

1. Portal Screen Default Display

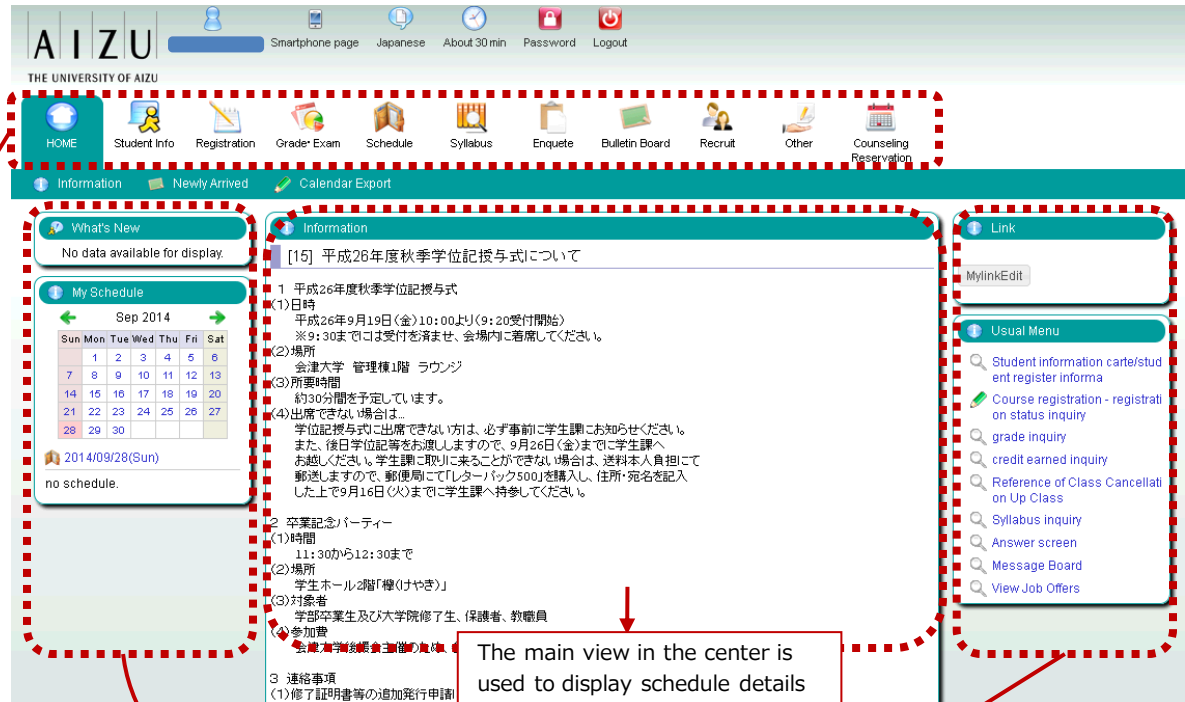
(2) Portal top screen (after login)

After logging in from the pre-login portal top page, a screen tailored to the specific user type (student, faculty, staff, administrator) will be displayed.

Login page



Portal top page



Using the top menu, you may navigate quickly to the desired feature.

The layout uses icons to represent features, making visual identification easy.

The main view in the center is used to display schedule details and other portal system information.

By default, the commonly used menu, What's New and Schedule features are shown to the side, allowing easy access even while using other features.

3. Main Features

(16) Employment

You may enter your preferred career path from this screen.

HOME Student Info Course Grade Schedule Syllabus Enquete Bulletin Board Recruit Other Counseling Reservation

キャリアアカデ Guidance Information View/Apply Request Employment and Education Certificates

Select the "Preferred career path entry" menu item.

Preferred Career Path Entry / Basic Information

Student name	学生WEB氏名 0000006970	Student ID No.	s1220246
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering		
Supervisor	Year 1Grade		

Select career path of your choice.

☐ 就職 (企業)
☐ 就職 (公務員)
☐ 就職 (教員・学校職員)
☐ 就職 (自営業)
☐ 進学 Don't specify Enter category of school where you plan to study.
☐ その他 Don't specify Select from options or enter details.

Enter your mobile phone number and e-mail address.

Mobile phone 080-1234-5678 Use hyphens (e.g. 000-0000-0000)
E-mail test_email@oita.ns-sol.co.jp

Register Clear

Select the type of preferred career path.
By default, the mobile phone number and e-mail address from your registered student information will be used.
Please make any corrections if necessary.

※If you wish to find a position at companies, please input your preferable location.
This is important for finding a position as much as close to your preference.

Preferred Career Path Entry / Details

Student name	学生WEB氏名 0000006970	Student ID No.	s1220246
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering		
Supervisor	Preferred career path 就職 (企業)		

Enter codes for companies of your choice.
Enter company name, only when you cannot find a code.

1st choice : Company code If unknown, use company search 1.
name
2nd choice : Company code If unknown, use company search 2.
name
3rd choice : Company code If unknown, use company search 3.
name

Choose preferable category of business.

1st preference : Don't specify
2nd preference : Don't specify
3rd preference : Don't specify

Select occupations of your choice.

1st choice : Don't specify
2nd choice : Don't specify
3rd choice : Don't specify

Select work locations of your choice.

1st choice : Don't specify
2nd choice : Don't specify
3rd choice : Don't specify

Enter certificate/qualification that you have, if any.
When not on the list, enter certificate name in the comment column.

Enter details of your desired company, business category, occupation, self-promotion, hobbies and interests, and special skills.

If you wish to go to advanced school, find a position as a civil service employee or teacher, please input relevant code in "Company code".

Preferred Career Path Entry / Confirmation

Student name	学生WEB氏名 0000006970	Student ID No.	s1220246
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering		
Preferred career path	就職 (企業)		

Enter the following information below is correct, click "confirm" button.

Mobile phone 080-1234-5678
E-mail test_email@oita.ns-sol.co.jp
00506900 新日鉄住金ソリューションズ

1st choice
2nd choice
3rd choice
Preferred business category
1st choice
2nd choice
3rd choice
Preferred occupation
1st choice
2nd choice
3rd choice
Preferred work region
1st choice
2nd choice
3rd choice
Certificate/qualification
1.
2.
3.
4.

Confirm the preferred career path data entered.

Confirm ← Register the contents

Preferred Career Path Entry / Registration Confirmation

Procedure completed.
Successfully registered. (entry of preferred career path)
To re-register preferred career path information, please return to the menu and begin again.

3. Main Features

(16) Employment

You may output applications for employment and education certificates.

Request Employment and Education Certificates / Issuance Request List

Student name	学生WEB氏名 0000006970	Affiliation	The School of Computer Science and Engineering Department of Computer Science and Engineering
Student ID No.	s1220246	Former student ID	
Supervisor			

Make new request

To make a new issuance request, click "Make new request".

To modify a issuance request in the list, click "issue number". To output an issuance request, click "Display".

No.	Issue no.	Issued on	Approval	
1	0000000014	2014/09/09	Waiting	Display

To register a new application click the "Make new request" button.
A list of currently registered applications will be displayed.
Applications with an Issue no. displayed as a link may still be edited. (no yet approved)
Applications with an Issue no. not displayed as a link may no longer be edited. (approved)

Click the "Display" button to output as a PDF file.

※If you are a student of Doctoral Program, transcript and certificate of Master's Program will be issued.

Request Employment and Education Certificates / Issuance Request Registration

Student name	学生WEB氏名 0000006970	Affiliation	The School of Computer Science and Engineering Department of Computer Science and Engineering
Student ID No.	s1220246	Former student ID	
Supervisor			

You will submit certificates to;

No.	Company code	Company name	Application method	Result
1	00506900			

*If you cannot find company code through company search, enter its name.

*When applying for teaching position, enter school category and subject you can teach.

Company search:

School category: Subject:

Certificates type/number

Academic transcript (Japanese)	<input type="text"/> 0	copies (unsealed)	<input type="text"/> 0	copies
	(sealed)			
Academic transcript (English)	<input type="text"/> 0	copies (unsealed)	<input type="text"/> 0	copies
	(sealed)			
Certificate of Expectation of Graduation/Completion (Japanese)	<input type="text"/> 0	copies		
Certificate of Expectation of Graduation/Completion (English)	<input type="text"/> 0	copies		
Recommendation letter	<input type="text"/> 0	copies		
Reason for request	<input type="text"/> <input type="button" value="Don't specify"/>			
Official company name	1: <input type="text"/>			
	2: <input type="text"/>			
Health Certificate (Japanese)	<input type="text"/> 0	copies		
Health Certificate (English)	<input type="text"/> 0	copies		

For graduate school students, only

Undergraduate academic transcript (Japanese)	<input type="text"/> 0	copies
Undergraduate academic transcript (English)	<input type="text"/> 0	copies
Undergraduate certificate of graduation (Japanese)	<input type="text"/> 0	copies
Undergraduate certificate of graduation (English)	<input type="text"/> 0	copies

Register ← Register request for employment/education certificate
Delete ← Delete registered data

Confirm the entered company, document type and number, then click "Register".

3. Main Features

(16) Employment

Viewing graduate information

Click the "View graduates" menu item.

To search graduates, use "graduate search" below.

Graduated in : 年 *Use four digits (e.g. 2014)

Course Name : Don't specify

Name :

Name(katakana) : *Full-width katakana only.

Employer type : Don't specify

Company code :

Name : **CO., LTD.** not required.

☐ Old name *Check when searching by old name.

Name(katakana) : *Only full-width katakana is allowed

☐ old kana *Check when searching by old kana.

Business category :

No. of results to be displayed :

① Enter your search criteria.
② Click the "Search" button.
③ A list of graduates will be displayed.

Search Clear

View Graduates / Search Results

Currently showing results 1 to 1. (Total of 1 results)

Search results << Previous page 1 Next page >>

No.	Name	Affiliation	Gender	Graduated in	Working for	Work number
1	学生WEB氏名 0000000020	The School of Computer Science and Engineering Department of Computer Software	男	1997/03	日鉄鉱業	

Currently showing results 1 to 1. (Total of 1 results)

No. of results to be displayed : Display

① Click the "No." link of the entry you wish to view.
② Detailed information will be displayed.

View Graduates / Details

Name 学生WEB氏名 0000000020

Graduated in 1997/03

Affiliation at UoA The School of Computer Science and Engineering Department of Computer Software

Employer Information

Working for 日鉄鉱業

Started to work in 2014/04

Place of work

Affiliation

Position

Remarks

Prefecture/city government

Area type

Postal code

Address

Phone

Fax

Nearest station

URL

E-mail

Name Information

Name 学生WEB氏名 0000000020

※Finding Graduates Information will not be available on the web, when alumnae and alumni are not willing to disclose their information. If you wish to view more alumnae and alumni information, please contact the Office for Employment Support.

3. Main Features

(16) Employment

Guidance session and seminar information/applications

Guidance Information View/Apply

Started in : Series : Application : ☐ Required ☐ Not required

2014-9 Guidance Information [<<] [>>]

Sun	Mon	Tue	Web	Thu	Fri	Sat
	1	2	3	4	5 new 15:00 - 16:00 就職ガイダンス	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				

Guidance Information View/Apply / Guidance Details

Student name	学生WEB氏名 0000006970	Student ID No.	s1220246
Affiliation	The School of Computer Science and Engineering Department of Computer Science and Engineering	Year	1Grade
Supervisor			

実施年度	2014
Started in	2015
Classification	キャリアセンター主催
Host organization	
Series	
Name	就職ガイダンス
Location	管理C
Date	2014/09/05 15:00~16:00
Content	
Target audience	
Capacity	No limited number of attendees
Application period	
Notes	
Guidance information	Guidance Information1

Any files registered with the guidance session will be displayed as a link to allow viewing.

Searching and applying for guidance sessions.

1. Guidance information is displayed in calendar format, with the current month shown by default. You may search by specifying employment year, guidance series and application requirement.

➤➤➤ Newly registered guidance sessions will show a "new" icon. The dates displayed may be changed with system parameters.

2. Click the link to view details of the guidance session. Guidance sessions allowing applications will show an "Apply" button, which you may click in order to apply. You may apply for sessions if it is still within the application period and capacity has not yet been reached. After applying, a "Delete" button will appear, allowing you to cancel an application. Participation may be canceled up to the day before the scheduled guidance session date.

➤➤➤ Guidance sessions for which you have applied will appear with a yellow background. This entry will also appear within the portal system's schedule management feature.