J-PARC PORTAL SYSTEM GENERAL MANUAL for USERS

2023.March

MENU

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.
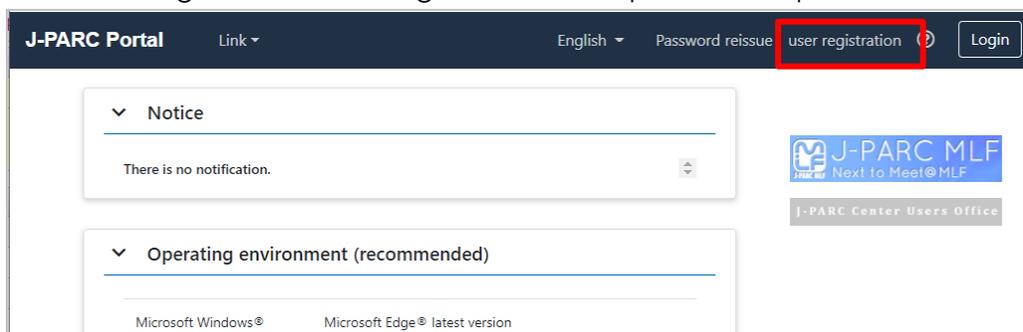
2. Enter e-mail address and click 'send' then e-mail for registration will be sent to the address you entered.
 Please check the address when noting happens after a while.

New user registration

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 listed below and register your user information. The URL is valid for 12 hours.
If the expiration date has passed, please register as a new user on the portal site again.

https://jus-t.j-parc.jp/portal/user-registration/e5e6093d-d402-4d55-88d4-9852c3b41685

Click the URL to open the portal password reissue screen

Registration form appears.

Enter the required information and click registration button.

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

New user registration

*Is a required item.

Personal information

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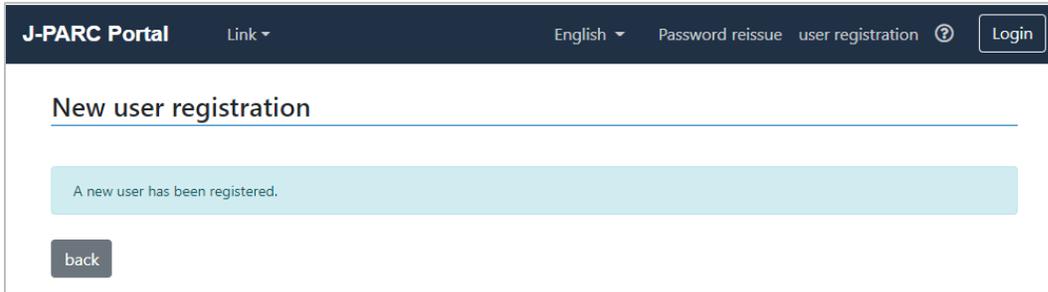
6. When you access User Support System while logged in to J-PARC PORTAL, User Registration page be open. Enter User Registration form.

7. Log in to site.
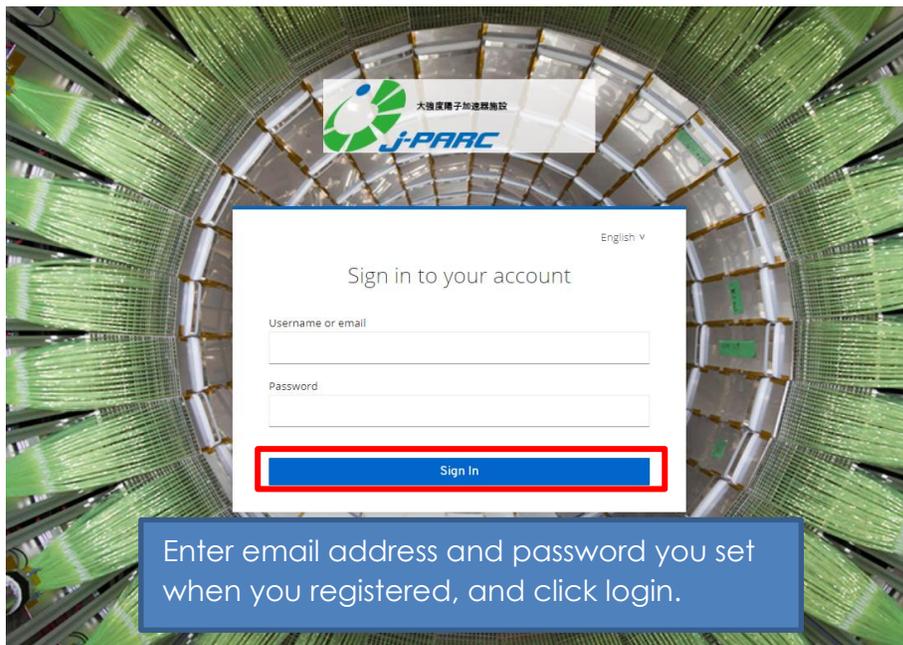
8. TOP page is appeared and access User Support System from the link menu or banner on the portal.

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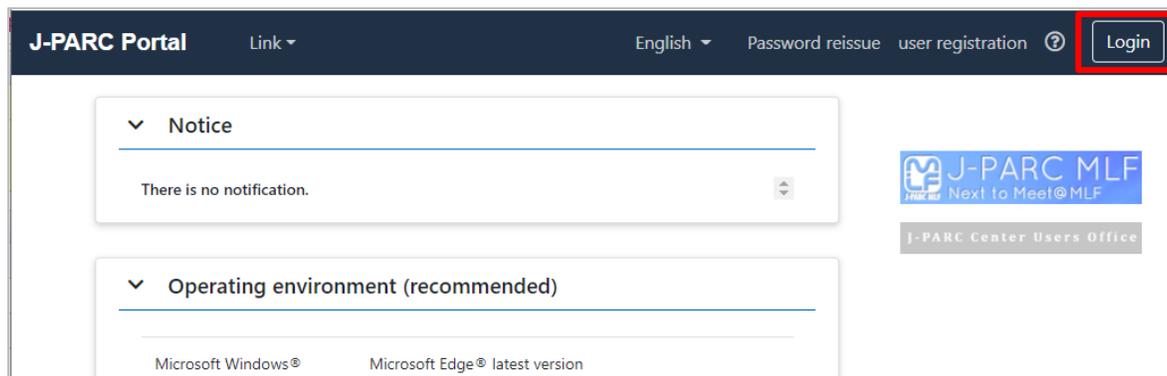

10.   Please wait until the completion notifies "J-PARC user registration approved" by e-mail.

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.

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.

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.

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.

Experiment manager procedure Q Check all applications ❓ help

Application form (excerpt of important ones)	Application status	
Letter of Agreement for Nuclear and Particle Physics Experiments	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 experiment	Not yet	(Registration)
List of experimental equipments to be carried into MLF	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.

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.

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.

Confirm and Change personal profile

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

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	TaroTaro	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 Password

Current password	
New password	
New password (confirmation)	

☐ Show password

The password must meet the following rules:
- Available characters: Half-width alphanumeric characters
- Number of characters: 8 to 99 characters
- Include two or more alphabets and one or more numbers or symbols
- Include 4 different characters

Check the above contents and click the "Change" button.

Change

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.

View login history

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

View login history

search results

1- 10   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.

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 meet the following rules:
- Available characters: Half-width alphanumeric characters
- Number of characters: 8 to 99 characters
- Include two or more alphabets and one or more numbers or symbols
- Include 4 different characters

Check the above contents and click the "Set" button.

Setting