

J-PARC PORTAL SYSTEM MANUAL for GENERAL USERS

2022.03



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What is J-PARC PORTAL SYSTEM

Entrance of following related systems.

- [User Support System](#) – [J-PARC Proposal Submission System](#) – [J-PARC Proposal Review System](#) - [J-PARC Publication Database](#)

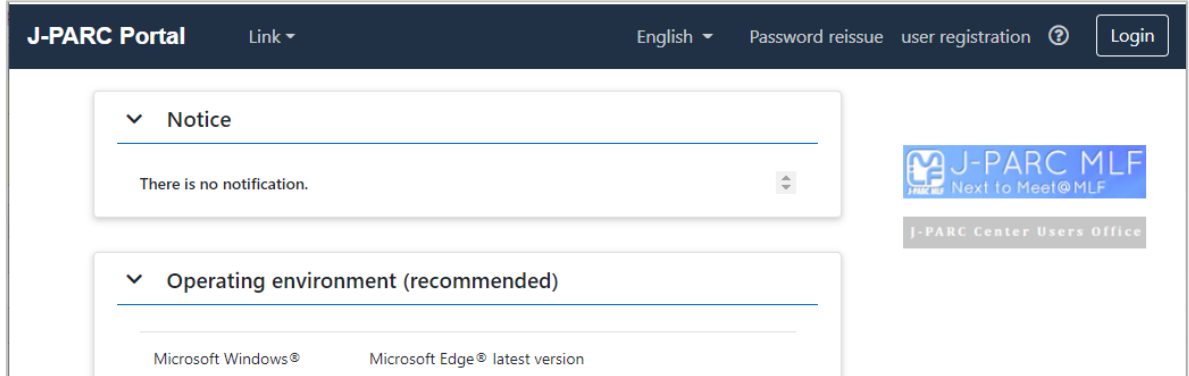
This portal system provides users about notice for related systems and the proceeding status for related procedures. In addition, it's available to create and manage with a single account for all systems.

User Registration (Create new account)

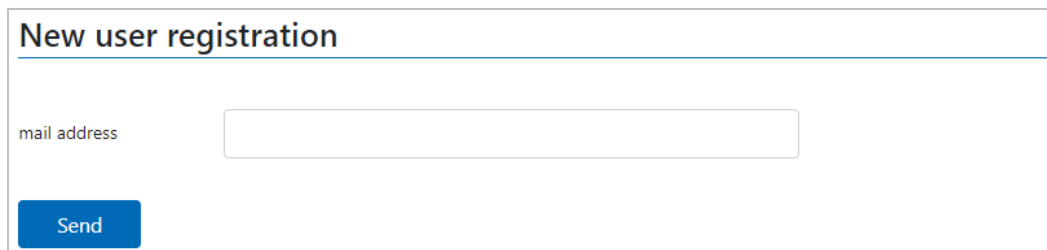
Account for Portal System is required to use. Registration of account is directed in the following passage.

Moreover registered account is able to log in to the related systems by integrating with the related systems. Read more at '[Integrate My Accounts](#)'

1. Click 'user registration' on navigation bar at top of site to move to form for e-mail.



2. Enter e-mail address and click 'send' then e-mail for registration will be sent to the address you entered.
Please check the address when noting happens after a while.

A screenshot of the 'New user registration' form. The form has a title 'New user registration' and a text input field labeled 'mail address'. Below the input field is a blue 'Send' button.

3. Click URL on the e-mail to open registration form. Enter the required information and click registration button. When user registration is completed, log-in is active.

E-mail address which the owner entered at first is to be Log-in ID.

Please note that Log-in ID is unable to be changed once it's registered still the e-mail address is able to change.

New user registration

*Is a required item.

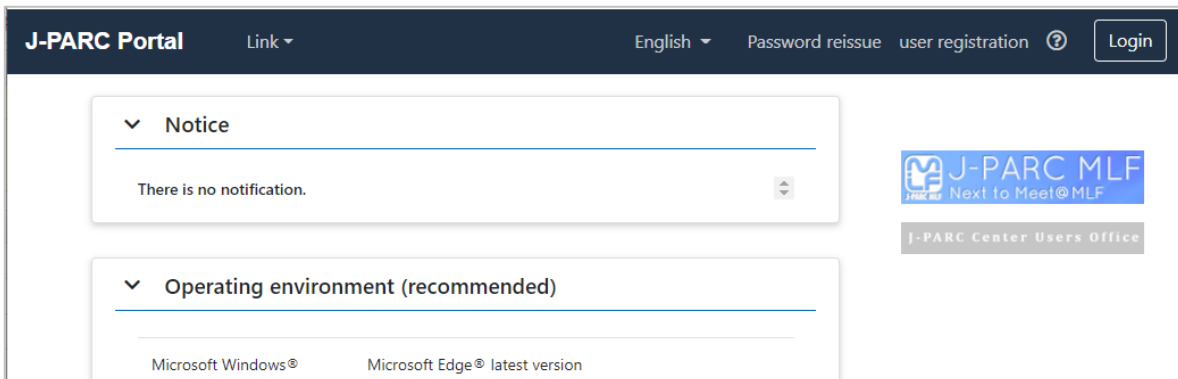
Personal information

Full name *	<input type="text" value="Surname"/>	<input type="text" value="Name"/>	<input type="text" value="middle name"/>
Name (in Roman letters) *	<input type="text" value="Surname"/>	<input type="text" value="Name"/>	<input type="text" value="middle name"/>
Kana name *	<input type="text" value="Surname"/>	<input type="text" value="Name"/>	<input type="text" value="middle name"/>
Birthday *	<input type="text"/>		

Log-in

Click 'Login' button at navigation bar stored at top of site to log in.

After log-in, portal top page provides notice for related systems and the proceeding status for related procedures.



Personal Procedure

After log-in, attendance status for safety education is presented at top page. Click any of title of course to begin attending training course through User Support System.

▼ Personal procedure

Safety education 2021	Status
MLF Facility safety instruction	Not yet

Safety education 2022	Status
There is no safety education video.	

There is safety education that I have not taken.

Procedures status for each assignment

Active/non-active proposal numbers are listed at top page. Proposal numbers is not active of which the Principle Investigator (PI) has not confirmed. Click triangle mark at left side of listed items to see further status of procedure.

▼ Procedure status for each assignment (* is a required document)

	Issue number	Beamline	Experiment manager	Issue name
>	2022A0366_	(jrs) TEST-1		TEST_2022A0366
>	TEST_Nendo	(jrs) TEST-1		TEST_Nendo

Experiment manager procedures

Proceeding status for important application forms of which Principle Investigator (PI) should submit.

Click 'Check all applications' to confirm status of submission.

When links of 'Registration' and 'add to' are active at Application status, click the link to perform the procedure through User Support System.

Experiment manager procedure		Check all applications help
Application form (excerpt of important ones)	Application status	
List of experimental equipments to be carried into MLF	Not yet(Registration)	
Samples and Reagents Declaration	Not yet(Registration)	

Experiment Participant Procedure

Ease status of all participant(s).

Click 'Check all applications' to confirm status of submission.

If the owner is Principle Investigator (PI), the page shows participant's status.

If not, the page shows only personal status.

When links of registration and 'Registration' and 'add to' are active at status, click the link to perform the procedure through User Support System.

Experiment participant procedure			
Check all applications help			
Full name	*Acceptance approval	*Application for admission	*hotel reservation
Taro SHIKEN	Already	Not yet (Application)	Not yet (Application)
There are mandatory documents for experiment participants that have not been submitted.			
There are documents of any experiment participants that have not been submitted.			

Admission application form

Status of application to visit J-PARC.

Click the link to perform the procedure through User Support System.

Click 'Details/Change/cancel' to perform further procedures through User Support System.


Admission application form		
+ add to help		
Application number	Visit period	last updated
J2021-00016616-001	2022/01/25 ~ 2022/01/26	2022/01/25
» Details Change cancel		

Hotel reservation

Reservation status for accommodation.

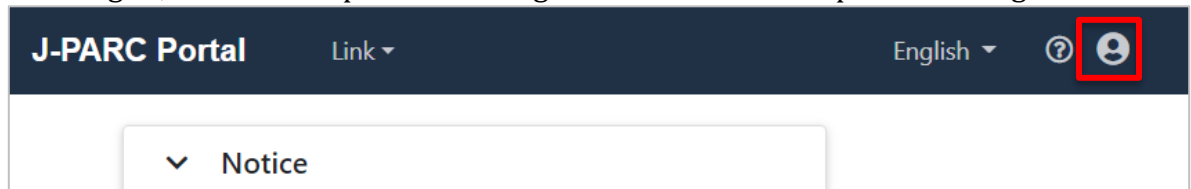
Click the 'add to' link to book new reservation through User Support System.

Click 'Details/Change/cancel' to perform further procedures through User Support System.

hotel reservation + add to 				
Reservation No.	Accommodation application period	lodging	Accommodation fee	last updated
D2021-00007502	2022/01/26 ~ 2022/01/27	Tokai	Not yet	2022/01/25
» Details ✎ Change 🗑 cancel				

Confirm and Change personal profile

1. After log-in, click icon of profile at navigation bar stored at top of site to log in.



2. Select a task from menu on the page.
 - [User information correction](#)
 - [Change Password](#)
 - [Account integration](#)
 - [View login history](#)

User information correction

1. Click 'User information correction' to perform modification of profile.
2. Rewrite on the form and click 'Change' button.

User information correction

* Is a required item.

Personal information

Full name *	<input type="text" value="試験"/>	<input type="text" value="太郎"/>	<input type="text" value="middle name"/>
Name (in Roman letters) *	<input type="text" value="SHIKEN"/>	<input type="text" value="TaroTaro"/>	<input type="text" value="PORTAL"/>
Kana name *	<input type="text" value="シケン"/>	<input type="text" value="タロウ"/>	<input type="text" value="middle name"/>
Birthday *	<input type="text" value="2022/01/25"/>		

Change Password

1. Click 'Change Password' to perform changing password.
2. Enter current password and new password in order, then click 'change' button.

Change Password

Current password

New password

New password (confirmation)

Show password

The password must meet the following rules:

- Available characters: Half-width alphanumeric characters
- Number of characters: 8 to 99 characters
- Include two or more alphabets and one or more numbers or symbols
- Include 4 different characters

Check the above contents and click the "Change" button.

Account Integration

Account Integration: Authentication scheme that allows a user to log in with a single ID to any of several related systems. Link account of this system and other related systems. This is called as a single-sign-on (SSO).

Direction to integrate accounts.

1. Click 'Account integration' to perform integration.
2. Select systems to be linked, then enter the log-in ID and password of the system to be linked. Click 'confirmation' button to complete the procedure.
3. Next, confirm at confirmation page and click 'Integration' button.

Account integration

Personal information	System linkage information
Full name Taro SHIKEN	User support system / research result management system Combined
mail address shiken@post.j-parc.jp	Proposal Review System Unintegrated
Affiliation name J-PARC	Proposal Submission System Combined

Integration source user information

Target system Please select ⇅

Login ID shiken@post.j-parc.jp

password ●●●●●●●●

Show password

Confirmation
back

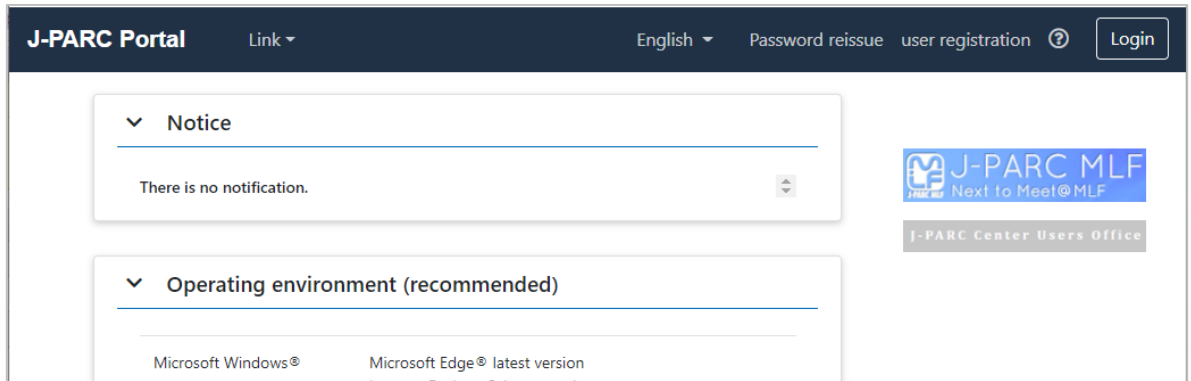
View login history

1. Click 'View login history' to confirm log-in history.
2. See personal log-in history.

View login history		
search results		
1 - 10 10, 50, 100 lines per page		
Whether to log in	Login attempt date and time	Login attempt IP address
success	2022/01/25 16:53:39	127.0.0.1
success	2022/01/25 16:52:18	127.0.0.1

Password reissue

1. Click 'password reissue' at navigation bar stored at top of site to perform e-mail form.



2. Enter e-mail address and click 'reissue' button. Password will be issued by e-mail. Please check the address when noting happens after a while.

Password reissue

mail address

3. Click URL on the e-mail to open form. Enter new password and click 'setting' button to complete the procedure.

Password reissue

New password

New password (confirmation)

Show password

The password must meet the following rules:

- Available characters: Half-width alphanumeric characters
- Number of characters: 8 to 99 characters
- Include two or more alphabets and one or more numbers or symbols
- Include 4 different characters

Check the above contents and click the "Set" button.