

Online Academic and Administrative Service System
(GRIPS Gateway)
Operation Manual (Student)

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GRIPS Gateway (G-way) is an online system for students to register for courses, check grades, answer questionnaires, and submit various applications.

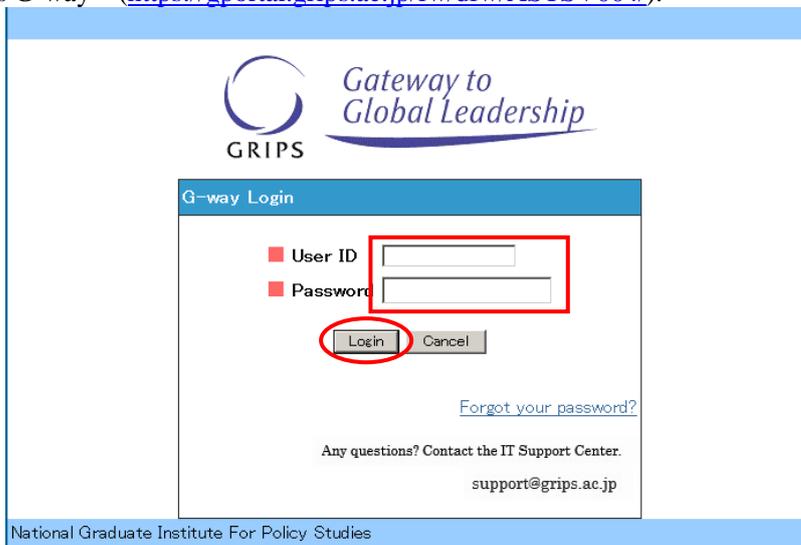
1. Access from GRIPS homepage

Click [Intranet] on GRIPS homepage.

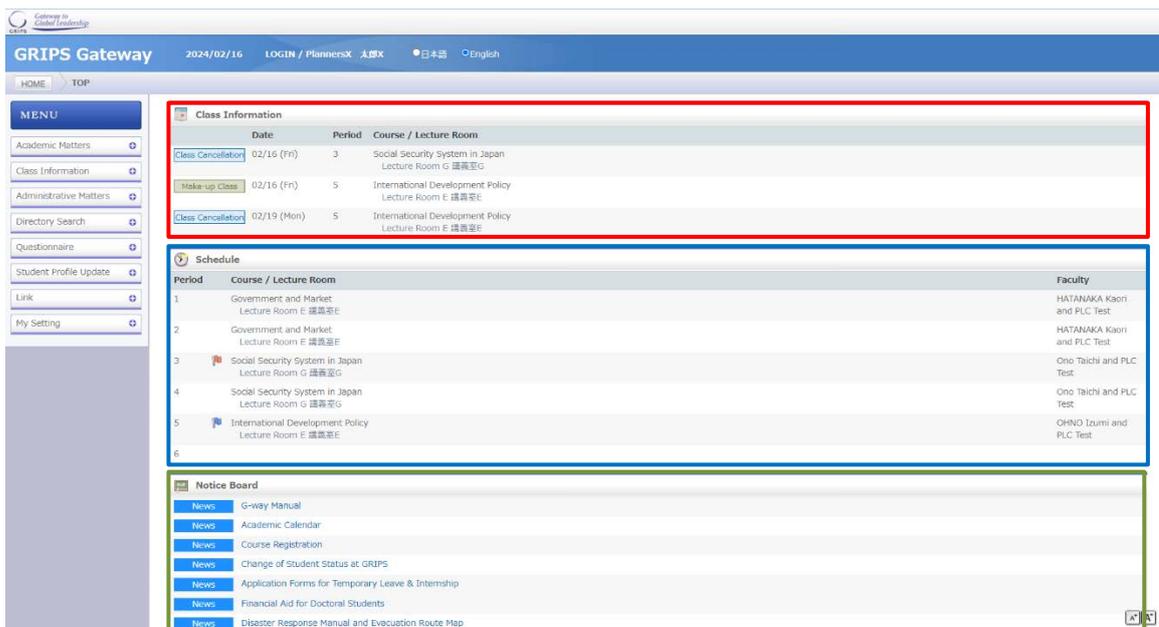


2. Log in to GRIPS Gateway (G-way)

Access G-way (<https://gportal.grips.ac.jp/fw/dfw/ASTSV004/>).



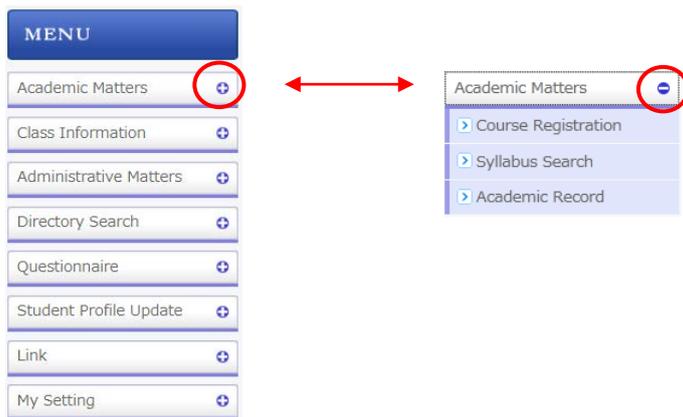
Enter your GRIPS ID and GRIPS Password on the "G-way Login" screen, and click [Login].



The main screen of G-way displays the following information:

- **Class Information** : class cancellation, make-up classes, and lecture room changes for the week
- **Schedule** : your schedule of the day
- **Notice Board** : To see the content, click the title of the notice.

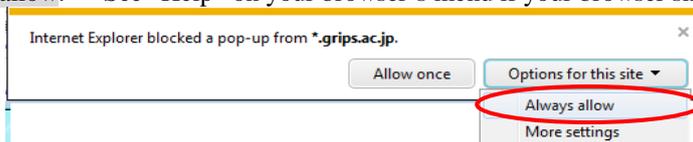
Various services are accessible from the MENU on the left of the screen.



Click [+] shown on the left menu to see the detailed menu.

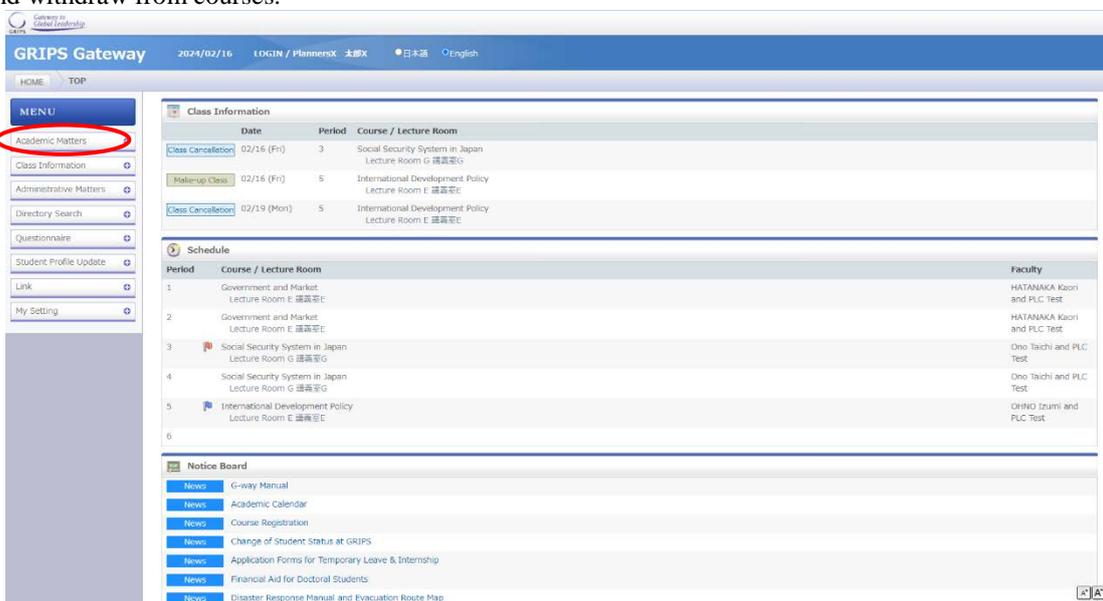
3. If pop-up blocker appears

In case the following message appears when selecting certain items on the menu, click “Option for this site” and then “Always allow.” See “Help” on your browser’s menu if your browser shows a different message.



4. Course Registration

1. [Course Registration] on the GRIPS Gateway menu “Academic Matters” allows you to register for, add/drop, and withdraw from courses.

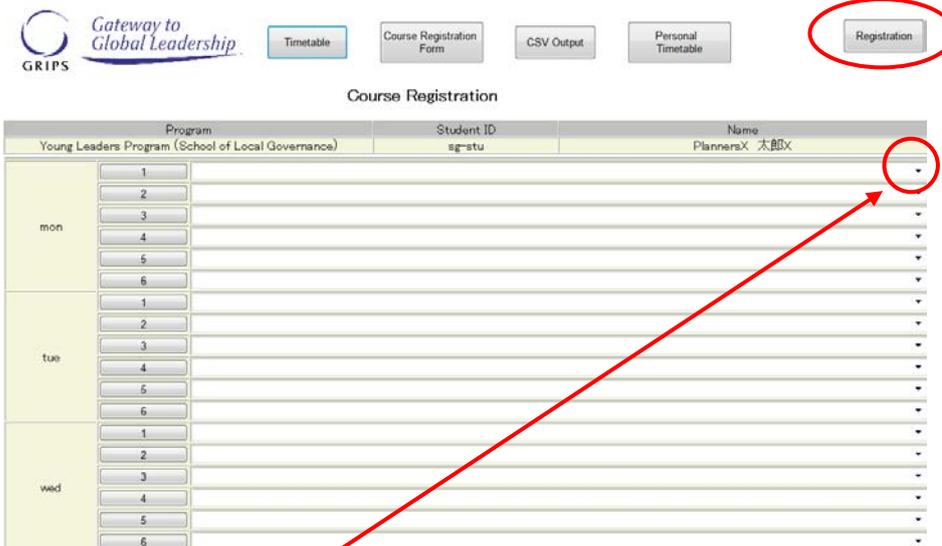


2. Depending on the designated period for each term, Course Registration, Withdrawal, or Student Personal Timetable will be available.



4.1 How to register for courses

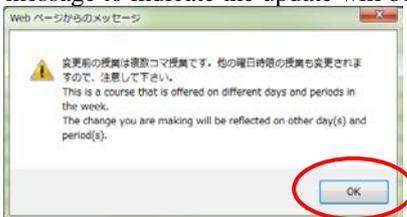
1. During the course registration period (initial registration and add/drop periods), the course registration screen as shown below will be displayed.



2. Click the pull-down menu to select a course from the list of courses you can register.
3. For a course that is offered on different days and periods in the week, you can add/drop the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s).



4. A message to indicate the update will be shown on the screen. Click [OK] to confirm the change.



5. Once you have selected the courses you want to register, click [Registration] button. ***Please note that your course registration is not completed until you click [Registration] button.**
6. Once the system validates your selection, your course registration information will be registered on the system. When the registration process is completed, Student Personal Timetable will automatically be displayed.

Program		Student ID	Name		Prospective number of credits (including ongoing courses)	Number of credits earned
Young Leaders Program (School of Local Governance)		sg-stu	PlannersX 太郎X		20	
Mon	1 Strategies for Global and Business Credits Lecture Room E 講義室E		2 Global Governance: Leadership and Negotiation Credits Lecture Room D 講義室D	3 Basic Japanese 2A Credits Lecture Room E 講義室E		
Tue	1 Digestive of Macroeconomic Policies and International Finance Credits Lecture Room D 講義室D (計量経済学)		2 Digestive of Macroeconomic Policies and International Finance Credits Lecture Room D 講義室D (計量経済学)	3 State Building and Development Credits Lecture Room B 講義室B		
Wed				3 State Building and Development Credits Lecture Room B 講義室B		
Thu			3 Global Governance: Leadership and Negotiation Credits Lecture Room D 講義室D	3 Education Policy Credits Lecture Room D 講義室D		
Fri						
Sat						
Others						
Remarks						
I Required Courses: You have earned/are expected to earn 9 credits (including ongoing courses) out of 19 credits.						
II Core Elective Courses: You have earned/are expected to earn 2 credits (including ongoing courses) out of 4 credits.						
Total I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Courses: You have earned/are expected to earn 14 credits (including ongoing courses) out of 20 credits.						

7. Be sure to check your registration on this screen.

- If it finds an error during the system validation, it will show you the courses that have not been validated. Click [Back] button to return to the previous page to fix the error and then click [Registration] button again.



- 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 or the ones registered by the AST are highlighted in the yellow. You cannot make any changes to those courses.

4.2 Viewing syllabus

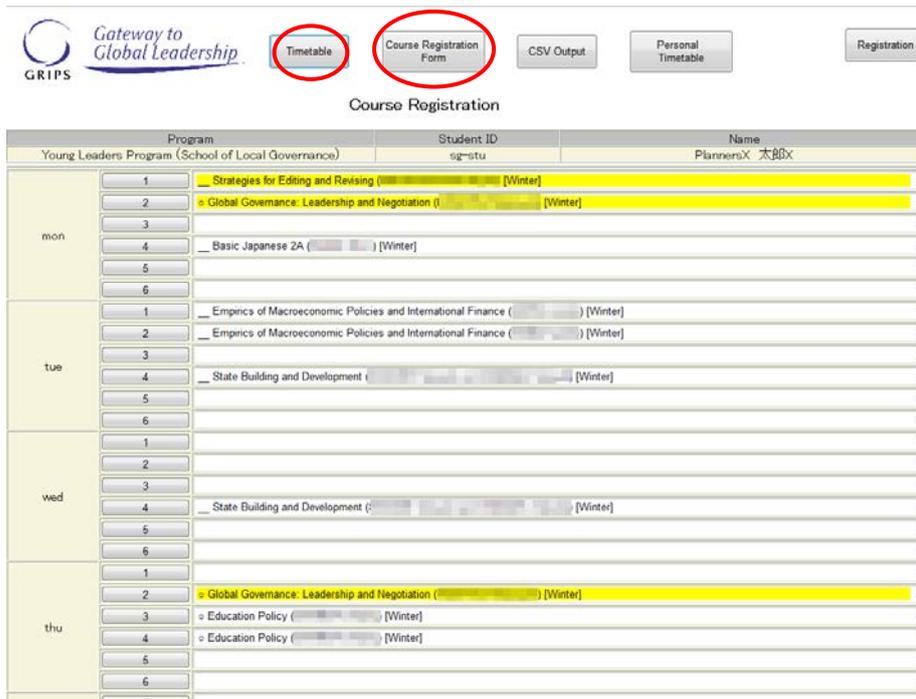
- Click each period button to display a list of courses in that period.

- Click [View] button of each course to view the syllabus.

Term	Course Number	Course Name	Instructor	Syllabus
Winter	ECO2020EB	Government and Market		View
Winter	LAN1020JA	Basic Japanese 2A		View

4.3 Course Registration Form and timetable

- If you wish to take a course not shown on the timetable, click [Course Registration Form] button on the Course Registration screen to download the form. Fill out and submit the form to the Academic Support Team (AST) by email (ast@grips.ac.jp).
- Click [Timetable] on the same screen to view the timetable of the term.



4.4 CSV output

1. [CSV Output] button allows you to download a list of the courses that you have registered as a CSV file. To open the CSV file, click [Open] button. To save the CSV file, click [Save] button.



4.5 Withdrawal

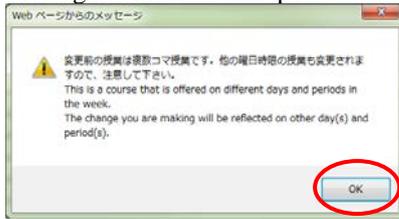
1. During the withdrawal period, the withdrawal screen as shown below will be displayed.



2. To withdraw from a course, click and check the Withdrawal box. To cancel your withdrawal, uncheck the Withdrawal box.

* Note that the courses registered by the AST cannot be withdrawn.

- For a course that is offered on different days and periods in the week, you can withdraw from the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s).
- A message to indicate the update will show on the screen. Click [OK] to confirm the change.



- Finally, click [Withdrawal] button.

Gateway to Global Leadership
GRIPS

2011
Withdrawal

Personal Timetable **Withdrawal**

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	eg-stu	PlannersX 次郎X

Update Time : Label

取り消したい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 for the course to withdraw and click the Withdrawal button.

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
mon	1	Winter	LAN008E	Strategies for Editing and Revising		<input type="checkbox"/>
	2	Winter	PAD258E	Global Governance: Leadership and Negotiation		<input type="checkbox"/>
	3					<input type="checkbox"/>
	4	Winter	LAN102JA	Basic Japanese 2A		<input checked="" type="checkbox"/>
	5					<input type="checkbox"/>
	6	Winter	ECO334E	Urban Development and Real Estate Policy		<input type="checkbox"/>
tue	1	Winter	ECO347E	Empirics of Macroeconomic Policies and International Finance		<input type="checkbox"/>
	2	Winter	ECO347E	Empirics of Macroeconomic Policies and International Finance		<input type="checkbox"/>
	3					<input type="checkbox"/>
	4	Winter	GEN990E	State Building and Development		<input checked="" type="checkbox"/>
	5					<input type="checkbox"/>
	6					<input type="checkbox"/>
wed	1					<input type="checkbox"/>
	2					<input type="checkbox"/>
	3					<input type="checkbox"/>
	4	Winter	GEN990E	State Building and Development		<input checked="" type="checkbox"/>
	5					<input type="checkbox"/>
	6	Winter	ECO334E	Urban Development and Real Estate Policy		<input type="checkbox"/>
thu	1					<input type="checkbox"/>
	2	Winter	PAD258E	Global Governance: Leadership and Negotiation		<input type="checkbox"/>
	3	Winter	EDU2000E	Education Policy		<input type="checkbox"/>
	4	Winter	EDU2000E	Education Policy		<input type="checkbox"/>
	5					<input type="checkbox"/>
	6					<input type="checkbox"/>

- Withdrawal can be modified any number of times during the withdrawal period. If you have withdrawn from any courses, they will be shown on your screen.

4.6 Student personal timetable

- Your personal timetable will appear once the course registration period is over.

National Graduate Institute For Policy Studies 2011 Timetable

Program	Student ID	Name	Prospective number of credits (including ongoing courses)	Number of credits earned
Young Leaders Program (School of Local Governance)	eg-stu	PlannersX 次郎X	20	

	1	2	3	4	5	6
Mon	Strategies for Editing and Revising Credits Lecture Room F 講義室	Global Governance: Leadership and Negotiation Credits Lecture Room D 講義室		Basic Japanese 2A Credits Lecture Room E 講義室		
Tue	Empirics of Macroeconomic Policies and International Finance Credits Lecture Room B 講義室	Empirics of Macroeconomic Policies and International Finance Credits Lecture Room B 講義室		State Building and Development Credits Lecture Room G 講義室		
Wed				State Building and Development Credits Lecture Room G 講義室		
Thu		Global Governance: Leadership and Negotiation Credits Lecture Room D 講義室	Education Policy Credits Lecture Room D 講義室	Education Policy Credits Lecture Room D 講義室		
Fri						
Sat						
Sunday						

Remarks

I Required Courses: You have earned/are expected to earn 0 credits (including ongoing courses) out of 18 credits.

II Core Elective Courses: You have earned/are expected to earn 2 credits (including ongoing courses) out of 4 credits.

Total: I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Courses: You have earned/are expected to earn 14 credits (including ongoing courses) out of 30 credits.

eg-stu 0913/02/11 14:30:36

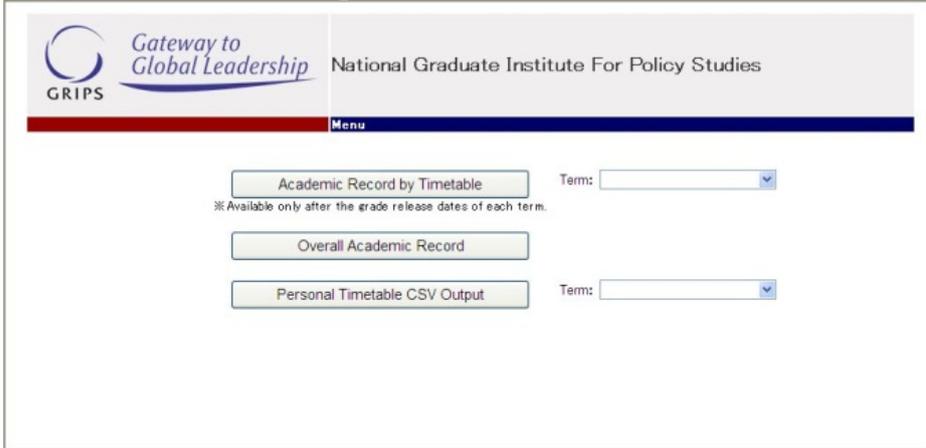
- You may check this timetable when necessary. You can also print or download it as a PDF file.

5. Academic Record

1. [Academic Record] on the GRIPS Gateway menu “Academic Matters” allows you to check your overall academic record as well as the ones by timetable. Click [Academic Record] button on the GRIPS Gateway menu “Academic Matters.”

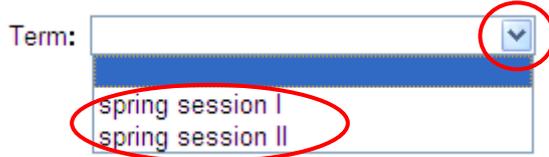


2. The menu screen has the following three buttons.



5.1 Academic Record by Timetable

1. Click the pull-down menu and select a term.



2. Then, click [Academic Record by Timetable] button.
3. Course grades will appear on top of each course.
“※” indicates that the course is still ongoing.

National Graduate Institute For Policy Studies 2011 Winter 冬学期 Academic Record by Timetable

Program		Student ID	Name			
Young Leaders Program (School of Local Governance)		ag-slu	P1111111 浅部X			
	1	2	3	4	5	6
Mon	Grade+ Strategies for Bidding and Pricing Credit 2 KAWAS	Grade A Global Governance: Leadership and Negotiation Credit 2 KOMATS		Grade A Basic Japanese 2A Credit 1 Kondoh		Grade D Urban Development and Real Estate Policy Credit 2 KANEMO
Tue	Grade+ Empirics of Macroeconomic Policies and International Finance Credit 2 KOEDA	Grade B Empirics of Macroeconomic Policies and International Finance Credit 2 KOEDA		Grade Pass State Building and Development Credit 2 SONOBE		
Wed				Grade Pass State Building and Development Credit 2 SONOBE		Grade D Urban Development and Real Estate Policy Credit 2 KANEMO
Thu		Grade A Global Governance: Leadership and Negotiation Credit 2 KOMATS	Grade D Education Policy Credit 2 OKAWOT	Grade B Education Policy Credit 2 OKAWOT		
Fri						
Sat						
Others						

[Back](#)

5.2 Overall Academic Record

1. Click [Overall Academic Record] button. On this page, you can check your academic record by two types of tables.
2. The upper table shows all the courses you have taken to date and their grades. “*” indicates that the course is still ongoing.

Overall Academic Record

Program	Student ID	Name	Expected date of completion
Young Leaders Program (School of Local Governance)	ae-stu	PlannersX 丸藤X	2012/02

Course Name	Instructor	Credits	Year/Term	Grade
I Core Elective Co)				
Global Governance: Leadership and negotiation	KOMATSU Masayuki	2		A
IV Elective Courses)				
Managing Cultural Diversity	AKIWA-FAURE Noriko	2		C
Introduction to Quantitative Methods	SYAMA Tetsuo and MORIHOSHI Hiromu	2		B
Macroeconomics I	DEGIUCHI Kyoko	2		B
Macroeconomics II	YOSHIDA Yuchiro	2		A
Education Policy	OKAMOTO Kaoru	2		B
Labor Economics	KUROGAWA Masako	2		B
OTHER)				
Empirics of Macroeconomic Policies and International Finance	KOEDA Junko	2		B
Urban Development and Real Estate Policy	KANEMOTO Yoshitsugu	2		D
State Building and Development	SCHEISE Tetsuhiro and SHIRASHI Takashi	2		Pass
Basic Japanese 2	Kanoh et al	1		A
OTHER)				
Strategies for Editing and Revising	NAKATSUGAWA Miyuki	1	*	*
[Prospective number of credits (including * ongoing courses)]				
[Number of credits earned]		21		

Requirements	Category	Required	Earned
I Required Courses		10	0
II Core Elective Courses		4	0
Total II Required Courses, III Core Elective Courses, III Recommended Courses, IV Elective Course		20	14

[Back](#)

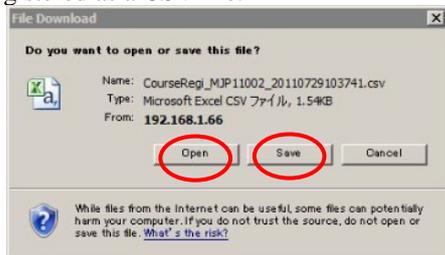
3. The lower table shows the credits required for each category as well as the credits earned at the moment.

5.3 Personal Timetable CSV Output

1. Click the pull-down menu and select a term.



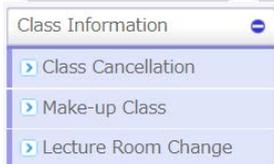
2. The [Personal Timetable CSV Output] button allows you to download a list of the courses that you have registered as a CSV file.



To open the CSV file, click [Open] button.
To save the CSV file, click [Save] button.

6. Class Information

Click [Class Cancellation], [Make-up Class] or [Lecture Room Change] to see the list of the information.

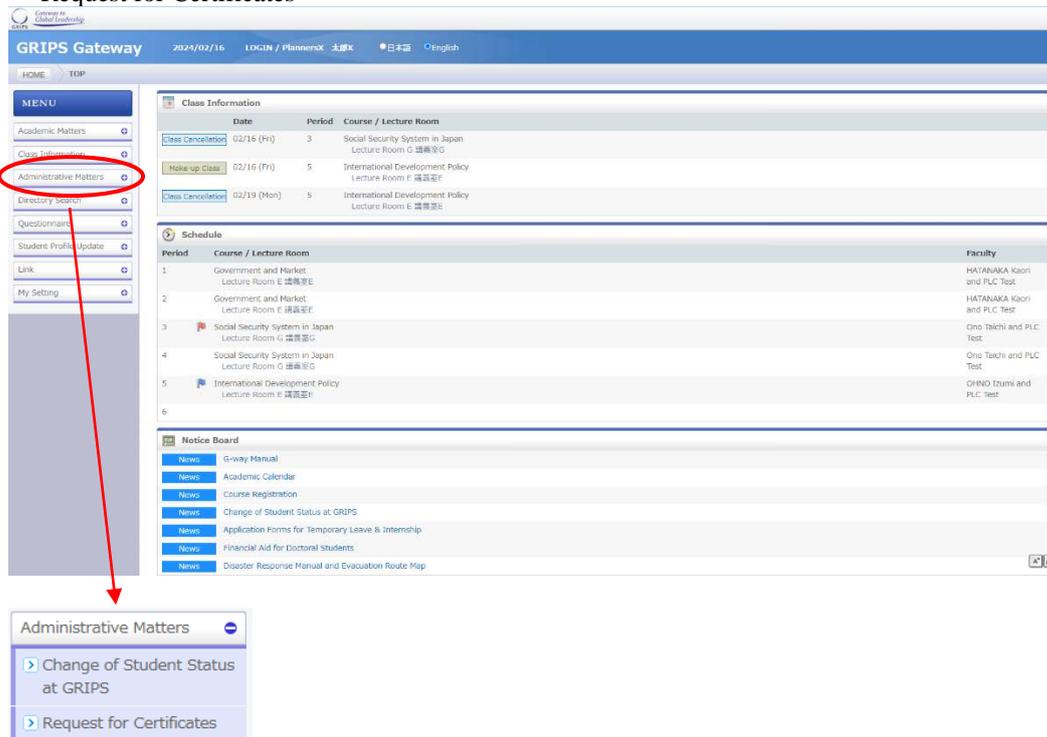


Date	Period	Course / Lecture Room
02/19 (Mon)	5	Lecture Room E 講義室E

You can also select a specific date to see the classes from the day on.

7. Administrative Matters

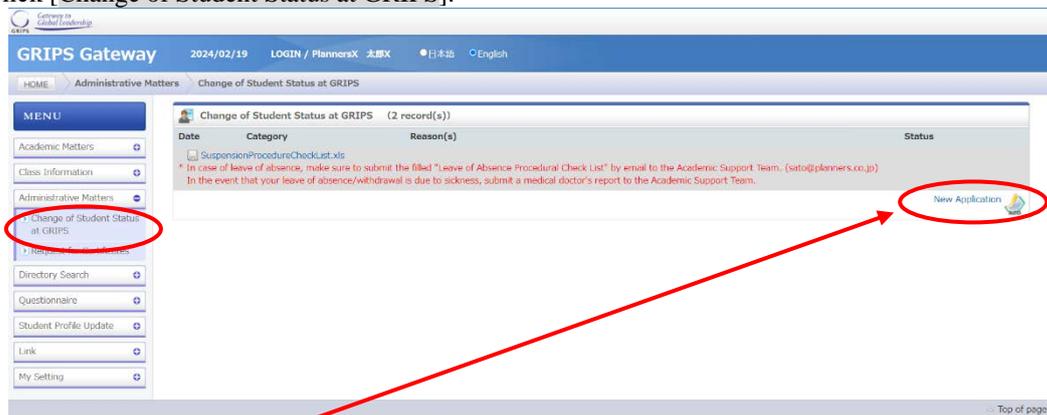
1. “Administrative Matters” on the GRIPS Gateway allows you to apply for:
 - Change of Student Status at GRIPS
 - Request for Certificates



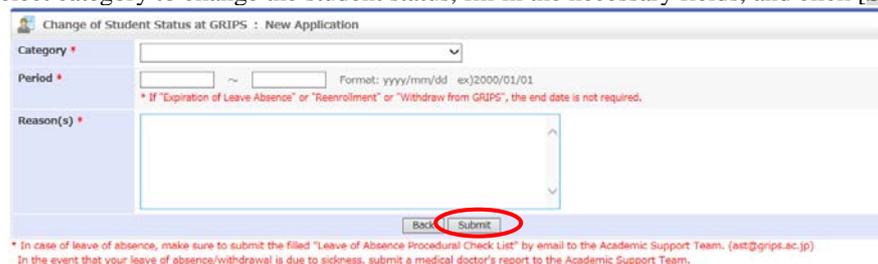
2. “Change of Student Status at GRIPS” allows you to apply for permissions such as leave of absence and withdrawal from GRIPS.
3. “Request for Certificates” allows you to apply for various certificates. You can only apply for one type of certificate at a time.

7.1 Change of Student Status at GRIPS

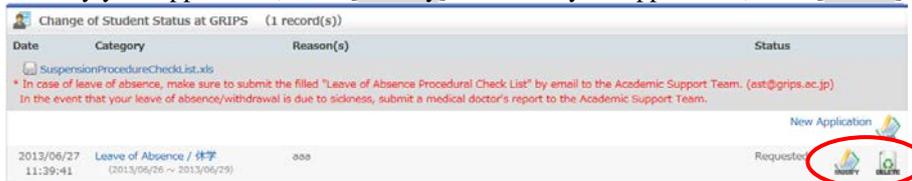
1. Click [Change of Student Status at GRIPS].



2. Click [New Application] to display the new application screen.
3. Select category to change the student status, fill in the necessary fields, and click [Submit] button.



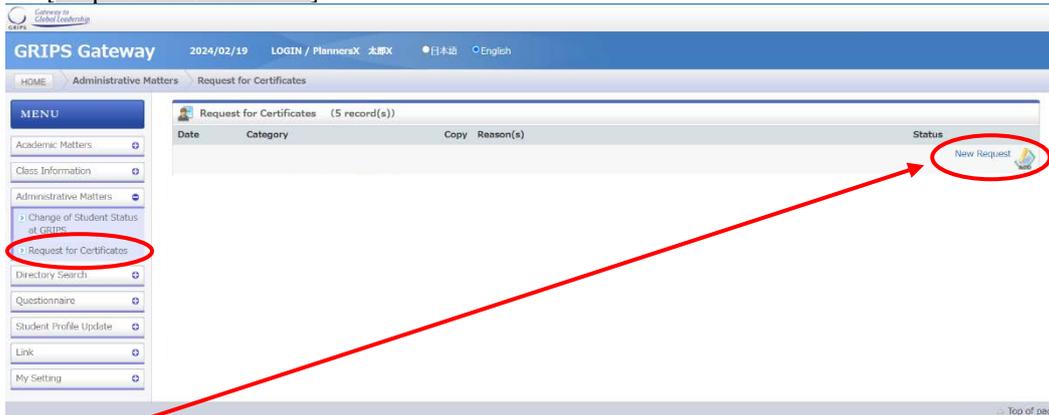
4. Upon completion of application, it will be shown on the screen.
5. To modify your application, click [Modify]. To delete your application, click [Delete].



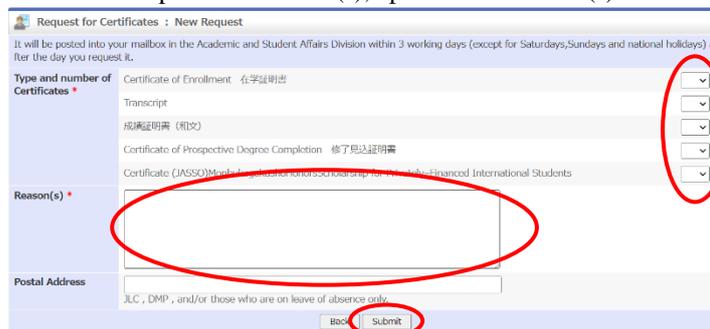
* Note that these operations are allowed only when “Status” indicates “Applied,” which means that the application is pending.

7.2 Request for Certificates

1. Click [Request for Certificates].



2. Click [New Request] to display the new application screen.
3. “Type and Number of Certificates” displays a list of certificates that are available. Select type of certificate and the number of copies. In “Reason(s),” provide a reason(s) for the application.

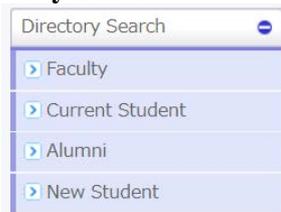


4. To submit your application, click [Submit] button.
5. Upon completion of request, your request will be shown on the screen.
6. To modify your request, click [Modify]. To delete your application, click [Delete]



* Note that these operations are allowed only when “Status” indicates “Requested,” which means that the request is pending.

8. Directory Search



Click [Faculty] etc. from “Directory Search” menu, enter one or more search criteria, and click [Search] to see the list of the persons that match the criteria. Select the person to see the information.

9. Questionnaire

9.1 Course Evaluation / Others

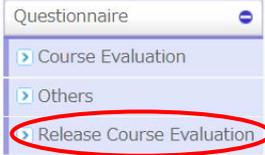


Click [Course Evaluation] or [Others] from “Questionnaire” menu to see the list of questionnaires addressed to you.

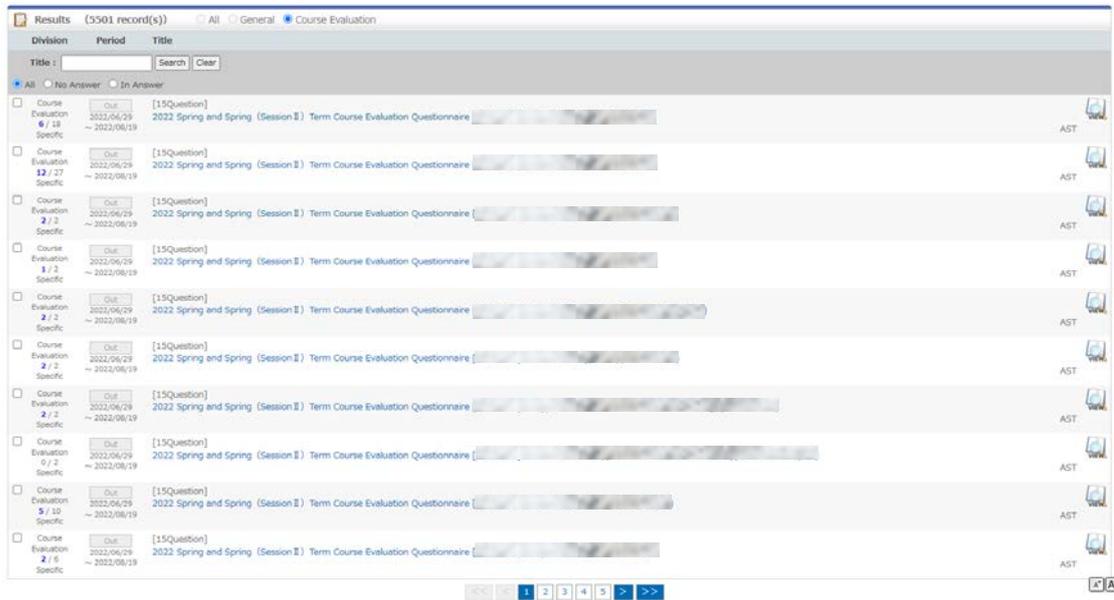
Target	Period	Title	Number
	2022/08/23 00:00 ~ 2022/08/31 23:50	Questionnaire on your own device	3 AST
Unspecified	2022/08/23 08:00 ~ 2022/08/31 23:55	Questionnaire on Online classes (Fall Term)	9 AST

Click a title of questionnaire to see the contents of that questionnaire. Enter the answer to the question and click [Send response].

9.2 Release Course Evaluation



Click [Release Course Evaluation] from “Questionnaire” menu to see the list of Course Evaluations that Released.

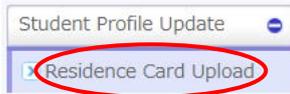


Click a title of questionnaire to see the result.

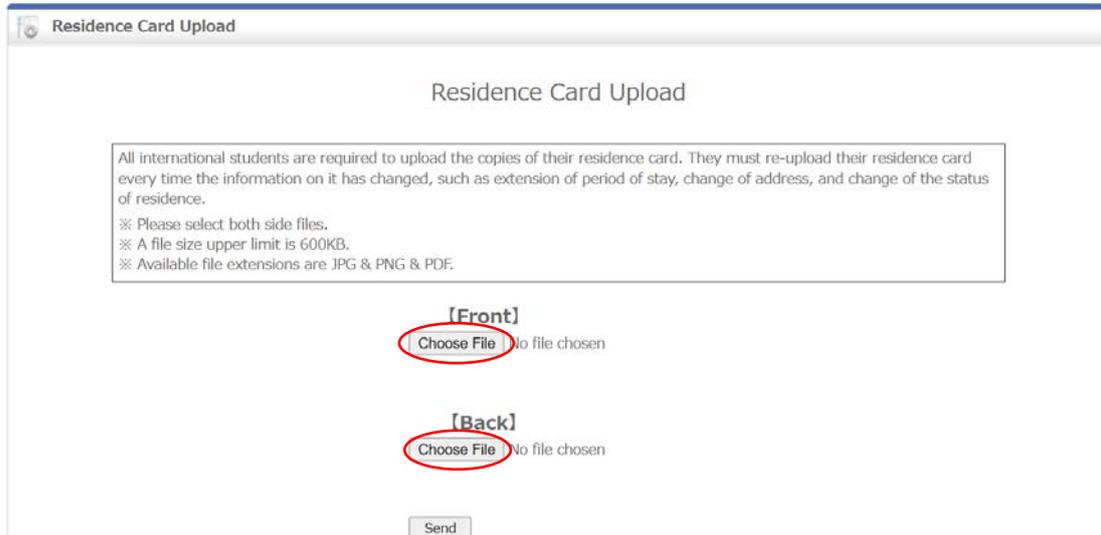


10. Residence Card Upload

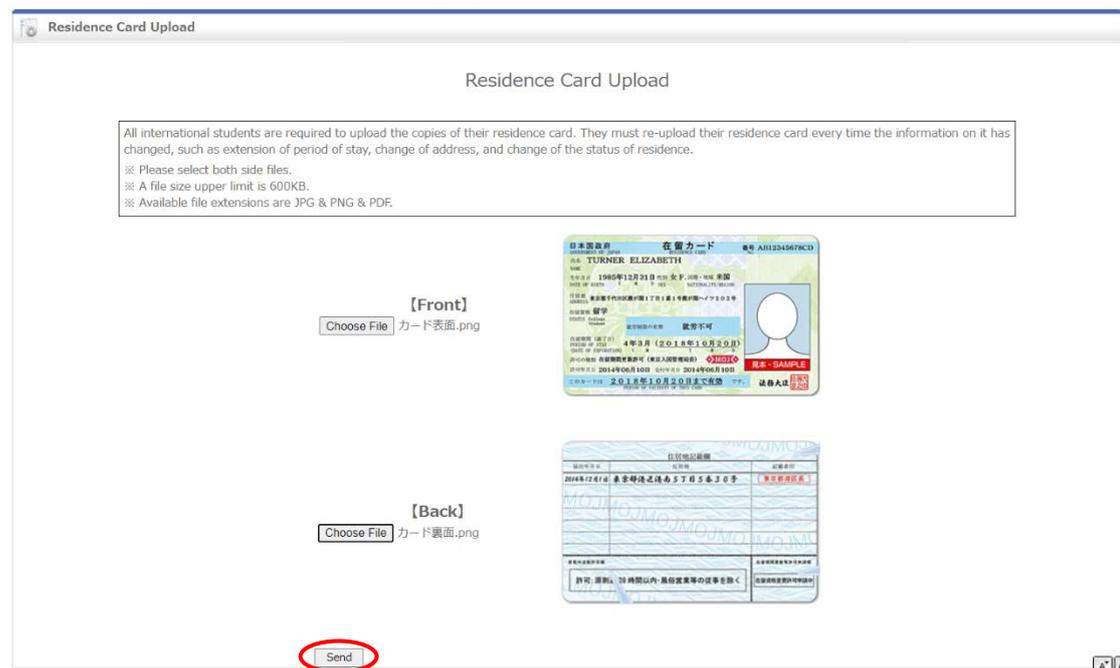
1. you can upload the image of your residence card from the GRIPS Gateway menu "Student Profile Update".
2. Click [Residence Card Upload].



3. Click [Choose File] on the [Front] and [Back], respectively, to open the file selection screen. Select the respective file.



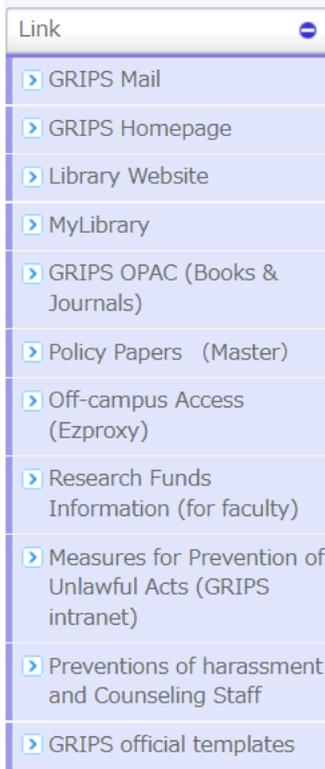
4. After selecting a file, the data will be displayed on the screen.



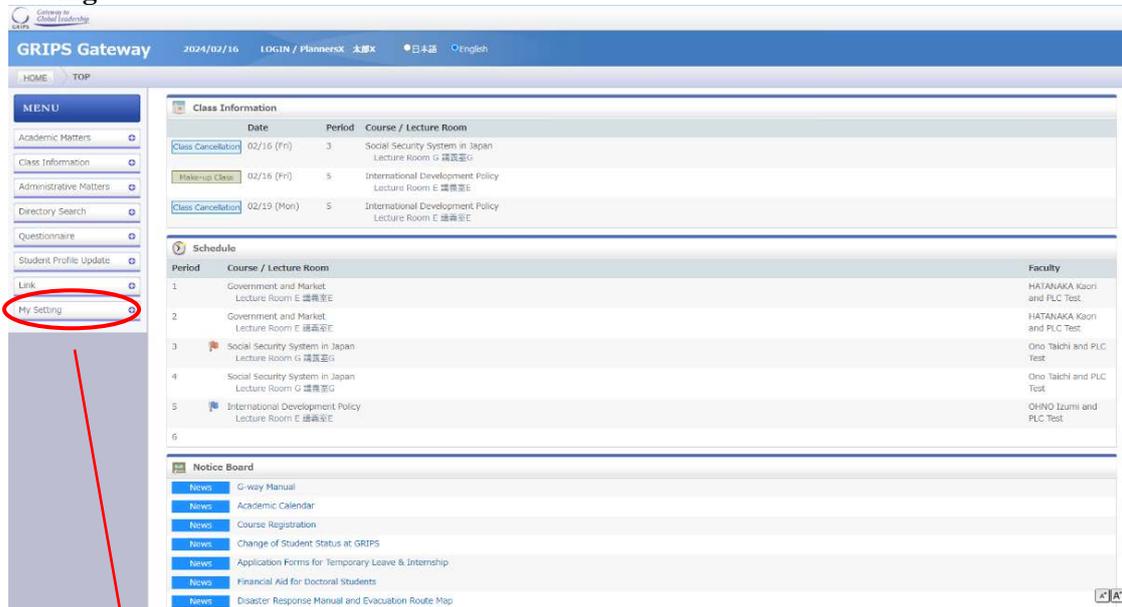
5. Confirm the contents and click [Send] button.
6. When the upload is complete, a registration completion message will appear at the top of the screen.

11. Link

These are links to various services and websites.

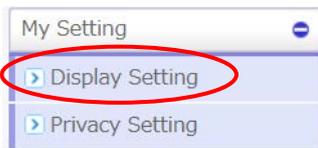


12. My Setting



12.1 Display Setting

1. Click [Display Setting] from “My Setting” menu to set the language (Japanese/English) and the screen color of the display.



12.2 Privacy Setting

1. Click [Privacy Setting] from “My Setting” menu to set what information you share through “Directory Search.”

