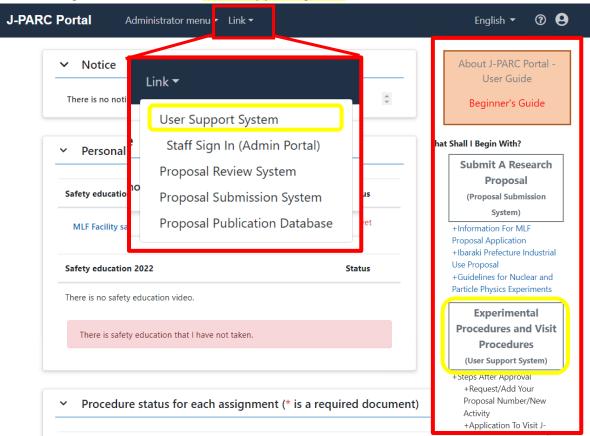# User Support System -User registration-

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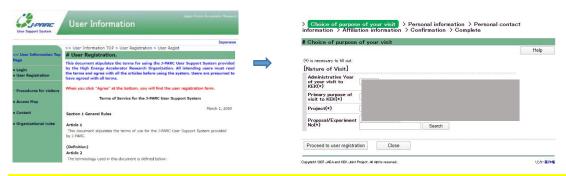
① After login to Portal, select **User Support System** from the link menu or banner at the top of the screen.
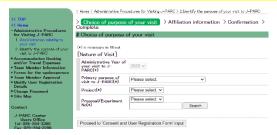


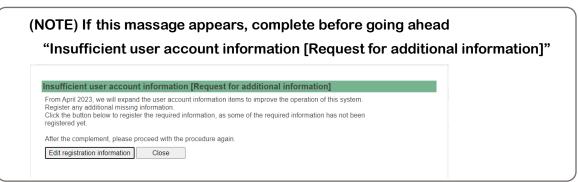② Register for User Registration if this is the first time of use.
   **Log in and Add your activity from the second time of use.**
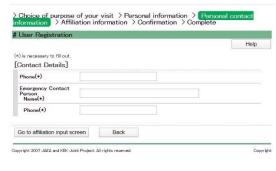
▶ **[ User Registration ]**



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

> (NOTE) If this massage appears, complete before going ahead
>
> "Insufficient user account information [Request for additional information]"
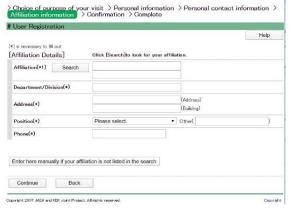


③ Enter your personal information and personal contact information.

When add your activity, skip this and go to No.4.



④ Enter your affiliation information.



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



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.