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

2024/02/20

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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/).

GRIPS Gateway to Global Leadership
G-way Login
User ID Password Loein Cancel
Forgot your password?
Any questions? Contact the IT Support Center.
support@grips.ac.jp

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

GRIPS Gateway	2024/02/16 LOGIN / PlannersX 太郎X ●日本語 ●English	
HOME TOP		
MENU	Class Information	
And and a Markovice of A	Date Period Course / Lecture Room	
Class Information 0	Class Cencellation 02/16 (Fri) 3 Social Security System in Japan Lecture Room G 講義至G	
Administrative Matters	Make-up Class 02/16 (Fn) S International Development Policy Lecture Room E 講書寄任 1	
Directory Search O	Cless Cencellation 02/19 (Mon) 5 International Development Policy Lecture Room E 講題室E	
Questionnaire 0	S Schadula	
Student Profile Update 🛛 💿	Period Course / Lecture Boom	Faculty
ink O	1 Government and Market. Lecture Room E 講義至F	HATANAKA Kaon and PLC Test
Ny Setting O	2 Government and Market Lecture Room E 講座EE	HATANAKA Kaon and PLC Test
	3 🔋 Social Security System in Japan Lecture Room G 講義室G	Ono Taichi and Pl Test
	4 Social Security System In Japan Lecture Room G 講義系G	One Taichi and P Test
	5 ア International Development Policy Lecture Room E 画電影E	OHNO Izumi and PLC Test
	Notice Board	
	News G-way Manual	
	News Academic Calendar	
	News Course Registration	
	News Change of Student Status at GRIPS	
	News Application Forms for Temporary Leave & Internship	
	News Financial Aid for Doctoral Students	
	News Disaster Response Manual and Evacuation Route Map	

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 Notice Board

_

- : your schedule of the day : To see the content, click the title of the notice.
 - 1

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

MENU			
ademic Matters	$\overline{\circ}$	←→	Academic Matters
ss Information	0		Course Registratio
inistrative Matters	-		Syllabus Search
			Academic Record
tory Search	0		-
onnaire	0		
nt Profile Update	0		
	0		
Setting	0		

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.

Internet Explorer blocked a pop-up from *	.grips.ac.jp.	×
	Allow once	Options for this site 🔻
		Always allow More settings

4. Course Registration

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

HOME TOP			
MENU		Class Information	
and a second		Date Period Course / Lecture Room	
cademic Matters	2	Class Concelletion 02/16 (Fri) 3 Social Security System in Japan Lecture Room G 講真部G	
Administrative Matters	0	Make-up Class 02/16 (Fr) 5 International Development Policy Lecture Room E 福西帝E	
inectory Search	0	Cless Cancelleton 02/19 (Mon) S International Development Policy Lecture Room E 國際至日	
uestionnaire	0		
itudent Profile Update	0	S Schedule	
ink.	0	Period Course / recourse Addition Government and Market Latertra Bower BERSEF	HATANAKA Kaori and R C Test
ly Setting	0	2 Government and Market Letture Room C Basen	HATANAKA Kaori and PLC Test
		3 P Social Security System in Japan Lecture Room G 直路寄G	Ono Taichi and Pl Test
		4 Social Security System in Japan Lecture Room G 通真实G	Ono Taichi and PL Test
		5 🍋 International Development Policy Lecture Room E 建酶蛋白	OHNO Izumi and PLC Test
		6	
		Notice Board	
		Nows G-way Manual	
		News Academic Calendar	
		News Course Registration	
		News Change of Student Status at GRIPS	
		Application Engine for Temporary Leave & Internation	
		News Spherosition of temporary concernments	

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.

GRIPS	Gateway to Global Leadership Timetable	Course Registration CSV O	Personal Timetable	Registration
	Program	Student ID	Name	
Young Lea	ders Program (School of Local Governance)	sg-stu	PlannersX 太郎	
	1			
	2			
mon	3			
	4			
	5			•
	6			•
				•
	2			•
tue	3			•
	4			•
				•
	6			
				•
	2			•
wed	3			
	0			2.2

- 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).

3	
4	
5	計量経済学〔〕
6	計量経済学 [spring session I]
1	Public Economics [spring]
2	Financial Economics (spring session I) Economic and Fiscal Reform in Japan (spring)
3	Applied Development Research I, II, III [spring]

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



2011

National Graduate Institute For Policy Studies

5. Once you have selected the courses you want to register, click [Registration] button.

Timetable

- *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
	Toung Leaders Program (School	of Local Governance)	sg-stu		PlannersX 太乾X	20	
Ro	Strategies for Editing and Revising Eccedits Lecture Room E ST MINE	2 Slobal Governance: Leadership and Separiation 2credits Lecture Room D (#4) 920	•		4 Basic Japanese 2A Icredits [Lecture Boom E 武政道王	5	6
Tor	Empirics of Macroeconomic Pulicies and International Pinance Exredits Lecture Room 8 講義室 8 (計算機変)	Espirics of Macroeconomic Policies and International Finance Icredits Letter Row 8 課義室 8 (計算機業)			State Building and Development Scredits Lecture Room M (R.W.CH)		
Red					State Building and Development Scredits Locture Room H (RAUN)		
The		Clobal Governance: Leadership and Segutiation 2credits Locture Room D (20) RD	Education Policy 2crv	olita Room D 武政治D	Education Policy 2credits C Lecture Room D 武務定D		
Pri							
Set							
Others							
				Remarks			
I Requir	red Courses: You have earned/are	expected to earn 0 credits (inc)	uding ongoing course	a) out of 18 c	redits.		
II Core	Elective Courses: You have earne	d/are expected to earn 2 credits	(including ongoing	courses) out o	f 4 credits.		
Total (I Required Courses, II Core Elect	ive Courses, III Recommended Cou	rses, IV Elective Co	urse: You have	earned/are expected to earn 14 cr	edits (including ongoing courses)	out of 30 credits.

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

8. 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.



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

4.2 Viewing syllabus

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

		Cou	rse Registration				
Young Lead	F ers Program	Program (School of Local Governance)	Student ID sg-stu	Name PlannersX 太郎X			
		Strategies for Editing and Revising	(Winter)				
1	2	Global Governance: Leadership and	Negotiation (I [Winte	r]			
mon	3						
	4	Basic Japanese 2A ([Winter]				
	5						
	1	Empirics of Macroeconomic Policie	s and International Finance () (Winter)			
	2	Empirics of Macroeconomic Policies and International Finance () [Winter]					
. 1	3						
tue	4	State Building and Development ([Winter]			
	5						
	6						
	1						
	3						
wed	4	State Building and Development ([Winter]			
Ĩ	5						
	6						
	1						
	2	 Global Governance: Leadership and 	Negotiation () [Winte	d]			
	3	 Education Policy ((Winter)				

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

GRIPS	Gateway to Global Leade	ership National G	raduate I	nstitute For Polic	y Studies
	Academic Matters	List Of Course			
_	Day : monday		Time :	4	
Term	Course Number	Course Name		Instructor	Syllabus
Winter	ECO2020EB	Government and Market			View
Winter	LAN 1020JA	Basic Japanese 2A			View

4.3 Course Registration Form and timetable

- 1. 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).
- 2. Click [Timetable] on the same screen to view the timetable of the term.

					<u>.</u>		
		Cour	se Registration				
Young Lead	Piers Program	rogram (School of Local Governance)	Student ID	Name PlannereX 太阳	Bx		
Tourig coud	1	Strategies for Editing and Revising (Winter]	Protograv Ada	~		
1	2	Global Governance: Leadership and N	legotiation (I IWini	terl			
Î	3						
mon	4	Basic Japanese 2A () [Winter]					
i i	5						
(6						
(1	Empirics of Macroeconomic Policies and International Finance () [Winter]					
1	2	Empirics of Macroeconomic Policies	and International Finance () [Winter]			
	3						
tue (4	State Building and Development (The second section in the	[Winter]			
0	5						
	6						
(1						
	2						
wed	3						
	4	State Building and Development (:	the second second	[Winter]			
	5						
	6						
	1	Cishal Countrasta Landardus and N	Analistian /	taal .			
	2	Global Governance: Leadership and N Solution Policy (DAfester)	teri			
thu	3	Education Policy ([Winter]				
	-	- Lucanon runcy (transit				
1	0						

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.

File Download	x
Do you want to open or save this file?	
Name: CourseRegi_MJP11002_20110729103741.csv Type: Microsoft Excel CSV ファイル, 1.54KB From: 192158166 Open Save Cance	
While files from the Internet can be useful, some files can poten harm your computer. If you do not trust the source, do not ope save this file. <u>What's the risk?</u>	tially n or

4.5 Withdrawal

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

GRI) Gal Glo	eway to bal Leadersh	hip	2011 Withdrawal		Personal Timetable	Withdrawal
		Pr	oeram	Shade	ent ID	Name	
	W	oung Leaders Program (School of Local Governan	ce) se-	atu	PlannersX 太郎X	
消した(、料目にチェックを:	け履修査移取消ポタンを	E押してください。 Please ch	eck the box for the course to withdraw and	d click the Withdrawal button		Update Time : Label
Day	Time	Term	Course Number	Course N	iane	Instructor	Withdrawal
	- 1	Winter	LAN0060E	Strategies for Editing and Revising	rategies for Editing and Revising		
	2	Winter	PAD2580E	Global Governance: Leadership and Nego	Jobal Governance: Leadership and Negotiation		
	3						
non	4	Winter	LAN1020JA	Basic Japanese 2A			×.
	5						\sim
	6	Winter	EC03348E	Urban Development and Real Estate Poli	ку	A REAL PROPERTY OF LAND	
	1	Winter	EC03470E	Empirics of Macroeconomic Policies and International Finance			1
	2	Winter	ECO3470E	Empirics of Macroeconomic Policies and	International Finance	() in the second secon	
	3						\sim
	4	Winter	GEN3900E	State Building and Development		Annual II II II III ANNUAL	×.
	5		9	2			1
	6		1	1			1
	1						5
	2		-				
wed	3						
	4	Winter	GEN3900E	State Building and Development		Managers of the local distance in the	2
	5			-			
	6	Winter	ECO3240E	Birban Development and Real Entate Poli	anu -	the second se	100

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.

- 3. 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).
- 4. A message to indicate the update will show on the screen. Click [OK] to confirm the change.



5. Finally, click [Withdrawal] button.

	Y	Pri oung Leaders Program (ogram School of Local Governar	ce)	Student ID sig-situ	Name PlannersX 太郎X	
の消したの	14日にチェックを	いけ間線登録取消ボタンを	押してください。 Please ch	eck the box for the course to	withdraw and click the Withdrawal button	1	Update Time : Lab
Day	Time	Term	Course Number		Course Name	Instructor	Withdrawal
	1	Winter	LAN0060E	Strategies for Editing and F	Revising	THE COMPANY NAME	
	2	Winter	PAD2580E	Global Governance: Leaders	hip and Negotiation	AND REAL PROPERTY.	
	3						
mon	4	Winter	LAN1020JA	Basic Japanese 2A		And a second second	1
	5						
	6	Winter	EC03340E	Urban Development and Re	al Estate Policy	I MARGINE COLUMN TO A COLUMNT TO A COLUMN TO A COLUMN TO A COLUMNT TO A COLUMN TO A COLUMNT TO A COLUMNTA A COLUMNT TO A COLUMNTA A COLUMNT TO A COLUMNT TO A COLUMNT TO	
	1	Winter	ECO3470E	Empirics of Macroeconomic	Policies and International Finance	100000000000000000000000000000000000000	
	2	Winter	EC03478E	Empirics of Macroeconomic	Policies and International Finance		
	3						
	4	Winter	GEN3900E	State Building and Develop	ment	Annual IX N THE MARKED MICH.	×.
	5						
	6			2			
	1			5			6
	2						
wed	3						
	4	Winter	GEN3900E	State Building and Develop	ment	Manager 19, 24, 2017, Manager 19, 211	
	5						
	8	Winter	ECO3340E	Urban Development and Re	al Estate Policy	Change of Source of	
	1						
	2	Winter	PAD2580E	Global Governance: Leaders	hip and Negotiation	COLUMN TWO IS NOT	
thu	3	Winter	EDU2000E	Education Policy		10000	12
	4	Winter	EDU2000E	Education Policy		and an oral of	
	5						
	6						

6. 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

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

Program			Program Student ID Name			
	Young Leaders Program (School	of Local Governance)	ng-stu	PlannersX 大炮X	20	
	E.	1	3	- a	5	6
81	Strategies for Editing and Revising Scredits Lecture Ross E St Aux	Global Governance: Leadership and Negotiation Stredits Lecture Room D (R.M. MED		Basic Japanese 2A iccedita C		
Ter	Empirics of Macroscommain Policies and International Finance Soredina Lecture Boom B 武政定 B (計算編集)	Empirics of Marriermonic Policies and International Finance Develits Lecture Room 8 講員室 1 (計算機能)		State Building and Development Scredits Lecture Room H. (25, 20)		
Wed				State Building and Development Scredits Lecture Room 正 建氯化因		
TH		Clobal Governance: Londership and Seputiation Scredits Lecture from D 35.64 303	Education Policy Scredits Commission Lecture Room D 201	Education Folicy Icredits		
Tri						
2at						
Others						
		1				
Recei	red Correct: You have carred/are	emected to earn 0 credits (inclu	Em line opening courses) out of	MAN		
1.0	Election Contract Top have entropy	Van and the set of the life	Carboline and and the bit			

2. 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."

1	cademic Matters.
	Academic Matters 🗢
	Course Registration
	Syllabus Search
	Academic Record

2. The menu screen has the following three buttons.

Gateway to Global Leadership National Graduate Ins	titute For Polic	y Studies
Menu		
Academic Record by Timetable # Available only after the grade release dates of each te	Term:	v
Overall Academic Record		
Personal Timetable CSV Output	Term:	Y

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 Re	cord by Timetable	
	Progra	in .		Student	ID		Name	
	Young Leaders Program (Sch	ool of Local Governance)		s g -stu			PlannersX 太郎X	
		2		\$		4	5	6
Mon	Grade:* Strategies for Biliting and Pevising Credit NAKATS	Grade: A Global Governance: Leadership and Negotiation Credit 2 KOMATS			Grade:A Basic Japa Kondoh	anese 2A Credit 1		Grade:D Urban Development and Real Estate Policy Credit:2 K ANEMO
Tue	Gradue D Empirics of Macroeconomic Policies and International Finance Credit:2 KOEDA	Grade: B Empirics of Macroeconomic Policies and International Finance Credit 2 KOEDA			Grade Pac State Buil Developme SONOBE	s ding and nt Credit2		
Wed					Grade Pas State Buil Developme SONOBE	s dine and nt Credit:2		Grade D Urban Development and Real Estate Policy Credit:2 KANEMO
Thu		Grade: A Global Governance: Leadership and Negotiation Credit: 2 KOMATS	Grade:B Education Pol OKAMOT	icy Credit:2	Grade:B Education OK AMO T	Policy Credit:2		
Fri								
Sat								
Others								



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.

		Overa	Il Academic Record				
Program Studen		it ID Name				Expected date of completion	
Young Leaders Program (School of Local Governance) ag-st		tu PlannersX 太郎X			2012/02		
Cource Name			Instructor	Credits	Year	/Term	Grade
II Core Elective Co							
Global Governance: Leadership and negotiation	8	OMATSU	Masayuki	2			A
IV Elective Courses							
Managing Cultural Diversity A		AIKAWA-E	AURE Noriko	2			
Introduction to Quantitative Methods 0		DY AMA Ta	Itsuo and MOROHOSI Hozumi	2			B
Macroeconomics I	0	DEGUCHEN	Kyoko	2			8
Microeconomics II)	OSHEDAY	Yuichiro	2			A
Education Policy (OKAMOTO Kaoru		2			8
Labor Economics		KUROSAWA Masako 2					8
OTHER							
Empirics of Macroeconomic Policies and International Finance		KO EDA Junko 2					8
Urban Development and Real Estate Policy		(ANEMOT	0 Yoshitsugu	2			D
State Building and Development		SONOBE Tetsushi and SHIPAISHI Takashi		2			Pass
Basic Japanese 2	8	(ondoh et	al	1			A
OTHER R							
Strategies for Editing and Revising	1	IAKATSU	3AWA Miyuki	1			*
Prospective number of credits (including X ongoing courses)				1			
Number of credits earned				21			
Requirements							
	Catee	ory				Required	Earned
Required Courses						10	
Core Elective Courses							
Total (I Required Courses, II Core Elective Courses, III Recommended Course	s, IV Elective C	Course				30	
			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

T 6

CL

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

Class Cand	cellation	
Make-up C	lass	
Lecture Ro	om Change	
Class Info	ormation : Class Ca	ncellation 2024/02/19 ~ Search > Registered Courses Only All Courses
Class Info	ormation : Class Ca Period Course	ncellation < 2024/02/19 ~ Search > Registered Courses Only All Courses / Lecture Room

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

MENU	Class Information	
cademic Matters	Date Period Course / Lecture Room Date Social Soc	
Class Information 0	Lecture Room G 國務定G	
dministrative Matters	Make-up Class 02/16 (Fn) 5 International Development Policy Letture Room E 講講室E	
irectory Search O	Class Cancellation 02/19 (Mon) 5 International Development Policy Lecture Room E 講義語E	
Questionnaire o	Stadula	
tudent Profile Update o	Period Course / Lecture Room	Faculty
ink o	1 Government and Market Locture Roon E 遗稿字E	HATANAKA Kaon and PLC Test
ly Setting O	2. Government and Market Letture Room E 磺氮氮化	HATANAKA Kaon and PLC Test
	3 P Social Security System in Japan Lecture Room G 講義語G	Ono Taichi and P Test
	4 Socal Security System in Japan Lecture Room G 課書部G	Ono Taichi and Pi Test
	5 P International Development Policy Liccure Room E 講該至E	OHNO Izumi and PLC Test
	6	
	Notice Board	
	News G-way Manual	
	News Academic Calendar	
	Nows Course Registration	
	News Change of Student Status at GRUPS	
	News Enancial Aid for Doctoral Students	
	News Disaster Resonance Manual and Evacuation Route Man	[

- 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

3.

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

MENU			
and the	Change of Student Status at GRIP	?5 (2 record(s))	
ademic Matters	O Date Category SuspensionProcedureCheckList.xls	Reason(s)	Status
ass Information	• In case of leave of absence, make sure to a In the event that your leave of absence/w	submit the filled "Leave of Absence Procedural Check List" by email to the thdrawal is due to sickness, submit a medical doctor's report to the Acade	Academic Support Team. (sato@planners.co.jp) mic Support Team.
ministrative Matters	•		New Application
at GRIPS	>		
rectory Search	0		
estionnaire	0		-
udent Profile Update	0		
nk	0		

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

Category *	v
Period •	Format: yyyy/mm/dd ex)2000/01/01 * If "Expiration of Leave Absence" or "Reenroliment" or "Withdraw from GRIPS", the end date is not required.
Reason(s) *	
	Back
 In case of leave of In the event that y 	absence, make sure to submit the filled "Leave of Absence Procedural Check List" by email to the Academic Support Team. (ast@grips.ac.jp) our leave of absence/withdrawal is due to sickness, submit a medical doctor's report to the Academic Support Team.

- 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 "A which means that the application is pending.

7.2 Request for Certificates

1. Click [Request for Certificates].

MENU	2 Rei	quest for Certificates	(5 record(s))			
cademic Matters	ODate	Category	Сору	Reason(s)		Status
Class Information	0					New Request
dministrative Matters	•					
 Change of Student St at GRIPS 	tus					
Request for Certificat						
irectory Search	0					
uestionnaire	0					
udent Profile Update	0					
ink	0					
			_			

- 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]

E Reques	t for Certificates (1 record(s))			
Date	Category	Сору	Reason(s)	Status
				New Request
2012/02/11 15:27:55	Certificate of Enrollment 在学证明書	1	For procedure	Requested

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



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.

GRIPS Gateway to Global Leadership F	IATIONAL GRADUATE INSTITUTE OR POLICY STUDIES
Directory Search Cu	rrent Student
Student ID :	
Name :	
Nationality :	▼
Gender :	O _{Male} O _{Female}
Year of Enrollment :	✓ ✓
Program :	✓ ✓
Course :	✓ ✓
Sponsor :	✓
Email :	



9. Questionnaire

9.1 Course Evaluation / Others



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

Others	(2 record(s))				
Target	Period	Title		Number	
L _,	2022/08/23 00:00 ~ 2022/08/31 23:50	Questionnaire on your own device	AST	3	MEMAR
Unspecified	2022/08/23 08:00 ~ 2022/08/31 23:55	Questionnaire on Online classes (Fall Term)	AST	9	AMEMAR

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

Responses		
022/08/23 00:00 ~ 20	22/08/31 23:50	
[Questionnaire]	Questionnaire on your own device	
		From: AST
1. Do you have you	own PC? *Required	
Please select one appropri	ate answer.	
O Yes (→go to Q2)	○ No (->end of questionnaire)	
Is your own PC a Please select one appropri YES(->end of quest	vailable to be used for your study at GRIPS? ■Required at answer: O No(→go to Q3)	
3. Why can not you Please enter the correct a	use own PC to study at GRIPS? -Required	
		ß

9.2 Release Course Evaluation

Questionnaire	•
Course Evaluation	
Others	
• Release Course Evalua	tion

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.

					From:
The course was well-designed in	n order	to provide students wit	h good underst	anding of th	e content. *Required
e: A OB (Single selection (If th	nere are	fewer choices))			
1:Strongly Agree	No.	Choice	Answers	Rate	
	1.	Strongly Agree	2	40.96	
Engy pl. 3 Z.Agree	2.	Agree	1	20.96	
	3.	Agree and Disagree	0	0.96	
	4.	Disagree	0	0.96	
Disagree 3: Agree and D	5.	Strongly Disagree	2	40.96	
The level(difficulty) of this cours	se was here are	appropriate. •Required fewer choices))			
1. Strongly Agree	No.	Choice	Answers	Rate	
and the Change of the Change o					
	1.	Strongly Agree	1	20.96	
tongy of grane	1.	Strongly Agree Agree	1	20 %	
	1. 2. 3.	Strongly Agree Agree Agree and Disagree	1 2 1	20 % 40 % 20 %	
	1. 2. 3. 4.	Strongly Agree Agree Agree and Disagree Disagree	1 2 1 0	20 % 40 % 20 %	
Disgree 3.Agree and D	1. 2. 3. 4. 5.	Strongly Agree Agree Agree and Disagree Disagree Strongly Disagree	1 2 1 0	20 96 40 96 20 96 0 96 20 96	
Disayte 3-Aylee and D.	1. 2. 3. 4. 5. ically.	Strongly Agree Agree Agree and Disagree Disagree Strongly Disagree *Required fewer choices))	1 2 1 0 1	20 % 40 % 20 % 0 % 20 %	
Dispere 3.Agree and D. The course helped me think logi a: * A © B (Single selection ()fff 1:87092 Agree	1. 2. 3. 4. 5. ically. here are	Strongly Agree Agree Agree and Disagree Disagree Strongly Disagree *Required fewer choices)) Choice	1 2 1 0 1 7 8	20 % 40 % 20 % 20 % 20 %	
Dispere 3.Agree and D. The course helped me think kogi a: • A • B (Single selection ()fft 1:8trogr Agree	1. 2. 3. 4. 5. kcally. here are No. 1.	Strongly Agree Agree and Diagree Diagree Strongly Diagree *Required fewer choices)) Choice Strongly Agree	1 2 1 0 1 1 Answers 1	20 % 40 % 20 % 20 % 20 % Rate 20 %	
The course helped me think logi a: ●A ● B Single selection (If the 1:300gh Agee story p. ¹ 2:Agree	1. 2. 3. 4. 5. ically. nere are No. 1. 2.	Strongly Agree Agree and Diaogree Diaogree Strongly Diaogree *Required fewer choices)) Choice Strongly Agree Agree	1 2 1 0 1 1 Answers 1 0	20 % 40 % 20 % 20 % 20 % 20 % 20 % 20 % 20 %	
The course helped me think logi : * A	1. 2. 3. 4. 5. ically. here are No. 1. 2. 3.	Strongly Agree Agree and Diagree Diagree Strongly Diagree *Required fewer choices)) Choice Strongly Agree Agree Agree	1 2 1 0 1 1 Arswers 1 0 2	20 %6 40 %6 20 %6 0 %6 20 %6 20 %6 20 %6 20 %6 0 %6 40 %6	
sergey to forme and D. Despect 3 Agree and D. The course helped me think logi at $A \cap B$. (Single selection (If the 1:Strongy Agree Stargey D. 2:Agree 1:Strongy Agree 1:Strongy Agree 1	1. 2. 3. 4. 5. ically. bere are No. 1. 2. 3. 4.	Strongly Agree Agree and Diagree Diagree Strongly Disagree *Required fewar choices()) Choice Strongly Agree Agree a Agree and Diagree Diagree	1 2 1 0 1 1 Arowers 1 0 2 2	20 %6 40 %6 20 %6 0 %6 20 %6 20 %6 20 %6 20 %6 0 %6 40 %6 40 %6	

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.

All international students are required to unload the conies of their residence card. They must rejunded their residence	
every time the information on it has changed, such as extension of period of stay, change of address, and change of of residence.	ce card the status
 % Please select both side files. % A file size upper limit is 600KB. % Available file extensions are JPG & PNG & PDF. 	
[Front]	
Choose me this me chosen	
[Back] Choose File No file chosen	

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

Re	sidence Card Upload
All international students are required to upload the copies of their changed, such as extension of period of stay, change of address, a % Please select both side files. % A file size upper limit is 600KB. % Available file extensions are JPG & PNG & PDF.	residence card. They must re-upload their residence card every time the information on it has ad change of the status of residence.
【Front】 Choose File)カード表面.png	B + Bit of AT TURNER: ELEZABETH C - A BIESASSFECT AT TURNER: ELEZABETH Biesasse - A Biesas
【Back】 【Choose File】カード裏面.png	0.000.000 0.000.000 0.000.0000 0.000.000 0.000.0000 0.000.000 0.000.0000 0.000.000

- 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.

My Setting	<	•				
Display Set	ting					
Privacy Set	ting					
Display Setting	: Language					
〇日本語 ©English	1					
○日本語 ●English	1					
○日本語 ●English	: Color					
〇日本語	: Color					_
〇日本語 ●English	: Color	FORE MENTE	-05	HOME .		
〇日本語 ●English Display Setting NENU Letture information @	: Color HOME MENU Liciture information o	FONE MENU Lettre Homation ©	HONG MENCO Latera schemator (B)	HOME MENU Lastary information ©	i secon Million Lucius attendation da	_
〇日本語 ●English う Display Setting NENU Lecture information	: Color Home MENU Letture information o	ICONE MENU Lecture information ©	ocimi MENIO Lecture okongos. 8	Hotes MENU Lecture information &	reme Marit Latar Meridan - 6	
○日本語 ●English Display Setting Iscue MENU Leauer enformation @	: Color HOME MENU Ladue information 6	TONG MENU Lature Hymniton 0	HONE	HOME MCINU: Lecture information ©	rama Mante (mitori mineralge a	
○日本語 ●English ● Display Setting Forme MENU Lecture Information ● 「日本語 ● English ■ English	: Color HOME NENU Letture information o	FOM MENU Letture information 0 FOM MINU	HONE MUNU Lesse eléctrices.	HOME MEINU Lecture information @ HOME	Henry Marthy Lactor Inferridas a Henry	

12.2 Privacy Setting

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

