# J-PARC PORTAL SYSTEM GENERAL MANUAL for USERS

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# MENU

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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.

Currently, User Support System and Publication Database have already been linked with the portal. Other systems will be linked in sequence. [As of July 2023]

# User Registration (Create new account)

Account for Portal System is required to use. Registration of account is directed in the following passage. It will be able to log in to the other linked system by linking the created account with the account of another linked system. For more information, see **Account Integration**.

Learn more about the first steps here.	·、、
If you are using the J-PARC portal for the first time, please do so only once.	· · · · · · · · · · · · · · · · · · ·
http://is.j-parc.jp/uo/data/exp/start-upmanualE.pdf	

1. Click 'user registration' on navigation bar at top of site to open the web form.

J-PARC	Portal	Link 🕶		English 👻	Password reissu	e user registration () Login
	✓ Notice					
	There is no n	otification.			 ▼	
						J-PARC Center Users Office
	✓ Operat	ing enviroi	iment (recommended)			
	Microsoft V	/indows®	Microsoft Edge® latest version			

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.

New user regis	stration
mail address	
Send	

3. Click the URL of the email you received.

New user registration has	been accepted on the J-PARC portal site.
Please access the URL lis If the expiration date ha	ted below and register your user information. The URL is valid for 12 hours. as passed, please register as a new user on the portal site again.
attac://ius t i page in/s	antal/upon non-tration/acasanad dana date and nota-abdiese
<u>iccps://jus-c.j-parc.jp/p</u>	00/C41/0561-168
	Click the URL to open the portal password reissue

Registration form appears.

Enter the required information and click registration button.

When user registration is completed, log-in is activated.

New user reg	istration		
*ls a required item.			
Personal informat	ion		
Full name *	Surname	Name	middle name
Name (in Roman letters) *	Surname	Name	middle name
Kana name *	Surname	Name	middle name
Birthday *			

- 4. Be sure to click OK button on the confirmation page.
- 5. When this page appeared, new user registration for the portal is complete.

J-PARC Portal	Link <del>-</del>	En	nglish 👻	Password reissue	user registration	3	Login
New user re	gistration						
A new user has bee	en registered.						
back							

6. When you access User Support System while logged in to J-PARC PORTAL, User Registration page be open. Enter User Registration form.

7. Log in to site.

X.		
	大道度用于加速度指数	ALCON Y
	J-PARC	
	English v	
	Sign in to your account	
	Username or email	
	Password	
1"	Sign In	Contraction of the local division of the loc
ALL	Enter email address and password you set	
	when you registered, and click login.	· · · ·
1.5		

8. TOP page is appeared and access User Support System from the link menu or banner on the portal.



9. Registration form (commitment and notification) of User Suuport System will be appeared. Enter user and activity information.

User Support System	Japan Proton Accelerator Reso User Information	earch Complex
	>> User Information TOP > User Registration > User Regist	
<< User Information Top	# User Registration.	
Page • Login • User Registration	This document stipulates the terms for using the J-PARC User Support System provided by the High Energy Accelerator Research Organization. All intending users must read the terms and agree with all the articles before using the system. Users are presumed to have agreed with all terms.	

10. Please wait until the completion notifies "J-PARC user registration approved" by e-mail.

### 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.

J-PARC	Portal Link -		English 👻	Password reissue	user registration 🔞	Login
	✓ Notice					
	There is no notification.			٥		MLF
	<ul> <li>Operating envi</li> </ul>	ronment (recommended)			J-PARC Center User	s Office
	Microsoft Windows®	Microsoft Edge® latest version				

# Flow upon using User Support System for the 1st time

- 1. Apply user account on J-PARC PORTAL.
- 2. When you access User Support System while logged in to J-PARC PORTAL, User Registration page will be open. Enter User Registration form.
- 3. Please wait until the completion notifies "J-PARC user registration approved" by e-mail.
- 4. Access User Support System from the link menu or banner on the portal TOP

# 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.

fety education 2021	Status
MLF Facility safety instruction	Not yet
fety education 2022	Status
ere 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.

Issue number	Beamline	Experiment manager	lssue 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.

Ex pr	periment manager ocedure	<b>Q</b> Check all	applications 🔞 hel	р
	Application form (excerpt of important of	ones) App	lication status	
	Letter of Agreement for Nuclear and Particl Physics Experiments	e Not yet	(Registration)	
	User Agreement for MLF Experiments	Not yet	(Registration)	
	Letter of Commitment (MLF)	Not yet	(Registration)	
	Notification of pursuer(s) at J-PARC experin	nent Not yet	(Registration)	
	List of experimental equipments to be carri into MLF	ed Not yet	(Registration)	
	Samples and Reagents Declaration	Not yet	(Registration)	
	Beamtime Use Report	Not yet	(Registration)	

#### **Experiment Participant Procedure**

Ease status of all participants(s).

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

If the owner is Principal 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.

eriment parti	cipant procedure	Q Ch	<b>Q</b> Check all applications			
Full name	*Acceptance approval	*Application for admission	*hotel reservation			
Taro SHIKEN	Already	Not yet (Application)	Not yet (Application)			
There are n submitted.	nandatory documer	nts for experiment participants	that have not been			
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.

Application number	Visit period	last updated
J2021-00016616-001	2022/01/25 ~ 2022/01/26	2022/01/25
» Details		
🗹 Change		
णि 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.

reservation				
Reservation No.	Accommodation application period	lodging	Accommodation fee	last updated
D2021- 00007502 >> Details Change (i) cancel	2022/01/26 ~ 2022/01/27	Tokai	Not yet	2022/01/25

### Confirm and Change personal profile

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

J-PARC Portal	Link <del>-</del>	English 🔻	® 9
✓ Notice			

- 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 *	試験	太郎	middle name					
Name (in Roman letters) *	SHIKEN	ТагоТаго	PORTAL					
Kana name *	シケン	タロウ	middle name					
Birthday *	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 Pas	sword
Current password	
New password	
New password (confirmation)	□ Show password
The password must meet ti Available character Number of charact Include two or mor Include 4 different	ne following rules: s: Half-width alphanumeric characters ers: 8 to 99 characters e alphabets and one or more numbers or symbols characters
Check the above cont	ents 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).

- 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.

	ion	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
ntegration source	e user information		
ntegration source	e user information	÷	
ntegration source arget system ogin ID	e user information Please select shiken@post.j-parc.jp	*	
ntegration source arget system ogin ID assword	e user information Please select shiken@post.j-parc.jp	€	

#### View login history

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

View login history							
and the second term	soarch results						
search results							
1-10 10, 50 , 100 lines per page	<b>1-10</b> 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.

J-PARC	Portal	Link 🕶		English 👻	Password re	issue	user registration	3	Login
	✓ Notice								
	There is no no	tification.			\$			C N et@M	MLF
	✓ Operati	ng environ	ment (recommended)				J-PARC Center	Users	Office
	Microsoft W	indows®	Microsoft Edge® latest version						

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							
reissue							

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 me • Available chara • Number of cha • Include two or • Include 4 differ	et the following rules: cters: Half-width alphanumeric characters racters: 8 to 99 characters more alphabets and one or more numbers or symbols ent characters
Check the above constrained of the setting	ontents and click the "Set" button.