

Updating Address on Campusmate

1. Click "Campusmate Web(APU)" on Campus Terminal

The screenshot shows the APU Campus Terminal website. At the top, there is a navigation bar with "HOME", "School Affairs Posting", and "Syllabus". Below this is a "Information" section with a list of messages. The messages include dates and titles such as "2/11 (Tue) 2021年卒業予定者向け ブルームバーグ・エル・ビー(Bloomberg)からの案内について(日本語のみ)", "2/6 (Thu) Regarding the issue of delay on the Web mail (Outlook on the Web)/Webメール(Outlook on the web)の遅延問題について", and "2/6 (Thu) Overseas Short-Term Summer Programs / 海外短期サマープログラム参加者募集". There is also a "New Messages" indicator. On the right side, there is a "Last Login Date" section showing "2020/2/13 15:56" and a "Login User" section showing "MATSUSHITA Yukiko". Below these is a "Menu" section with various options like "Enter Public Message", "Enter Information", "Enter Action Required", "Specify Address", "Messages", "Messages Send List", "Office365", "Mailing List", "Change Password", and "Bookmark". There is also a "Link" section with "APU Official Site", "Campusmate Web(APU)", "Library", "Academic", "Research", and "Student Services".

2. Enter "User ID" and "Password" and click "Login"

The screenshot shows the Campusmate login page. At the top, there is a "Login" button. Below it, there are radio buttons for "Japanese" and "English". There are two input fields: "User ID" and "Password". Both fields are circled in red. Below the input fields, there are two buttons: "Login" and "Clear". The "Login" button is also circled in red. Below the login page, there is an "Information" page. The "Information" page has a table with three columns: "タイトル", "内容", and "掲示日". The table contains information about the "AY2020 SP Semester Course Registration Period A".

タイトル	内容	掲示日
AY2020 SP Semester Course Registration Period A	AY 2020 Spring Semester Course Registration Period A Schedule is as follows, [APS] 1st Priority Mar. 24 (Tue) 9:30am - Mar. 25 (Wed) 12:00 noon 2nd Priority Mar. 24 (Tue) 12:30 - Mar. 25 (Wed) 12:00 noon Regular Mar. 24 (Tue) 15:30 - Mar. 25 (Wed) 12:00 noon ----- [APM] 1st Priority Mar. 26 (Thu) 9:30am - Mar. 27 (Fri) 12:00 noon 2nd Priority Mar. 26 (Thu) 12:30 - Mar. 27 (Fri) 12:00 noon Regular Mar. 26 (Thu) 15:30 - Mar. 27 (Fri) 12:00 noon ----- [Graduate Students] Mar. 26 (Thu) 9:30am - Mar. 27 (Fri) 12:00 noon *Every morning, between the hours of 3:00am and 5:00am (Japan time), 'Campusmate' closes for maintenance. Academic Office	2019年12月10日 (Tue)

3. Enter "User ID" and "Password" and click "Login"

The screenshot shows the campusmate website interface. On the left is a navigation menu with categories like 'Academic Menu', 'Job Hunting Menu', and 'Corporate Information'. The 'View current address' link is circled in red. The main content area has a 'Personal Message' section, an 'Information' section with a table of messages, and a 'Career Office Information' section with links for 'Latest announcement', 'Latest event', and 'Latest internship'.

Title	Message	Date
	AY 2020 Spring Semester Course Registration Period A Schedule is as follows, [APS] 1st Priority Mar. 24 (Tue) 9:30am - Mar. 25 (Wed) 12:00 noon 2nd Priority Mar. 24 (Tue) 12:30 - Mar. 25 (Wed) 12:00 noon Regular Mar. 24 (Tue) 15:30 - Mar. 25 (Wed) 12:00 noon	

4. Click "Change" located next to "Current Address"

The screenshot shows the 'View current address TIPS' page. It contains several sections for address management, each with a 'Change' button circled in red:

- Current Address:** Includes fields for Address, Telephone, and Mobile Phone.
- Tuition Billing Address:** Includes fields for Name, Address, and Telephone.
- Home Country Contact Information and Address for sending Academic Information:** Includes fields for Name, Address, Telephone, and Relationship (Father).
- Emergency Contact:** Includes fields for Name, Address, Telephone, and Relationship (Father).

At the bottom, there is a confirmation message: 'Confirm your address information. If you need to make any changes, click "Change".' and a 'Return' button.

Note) If your tuition billing address is the same as your current address, please update your "Tuition Billing Address" as well.

5. Enter new address and click "Confirm"

campusmate Login User: [redacted] Logout

Change address TIPS

Enter your current address.

Do you live in one of the following? AP House 1 (W.C.E) AP House 1 (E II) AP House 2 (M.R) AP House 2 (L) AP House 2 (R II) AP House 2

Select your location In Japan Outside of Japan

Prefecture or Metropolitan Area (Prefecture or Metropolitan Area is not required for overseas address.) Oita

Postal code (Postal Code is not required for overseas address.) 874 - 0011 **Address retrieval** Search address by postal code

Address candidate A principle address can be selected

Address (The first two lines of the address must not be left blank) *

〒874-0011	(50 Letters or less)	Ex) 大分県別府市
〒874-0011 別府市 十文字原1-2	(50 Letters or less)	Ex) 十文字原1丁目1番1号
〒874-0011 別府市 十文字原1-2 APハウス2	(50 Letters or less)	Ex) APハウス
〒874-0011 別府市 十文字原1-2 APハウス2	(50 Letters or less)	Ex) 3 0 0 1 号室

Telephone 1 * [] Ex) 0977-76-1234

Extension [] Ex) 1001

Mobile Phone [] Ex) 090-1234-5678

FAX [] Ex) 0977-76-5678

Return **Confirm**

6. Click "Update" to complete

campusmate Login User: [redacted] Logout

Change address Confirm TIPS

Your changes have not been saved. Click the Update button to save your changes.

Current Address: **Change**

Address (The first two lines of the address must not be left blank.)	874-0011		
Telephone	Oita 別府市 十文字原1-2 APハウス1	Extension	
Mobile Phone		FAX	

Tuition Billing Address: **Change**

Name		Relationship	
Address (The first two lines of the address must not be left blank.)	874-0011		
Telephone	Oita 別府市 十文字原1-2 APハウス2	FAX	

Home Country Contact Information and Address for sending Academic Information: **Change**

Name		Relationship	Father
Address (The first two lines of the address must not be left blank.)			
Telephone		FAX	

Emergency Contact: **Change**

Name		Relationship	Father
Address (The first two lines of the address must not be left blank.)			
Telephone		FAX	

Confirm your changes.

Return Your changes have not been saved. Click the Update button to save your changes. **Update**

Note) If the "Update" button doesn't appear, please make sure that you filled out all the required fields again.