東北大学

学務情報システム

Student Affairs Information System

Operating Manual - For Students -

(September 2024)

Introduction

You can use this system by logging into the following Web address.

> Log in from PC, Smartphone:
> https://slink.secioss.com/user/index.php?tenant=auth.tohoku.ac.jp
>
> For information on Single Sign-On, please see:
> https://sites.google.com/tohoku.ac.jp/oids-out/sso

System Overview

1.1 Student Affairs Information System

This online system provides campus life support services.
You can check information such as notices or calls from the university on your PC 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
- ・Course registration
- ・Grade inquiries

1.2 System Requirements

This system supports the following environments:

[Web browser]
- ・Microsoft Edge
- ・Firefox
- ・Google Chrome
- ・Safari
- * Please enable JavaScript in your browser settings.

1.3 Notes on Using Browsers

Note the following when accessing the system on your browser.

(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 unsaved content that you have entered will be discarded.

Contact

・**For inquiries about Tohoku University ID, password, registration details and procedures:**
  1st/2nd year undergraduate students: General Education Operating Section, or Educational Affairs section of your faculty/department
  Other students: Educational 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)

Basic Operations (Login, Logout, and Switching Languages)

2.1 How to log in

Access the login screen.

① Access from on-campus: the portal screen appears.
② Access from off-campus: the multi-factor authentication screen appears.

①

②

[Login]
Enter your Tohokudai ID and password.
Click [Login]
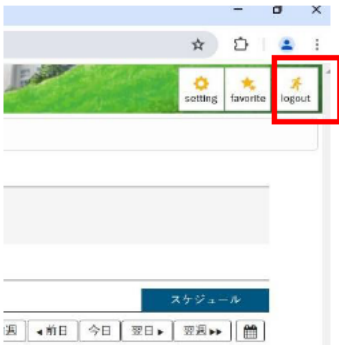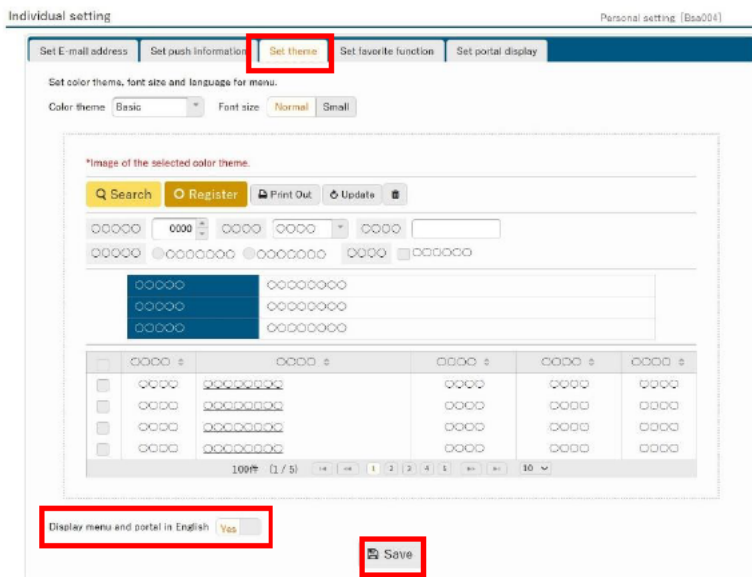
③ Select authentication method.
[Select]
⇒The portal screen appears.

2.2 How to log out

【Logout】
Top right of screen [logout]

2.3 Switching languages

【1】Top right of screen [setting]
【2】[Set theme]
【3】Display menu and portal in English [Yes][No]
【4】[Save] button

Note

・The screenshots shown here are examples and may differ from those displayed on the actual website.

Course Registration

3.1 Registering Courses by Day of the Week and Period

During the registration period, you can change courses after registering them.

【1】Top left of screen [Class registration-related]
【2】[Class registration]
【3】[Add classes] tab
【4】[+Add] button
【5】Select a lecture and click the [Confirm] button
　　Repeat 4 and 5.
【6】[To final confirmation] button
【7】Make sure there are no errors and click the [Submit] button

※Undergraduate students are required to take care that the number of credits earned in course of media class does not exceed 60 credits by the time of graduation.

【1】Top left of screen[Common]
【2】[Student information inquiry]
【3】Confirmed by bottom of screen[メディア授業修得済単位数計]

3.2 In addition to registering courses by the day of week and period, you can also perform the following operations.
(1) Register intensive course and other courses.
(2) Register by other methods.

[To register intensive course and else courses]

7			

Intensive course

Subject	Faculty name	Classroom	Campus
JAST テスト科目…	テスト　一郎		other

+ Add

else

Subject			Campus	Credits	Delete
No data is available for t					

If there are lectures available, [+Add] button will appear.

【1】[+Add] button
【2】Select a lecture and click the [Confirm] button
　　Repeat 1 and 2.
【3】[To final confirmation] button
【4】Make sure there are no errors and click the [Submit] button

[To register in other ways]

Course registration   Class registration [Kmd004]

Start registration　Select classes　Confirm　Completed

Select classes to register.
After selecting the courses, go to final confirmation.

☞ To final confirmation
Restore setting contents

Select classes	Add classes	Enter class code directly

－ 2024年度 前期

■ Selecting ■ Error ■ Unable to change (Registered) ■ Unable to select

Monday	Tuesday	Wednesday	Thurs
Training for Development of GAKUEN テスト　一郎 other KAI010001 2.0Credits	Sports A 玉川　明朗 その他/Kawauchi north campus CB21101 1.0Credits　Sports A 簾本　敏彦	Foundations of Linear Algebra 狩野　隼輔 川北キャンパスＢ１０ 3/Kawauchi north campus CB31101 2.0Credits	Basic Germa 佐藤　雪野 川北キャンパ 3/Kawauchi campus CB23109 2.0Credits Multiple tim
	その他/Kawauchi north campus CB21102 1.0Credits	Foundations of Linear Algebra 楢　辰哉 川北キャンパスＢ１０	Basic Germa 窪　俊一 川北キャンパ 4/Kawauchi north

【1】Top left of screen [Class registration-related]
【2】[Class registration]
【3】[Select classes] tab
【4】Select a lecture.
　　It is canceled when the same lecture is selected again.
　　Repeat 4.
【5】[To final confirmation] button
【6】Make sure there are no errors and [Submit] button

Course registration   Class registration [Kmd004]

Start registration　Select classes　Confirm　Completed

Select classes to register.
After selecting the courses, go to final confirmation.

☞ To final confirmation
Restore setting contents

Select classes	Add classes	Enter class code directly

■ Error ■ Unable to change (Registered)　Class code [   ]

	Subject	Semester	Day of wei	Faculty name
☐	CB21101 Sports A	2024年度 前期	Tue1	玉川　明朗
☐	CB23101 Chemistr…	2024年度 前期	Tue3	美斉津　文典
			Tue5	

【1】Top left of screen [Class registration-related]
【2】[Class registration]
【3】[Enter class code directly] tab
【4】Enter the code and click [Add] button
　　Repeat 4.
【5】[To final confirmation] button
【6】Make sure there are no errors and click the [Submit] button

3.3 How to check student timetables

Student timetable					Student timetable [Kmd008]

PDF Excel

Year and semester ✓ | 2024 ▲▼ 前期 ▼ | Campus | All ▼ | **M Display**

− 2024年度 前期

	Monday	Tuesday	Wednesday	Thursday	Friday
1	**Training for Development of GAKUEN** テスト 一郎 other KAI010001 2.0Credits				**Basic German I** 小林 大志 川北キャンパスA１０ 4 /Kawauchi north campus CB32121 2.0Credits [Multiple times]
2			**Basic German I** 小林 大志 川北キャンパスA１０ 4 /Kawauchi north campus CB32121 2.0Credits [Multiple times]		
			Chemistry A		

【1】Top left of screen [Class registration-related]
【2】[Student timetable]
【3】Select a condition and click the [Display] button

Grade Inquiries

4 How to check your grades

Assessment inquiry		Assessment inquiry [Kmg006]

Display pattern	● Display together ○ Every semester	Ascending order	Descending or		PDF
Columns for display	✓ Assessment ✓ Subject for calculating GPA				
Subjects for display	✓ Failed subjects ✓ Subjects under study ✓ Abandoned subjects				

Q Display

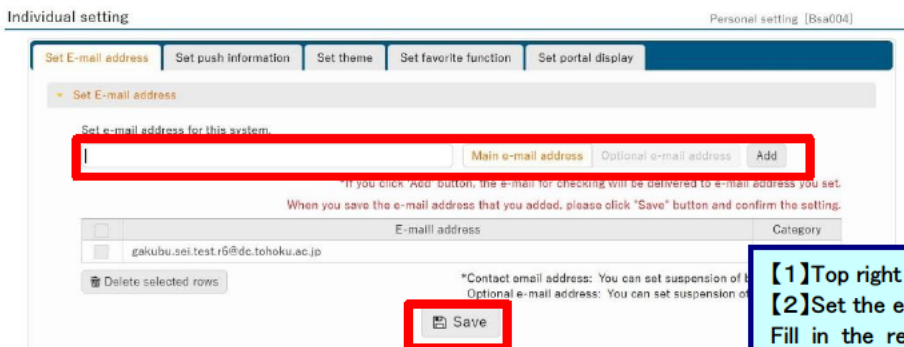| Subject	Credits	Assessment	Subject for calculating GPA	Year	Semester	Faculty name
修得単位数計						
General education						
Core Subjects						
Human Studies						
World of Thoughts and Ethics	2.0					
Social Studies						
Economy and Society	2.0					
Science Studies						
Study of Nature	2.0	AA	○	2009	前期	小原 拓
Expansion Subjects						

【1】Top left of screen [Qualifications,Assessment,Attendance]
【2】[Assessment inquiry]
【3】Select a condition and click the [Display] button

Set E-mail address

5 Automatically forwarding notifications and other information to a specified e-mail address
The default e-mail address is your DCmail address.

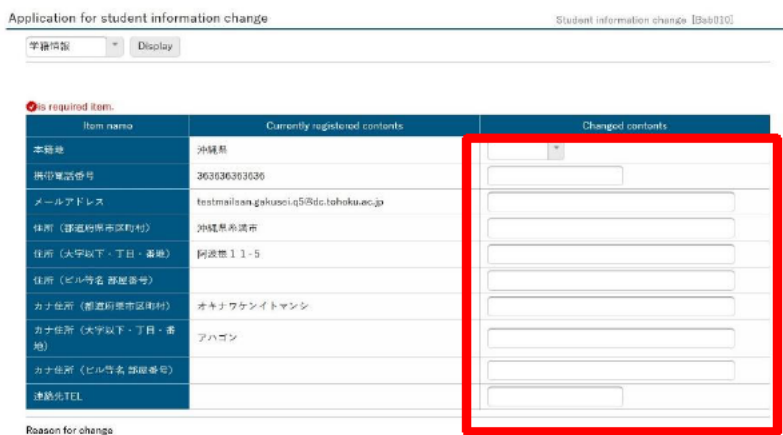You can register another valid e-mail address as a forwarding address.

Individual setting   Personal setting [Bsa004]

| Set E-mail address | Set push information | Set theme | Set favorite function | Set portal display |

▼ Set E-mail address

Set e-mail address for this system.

| | Main e-mail address | Optional e-mail address | Add |

*If you click "Add" button, the e-mail for checking will be delivered to e-mail address you set.

When you save the e-mail address that you added, please click "Save" button and confirm the setting.

	E-mail address	Category
☐	gakubu.sei.test.r6@dc.tohoku.ac.jp	

🗑 Delete selected rows   *Contact email address: You can set suspension of
     Optional e-mail address: You can set suspension of

💾 Save

【1】Top right of screen [setting]
【2】Set the e-mail address
Fill in the required fields. The most recently registered address will become your current forwarding address.
【3】[Add] button
【4】[Save] button

Changing student information

6 How to change student information

If you need to change items other than those shown on the screen (name, gender, etc.), please contact the academic affairs section of your faculty/graduate school.

Application for student information change   Student information change [Bsb010]

学籍情報 ▼ | Display

🔴is required item.

Item name	Currently registered contents	Changed contents
本籍地	沖縄県	▼
携帯電話番号	363636303636	
メールアドレス	testmailsan.gakusei.q5@dc.tohoku.ac.jp	
住所（都道府県市区町村）	沖縄県糸満市	
住所（大字以下・丁目・番地）	阿波根11-5	
住所（ビル等名 部屋番号）		
カナ住所（都道府県市区町村）	オキナワケンイトマンシ	
カナ住所（大字以下・丁目・番地）	アハゴン	
カナ住所（ビル等名 部屋番号）		
連絡先TEL		

Reason for change

⭕ Check contents of application

Application confirmation

Check the editing contents and click 'Apply for this contents' button.
学籍情報

Item name	Currently registered contents	Cha
本籍地	沖縄県	沖縄県
携帯電話番号	363636363636	11111111111
メールアドレス	testmailsan.gakusei.q5@dc.tohoku.ac.jp	testmailsan.gakusei.c
住所（都道府県市区町村）	沖縄県糸満市	沖縄県糸満市
住所（大字以下・丁目・番地）	阿波根11-5	阿波根11-5
住所（ビル等名 部屋番号）		
カナ住所（都道府県市区町村）	オキナワケンイトマンシ	オキナワケンイトマンシ
カナ住所（大字以下・丁目・番地）	アハゴン	アハゴン
カナ住所（ビル等名 部屋番号）		
連絡先TEL		

Reason for change :

⭕ Apply for this contents

【1】Top left of screen [Common]
【2】[Student information change]
【3】[学籍情報][保護者等情報]
    Enter the required fields.
【4】[Check contents of application] button
【5】[Apply for this contents] button
【6】[OK] button