学務情報システム

Student Affairs Information System

Operating Manual (Abridged Version)
- For Students -

(April 2023)

Introduction

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

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

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]	[OS]
・Internet Explorer	・Windows Vista or later (must support the specified browsers)
・Firefox	・Mac OS X or later (must support the specified browsers)
・Google Chrome	
・Safari	

* 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 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.

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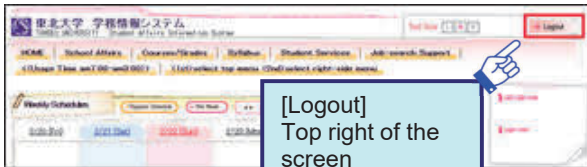
①

②

③

3) Enter your password.
[Login]
⇒The portal screen appears.
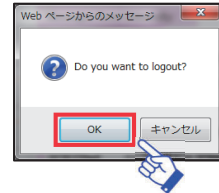
[Login]
Enter your Tohoku University ID and password.
[Login]

* Change your password and image icon regularly.
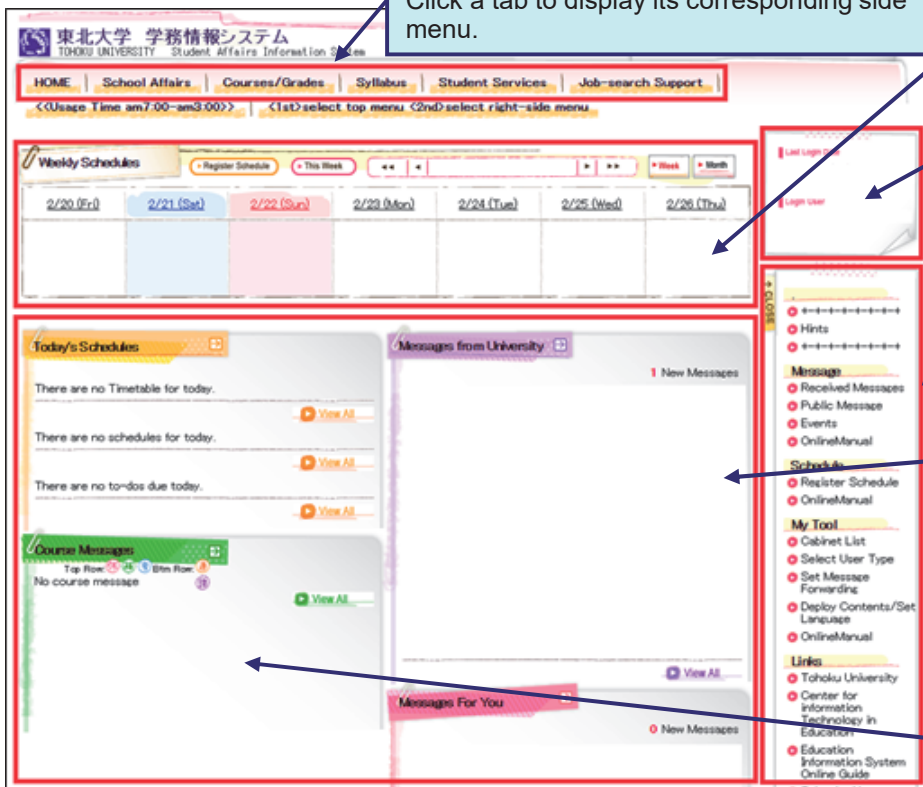
2.2 How to Logout

[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.
「休」⇒Canceled class information
「補」⇒Makeup class information
「変」⇒Timetable change information
「連」⇒Class contact information
「課」⇒Assignment information

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

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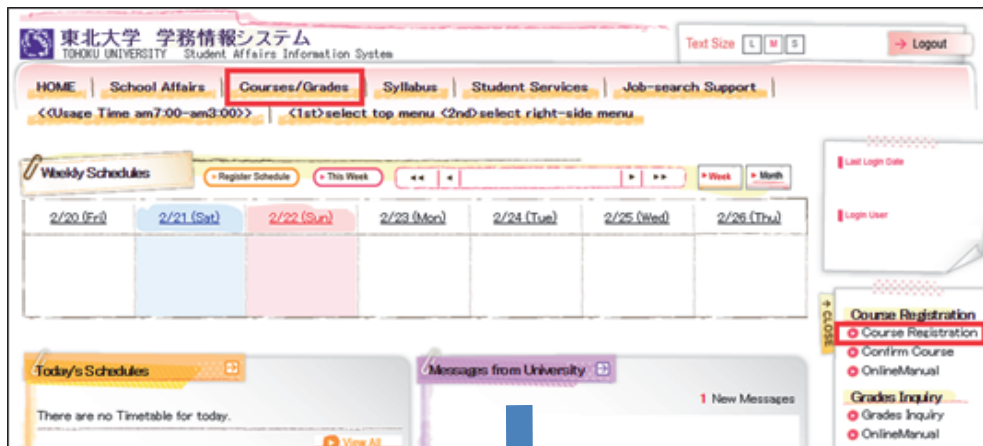・**For details on each feature, see the online manual.**

Course Registration

3.1 Registering Courses by Day of the Week and Period
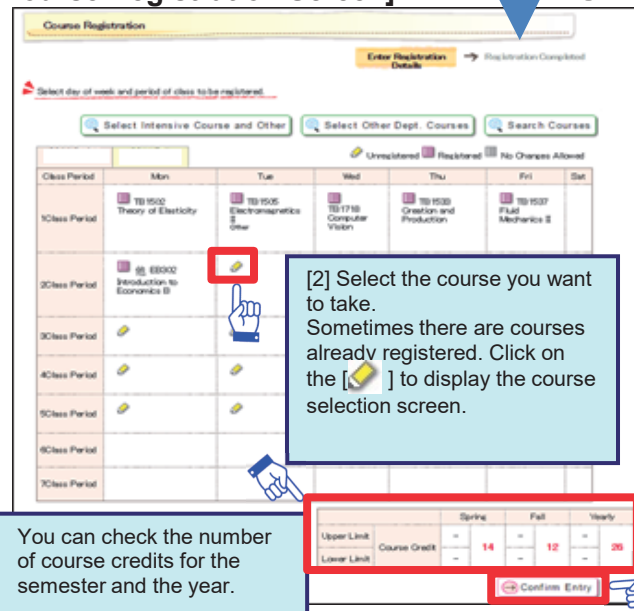
(1) You can select only courses available to you for registration on the [Course Registration] screen.
(2) During the registration period, you can change courses after registering them.

[Menu Screen]

[1] Menu screen

[Tab] Courses/Grades
↓
[Side menu] Course Registration
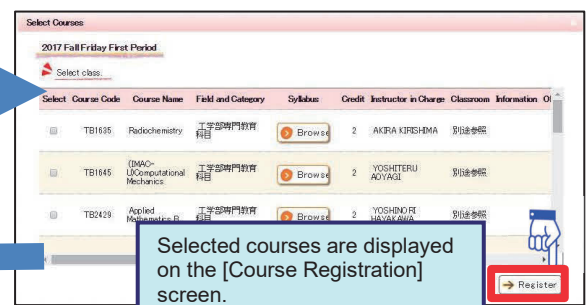
[Course Registration Screen] ①

[Course Selection Screen] ②

[2] Select the course you want to take.
Sometimes there are courses already registered. Click on the [🖊] to display the course selection screen.

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

You can check the number of course credits for the semester and the year.

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

[Course Registration Completion screen] ③

* Confirm that the following message is displayed on the [Registration Completion] screen:
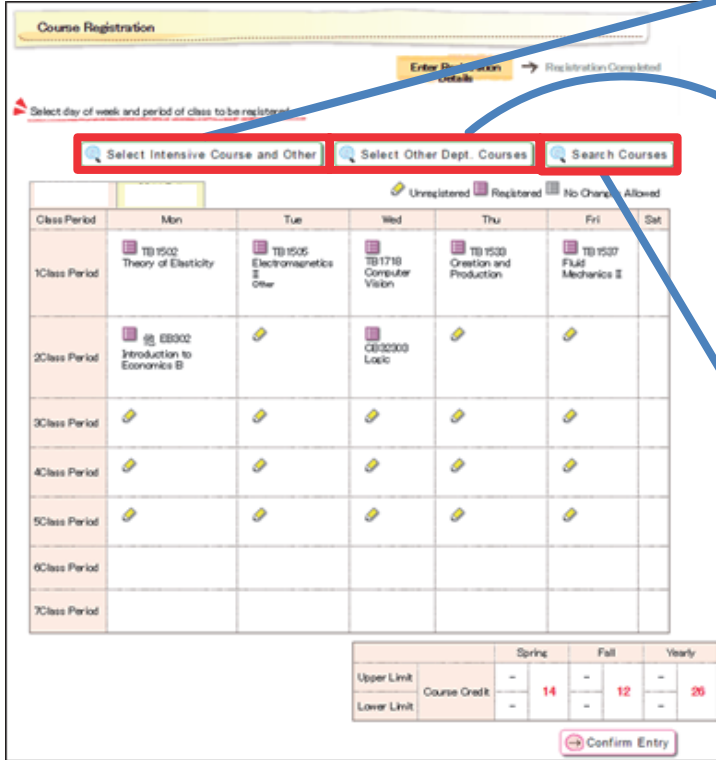"The following items are registered."

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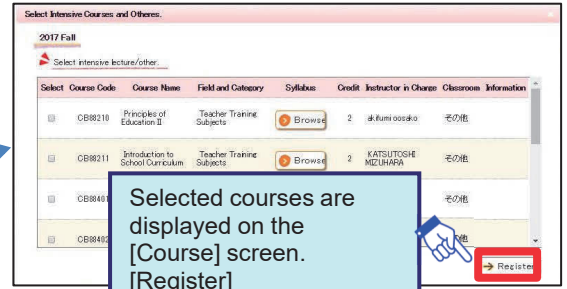
3.2 In addition to registering courses by day of the week and period, you can also perform the following operations.

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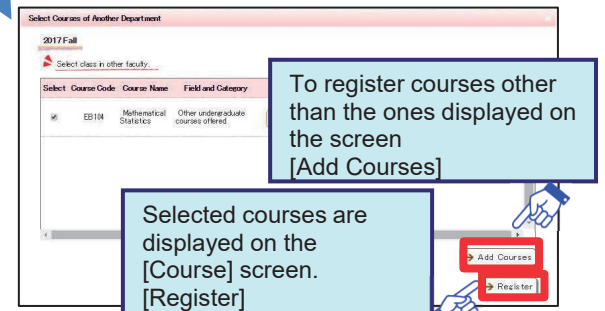(2) Register courses in other departments.
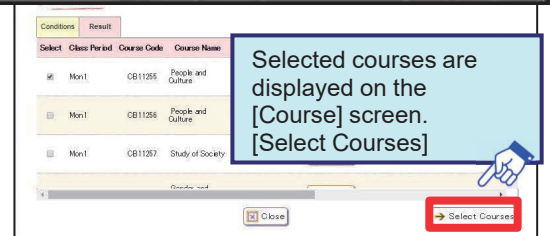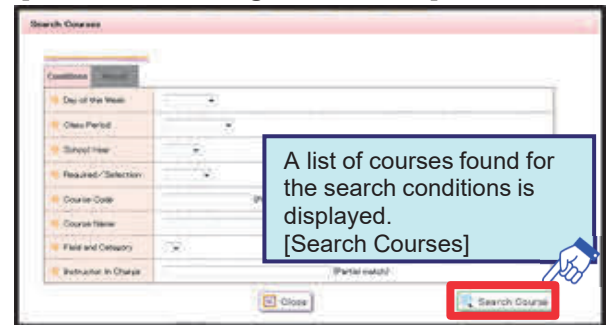(3) Search for and register courses.

[Course Registration Screen]

（1）

[Register intensive and other courses]

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

（2）

[Register courses in other departments]

To register courses other than the ones displayed on the screen [Add Courses]

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

（3）

[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.
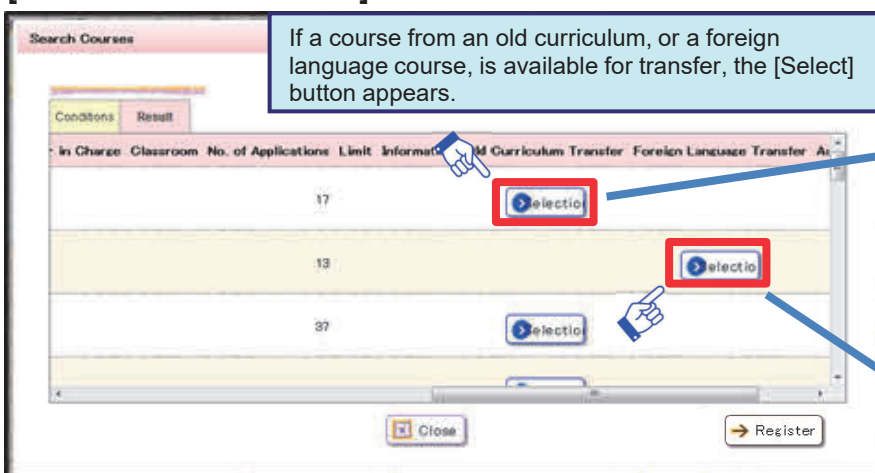
[Old Curriculum Transfer Subject selection screen]
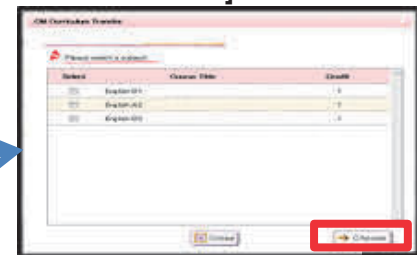
[Foreign Language Transfer Subject selection screen]

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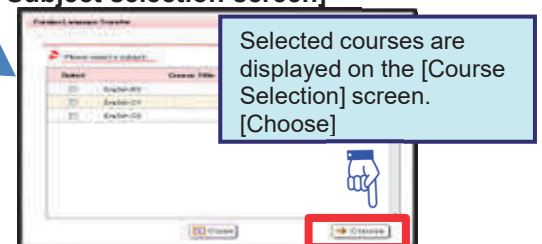
Grades Inquiry

4 Grade Inquiry Operations

[Menu screen]
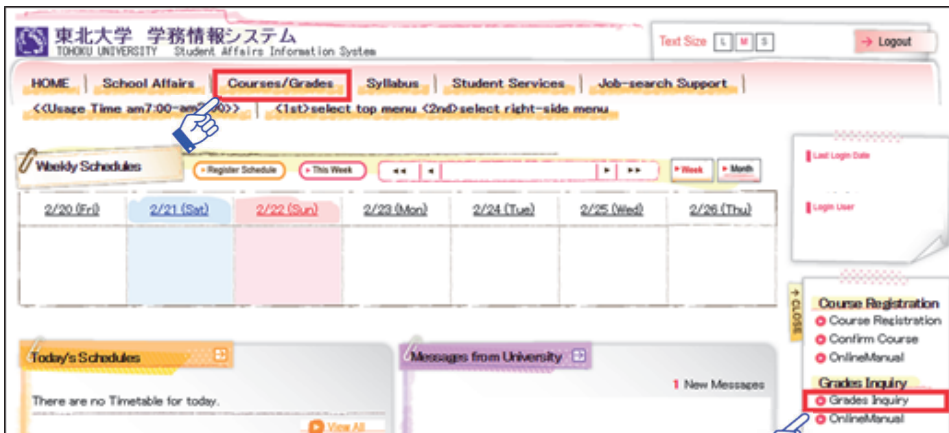
[1] Menu screen

　[Tab]　Courses/Grades
　↓
　[Side menu]　Grades Inquiry
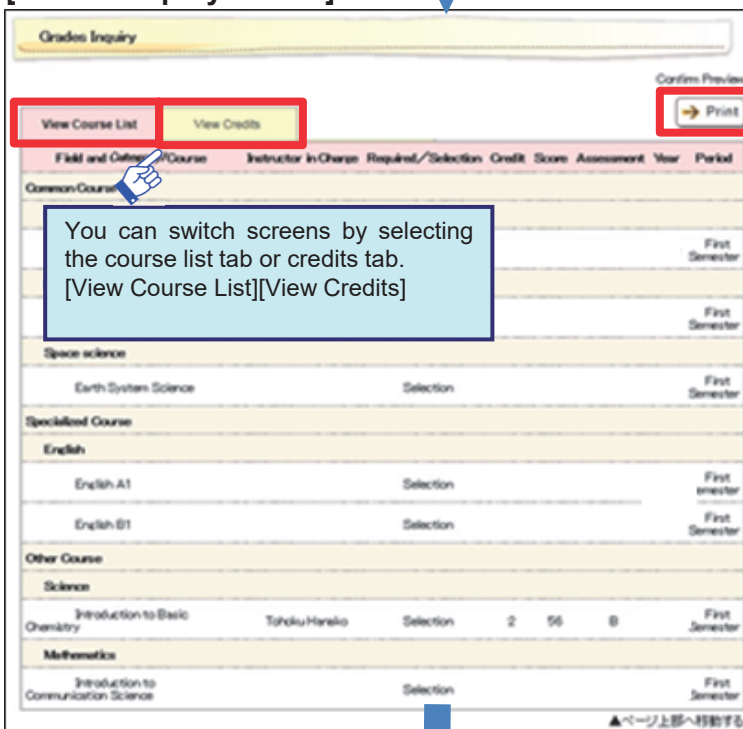
[2] [Grades Inquiry] screen
(course list) appears.
[View Course List]

[Grades Inquiry screen]

You can switch screens by selecting
the course list tab or credits tab.
[View Course List][View Credits]

[Print]
You can print a screenshot.
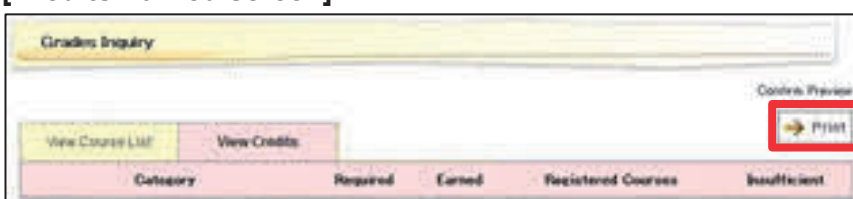
[3] To check your credits earned
[View Credits]

[Credits Earned screen]

[Print]
You can print a screenshot.
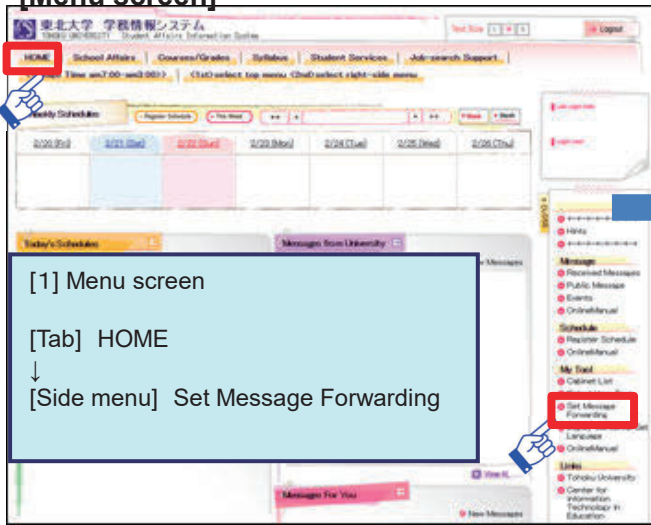
Message Forwarding Setup

5 Operations for Automatically Forwarding Notices and Other Information by Email

The default mail address is your DCmail address.

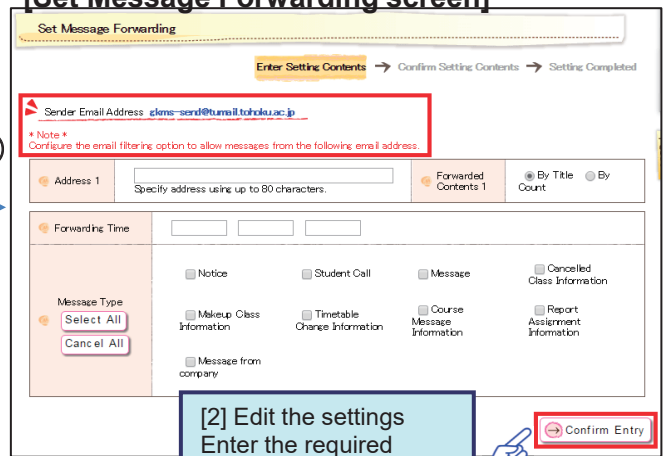Messages can be forwarded immediately upon release or periodically.

(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]

①

[1] Menu screen

[Tab] HOME
↓
[Side menu] Set Message Forwarding

Sender Email Address glms-send@tumail.tohoku.ac.jp
* Note *
Configure the email filtering option to allow messages from the following email address.

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

②

[Message Forwarding settings completed]

[Message Forwarding settings confirmation screen]

③
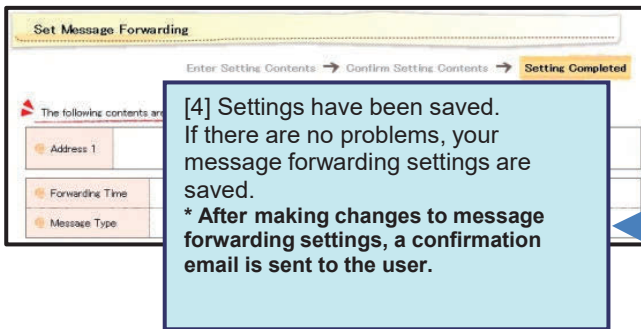
[4] Settings have been saved.
If there are no problems, your message forwarding settings are saved.
* After making changes to message forwarding settings, a confirmation email is sent to the user.
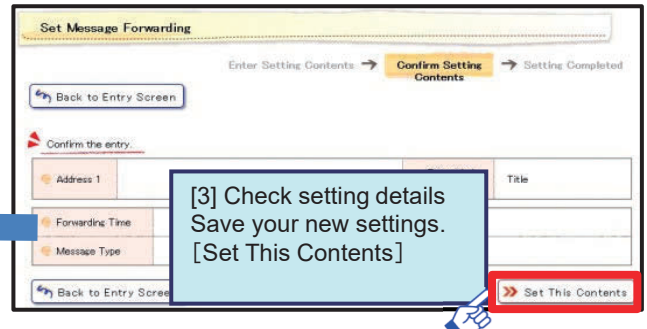
[3] Check setting details
Save your new settings.
[Set This Contents]

Submit Student Records/ Apply to Change Student Records

6 About Create/Manage

(1) Please enter your own contact information, current domicile, and your parent/guardian's address and contact information on this screen. The information you enter will be used for your student records, including the official university register. The online form is divided into three screens. New students must enter information for items 1 to 3.

(2) You can review the information you previously entered.
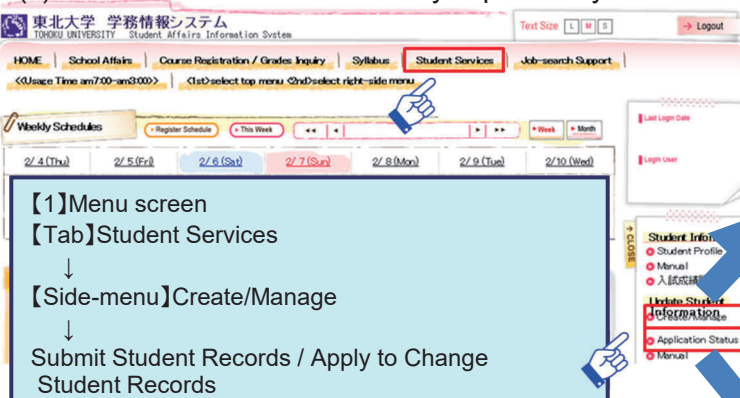
【1】Menu screen
【Tab】Student Services
↓
【Side-menu】Create/Manage
↓
Submit Student Records / Apply to Change Student Records

(1)

(2)
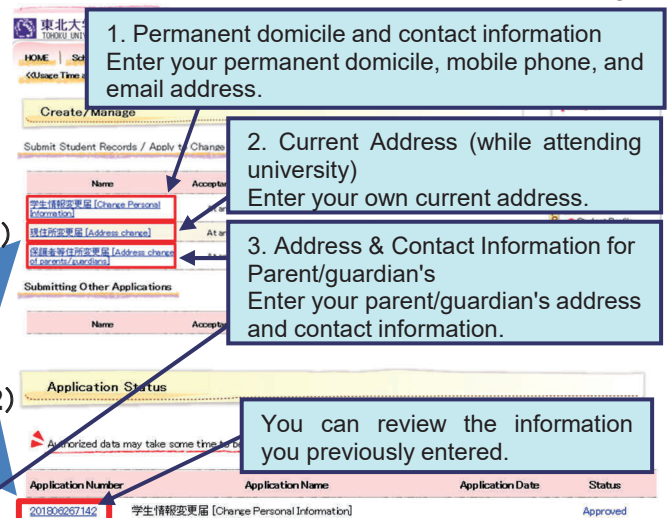
1. Permanent domicile and contact information
Enter your permanent domicile, mobile phone, and email address.

2. Current Address (while attending university)
Enter your own current address.

3. Address & Contact Information for Parent/guardian's
Enter your parent/guardian's address and contact information.

You can review the information you previously entered.

【3．Additional Work Address & Contact Information for Parent/Guardian】
If possible, please provide your parent's or guardian's workplace and work contact information (phone number) to enable us to contact them in the event of an emergency. If they are unemployed or self-employed, you need not enter this information.

Language Settings

7 Changing the language setting

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

[1] Menu screen

[Tab] HOME
↓
[Side menu] 配置／言語設定

Select the language and press the "更新" button.
The selected language will be effective when you log in next.

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