



東北大学

学務情報システム

Student Affairs Information System

Operating Manual (Abridged Version)
- For Students -

(April 2024)

Introduction

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

PC, Smartphone
<https://slink.secioss.com/user/index.php?tenant=auth.tohoku.ac.jp>

For Single Sign-On, please refer to
<https://sites.google.com/tohoku.ac.jp/oids-out/sso>

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 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 login screen.



[Login]
Enter your Tohokudai ID
and password.
[Login]

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

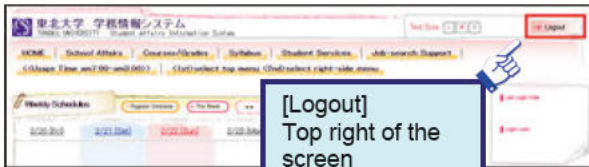
①

②



③) Select authentication method.
[Select]
⇒ The portal screen appears.

2.2 How to Logout

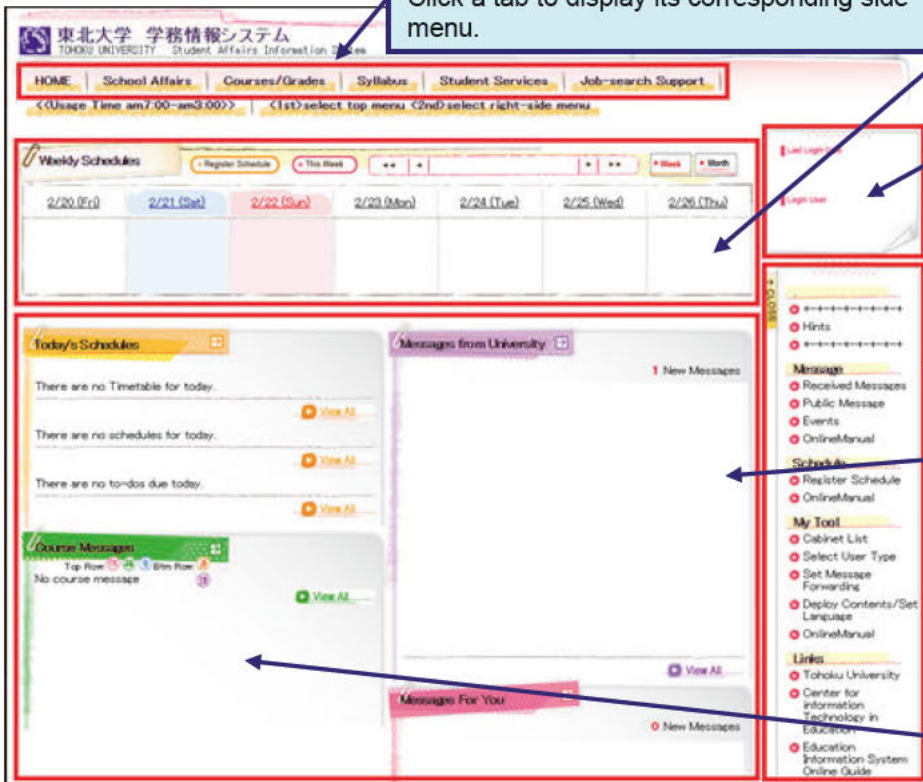


[Logout]
Top right of the
screen
[Logout]



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.

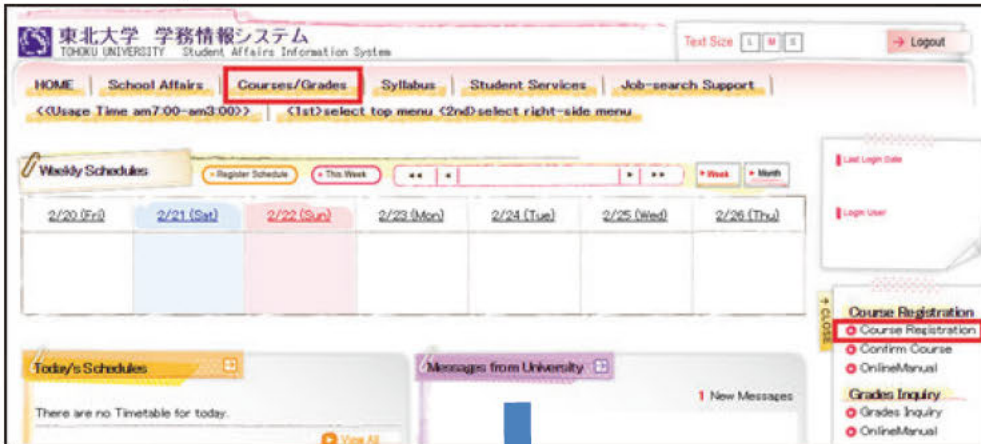
The information of a subject taking is not displayed until a study registration period is over, Search individually from "View All".

Course Registration

3.1 Registering Courses by Day of the Week and Period

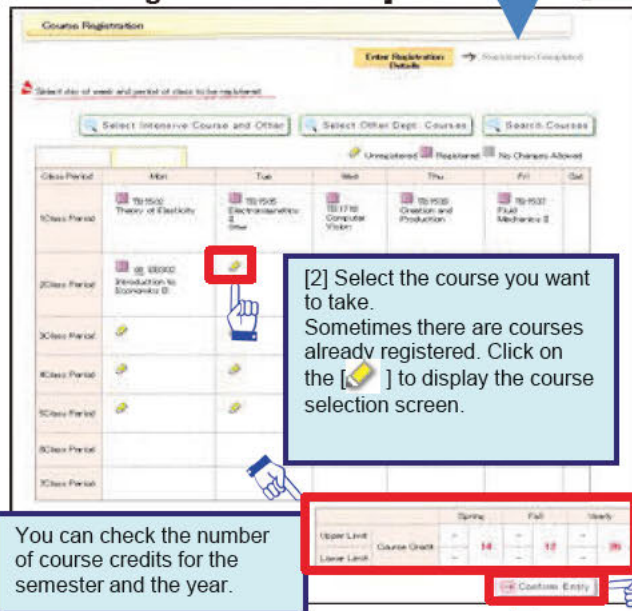
- (1) You can select only courses available to you for registration on the [Course Registration] screen.
- (2) During the registration period, you can change courses after registering them.

[Menu Screen]



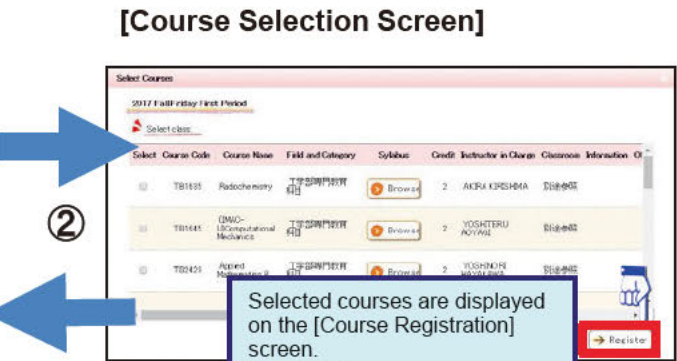
[1] Menu screen
 [Tab] Courses/Grades
 ↓
 [Side menu] Course Registration

[Course Registration Screen]



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

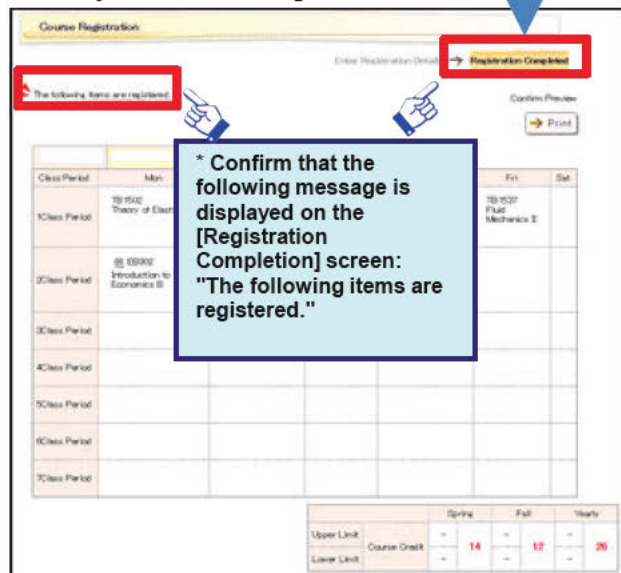
You can check the number of course credits for the semester and the year.



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

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

[Course Registration Completion screen]



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

Notes about Course Registration

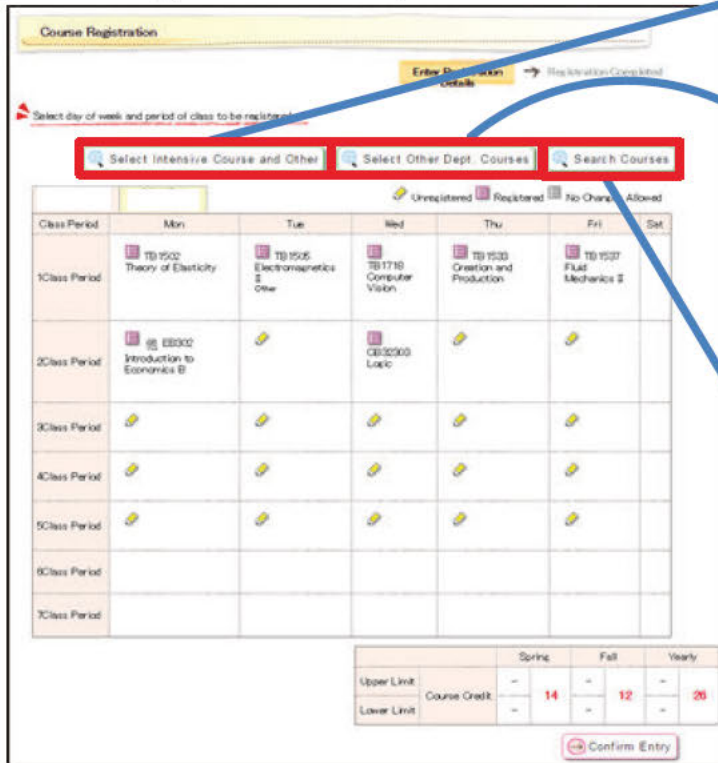
You have to register by the course registration deadline and during the designated access time. If either of these expires before you finish, you won't be able to register.

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.

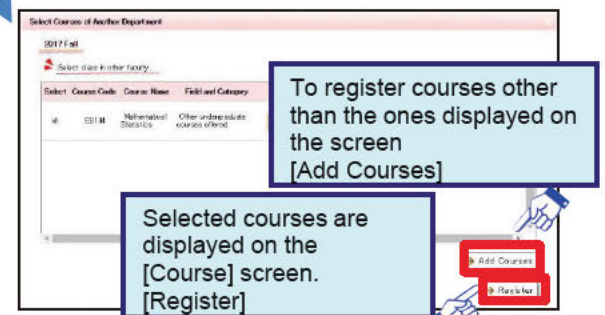
[Course Registration Screen]



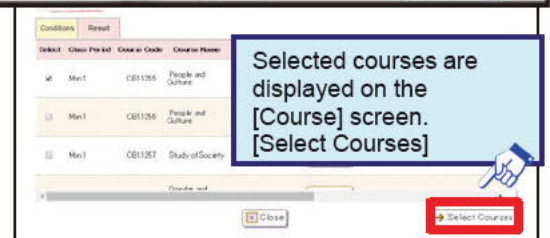
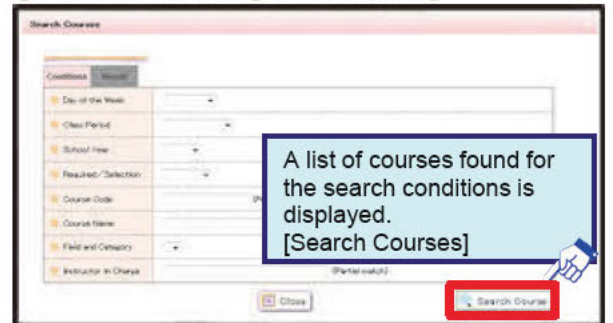
[Register intensive and other courses]



[Register courses in other departments]

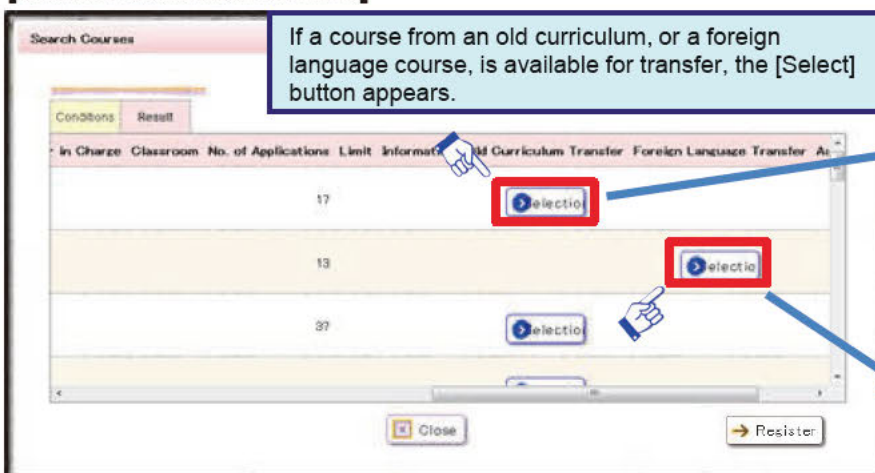


[Search for and register courses]

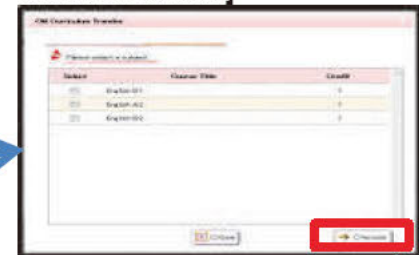


3.3 Transfer Old Curriculum and Foreign Language Subjects

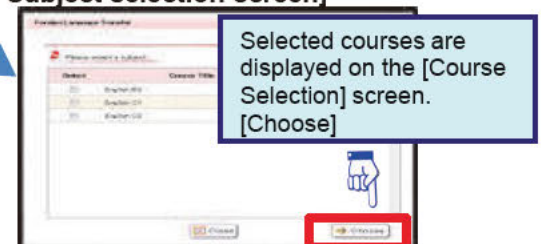
[Course Selection screen]



[Old Curriculum Transfer Subject selection screen]



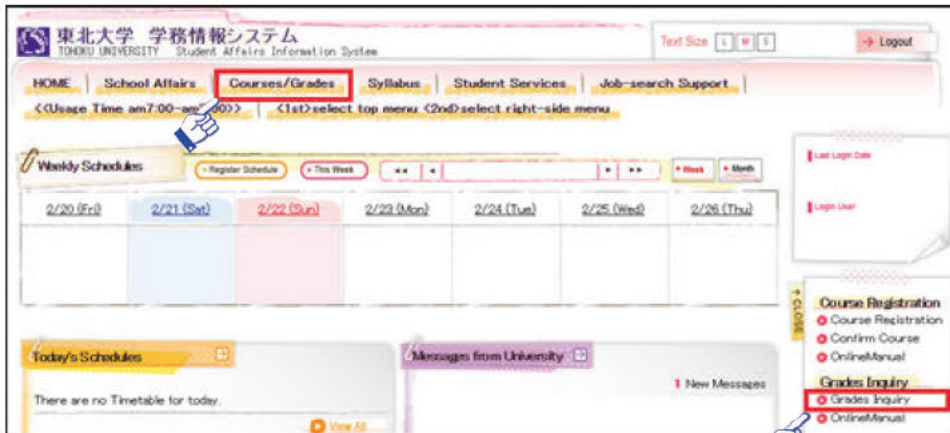
[Foreign Language Transfer Subject selection screen]



Grades Inquiry

4 Grade Inquiry Operations

[Menu screen]



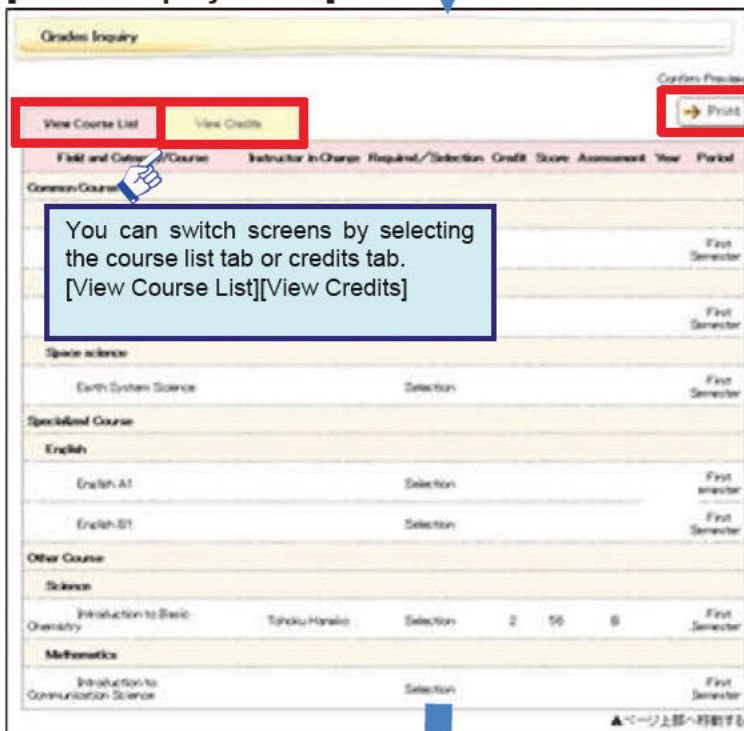
[1] Menu screen

[Tab] Courses/Grades

↓

[Side menu] Grades Inquiry

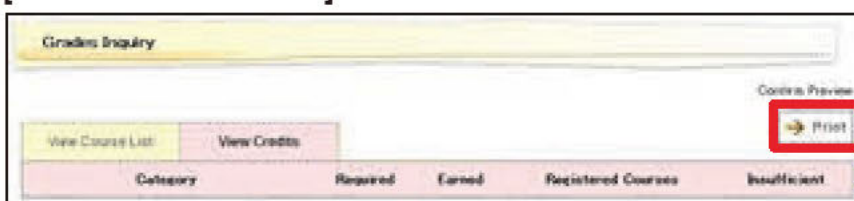
[Grades Inquiry screen]



[Print]

You can print a screenshot.

[Credits Earned screen]



[Print]

You can print a screenshot.

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

Message Forwarding Setup

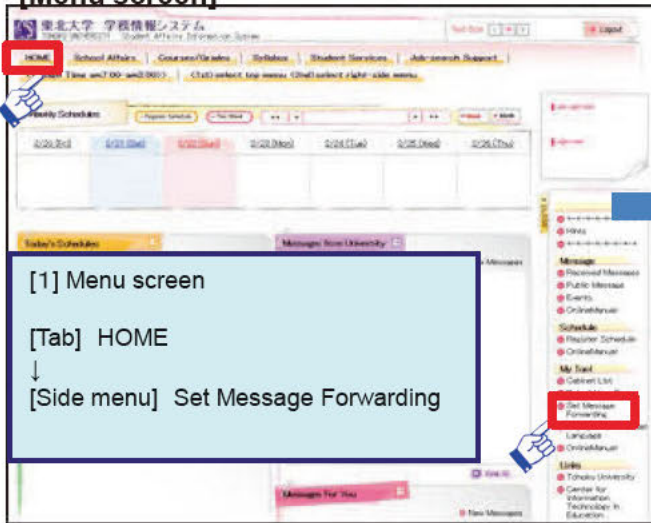
5 Operations for Automatically Forwarding Notices and Other Information by Email

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]

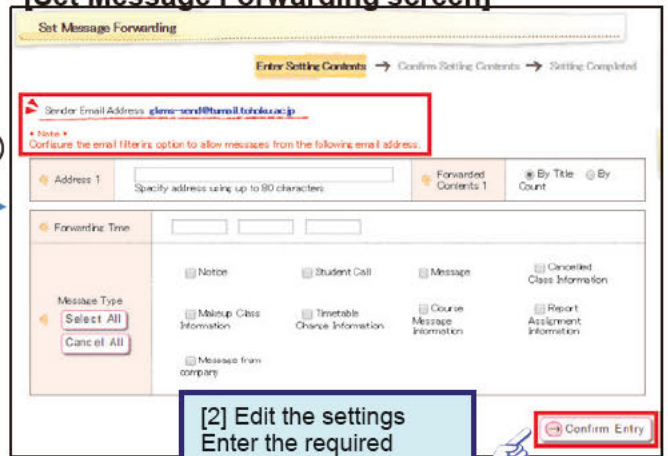


[1] Menu screen

[Tab] HOME

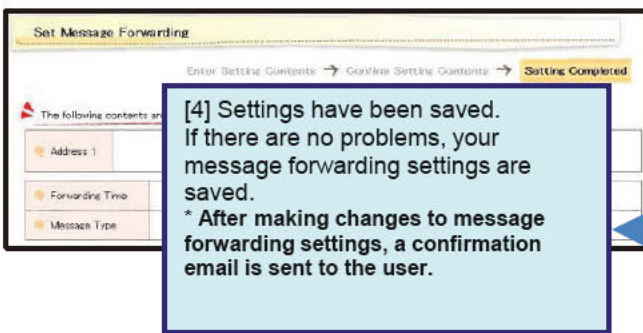
[Side menu] Set Message Forwarding

[Set Message Forwarding screen]



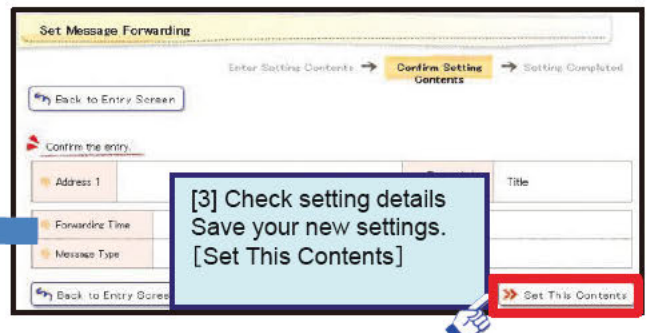
[2] Edit the settings
Enter the required settings.
[Confirm Entry]

[Message Forwarding settings completed]



[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]



[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.

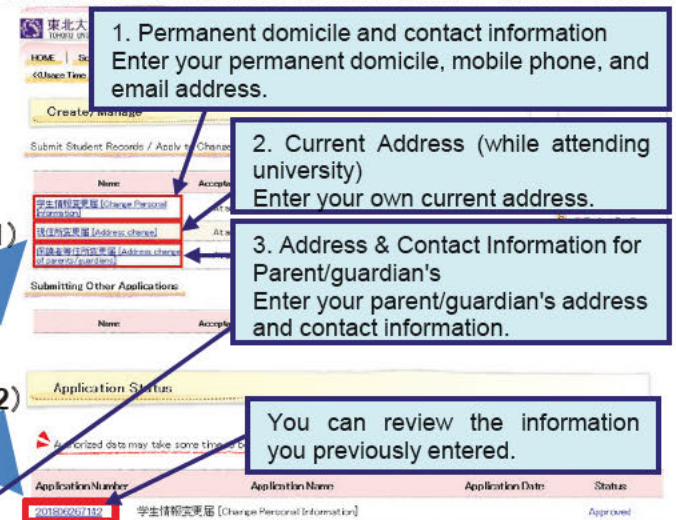
(2) You can review the information you previously entered.



[1] Menu screen
[Tab] Student Services

[Side-menu] Create/Manage

Submit Student Records / Apply to Change Student Records



1. 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.

