



東北大学

# 学務情報システム

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Student Affairs Information System

Operating Manual (Abridged Version)  
- For Students -

(April 2020)

# Introduction

You can use this system by logging into either of the following Web addresses.

PC, Smartphone  
<https://www.srp.tohoku.ac.jp/>

Mobile Phone  
[https://www.srp.tohoku.ac.jp/sa\\_mb/ktop.do](https://www.srp.tohoku.ac.jp/sa_mb/ktop.do)



## System Overview

### 1.1 Student Affairs Information System

This Web system provides campus life support services.

You can check information such as notices or calls from the university on your PC, mobile phone, or smartphone over the Internet from inside or outside the university.

You can also manage schedules and ToDo tasks.

[Core functions]

- Display messages
- Manage schedules
- Manage ToDo tasks
- Course registration
- Grade inquiries

### 1.2 System Requirements

This system supports the following environments:

[Web browser]

- Internet Explorer
- Firefox
- Google Chrome
- Safari

[OS]

- Windows Vista or later (must support the specified browsers)
- Mac OS X or later (must support the specified browsers)

\* Please enable JavaScript in your browser settings.

### 1.3 Notes on Using Browsers

Note the following when accessing the system on browsers.

- (1) You can't use the [Back] button on your browser or the [F5] key on your keyboard to display or update the screen. Instead, use the buttons and links provided on screen. If you open multiple windows or tabs, the system may stop working.
- (2) If the system remains inactive (no screen navigation) for one hour, a timeout occurs and an authentication failure message appears. Any content that you have entered will be discarded.

### 1.4 Points to Note When Using a Mobile Phone Service

Note the following when accessing the system on mobile phones.

- (1) The URL for the mobile login screen is different from the URL for the PC, Smartphone login screen.
- (2) Files attached to messages are not displayed on mobile phones.
- (3) If the system remains inactive (no screen navigation) for one hour an authentication failure message appears. Any content that you have entered will be discarded.
- (4) You can't use "Course Registration" and "Grades Inquiry" on mobile phones.

### 1.5 System Language Setting

Japanese is initially set up.

If you want to browse in English, you need to change the language setting after logging into the system. For details, see page 7.



# Basic Operations (Login , Logout and Screen Layout)

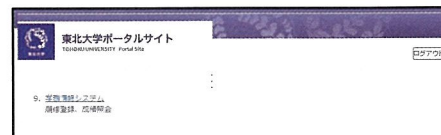
## 2.1 How to Login

Access the SRP login screen.



[Login]  
Enter your Tohoku University ID and password.  
[Login]

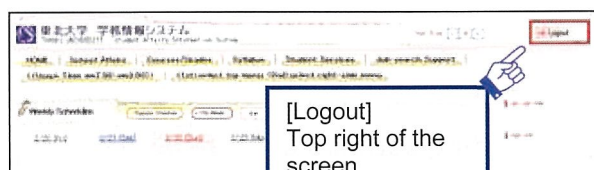
- 1) Access from inside the university: the portal screen appears.
- 2) Access from outside the university: the image matrix authentication screen appears.



3) Enter your password.  
[Login]  
⇒ The portal screen appears.

\* Change your password and image icon regularly.

## 2.2 How to Logout

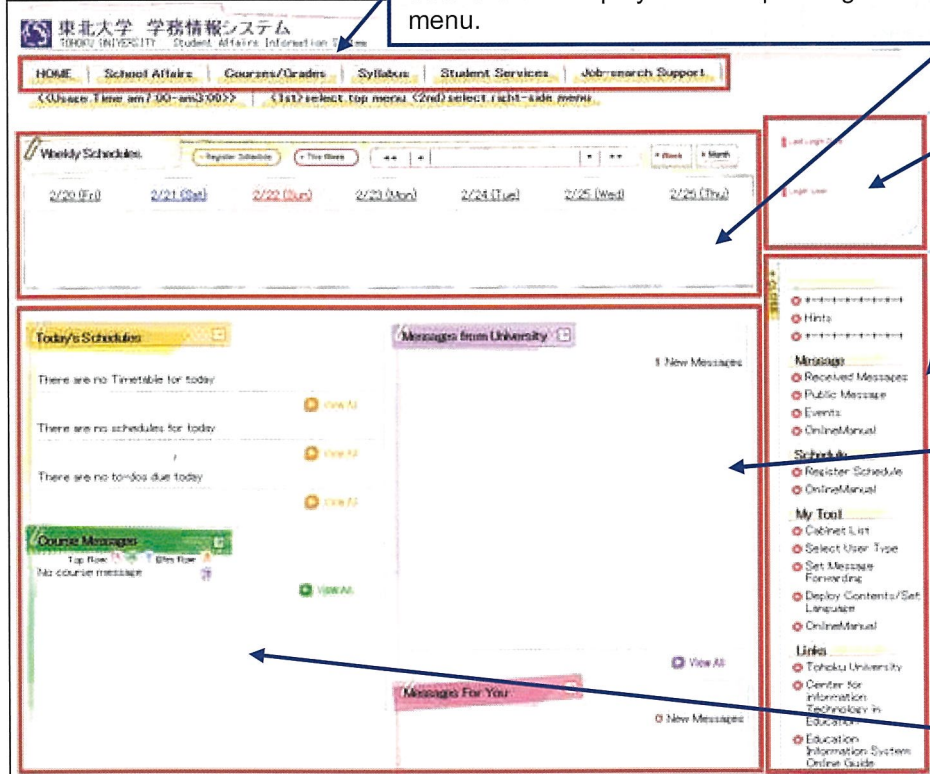


[Logout]  
Top right of the screen  
[Logout]



A logout confirmation message appears.  
[OK]  
⇒ Log out.

## 2.3 Screen Layout Overview








[Tab area] Menu bar for various functions. Click a tab to display its corresponding side menu.

[Weekly Schedules]  
Displays the user's weekly schedule.

[User information]  
Displays the current user information.

[Side menu]  
Displays various menu items. Menu items displayed here correspond to the functions selected with the tab at the top of the screen.

[Portlet area]  
Displays messages and general information in the corresponding frames.

[Class notices]  
Notices of the classes are displayed.  
「」⇒ Canceled class information  
「」⇒ Makeup class information  
「」⇒ Timetable change information  
「」⇒ Class contact information  
「」⇒ Assignment information

### Note

- The screenshots shown here are examples and may differ from those displayed on the actual website.
- For details on each feature, see the online manual.

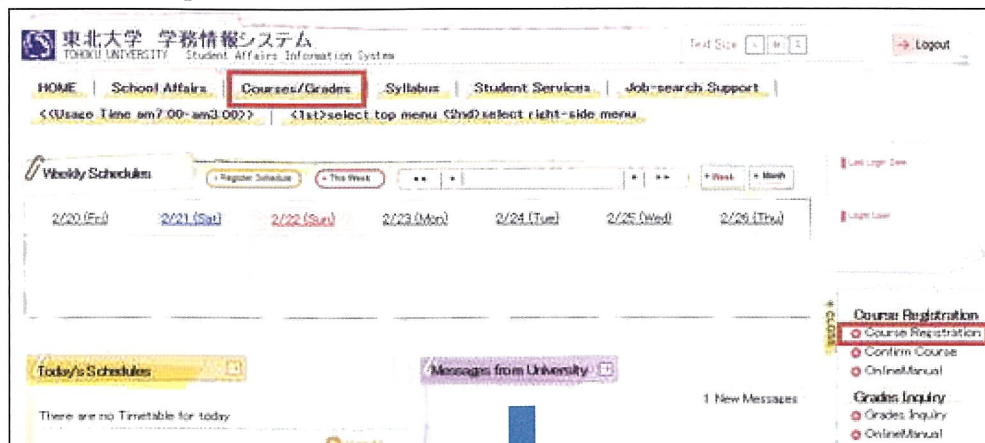
The information of a subject taking is not displayed until a study registration period is over, Search individually from "View All".

# Course Registration

## 3.1 Registering Courses by Day of the Week and Period

- (1) You can select only courses available to you for registration on the [Course Registration] screen.
- (2) During the registration period, you can change courses after registering them.

### [Menu Screen]

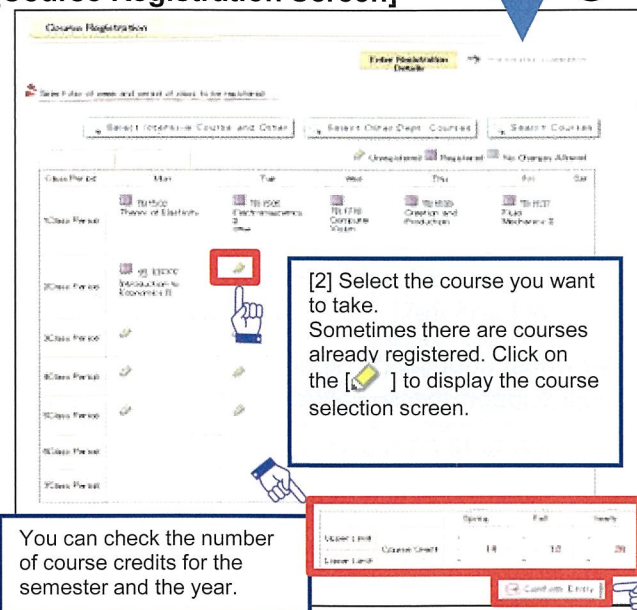


[1] Menu screen

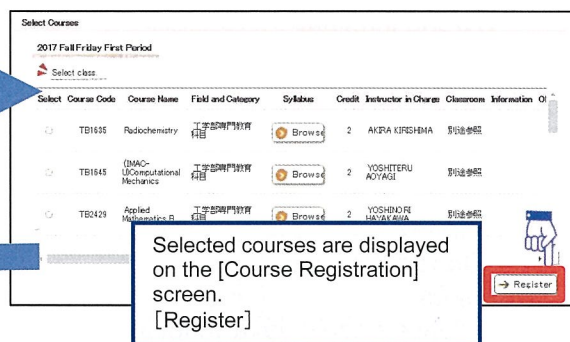
[Tab] Courses/Grades

[Side menu] Course Registration

### [Course Registration Screen]



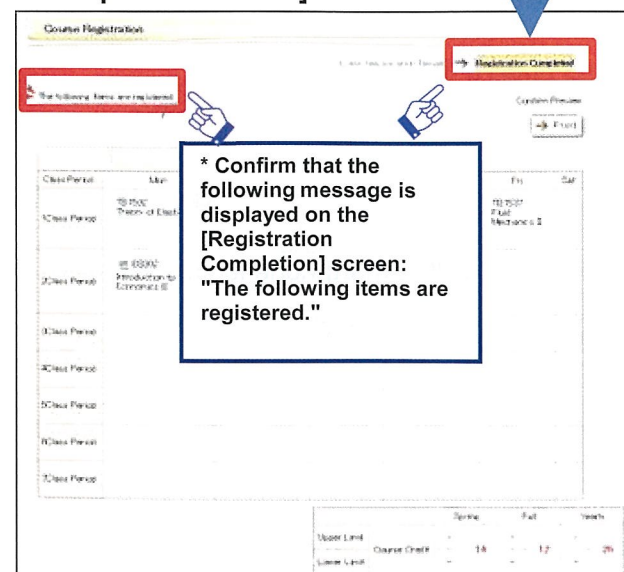
### [Course Selection Screen]



[2]

[3] Click to display the [Course Registration Completion] screen. [Confirm Entry]

### [Course Registration Completion screen]



### Notes about Course Registration

You have to register by the course registration deadline and during the designated access time. If either of these expires before you finish, you won't be able to register.

It may be difficult to log in to the Student Affairs Information System during the registration period due to heavy access.



### 3.2 In addition to registering courses by day of the week and period, you can also perform the following operations.

- (1) Register intensive and other courses.
- (2) Register courses in other departments.
- (3) Search for and register courses.

#### [Course Registration Screen]

The Course Registration Screen displays a grid of class periods (1st to 7th) and courses. The 'Select Intensive Course and Other' button is highlighted with a red box and an arrow pointing to the 'Register intensive and other courses' screen.

#### [Register intensive and other courses]

Selected courses are displayed on the [Course] screen. [Register]

#### [Register courses in other departments]

Selected courses are displayed on the [Course] screen. [Register]

#### [Search for and register courses]

A list of courses found for the search conditions is displayed. [Search Courses]

Selected courses are displayed on the [Course] screen. [Select Courses]

### 3.3 Transfer Old Curriculum and Foreign Language Subjects

#### [Course Selection screen]

If a course from an old curriculum, or a foreign language course, is available for transfer, the [Select] button appears.

#### [Old Curriculum Transfer Subject selection screen]

Selected courses are displayed on the [Course Selection] screen. [Choose]

#### [Foreign Language Transfer Subject selection screen]

Selected courses are displayed on the [Course Selection] screen. [Choose]

# Grades Inquiry

## 4 Grade Inquiry Operations

### [Menu screen]



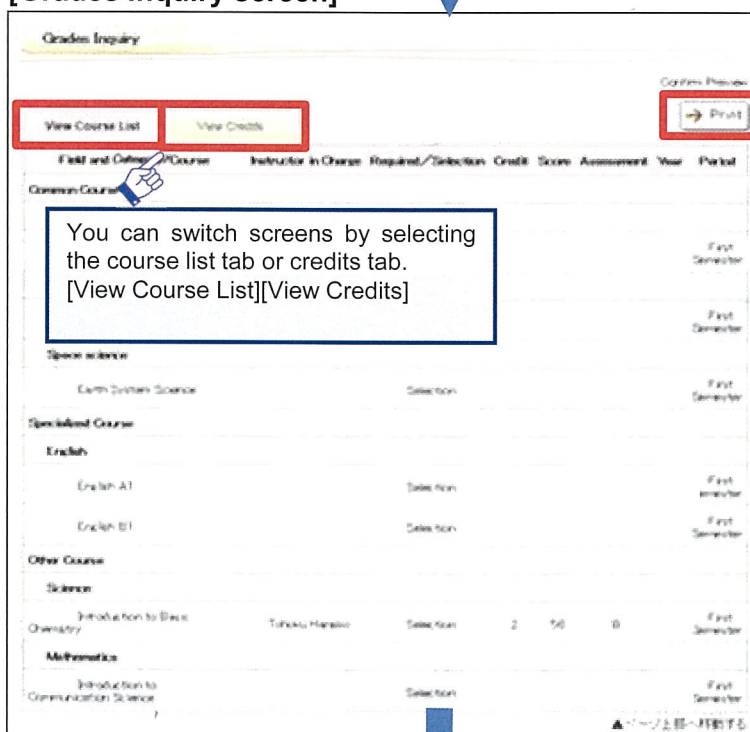
[1] Menu screen

[Tab] Courses/Grades

↓  
[Side menu] Grades Inquiry

[2] [Grades Inquiry] screen  
(course list) appears.  
[View Course List]

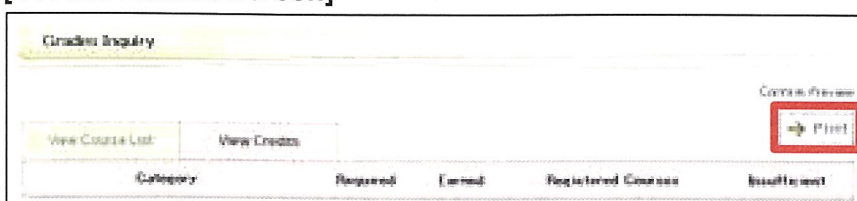
### [Grades Inquiry screen]



[Print]  
You can print a screenshot.

[3] To check your credits earned  
[View Credits]

### [Credits Earned screen]



[Print]  
You can print a screenshot.



# Message Forwarding Setup

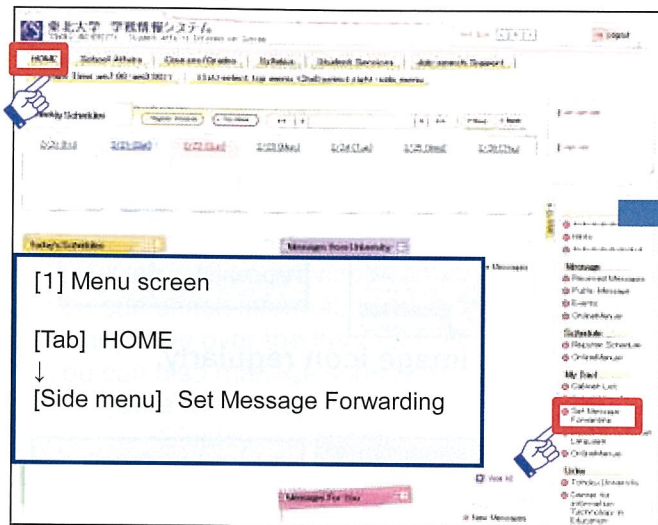
## 5 Operations for Automatically Forwarding Notices and Other Information by Email

The default mail address is your DCmail address.

Messages can be forwarded immediately upon release or periodically.

- (1) Prompt Distribution: Any messages will be forwarded immediately upon release.
- (2) Periodic Distribution: Any messages will be forwarded at the time you set here.

### [Menu screen]



### [Set Message Forwarding screen]

Set Message Forwarding

Enter Setting Contents → Confirm Setting Contents → Setting Completed

Sender Email Address: okame-sensei@mail.tohoku.ac.jp

\* Note \*  
Configure the email filtering option to allow messages from the following email address.

Address 1: Specify address using up to 80 characters.

Forwarded Contents 1: ☐ By Title ☐ By Count

Forwarding Time:

Message Type: ☐ Notice ☐ Student Call ☐ Message ☐ Cancelled Class Information

☐ Makeup Class Information ☐ Timetable Change Information ☐ Course Message Information ☐ Report Assignment Information

☐ Message from company

[2] Edit the settings  
Enter the required settings.  
[Confirm Entry]

Confirm Entry

### [Message Forwarding settings completed]

Set Message Forwarding

Enter Setting Contents → Confirm Setting Contents → Setting Completed

The following contents are saved.

- Address 1
- Forwarding Time
- Message Type

[4] Settings have been saved.  
If there are no problems, your message forwarding settings are saved.  
\* After making changes to message forwarding settings, a confirmation email is sent to the user.

### [Message Forwarding settings confirmation screen]

Set Message Forwarding

Enter Setting Contents → Confirm Setting Contents → Setting Completed

Back to Entry Screen

Confirm the entry

Address 1

Forwarding Time

Message Type

Title

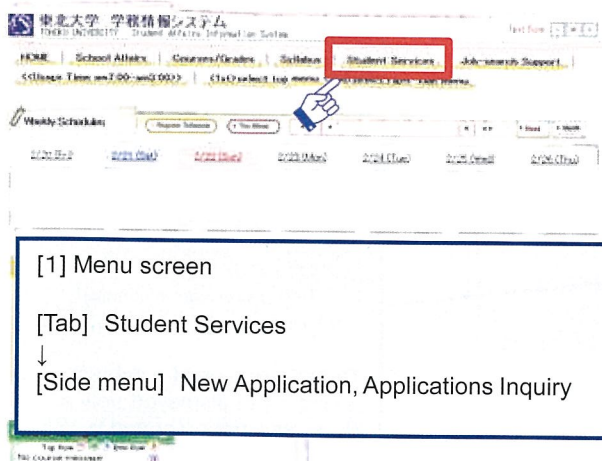
[3] Check setting details.  
Save your new settings.  
[Set This Contents]

Set This Contents

# New Application

## 6 About New Applications

- (1) Here you can send change of address/contact information notifications, and submit various applications.
- (2) You can also view past applications.



New Application

Registering a New Application

Name: 学生情報変更届 [Change Personal Information] Acceptance Period: At any time

Name: 現在所変更届 [Address change] Acceptance Period: At any time

Name: 保護者等住所変更届 [Address change of parents/guardians] Acceptance Period: At any time

Submitting Other Applications

Name: Application Name Acceptance Period: At any time

Update information for your:

- Domicile
- Mobile phone number
- Email address
- Student's Address
- Parents'/guardians' address
- Submit applications for various programs

Applications Inquiry

Authorized data may take some time to be reflected.

Application Number	Application Name	Application Date	Status
201501214870		2015/1/21 Wed 13:24	

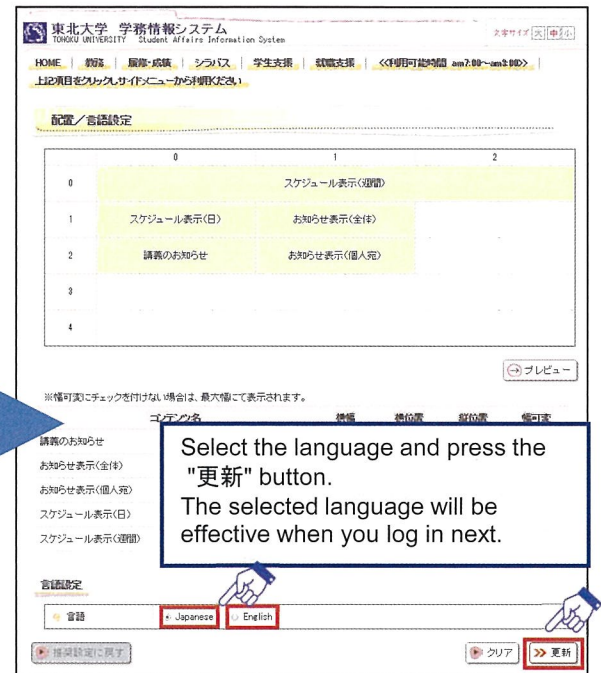
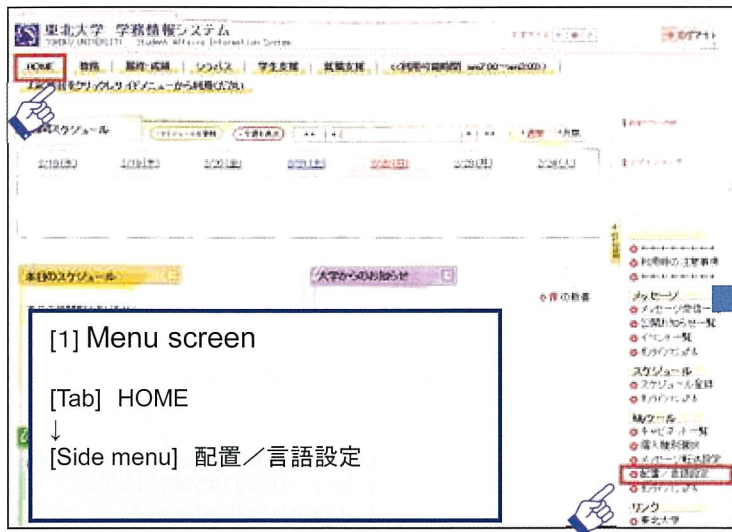
[2] Applications Inquiry



# Language Settings

## 7 Changing the language setting

You can set the language to "Japanese" or "English".



## Other Functions

- (1) Show Progress and Graduation Forecast  
    ... [Tab] Courses/Grades → [Side menu] Course Registration, Confirm Course
- (2) Search Syllabus ..... [Tab] Syllabus → [Side menu] Syllabus Search
- (3) Job-search Activity... [Tab] Job-search Support → [Side menu] Job-search Activity
- (4) Answer Survey..... [Tab] Student Services → [Side menu] Answer Survey

## Contact

- For inquiries about Tohoku University ID, password, registration details and operations:  
    1st/2nd year undergraduate students: Liberal Education Operating Section, or School Affairs section of your faculty/department  
    Other students: School Affairs section of your faculty/department
- For inquiries about operations (contact the above for all other inquiries):  
    ICL Help Desk (Multimedia Education and Research Complex, Room 102)

## Memo