while files are being read. This can break the files.	
A.		
ш		
	● ② 〉 ■	 Can to USB Print from USB Do not remove the USB device while files are being read. This can break the files.

Select the file you wish to print \rightarrow press [Start] After printing, press [Remove] \rightarrow disconnect your USB device from the printer

016	8	Print from USB	
		← C录 Askul2010_2GB >낮	ITSupportCent × er.pdf
	۲	Select All	
٥	\$	System Volume Information	
	A.	ITSupportCenter.pdf	
			1 File(s)
			Start

Press the menu icon to change the print settings \rightarrow change the settings

616	8	Print from USB	
	•	Quantity 1 Output Color Black & White	
۵	\$\$	Paper Supply Auto Select	
	A		
	•	B Pages per Side Off	O File(s)
		Bitmap Smoothing Off	Start

7. Campus, Support, and Services

- IT Services -

Printing from a USB device on 4F-1, 5F-3, 6F-1, and 6F-2 printers: Connect your USB device to the printer \rightarrow press [Media Print] Note: Only PDF files can be printed from a USB.

Note: NTFS and exFAT formats are not supported.



Press [Select All] \rightarrow change the print settings if necessary \rightarrow press [Start]. Note: If you wish to print a specific file, press [Select From List] \rightarrow select the file \rightarrow press [Start]

Ready to print files.			Quantity 2 Gues	t
Number of files sele	ber of files selected: 1/4 1			
Media Print - Text	Advanced Settings			
Select All		Name	Last Updated	
Select From List Select Range	002	ITSupportCenter.pdf	2019/6/12 18:15	
Index Print				Y
Output Colo Black & White	Paper S Auto Se	A Pr	Sided inting Side Off	

Scanning Function in GRIPS Printers

How to save a scanned document to your USB drive on the 5F-1 and 5F-2 printers

Insert your USB device in the printer and press [Confirm]



Press [Scan to USB]



Press menu icon to change the scan settings \rightarrow change the settings



7. Campus, Support, and Services

- IT Services -

Place the document you wish to scan:

- 1 face up on the tray, or
- 2 face down (and close the lid).



Select the folder where you wish to save the scanned document \rightarrow press [Start] When the scanning is complete, press [Remove] \rightarrow remove your USB



How to save a scanned document to your USB drive on 4F-1, 5F-3, 6F-1, and 6F-2 printers

Insert your USB device in the printer and select [Store to USB]. Note: NTFS and exFAT formats are not supported.

	Services Home	To begin, select a Service.	8 Guest
		USB Device Detected	Close
DO NOT remove USB device while is being accessed	Copy (Not In Use)	Store to USB	Media Print - Photos
	Review		

Select the file format.

Color Scanning	2 Sided Scanning	Original Type	File Format	
Black & White	1 Sided	Text	PDF	

Set the document to scan \rightarrow press [Start].

- \bigcirc Set the document face up on the tray, or
- 2 Set the document face down and close the lid.





When the scanning is complete, select [Close] and remove your USB.



7. Campus, Support, and Services - IT Services -

Shared PC

Introduction

Please follow these instructions when using the shared PCs in Lecture Room A (5th floor), CPC Communication Lounge/Language Lab (5th floor), or the library (2nd floor).

Select the Interface Language

The window below appears when the PC is starting up.

To use the PC in English, select [Win10_L570_English_*******] \rightarrow press [Enter].

To use the PC in Japanese, select [Win10_L570_日本語_*******] → press [Enter].

Note: Do not disconnect the LAN cable.

起動イメージ選択
Win10_L570_Englich_20211227
Win10_L570_日本語_2021127
キャッシュ空き容量: 112.96GB / 119.14GB

[Caution!]

When a shared PC shuts down or restarts, **ALL DATA WILL BE DELETED**. Save your data to a USB or other memory device before shutting down.

Changing Your GRIPS Password

Introduction

Your GRIPS password is used for all activity on the GRIPS network system. After you change your GRIPS password, it will be changed for all GRIPS network system activity.

To Change Your GRIPS Password

Log in to G-way \rightarrow Click [Link] \rightarrow [Change Password]

You will see the window below. Enter your GRIPS ID and GRIPS password and click [Login].

Log	in	
	User ID	GRIPS ID
	Password	Current Password
-		Login

Enter your new password (8 or more characters including at least one uppercase letter, one lowercase letter, and one number.) in both

[New Password] and [Confirm New Password] \rightarrow click [SAVE].



Click [OK] to save your new password. Note: this takes about one minute.



7. Campus, Support, and Services - IT Services -

Click [OK]



Click [Logout]

۹ ۹ ۴	User Profile Maintenance	7.0.0.1 20210520	Logout
	Password Change EX-078 Maintenance process has been completed.		

File Transfer System

Introduction

- This file transfer system offers an alternative to email as a means of sharing files.
- This system is not for storing data.
- When the download limit is exceeded, the sent files will be deleted automatically.
- Files uploaded for sending/receiving will be automatically deleted after 14 days. Note: Deleted files cannot be restored.
- There are no restrictions on the number or size of files sent/received via this system. Note: There may be a restriction in certain environments. The total data upload capacity is 2TB.

1. How to Login

Access the URL (<u>https://filetrf.grips.ac.jp/</u>) \rightarrow enter your GRIPS ID (without @grips.ac.jp) in [User ID] and your GRIPS password in [Password] \rightarrow click [Login]

	Proself
User ID	
Password	

2. How to Send Files

Click [Send File] on the left menu bar or [Send File] on the Home page.

Proself	Home	
Home File List My Folder	File List Operate files on Proself.	2
File Search	Send File Send upload file to specified mail address as Public Address.	Ú
Template List	Address book Add and Delete mail address to Address Book.	

7. Campus, Support, and Services

- IT Services -

Settings for Sending Files

Send Use Template 🌐 Sent File List	
 Send one by one The copy is received. English ~ TO : CC : BCC : Subject: Notification of sent files Please enter message for addressee 	Please drag and drop the file here. Or Choose File
2	Option Limit of download Web Publication Expiry Date 2021 / 6 / 10 You can set expiry date within 2021/06/10

- ① Enter [To], [Cc], [Subject]
- 2 Write a message in box 2 under [Please enter message for addressee]
- ③ Upload files via 3. [Please drag and drop the file here.] or [Choose File]
- ④ Set [Option] NOTE: The maximum publication period is 14 days.
- ⑤ Click [Send]

Confirm the contents in the pop-up window and click [Send]



Confirm that the email has been sent successfully and click [Close]

Completion of Send E-mail
E-mail transmission completion
To d-sano@grips.ac.jp
Close

The receiver will receive an email like the one below.



Click the URL in the mail to access the file download page

Proself	Web Publication				
Web Publication: https://filet	rf.grips.ac.jp/public/cwsQwA	KJoMyA3j4Bw	mF5eemsb0hMfLcTVMsFB	VpCp0Ds	
Bate	ch Download is available				
Batch Download					0
Name ^		Size	Modified Date	Туре	
filetrf_manual_rev1.	docx	2,516KB	05/27/2021 11:07:54	docx	

An email like the one below will be sent to you after you have downloaded the uploaded files

The files you sent have been downloaded.				
F filetrf <filetrf@grips.ac.jp> 宛先 Od-sano@grips.ac.jp</filetrf@grips.ac.jp>	← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ←			
The files below were downloaded.				
filetrf_manual_ver1.docx				
https://filetrf.grips.ac.jp/proself/weblink.go?%2Fd-sano%2Fmail%2F20210929112331%				
2Ffiletrf_manual_ver1.docx				
Hostname / IP address				
gproxy.grips.ac.jp				

7. Campus, Support, and Services - IT Services -

3. How to Confirm Sent Files or Delete Them

Click [Send File] on the left side menu bar or [Send File] on the Home page.

Click [Sent File List]

🖪 Send	Use Template Sent File List
Send	one by one
The c	ppy is received.
English	▶
то :	23
CC :	5.8
BCC :	EL
Subject:	Notification of sent files

A list of the files currently being sent will be displayed.

剩 New Send File			Q
Address Mail recipient of send file		Uploaded Date	Expire Remainder
https://filetrf.grips.ac.jp/pul d-sano@grips.ac.jp	blic/OwPMw…	05/27/2021 14:41:49	06/09/2021 1
filetrf_manual_rev1.docx	05/27/2021 1	1:07:54	2,516KB

To delete a sent file or cancel the sending of a file, check the box of the relevant address \rightarrow click [Stop]

~	New Send File Stop 🕧 Detail		Q
	Address	Uploaded	Expire
	Mail recipient of send file	Date	Remainder
	https://filetrf.grips.ac.jp/public/OwPMw···	05/27/2021	06/09/2021
	d-sano@grips.ac.jp	14:41:49	1
	<pre>filetrf_manual_rev1.docx 05/27/2021 1</pre>	1:07:54	2,516KB

Click [Stop]

(

Stop Publication	×
*If you stop Publication, the file you sent will be deleted.	
Address	
https://filetrf.grips.ac.jp/public/OwPMwAIJb4yAmSUBWfx5RMOsg2NXZ CfZwpN4hIuC2cIH	
https://filetrf.grips.ac.jp/public/OwPMwAIJb4yAmSUBWfx5RMOsg2NXZ	
Stop	

4. How to Receive Files

5. Click [File Receive] on the left menu bar or [File Receive] on the Home page.

Proself	Home		🌲 d-sano
Home File List		File List Operate files on Proself.	My Folder This folder available to access only you.
Favorite		Send File	File Receive
Send File		Send upload file to specified mail address as Public Address.	Send Public Address for file delivery to specified mail address.

Settings for receiving files

Send Use Template 🕞 Received File List	
Send one by one The copy is received. English ~ TO : CC : BCC : Subject: Request to upload files	Option • Publication Expiry Date <u>6 / 10 / 2021</u> You can set expiry date within 06/10/2021
Please enter message for addressee	

- ① Enter [To], [Cc], [Subject]
- 2 Write a message in the [Please enter message for addressee] box
- ③ Set [Option] NOTE: The maximum publication period is 14 days.

-143-

(4) Click [Send]

Confirm the contents in the pop-up window and click [Send].

⊠ Send E-mail	×
I will send an email with the contents of the following.	^
To 作照 十资 cd cape @ grine as in>	
佐野 大資 <d-sano@grips.ac.jp></d-sano@grips.ac.jp>	. [.
Subject	
Request to upload files	1
Access the LIRI below and pload files Send	•

7. Campus, Support, and Services - IT Services -

Confirm that the email has been sent successfully and click [Close].



The receiver will receive a 'request to upload files' email like the one below.

Request to upload files	
DS d-sano@grips.ac.jp 宛先 ○ 佐野 大資	
Access the URL below and upload files.	
https://filetrf.grips.ac.jp/public/gwKYwAxJ_EyARQsB0NF8ek	KsvzARxx9EUNmtfnoXH34fY
Expires on: 2021/10/12	

Click the URL in the mail to access the file upload page.

Proself	Delivery Folder				
Web Publication: https://filet	rf.grips.ac.jp/public/IwpswAS	JKcyAyuoB6h55B	40wvFr9NraLJRPvQQ3	wT35n	
1 Upload					i
Name 🔨		Size	Modified Date	Туре	
	File does not	exist.			
Y	ou can also drag and drop the	e file here to uplo	oad it.		

An email like the one below will be sent to you after the files have been uploaded.

The file(s) have been uploaded	
F filetrf <filetrf@grips.ac.jp> 宛先 Od-sano@grips.ac.jp</filetrf@grips.ac.jp>	← ← ← 11:48
The files below were uploaded.	
filetrf_manual_ver1.docx	
https://filetrf.grips.ac.jp/proself/weblink.go?%2Fd-sano%2Fmail%2F202	10929114512%
2Ffiletrf_manual_ver1.docx	
Hostname / IP address	
gproxy.grips.ac.jp	

Click the URL in the mail to access the file download page.

C	Cre	ate Folder 🕜 Upload 🕕	Batch	Download	File Operation 👻	
		Name 🔨	1	Size	Modified Date	Attribute
	h	Parent Folder	Batch	Download is a	vailable	
	Ð			2,612KB	05/28/2021 12:29:45	Q
	Ð	filetrf_manual_rev1.pdf		1,146KB	05/28/2021 12:34:02	Q

6. How to Confirm the Receipt of Files or Delete Them

Click [File Receive] on the left menu bar or [File Receive] on the Home page. Click [Received File List]

Send	🛃 Use Template	Received File List						
Send c	one by one							
🔲 The co	The copy is received.							
English	*							
то :		23						
CC :		2.=						
BCC :		2.=						
Subject:	Request to upload files							
Please en	ter message for addressee	e i						

7. Campus, Support, and Services - IT Services -

A list of the files currently being uploaded will be displayed.

Address	Uploaded	Expire
Mail recipient of receive file Both	batch download and file-by-file	e download are avai
https://filetrf.grips.ac.jp/publ.c/****P	12:21:17	
□ □ <u>filetrf manual rev1.docx</u>	05/28/2021 12:30:13	2,612KB
filetri manual rev1.pdf	05/28/2021 12:34:23	1,146KB

To delete received files or cancel the receiving of files, check the box in front of the address \rightarrow click [Stop]

ņ	New File Receive 🚫 Stop 👔 Deta	il 🕕 Batch Down	load	(
	Address Mail recipient of receive file		Uploaded Date	Expire Remainder
	● https://filetrf.grips.ac.jp/public/Iwp 佐野大資 <d-sano@grips.ac.jp></d-sano@grips.ac.jp>	oswASJKcyAyuo…	05/28/2021 12:21:17	06/10/2021
	🗇 🗐 filetrf_manual_rev1.docx	05/28/2021 1	2:30:13	2,612KB
	filetrf manual rev1.pdf	05/28/2021 1	2:34:23	1,146KB

Click [Stop]

0	Stop Publication	×
	*If you stop Publication, the received file will be deleted.	
	Address	
	https://filetrf.grips.ac.jp/public/IwpswASJKcyAyuoB6h55B4OwvFr9NraL JRPvQQ3wT35n	
	Stop	
	Stop	

Support Information

1. Where to Go for Help

G-way (online system)	Academic Support Team
Study tools (desk, locker, light bulb, etc.)	Student Office
Password problems (G-way) Printer problems Internet problems on campus	IT Support Center

2. URLs for GRIPS Network Activities

Name	URL	Contents
G-way	https://gportal.grips.ac.jp/fw/dfw/GSSOF/redirect.php	Portal website of the online system
GRIPS Mail	http://gwmail.grips.ac.jp/	Web mail
File Server	https://gremote.grips.ac.jp	File server
Change password	https://gpw.grips.ac.jp/webmtn/LoginServlet	Change your password for all GRIPS online services.
IT Support Center	http://www10.local.grips.ac.jp/support-center/e/index.html	IT Support Center website (Accessible from shared PCs on campus)

If you have any questions or concerns, please contact the IT Support Center. Ext: 6092 / 2501 E-mail: support@grips.ac.jp

Student PC Use at GRIPS

PC Options for GRIPS Students

During their time at GRIPS, students use either their own PCs or the PCs installed at GRIPS for use in their studies, including the writing of theses and dissertations, and for administrative and educational procedures such as course registration. GRIPS recommends that students use their own laptops.

Software

GRIPS-owned software such as Microsoft Office, STATA, MATLAB and ArcGIS can be installed in student-owned PCs by following the prescribed procedure.

Security Requirements for Student-owned PCs

PCs should be fully secured with anti-virus software installed.

Laptop and Desktop PCs Installed at GRIPS

Almost 50 machines are permanently installed at GRIPS, in locations such as lecture room A, the library and CPC Communication Lounge/Language Lab. Students can use those machines for their studies and for administrative and educational procedures, although open-ended use for long periods of time is not permitted.

Inquiries

Academic Support Team Extension: 6042 E-mail: ast@grips.ac.jp



GRIPS Library (2nd floor)



Lecture Rooms A (5th floor)

Academic and Student Affairs Division

Academic and Student Affairs Division offers various services and support for international students. The office is located on the 3rd floor and is open 9:00-12:00 and 13:00-17:00 Monday to Friday, except national holidays.

Office	Services	
General Affairs Team (GAT) E-mail: <u>kyouiku@grips.ac.jp</u>	-Teaching Assistant related matters -financial aid for doctoral students e.g., tuition exemption / conference presentation support -work permission	copy points lecture / copy / study room supplies - whiteboard markers - light bulbs
Academic Support Team (AST) E-mail: <u>ast@grips.ac.jp</u>	-curriculum; -course registration; -class schedules; -lecture rooms / seminar rooms -leave of absence / re-enrollment /withdrawal -notification of address change	 paper for printing photocopying printer cartridges
Programs Management Team (PMT) E-mail: pmt-ml@grips.ac.jp Student Office (SO)	-certificates -scholarships -textbooks -requests for temporary leave -internships	
E-mail: <u>studentoffice@grips.ac.jp</u> E-mail: <u>alumni@grips.ac.jp</u>	 -campus life support -cultural exchange events -insurance related matters -career counseling -JR discount vouchers accommodation -extension of period of stay in Japan -gym -study rooms / student lounges -Student council support 	
	-alumni matters -brown bag lunch sessions	

Certificates

- AST issues various kinds of certificates, as follows:
 - transcripts (after the release of fall semester grades)
 - certificates of enrollment
 - certificates of prospective degree completion*
 - certificates of scholarship award
 - * A certificate of prospective degree completion is available:

- after release of first term grades for students in one-year master's programs
- in the second year for students in two-year master's programs
- after dissertation defense for doctoral students.
- Applications for a transcript; or for a certificate of enrollment, prospective degree completion or scholarship award should be submitted via the online system (G-way).

- Certificates will be issued within three working days after submission of your request.
- The certificate will be posted in your mailbox, located in Academic and Student Affairs Division.
- To inquire about certificates, please contact ast@grips.ac.jp.

JR Discount Voucher

- Student discount vouchers are available for longdistance travel (more than 100 km one-way) on JR. These vouchers give a 20% discount on regular fare.
- When you purchase a discounted student ticket at a reception desk of JR, you will be requested to submit the voucher and show your student ID card.
- To request a voucher, please fill out an application available at Student Office.
- The issued voucher will be posted in your mailbox, located in Academic and Student Affairs Division, within five working days after submission of your request.

Notice

- If you break or lose your ID card, report to AST immediately. The re-issuance charge is 2,000 yen.
 - * Please note that when you are issued a replacement student ID card, copy points from your old card will NOT be restored in your new card.

* Please handle your student ID card carefully. It contains an IC chip for entering GRIPS building at night and on weekends, and for borrowing books from the library.

- If you lose your student commuter pass issuance card, report to AST.
- To make an address change, you must notify AST promptly and fill out a form.
- If you wish to take a leave of absence (minimum three months); withdraw from school; re-enroll; or extend the period of your leave of absence, you must submit a request via G-way at least three weeks before the preferred date of the status change.

Copy Points

- Copy points for the standard duration of study will be loaded onto your student ID card at no charge upon enrollment. The number of points issued varies, as follows:
 - one-year master's program: 10,000 points

- two-year master's program: 20,000 points
- doctoral program: 30,000 points
- The card contains an IC chip. Please be sure to keep it away from other magnetic materials (e.g., TV, speakers, and bank / credit cards.)
- After you run out of points on the card, you can use your personal IC card (such as Suica / PASMO) at copy machines on campus.
 - Cost of printing:
 - black and white copies: 5 points (5 yen) per page
 - color copies: 25 points (25 yen) per page

Shared Copy Card

- When you are asked by an instructor to make photocopies of class materials, please come to AST. To borrow a shared copy card, bring the class materials to be copied and a letter of request from the instructor.
- AST will hold your student ID for security purposes while you borrow a shared copy card.
- Please return the copy card immediately after use.

School Rules

- Important messages regarding matters such as class cancellations; make-up classes; and lecture room changes will be posted in Teams for each class. Make sure to access the system frequently.
- GRIPS does not receive incoming telephone calls, faxes, mail, or parcels for students (except in case of emergency). Please use your home telephone number and home address when arranging deliveries.
- To inquire about academic affairs, please contact AST.

Personal Accident Insurance for International Students

• Personal accident insurance pays a premium for you or your beneficiary in the case of accidental death or permanent disability, and also covers expenses for rescuers, compensation for damage, and medical treatment. GRIPS international students are required to take out that kind of insurance. The type of insurance you should purchase depends on which scholarship you receive, if any. If you would like to know more about your insurance situation, please contact Student Office or your program coordinator.

Signing the Register (All programs except MSP (between April and July 2024)* and DMP)

Sign-in Requirements

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Immigration Services Agency of Japan require us to confirm that you are fully engaged in studying and attending lectures at GRIPS whether you are on scholarship or not.

For this reason, you are required to visit the Academic and Student Affairs Division on the third floor of the GRIPS building to sign the register during the first five working days of each month (in March, the first two working days) during our office hours (Monday through Friday, 9:00– 12:00 and 13:00–17:00). You must sign the register **in** **person.** You cannot ask another student to sign on your behalf, nor can you sign on behalf of others.

It is also required that you use **the same signature** throughout the year to avoid confusion. If you fail to sign the register every month during the period designated in the calendar shown below, make sure to sign before the last day of that month.

*MSP students are required to sign the register during their study periods at GRIPS, i.e. from October to March, and in August and September.

TERM	MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6	7
	OCTOBER	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31	1	2	3	4
	NOVEMBER	5	6	7	8	9	10	11
	-	12	13	14	15	16	17	18
		19	20	21	22	23	24	25
FALL		26	27	28	29	30	1	2
		3	4	5	6	7	8	9
	DECEMBER	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
	JANUARY	31	1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31*	1*	2	3
	FEBRUARY	4	5	6	7	8	9	10
	TEBROART	11	12	13	14	15	16	17
		18	19	20	21	22	23	24
WINTER		25	26	27	28	29	1	2
		3	4	5	6	7	8	9
	MARCH	10	11	12	13	14	15	16
	in the second	17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31	1*	2*	3*	4	5	6
	: Dates for signing	the registe	ər					
	: No classes (Sund	lays, natio	nal holida	ays, and N	lew Year	holidays)		
	* Interterm Period							

Schedule for Signing the Register (October 2023– March 2024)

- 1. If there are any changes to these dates, you will be notified by email.
- 2. The schedule from March 2024 onward will be announced at a later date.

Temporary Leave

If you need to leave Japan temporarily during your authorized period of stay, you are required to fill out a "Request for Temporary Leave" form and submit it to the Program Management Team (PMT) at least two weeks prior to your planned date of departure. Before making any plans, you must confirm that your plans will not conflict with your study and other academic events at GRIPS.

The form is available at the PMT counter or you can download it from GRIPS GATEWAY system (G-way) at Notice board. Before you submit the form, fill in the names of the classes you will miss during your trip, obtain permission from the professor of each class (including your advisor for Independent Study / Policy Paper / Policy Proposal Paper and intensive courses), and obtain the approval of the Program Director (Master's Program) / Advisor (Doctoral Program).

You are not required to apply for a re-entry permit if you possess a valid passport and Residence Card, and will return to Japan within one year of your departure. Make sure to take your Residence Card on your trip, since you must show it when you leave and re-enter Japan. For the details, please visit the website of the Immigration Services Agency of Japan.

(https://www.isa.go.jp/en/applications/guide/minashisain yukoku.html)

Also, as soon as you come back to Japan, you must notify PMT of your return and sign the "Confirmation of Return" section of the "Request for Temporary Leave" form.

Internship

Students who wish to participate in internships (except for activities regarded as part of classes at GRIPS), whether in Japan or abroad, are required to complete the following steps.

1. Please obtain the permission of your program director

(if you are a doctoral student, the permission of your advisor as well) before applying for internship or other programs outside GRIPS.

2. Submit a "Notification of Internship Participation" Please submit the completed form to the Program Management Team (PMT) of the Academic and Student Affairs Division at least two weeks prior to the planned start date of your internship.

Please note that when international students participate in internships outside Japan, they are also required to submit a "Request for Temporary Leave" form. These forms are available at the PMT counter or you can download them from GRIPS GATEWAY system (G-way) at Notice board.

3. Insurance

Please apply for the following insurance at the Student Office.

• Personal Accident Insurance For Students Pursuing Education And Research

4. Confirmation of return

Please sign a "Confirmation of Return" form at the PMT counter when you come back from your internship.

Work Permission

The resident status of international students is *Student*, the designated status for those who are in Japan to receive education at a college. While in Japan, international students' activities are limited to those that correspond to the purpose assigned to their resident status.

If you wish to work, you must first obtain a permit for extra-status activities from the Immigration Services Agency of Japan. However, a permit for extra-status activities is not required if you intend to assist in educational or research activities at GRIPS. Thus, the Japanese government allows international students to engage conditionally in work activities. Nonetheless, in light of the intensive curriculum at GRIPS, the following policy has been established:

 In principle, international students are not permitted to engage in work activities (excluding the provisions of item 2). However, if your Program Director deems an activity productive for your studies and/or research and free of any negative effect on your studies, you may be permitted to engage in work activities. In that case, you must obtain a permit for extra-status activities from the Immigration Services Agency of Japan.

- 2. International students are permitted to assist in educational or research activities at GRIPS (e.g., as a TA or RA). However, in principle, students who are studying in one-year master's programs are not permitted to engage in the above activities.
- 3. If you wish to engage in any kind of work activity, you must first obtain the approval of your Program Director, and at least two weeks before you begin work, you must submit a request for permission to work to the General Affairs Team, Academic and Student Affairs Division. The form for requesting permission to work is available from the General Affairs Team (kyouiku@grips.ac.jp).
- * For those whose resident status is not *Student* If your resident status is not *Student*, you must obtain permission to engage in activity other than those permitted by the status of residence granted by the Immigration Services Agency of Japan, even if you plan to assist in educational or research activities at GRIPS.

Changes of GRIPS Student Status

Leave of Absence

Conditions

In the event that you cannot attend school for more than three months for a compelling reason such as an illness, you may take a leave of absence once you have obtained the permission of the President of GRIPS.

Duration

Master's students may take a leave of absence for a period of up to two years; doctoral students up to three years. The period of the leave of absence will not count toward the maximum period of enrollment, i.e., four years for the master's programs and six years for the doctoral programs.

Procedure for Applying for a Leave of Absence

1. Consult your main advisor and program director regarding your plan of study (coursework and dissertation).

2. Complete the following steps before applying for a leave of absence.

- Return all books that you have borrowed from the GRIPS Library.
- Clean out your desktop and desk drawers.
- Check regarding your scholarship matters (if applicable).
- Pay any unpaid tuition (if applicable).

3. Apply for a leave of absence via the GRIPS online system, in principle at least three weeks before the date (at the beginning of a month) on which you expect to begin your leave. If you are applying for a leave of absence because of an illness, please submit a medical doctor's report.

4. After your leave of absence has been approved, the Academic Support Team (AST) will issue a *Permission for a Leave of Absence* and will hand it to you or mail it to your home address.

Tuition Fees

In general, students are exempted from paying tuition while on leave of absence. However, if you take a leave of absence in the middle of a term, your tuition for that term will not be refunded. Please notify us in writing by March 1 if you know you will be taking a leave of absence in the Spring or Summer term (April-September) and by September 1 if you know you will be taking a leave of absence in the Fall or Winter term (October-March).

Note: If you do not give advance notice, you will be required to pay six months' tuition.

Services

The following services will be available to you during your leave of absence.

- Issuance of certificates (e.g., transcript)
- Use of your GRIPS email address
- Use of GRIPS library (You must return all books that you have borrowed before applying for a leave of absence; after you have done so, you will be able to use the library during your leave.)

Extension

If you would like to extend the duration of your leave of absence, please consult your main advisor and program director, and then apply for an extension via the GRIPS online system, in principle three weeks before the end date of your current leave period.

Address Change

If you change your address during your leave of absence, please obtain a *Notification of Address Change* form from AST, fill it out, and submit it to AST.

Reenrollment

Procedure for Reenrollment

Please consult your main advisor and program director and apply for reenrollment through the GRIPS online system, in principle at least three weeks before your expected reenrollment date.

Reenrollment Before Expiration

You can reenroll in GRIPS (with the President's permission) even before your leave of absence expires. Please consult your main advisor and program director and apply for reenrollment via the GRIPS online

system, in principle at least three weeks before your expected reenrollment date (at the beginning of a month).

Withdrawal

Procedure for Applying for Withdrawal from GRIPS

1. If you intend to withdraw from GRIPS, please obtain the approval of your main advisor and program director, and apply for withdrawal via the GRIPS online system, in principle at least three weeks before your expected withdrawal date (at the end of a month). If your withdrawal is for reason of illness, please submit a medical doctor's report to AST.

2. Complete the following steps before applying for withdrawal.

- Return all books that you have borrowed from the GRIPS Library.
- Clean out your desktop and desk drawers.
- Check regarding scholarship matters (if applicable).
- Pay any unpaid tuition (if applicable).

3. Turn in your student ID card at AST.

4. After your application has been approved, AST will issue a *Permission to Withdraw from GRIPS* when you hand in your student ID card. If you hand in your ID card by mail, AST will mail the *Permission* to your home address.

Inquiries

Academic Support Team (AST) Academic and Student Affairs Division Extension: 6042 Tel: +81-(0)3-6439-6042 E-mail: <u>ast@grips.ac.jp</u>

Current GRIPS master's students who intend to pursue Ph.D. studies at GRIPS

1. GRIPS master's students who expect to receive their master's degree in September 2024 may apply for the following Ph.D. programs:

- GRIPS Global Governance Program (G-cube)
- Policy Analysis Program
- Science, Technology and Innovation Policy Program

2. Tentative schedule

- April 2024: Application guidelines released.
- May 2024: Applicants must obtain approval of their application from: (1) their current scholarship sponsor (if applicable); (2) the director of their current master's program; and (3) the director of the Ph.D. program to which they wish to apply.
- Late May 2024: End of receipt of applications.
- July 2024: Screening of applications ends: applicants notified of screening results.

3. To be eligible for admission to the above Ph.D. program, applicants must have completed a GRIPS master's program with good grades. Significant relevant work experience is an advantage.

4. Applicants who are currently employed should, prior to applying, obtain their employer's approval of their plan to apply.

5. Please note that GRIPS will NOT provide any scholarships, such as the GRIPS Fellowship, to students who will enroll in one of the Ph.D. programs in October 2024. Those who need financial assistance are strongly encouraged to explore financial aid opportunities offered by various public and private organizations.

6. The GRIPS Admissions Office will release further details by the end of April 2024 and will e-mail them to current master's students.

Inquiries

Admissions Office E-mail: <u>admissions@grips.ac.jp</u>

Expenses and Financial Aid

Tuition

Tuition payments may be made in two installments, the first due at the end of October, the second at the end of April.

The total tuition is 321,480 yen for six months (642,960 yen per year). Please note that any handling fees or surcharges are to be paid by the student.

Please note that the amount of tuition is subject to change from one fiscal year to the next. We will inform you in advance if any change is scheduled to occur.

Further details regarding the method of payment of tuition will be sent to all students. Should you have any questions, please contact the Academic Support Team (AST).

Scholarship Students

Some scholarships are automatically awarded to qualified students when they are offered admission to GRIPS. Such scholarships cover tuition and living expenses for a designated period. The recipients' application fee, admission fee and tuition will be paid directly to GRIPS, and the scholars will receive a monthly stipend and, in some cases, allowances for arrival, books/research, and field trips. For further information about scholarships, please refer to our Scholarship Payment Regulations page.

Scholarships Administered by Other Organizations

Some scholarships administered by organizations other than GRIPS are open to application by students residing in Japan. Further information is available as follows:

• For international students:

https://www.studyinjapan.go.jp/en/planning/bystyle/pamphlet/

• For Japanese students:

https://www.jasso.go.jp/shogakukin/about/taiyo/index.ht ml

Other information concerning scholarships will be posted on the notice boards on the 4th, 5th and 6th floors.

Scholarship Payment Regulations

Scholarships by Program

- <u>Young Leaders Program (YLP)</u> Japanese Government (MEXT)
- <u>One-year Master's Program of Public Policy (MP1)</u> Japanese Government (MEXT) Asian Development Bank (ADB) Japan International Cooperation Agency (JICA)
- <u>Two-year Master's Program of Public Policy (MP2)</u> Japanese Government (MEXT) Asian Development Bank (ADB) Japan International Cooperation Agency (JICA)
- <u>Macroeconomic Policy Program</u>
 International Monetary Fund (IMF)
- <u>Public Finance Program (Tax Course)</u> World Bank (WB)
- <u>Public Finance Program (Customs Course)</u> World Customs Organization (WCO)
- <u>Disaster Management Program</u>
 Japan International Cooperation Agency (JICA)
- <u>Other doctoral programs</u>
 Japanese Government (MEXT)
 Japan International Cooperation Agency (JICA)

Monthly Stipend

As a part of your scholarship, you will be provided with a stipend every month to cover living expenses for items such as food, clothing, and other daily expenses, as well as accommodation, transportation, medical treatment, insurance, and various miscellaneous expenses related to your study at GRIPS. The amount of the stipend is fixed and cannot be increased to meet any extra cost you may incur, for example, the cost of supporting your family members or the cost of private trips.

The payment of your stipend will be made upon confirmation that you have signed the register.

The stipend will be transferred into your postal savings account or bank account. If you fail to sign the register during the designated days of the month, but you sign by the last day of that month, your stipend for that month will be transferred in the following month. For further information on the designated days, please refer to the page "Signing the Register."

If you do not sign from the first day to the last day of the same month, we consider you not to be studying full-time at GRIPS; thus, the stipend will not be paid for that month. For example, the November stipend will not be paid if you do not sign between November 1 and November 30.

The amount of your stipend may change due to unforeseen circumstances, especially in April every year when the new fiscal year begins. It may be adjusted to ensure that it is sufficient for international students to pursue their graduate studies in Japan. We will inform you if any change is scheduled to occur.

Upon completion of Your Program of Study

After scholarship recipients complete their program, they will be provided with a return flight ticket for the most direct and reasonable route from Japan to their home country.

If you fail to complete your program of study within the standard duration of study, you will not be provided with an air ticket from Japan to your home country.

For most scholarships, recipients must return to their home country upon completion of their program of study.

Facilities

Entry to the GRIPS building

- GRIPS students can enter the GRIPS building 24 hours a day.
- The entrances are locked between 20:30 and 8:00 on weekdays, between 18:00 and 8:00 on Saturdays, and all day on Sundays and national holidays.

However, you can enter the building by swiping your student ID card on the card reader at any entrance.

Study rooms (4th/5th/6th floors) Lecture rooms (5th floor) Seminar rooms (6th floor)

- The study rooms are left unlocked so that students can use them at any time. <u>Please make sure not to leave your valuables unattended there.</u>
- It is each student's responsibility to keep the study rooms clean and tidy. For that purpose, vacuum cleaners are stored in all study rooms on the 5th and 6th floors.
- It is forbidden to place stickers on the walls of the study rooms. However, you may place stickers on the partitions around your desk.
- Please keep quiet in the study rooms, and either turn off your phone or set it to silent mode.
- To request replacement light bulbs or whiteboard markers for the study/lecture/seminar rooms, please ask the Academic Support Team (AST). Replacement bulbs for desk lamps are available at the Student Office.
- <u>Eating and drinking in the study/lecture/seminar</u> <u>rooms are prohibited.</u> You may bring drinking water into these rooms, but it must be in plastic bottles or containers with lids. Eating and drinking are permitted in the student lounges, common spaces and the Lounge.
- <u>To save power, turn off the lights and the air</u> conditioner in study/lecture/seminar rooms after <u>use.</u> Please clean the whiteboards before you leave.
- If you wish to use a lecture/seminar room for study, make a reservation at the AST counter.

- Every lecture room is equipped with a laptop computer, a projector, and a DVD player.
- Every seminar room is equipped with a projector.
- Microphones are available from AST. If you wish to borrow any such devices, contact AST well in advance.

Printers (2nd/4th/5th/6th floors)

- Printers for photocopying and printing are located in the copier rooms on the 5th and 6th floors, in Study Room 4A on the 4th floor, and in the library on the 2nd floor.
- The printers on the 4th, 5th and 6th floors have network connections with the laptops in Lecture Room A.
- To use a printer, you will need your ID card, an IC card (e.g., Suica or PASMO), or a shared copy card. Photocopying/printing fees are:
 - black & white copies: 5 points (5 yen) per pagecolor copies: 25points (25 yen) per page
- To save paper, please make double-sided copies and prints whenever possible.
- If the printer that you are using runs out of paper, please come to the Academic and Student Affairs Division to get more paper.

Mailboxes (3rd /6th floors)

• Each student will be given an individual mailbox in the Academic and Student Affairs Division. Announcements, class materials, or handouts may be placed in your mailbox, so be sure to check your box when you come to GRIPS.

Bulletin boards (4th/5th/6th floors)

- Be sure to check one of the bulletin boards on the 4th, 5th, and 6th floors.
- To share information with other students, please use the Students' Notice Board on the 5th floor.

Common Room (3rd floor)

- Hours: 9:00 18:00, Monday Friday (except national holidays).
- Each GRIPS faculty member has a mailbox in the Common Room where you can leave messages.
- The Common Room staff deal with GRIPS faculty members' schedules.

Student lounges (5th/6th floors)

- The lounges provide a place where students can take breaks and talk to each other.
- There are lockers in the student lounges on the 5th and 6th floors. Locker keys can be borrowed from the Student Office with a refundable 4,000 yen security deposit.
- The Student Council Room in the lounge on the 5th floor provides a venue for activities of the international and Japanese student councils.
- <u>It is each student's responsibility to keep the student</u> <u>lounges clean.</u>

Pantries (4th/5th/6th floors)

- There are a microwave oven and a hot water tap in each pantry.
- <u>It is each student's responsibility to keep the</u> <u>appliances (including the refrigerators on the 5th</u> <u>and 6th floors) and the pantry area clean and tidy.</u>

Common spaces (4th/5th floors)

• Eating and drinking are permitted in the common spaces.

Lounge (1st floor)

- Hours: 9:00 23:00 (every day)
- Eating and drinking are permitted in the Lounge.
- Vending machines for food and beverages, a water dispenser, and a microwave are available in the Lounge.
- Parties organized by the student councils are to be

held in the Lounge. Application must be made in advance at the Student Office.

Smoke-free campus

• Smoking is prohibited everywhere on campus.

Bicycle and motorbike parking

- If you come to GRIPS by bicycle or motorbike, please park in one of the designated parking areas at the front and south gates.
- Students may not come to GRIPS by car.

Gym (1st floor)

- Hours: 9:00 17:00, Monday Friday (except national holidays and year-end and New Year holidays)
- Before using the Gym, you must participate in a training session where a professional instructor will explain the use of the Gym equipment. Dates and times of training sessions will be announced by the General Affairs Division.
- Please do not leave your personal sports gear or belongings in the Gym.

Facilities Management Center (1st floor)

• The Facilities Management Center is in charge of lost-and-found items.

Health Services Center (3rd floor)

- E-mail: grips-hsc@grips.ac.jp
- Tel: 03-6439-6091
- The GRIPS in-house Health Services Center is located on the third floor. A certified nurse is on duty from 10:00 to 16:45 Monday to Friday (lunch break 12:30 – 13:30). You can also make an appointment for a consultation with GRIPS' medical doctor on weekdays, except on Tuesdays and during her business trips. Please check the

notice board outside the Center for further details.

• The Center can measure your blood pressure, body weight and fat percentage, and can refer you to an appropriate hospital or medical clinic when necessary. For further details, please visit the Health Services Center website at

 $\underline{https://www.grips.ac.jp/en/education/health/center/}$

- A group medical check-up will be held in October. The details will be announced near the date.
- TELEPHONE INFORMATION SERVICES ON MEDICAL INSTITUTIONS IN ENGLISH

If you are ill or injured and need to find a hospital, please use the following telephone service in English. This service provides information on medical facilities in English and other languages (Chinese/Korean/Thai/Spanish) that are appropriate for the situation. PHONE: 03-5285-8181 SEVICE HOURS: 9:00-20:00 Daily

Others

- There is a phone-card pay phone (no coins accepted) on the 1st floor, and beverage and food vending machines on the 1st and 5th floors.
- GRIPS do not provide any office supplies; please purchase them at your own expense.
- Please cooperate in separating garbage into the various categories: burnable garbage, non-burnable garbage, cans, glass bottles, PET bottles, and paper.

Registration for SECOM Safety Confirmation Service

at **GRIPS**

GRIPS has adopted the SECOM safety confirmation service for confirmation of the safety of our faculty members, staff and students in times of emergency.

In an emergency situation such as a major disaster and/or network trouble, the system automatically sends an e-mail to: -your GRIPS e-mail address and -your non-GRIPS e-mail addresses (e.g. web/cell-phone email address) that you preregistered yourself.

Your GRIPS e-mail address

(XXXXX@grips.ac.jp) is already registered as one of the contacts to which the system will send emergency messages. <u>Please also register</u> <u>your personal e-mail addresses</u>, to prepare for situations where GRIPS email accounts are not accessible due to problems such as system failure. Note: only the user himself/herself can confirm or modify his/her registered personal information, including e-mail addresses.

The registration information is as follows: -URL for the registration page: https://www.e-kakushin.com/login/ -Organization code: 0364396000 (same as the GRIPS phone number) -User ID: your student ID number with letters capitalized (e.g., MEY22XXX) -Initial password: 0364396000 (same as Organization code)

Note: once you have registered your e-mail address, please remember to change the initial password.

Inquiries: Academic Support Team (AST) Extension: 6042 E-mail: ast@grips.ac.jp

User's Manual for Initial Registration [If you use Self Report Function]

-ver.2.1.0-

The registered e-mail addresses will be used to receive safety confirmation e-mail sent by the administrator in the event of a disaster. * Even if it is an administrator, the registered mail address/telephone number etc. cannot be inspected. (*There are exceptions depending on the setting only when the safety confirmation service SCM is contracted.)

Initial registration using a PC

1. Access <u>https://www.e-kakushin.com/login</u> and click [LOGIN] button. Select [English] to switch to the English screen. Enter organization code, user ID and password and click [Login] button.



 Select [Change password] from [Account]. Change the initial password (Present Password) to an arbitrary password.

SECON @-##	n ゼンム教育研究サービス務成会社 John Smith	Available Servic	Account v	J
Service top			Registrant Info	
Change password			Registrant detail info	
			Change password	
To change your password, ente	r your password and press the [Change the password].		Family info	Ì
			Safety Report App Settings	
Present password			Logout	
	*Enter one-byte alphanumeric characters.			
New password	New password confirmation			
	*Enter one-byte alphanumeric characters.			

 $\ensuremath{\ast}$ [Registrant Detail Info] or [Family Info] will not be displayed depending on setting.

3. After changing password, [Registrant Info] screen will be displayed. Click [Modify Registrant Info] button. [Modify Registered Info] screen will be displayed. Enter your information in each column. Click [Modify Registrant Info] button.

To modify Registrant Info, fill in the req	guired information in this input form and press the [Nodity Registrant Info].
Basic Information	
User Name	John Smith
IVE ID	00001
Password question	What is your reather's same?
Answer to the password question	800
Language (2011)	O lapanese O English O Abert Lanzan
State/Province(Residence)	Tokya
State/Province(Workplace)	Tukay
Contacts	
E-Hail Address1	* Enter the one-byte alphanumerics only. e.g. sample@eecom.co.jp
E-Hail Address1	
E-Mail Address2	
Phone number1	
Phone number2	
	Cancel Modify Registrant Info
(ex. Which school c Select the language * It is set in Japane Select state/province Enter contact inform The message, "T	e (Residence/Workplace) from the list box. hation (e-mail address and telephone number). he e-mail address has been changed. Do you s be displayed. Click [OK] button to send test ma he test e-mail has been sent. Please confirm y
The message, "Th	address if you do not receive the e-mail withi

The e-mail address has been changed.Do you s end the test e-mail?



1





3 After changing password, [Registrant Info] screen will be displayed. Click [Modify Registrant Info] button. [Modify Registered Info] screen will be displayed. Enter information in each column and click [Modify Registrant Info] button.



- ① Enter Password question and the answer.
- (ex. Which school did you go to? / ••• junior high school.)
 Select the language (Japanese or English) used in service.
- *It is set in Japanese by default.
- Select state/province (Residence/Workplace)from the list box.
 Enter contact information (e-mail address and telephone number).
- 4. The message, "The e-mail address has been changed. Do you send the test e-mail?" will be displayed. Click [OK] button to send test mail. The message, "The test e-mail has been sent. Please confirm your registered e-mail address if you do not receive the e-mail within a few minutes. If you use mobile phone, please confirm the spam mail prevention setting." will be displayed. Click [OK] button. Please check that you receive a confirmation e-mail by "Mail address confirmation test."

	6
The e-mail address has be changed.Do you send the te mail?	
ок	

 Then, Notfy the self report URL. Press the "Send the Notice for URL" button.



 The self report URL will be sent to your registered e-mail address Please bookmark the URL written in the received mail.

* We recommend that you give your bookmark a name which you can easily recognize for example [safety report screen].

* If you switched to another screen after connecting to the self report URL, do not bookmark that URL.

▼Notification for the self report URL

John Smith	
The safety confirmation e-mail might delay when the communi overcrowding or some system obstacles happen. Please keep the self report URL below as your [favorite] on yc	
phone. ■Self report URL http://www.=kakushin.com/eanoi/****************	Please bookmark this URL as your favorite.
*If the safety confirmation e-mail does not arrive, you can u	

which you already keep as your [favorite], to access the secon safety confirmation service and choose the disaster and you can report.

Notes

Secom has received many inquiries from user's family members that they received strange e-mail.

If you register home PC(ex. shared PC with family members) e-mail address, please inform to your family members in advance that e-mail from Secom safety confirmation service may be sent to them.

 \diamondsuit Note that you will not be able to log in if you enter an incorrect password consecutively as your password will be invalidated. Please reset your password by clicking "Forgot your password?" on the login page.

* For details of the procedure, refer to "User's manual" and check the "Reset the password (If you forget your password or cannot login)". Please contact your administration department (an administration department of the clients if you contract secom safety confirmation service SCM) to password reset if the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account.

Register your smartphone e-mail address by sending a blank e-mail

 Select "Menu", and press [Registrant Info] button. [Registrant Info] screen will be displayed.

SECON C-##	■Menu	SECOM @-##	Menu
		Registrant Info	
News from System Administrator			
SECOM @-##	X Close	To modify Registrant Info, press the [Modify Regis Info].	trant
SECON C-++	[FT =====]	Basic information	
Available Service	>	User Name	
Account	<u>,</u>	John Smith	
Account	<i>,</i>	User ID	
		00001	
ECOM @-##	X Close	IVR ID	
		00001	
		Password question	
ccount		Answer to the password question	
gistrant Info	>	Language	
gistrant detail Info	>	English	
ange password	>		
amily info	>		
fety Report App Settings	>		
1t			

 Click [Regist your e-mail address with a blank e-mail.] button. Then the mail sending function starts automatically, so you can send a blank mail without changing the subject. After a while you will receive a "Registration Result Notification" email.

	lan la
	送信メール作成↩
Registrant Info	
	宛先:address@pa.e-
To modify Registrant Info, press the [Modify Registrant Info].	<u>71171,-auuressepale</u>
asic information	件名:80005025:123
User Name	П Ц-0000020-120
John Smith	-
User ID	本文:↩
00001	
IVR ID	
00001	
he [Regist your e-mail address with a blank e-mail] arrs the mailer of your device. When you send a blank e- hail, the service will be notified of your e-mail address in you can update it without having to erter it manually. lease send a blank e-mail without deleting the subject of ne e-mail.	送信) ▼Registration Result Notification (e-mail)
e-mail.	メールアドレスが登録されました。
Unregistered	The E-mail address has been registered
Regist your e-mail address with a blank e-mail.	successfully.
Phone number	┃ セコムe−革新サービス
Unregistered	SECOM e-Innovation service
	https://www.e-kakushin.com/login

*If you do not receive a Registration Result Notification e-mail promptly, check whether your e-mail address has been registered correctly by selecting "Registrant Info" from "Account ".

- After receiving a "Registration Result Notification" e-mail, select "Account" button and press "Registrant Info".
 - If the registered mail address will be displayed on the screen, the registration of your mobile phone e-mail address will be completed.

* Depending on the mobile phone model, you may not be able to go back to the operation screen after reading Registration Result e-mail in the inbox. In such case, access login URL sent by registration result e-mail again.

* If you receive a registration error mail, try registering again or refer to "Initial registration using a smart phone" and register by entering your e-mail address directly on the screen.

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If you cannot receive registration result e-mail or confirmation e-mail, check the following and conduct sending e-mail again. •There is a possibility that you registered wrong e-mail address. E-mail address is case-sensitive. •There is a possibility that the confirmation e-mail has been blocked because of the junk e-mail block setting on your mobile phone.

Check and change your setting to receive e-mail from admin@pa.e-kakushin.com.

(If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com can be received.)

7



Change the password

1. After launching the "SECOM Safety confirmation app", tap the upper left setting, then tap "Change password" from "Account".

Back	Settings	
Display all not Display all notifica	tifications tion contents on the report scree	
to the browse	ication when transitioning r ntication when transitioning to	
Account Sele	ct	×
Account Man	agement	>
Help		>

Registrant Info	>
Registrant Detail Info	>
Change Password	>
Connect with LINE	>
Check Subject Areas	>

- **2.** Enter biometric authentication or company code/user
- ID/password for authentication.

To confirm your personal information, please authenticate from the following. Biometric Authentication OR
OR
Organization Code
🕑 User Id
f Password
Password Authentication

3. Enter your current password in the "Present password" box.Continue to enter "New password" / "New password confirmation" and press the "Change the password" button.After completing the change, it will transition to "Account".

Back	Change Password	K Back	Account Management
	your password, enter your password and Change the password].		
press trie [C	nange trie passwordj.	Registrar	nt Info
resent pas	sword	Registrar	nt Detail Info
		Change I	Password
łew passwo	ord	Connect	with LINE
*Enter one-l	byte alphanumeric characters.	Connect	WITH LINE
		Check St	ubject Areas
New passwo	ord confirmation		
	Change the password		
	change the password		

Change your basic information

1. After launching the "SECOM Safety confirmation app", tap the upper left setting and tap "Registrant Info" from "Account".

Display all notifications Display all notification contents on the report screen	O
Login authentication when transitioning to the browser Enable login authentication when transitioning to the browser	0
Account Select	>
Account Management	>
Help	>

Registrant Info	
Registrant Detail Info	
Change Password	
Connect with LINE	
Check Subject Areas	

2. Enter biometric authentication or company code/user

ID/password for authentication.

Close	Authentication			
To confirm your personal information, please authenticate from the following.				
Biometric Authentication				
	OR			
	Organization Code			
0	Jser Id			
6	Password			
	Password Authentication			

3. Press the "Modify Registernt Info" button on the Registrant Info screen. Enter each item and press the "Modify Registernt Info"

button.









[How to add an icon of Self Report URL to the home screen of your smartphone]

iPhone

- 1. Open Safari.
- 2. Enter the self report URL in the address bar and access.
- 3. Tap "Action" icon.
- 4. Tap "Add to Home Screen".

Android

- 1. Access the self report URL.
- 2. Open "Menu" and tap "Bookmarks".
- 3. Tap "Add" on the bookmark screen, select "OK" and it will be added to your bookmark.
- 4. Press and hold the self report URL from URLs displayed in the bookmark.
- 5. Tap "Create Shortcut" on the menu screen.



*The icon image is on the left.

[Notes]

• If your home screen is full of icons, you cannot add this app. (Errors appear.)

Be sure to check that there is free space on the home screen before operating.

•The screen image and operation procedure described in the document may differ from the actual screen depending on the smartphone model. We appreciate your understanding in advance.

Spam mail prevention of mobile phone

There is a possibility that "Spam mail prevention" is set in mobile phone when you can't get mail from Secom safety confirmation service. Please confirm "Spam mail prevention" setting with your mobile phone.

What is the Spam mail

The Spam mail is from someone who doesn't know, dummy or spoofed addresses and often change each item mail. The setting not to receive these spam mails is the "Spam mail prevention".

There is a two ways for "Spam mail prevention."

- 1 Reject mail except from the specified domain's or addresses in advance.
- 2 Reject spam mail containing certain types of URL's.

What should the setting contents confirm?

The e-mail will be sent from the e-Innovation service by below addresses(domains) Please confirm the setting so that mail from these addresses (domains) can be received. %Set only the address (domain) related to the service you have contracted.

▼Secom safety confirmation service. (Secom Safety Confirmation Service SCM/ Secom Emergency Call Out Service) admin@pa.e-kakushin.com message@pa.e-kakushin.com

▼Secom disaster information service info@pa.e-kakushin.com

▼Secom safety confirmation service GS risk@pa.e-kakushin.com

▼Real-Time Disaster Information Services info@secom-anshin.jp

O Please confirm the setting that rejects mail with URLs.

Secom confirmation service sends the mail with URL. Even if the user also specifies domains and addresses when configuring the receiving settings, It might not be able to receive mail when set to reject mail with URL by each mobile phone provider.

How to confirm "Spam mail prevention" setting.

The operation is different depending on each mobile phone provider or type of mobile phone. For detailed information about spam mail prevention (or settings), please contact your mobile phone provider.

[Reference URL]

%The following each mobile phone provider's URL or contact address might be a change without notice.

▼docomo	http://www.nttdocomo.co.jp/	
▼au	http://www.au.kddi.com/	
▼Soft Bank	http://mb.softbank.jp/mb/	
▼Y!mobile	http://www.ymobile.jp/	

[How to set up your smartphone]

When you use e-Innovation Service on your smartphone, you need to set up your browser in advance.

[Setting items]

Accept Cookies

Enable JavaScript Import pictures

EFrequently Asked Questions from Smartphone Users

Question		Question	Answer	
1	The message, "Data Access Error. Too many server redirect." is displaying. * Error messages are different depending on a mobile phone model.		Make setting to enable accepting cookies.	
2	You cannot click the "Report" button on the report screen.		Make setting to enable JavaScript	
3	"Report" button is not displaying on the screen properly		Make setting to import pictures.	
4	You cannot log in with your smartphone. (* You can log in with your PC.)	 The error message, "Login failed. Please login again." is displaying. The previously entered password is automatically entered. 	Clear automatic input password (autocomple) data.	
		 The screen does not transition. You cannot see anything on the screen. After you click the Reporting URL, Login page is displaying. 	 Clear browsing history and cache. Close all browsers and try again. Reboot the device. 	
5	5 If these previous steps 1, 2, 3 do not work.			

[Notes]

The operation is different depending on each mobile phone provider or type of mobile phone. For detailed setting information, please contact your mobile phone provider.

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Alumni Network

A great resource of GRIPS, and a joyful aspect of studying here, is the diversity of the student community. The connections you make at GRIPS are a valuable product of your time at GRIPS. We make ongoing efforts to keep you in touch with your fellow alumni and ensure that those bonds are lifetime ones.

As a GRIPS graduate, you are a member of an impressive network of close to six thousand alumni who are actively shaping policy in more than 100 countries around the world. Connectivity and communication are the heart of the alumni community. We offer a variety of ways for you to remain engaged with GRIPS and strengthen your ties with your fellow alumni around the globe. These offerings include alumni reunions, seminars, the searchable alumni directory, and online networking opportunities utilizing social media such as Facebook, Twitter and LinkedIn.

Upon graduation you automatically become a member of the GRIPS Alumni Association. Membership is free of charge.

Alumni Reunions

Whenever a GRIPS faculty member or staff member visits a country where we have graduates, we schedule an alumni reunion there.

There are also plenty of online opportunities to stay connected with GRIPS, including symposiums, seminars, and virtual reunions.

Local Alumni Groups

Local alumni groups, established around the world, help with the organization of local alumni events, advise and recruit prospective students, and promote GRIPS around the world.

Alumni Directory

From the day you enroll at GRIPS, you have access to the online alumni directory, where you can search the database and manage your own contact details any time. Access the directory via G-way at <u>https://gportal.grips.ac.jp/fw/dfw/ASTSV004/</u>

Your Permanent GRIPS Email address

The GRIPS email address that you receive upon enrollment is yours for life! You can use it for your everyday email or for forwarding mail to your existing work or home email address.

GRIPS in Social Media

GRIPS Alumni on Facebook

Established in September 2007, the GRIPS alumni Facebook group has grown to become a major alumni networking tool. The group is also a great place to share information about alumni career moves, new developments at GRIPS, news about faculty members, alumni events, opportunities for further study or research in Japan, and more. The group currently has over three thousand members; all newly enrolled students are encouraged to sign up for the alumni Facebook group. <u>https://www.facebook.com/groups/GRIPSAlumni/</u>

LinkedIn

LinkedIn is another great way to enhance your professional network. Members of the GRIPS community are invited to join the GRIPS Alumni Group on LinkedIn. https://www.linkedin.com/groups/2628687/

Alumnus of the Month (ALMO)

The Alumnus of the Month is a special feature on the GRIPS website designed to recognize alumni who have made exceptional contributions to their field or profession, and those who are doing other interesting and exciting things. We invite these outstanding alumni to be interviewed for the ALMO feature.

https://www.grips.ac.jp/en/alumni/almo/

For further information about the activities of the alumni network, please check our resources on the web: <u>https://www.grips.ac.jp/en/alumni/index/</u>