

In order to enter J-PARC including Nuclear Science Research Institute, JAEA premises, user registration and some procedures are required by 2 weeks before the visiting date. All users are required to obtain the registration ID when they visit our facility at the first time. They are also required to renew their registration by each fiscal year.

① After login to Portal, select **User Support System** from the link menu or banner at the top of the screen.

The screenshot shows the J-PARC Portal interface. At the top, there is a navigation bar with 'J-PARC Portal', 'Administrator menu', and a 'Link' dropdown menu. The 'Link' menu is open, displaying several options: 'User Support System' (highlighted in yellow), 'Staff Sign In (Admin Portal)', 'Proposal Review System', 'Proposal Submission System', and 'Proposal Publication Database'. To the right of the main content area, there is a sidebar with a section titled 'What Shall I Begin With?'. This section contains a 'Submit A Research Proposal' button (highlighted in yellow) and a 'Beginner's Guide' link. Below this, there are links for 'Information For MLF Proposal Application', 'Ibaraki Prefecture Industrial Use Proposal', and 'Guidelines for Nuclear and Particle Physics Experiments'. Further down, there is a section for 'Experimental Procedures and Visit Procedures (User Support System)' (highlighted in yellow), which includes links for 'Steps After Approval', 'Request/Add Your Proposal Number/New Activity', and 'Application To Visit J-'. The main content area on the left shows various notices and personal information sections.

② Register for User Registration if this is the first time of use.

Log in and Add your activity from the second time of use.

▶ [User Registration]

The screenshot shows the 'User Information' page. The 'User Registration' section is highlighted. It contains a 'Terms of Service for the J-PARC User Support System' document dated March 1, 2009. Below this, there is a 'Choice of purpose of your visit' form. The form includes fields for 'Administrative Year of your visit to KEK(*)', 'Primary purpose of visit to KEK(*)', 'Project(*)', and 'Proposal/Experiment No(*)'. There are 'Proceed to user registration' and 'Close' buttons. The page also includes a 'Help' button and a copyright notice for JAEA and KEK.

▶ [Administrative Procedures for Visiting J-PARC > Identify the purpose of your visit to J-PARC]

The screenshot shows the 'Administrative Procedures for Visiting J-PARC' page. The 'Choice of purpose of your visit' form is highlighted. It includes a 'Nature of Visit' section with a dropdown menu for 'Administrative Year of your visit to J-PARC(*)' set to 2020. Below this, there are dropdown menus for 'Primary purpose of visit to J-PARC(*)', 'Project(*)', and 'Proposal/Experiment No(*)'. There is a 'Search' button and a 'Proceed to "Consent and User Registration Form" input' button. The page also includes a 'Help' button and a copyright notice for JAEA and KEK.

(NOTE) If this message appears, complete before going ahead

“Insufficient user account information [Request for additional information]”

Insufficient user account information [Request for additional information]

From April 2023, we will expand the user account information items to improve the operation of this system. Register any additional missing information. Click the button below to register the required information, as some of the required information has not been registered yet.

After the complement, please proceed with the procedure again.

- ③ Enter your personal information and personal contact information.
When add your activity, skip this and go to No.4.

> Choice of purpose of your visit > Personal information > Personal contact information > Affiliation information > Confirmation > Complete

User Registration

(*) is necessary to fill out.

[Nature of Visit]

Administrative Year of your visit to KEK
Primary purpose of visit to KEK
Project
Proposal/Experiment No.
Period of Stay(*)
Project Spokesperson Name(*)

[Personal Information]

Name(*) (First Name) (LAST Name) (Middle Name)
Email(*)
Alternate Email
Password(*)
Password Confirmation(*)
Date of Birth(*)
Gender(*)
Country and Region(*)
Home address(*)

Go to the personal contact information input screen. Back

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> Choice of purpose of your visit > Personal information > Personal contact information > Affiliation information > Confirmation > Complete

User Registration

(*) is necessary to fill out.

[Contact Details]

Phone(*)
Emergency Contact Person Name(*)
Phone(*)

Go to affiliation input screen. Back

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- ④ Enter your affiliation information.

> Choice of purpose of your visit > Personal information > Personal contact information > Affiliation information > Confirmation > Complete

User Registration

(*) is necessary to fill out.

[Affiliation Details]

Affiliation(*) Search
Department/Division(*)
Address(*)
Position(*)
Phone(*)

Enter here manually if your affiliation is not listed in the search

Continue Back

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> Home > Administrative Procedures for Visiting J-PARC > Identify the purpose of your visit to J-PARC

> Choice of purpose of your visit > Affiliation information > Confirmation > Complete

Identify the purpose of your visit to J-PARC

(*) is necessary to fill out.

[Nature of Visit]

Administrative Year of your visit to J-PARC
Primary purpose of visit to J-PARC
Project
Proposal/Experiment No.
Period of Stay(*)
Area to be Accessed(*)
Project Spokesperson Name(*)

[Personal Information]

[Contact Information]

[Affiliation Details]

Affiliation(*) Search
Department/Division (*)
Address(*)
Position(*)
Phone(*)

[Application] (*)

Confirm Back

- ⑤ Agree to Notice and click [Confirmation]. [Completion]

> Choice of purpose of your visit > Personal information > Personal contact information > Affiliation information > Confirmation > Complete

Notice

For the J-PARC user registration, below is what you typed in. Please check if it is correct. Please make sure that you understand the points to be checked and follow the registration below before you proceed to complete this application. After you confirm your information, press [Agree] button.

We will inform you by e-mail that your registration has been approved after going through accept procedures at J-PARC. It takes 1 business day to inform you. If you do not receive the approval within 2 business days please contact J-PARC Users Office.

I agree and confirm the information.

After approval by UO, you will receive the notification e-mail about completion of registration. Please make sure to contact J-PARC Users Office if you didn't receive any confirmation within 2 business days, usually approval takes one business (Sat. Sun and holiday are out of service).

Log in and get start necessary procedures, submit Application form to visit J-PARC, and booking Tokai Dormitory.