



Information System Orientation

Academic Office



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APU-Net (APU Account)



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- “APU Account” is the university’s ID which you use until graduation.
 - It is different from Student ID (e.g. 11003399). This ID is set by APU and distributed to you.
 - Example of APU Account: stuapu20, ap28s1ap
 - How do I find out what my APU Account is?
 - You have been notified of your APU Account through the “Online Enrollment Procedure System” for domestic entrance exam students, or by email for International entrance exam students. Please do not continue to use the temporary password but change it by yourself.
 - When will I need to use my APU Account?
 - It will be needed when you register for courses, use a campus PC or your APU email, submit your assignments / reports and take online classes etc. You will need it every time you use one of the university systems. Please keep it carefully.
 - Be careful to not let anyone know your password!!

Systems and Application at APU

Your **APU Account** is needed to use the following items.


On campus use

- PC
- Reservation of the campus facilities
- On-campus Wifi



Use of system or applications

- Campus Terminal (Campus online bulletin board)
- Campusmate (e.g. Course registration/Grade confirmation/Address registration)
- Microsoft365(Email/Word/Excel, etc.)
- manaba (e.g. class materials/ report & assignment submission)
- Respon (e.g. class attendance / questionnaire)
- Zoom (online class application)
- VPN (Library Database)

 Campus Terminal



 Microsoft 365


manaba


respon


zoom

What is the difference?:

APU-Net Account and APU Email Account



Using APU-Net Account

- Campus Terminal
- Campusmate
- Computers on campus
- Campus facilities reservation
- Wi-Fi network on campus
- VPN

Using APU Email Account

- Microsoft365
- manaba
- respon
- zoom

Email address :

Your APU-Net account+@apu.ac.jp

Campus Terminal

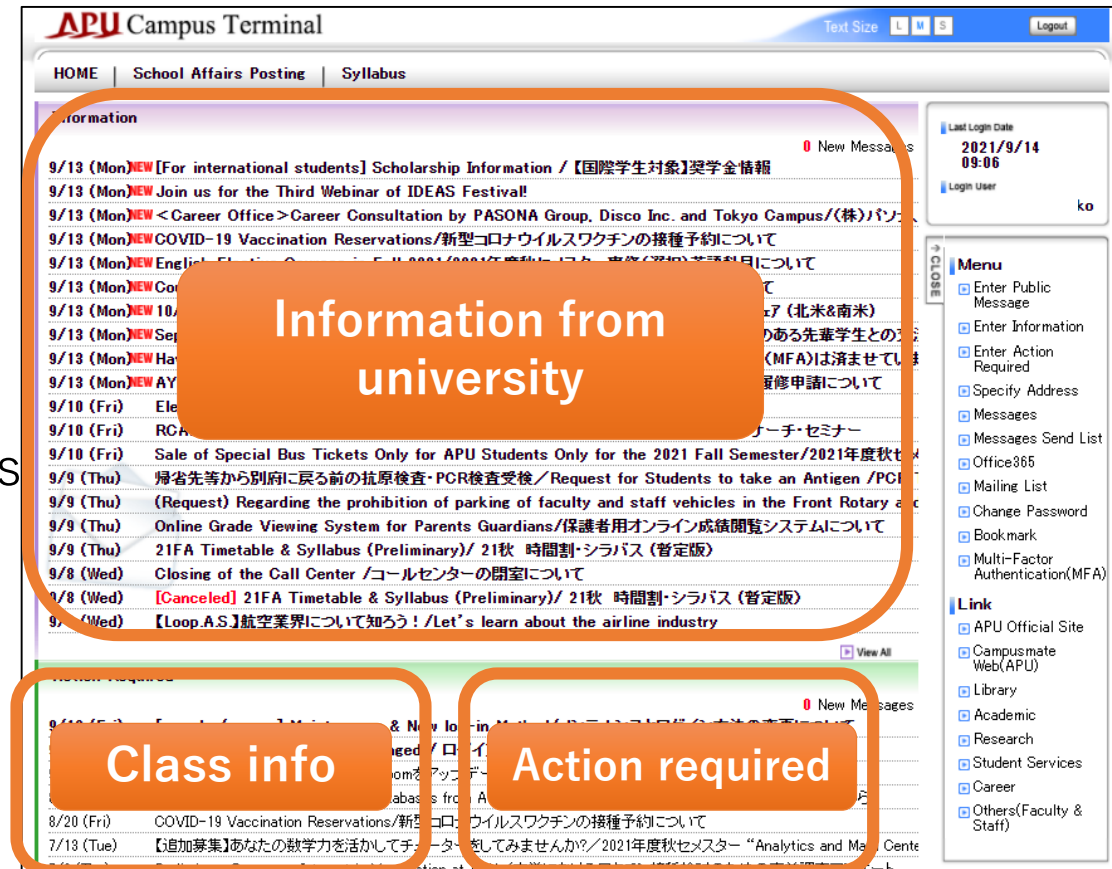
- Campus Terminal is the online bulletin board for campus members

- What type of information is published?
Information for your study / life at APU

e.g.

- Syllabus for course details
- Class cancelation
- Application calls for study abroad / programs
- On-campus job recruitment
- Language proficiency Exams
- Job-hunting / career announcements etc.

- Make sure to check regularly!



Campusmate



- Campusmate is the system for managing your personal info.
- It is used for course registration, checking grade reports, Area of Study registration, etc. Other than that, you use it for your address and contact info management. Job-hunting information is also announced on it.
- Manage your info properly. Revise info by yourself when your address of residence, phone number etc. changes.

The screenshot shows the Campusmate web interface. At the top right, it displays "Login User : FUJIKAWA Misaki" and a "Logout" button. The left sidebar contains two main menu sections: "Academic Menu" with links for "Course Registration", "[Invalid]Area of Study Registration", "Area of study Confirmation", "Grade Report", and "View current address"; and "Job Hunting Menu" with links for "Career Office Information", "Corporate Information", "Internship Information", "On-Campus Recruiting and Other Event Search", and "Job Hunting Report". The main content area has three sections: "Personal Message" (containing "There is no message."), "Information" (a table with columns for Title, Message, and Date), and "Career Office Information" (with links for "Latest announcement", "Latest event", and "Latest internship").

Title	Message	Date
	Enter the username and password you used to login to the Campus Terminal in the fields provided and click the "Login" button.	
	If you change your addresses, please enter your addresses into the 1st and the 2nd columns at least. You cannot browse the next page if you leave the 1st or 2nd columns empty.	2008/10/10 Wed

Microsoft365



- is the collective name for the apps that you use in APU.

e.g.

- Contact your instructor / office staff by email in Outlook
 - Write reports in Word
 - Make presentations in PowerPoint
 - Use spreadsheets in Excel
 - Save data on the cloud file service OneDrive
- Your email address is **“yourAPUAccount@apu.ac.jp”**
- You can download and install the Apps you need on your own device, such as your PC or tablet.



Word



Excel



Outlook



OneDrive



PowerPoint



OneNote

Microsoft365



Microsoft
Sign in
*****@apu.ac.jp
No account? [Create one!](#)
[Can't access your account?](#)
Back Next



Sign in with your organizational account

s-takeda@apu.ac.jp
Password

Sign in

Having trouble signing in?
[\(Ritsumeikan University, Affiliate Sch](#)

[-Privacy Statement for Online Service](#)
[Microsoft](#)

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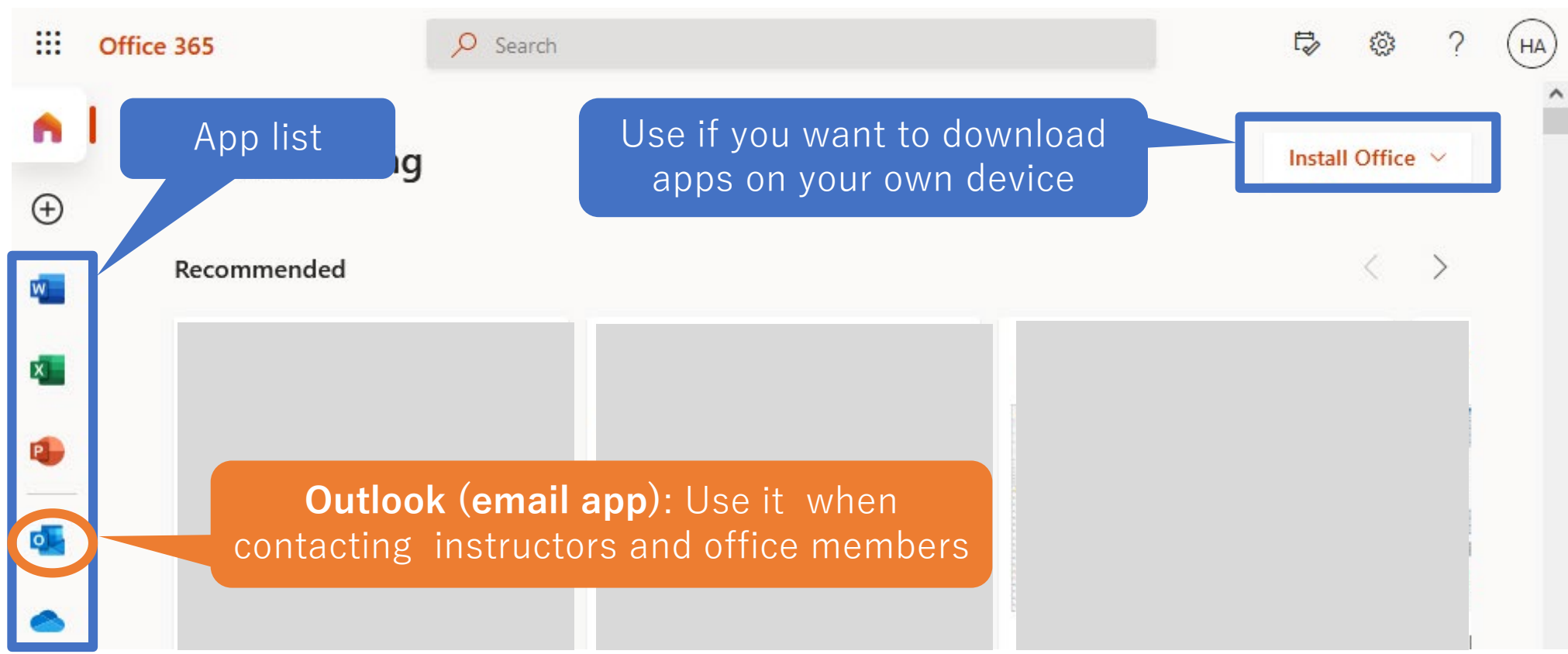
Your email address and the password for APU account



Microsoft
s-takeda@apu.ac.jp
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
 Don't show this again
No Yes

Either OK

Microsoft365



Check your email folder regularly!
Use your APU email address when you contact instructors and office members

Zoom

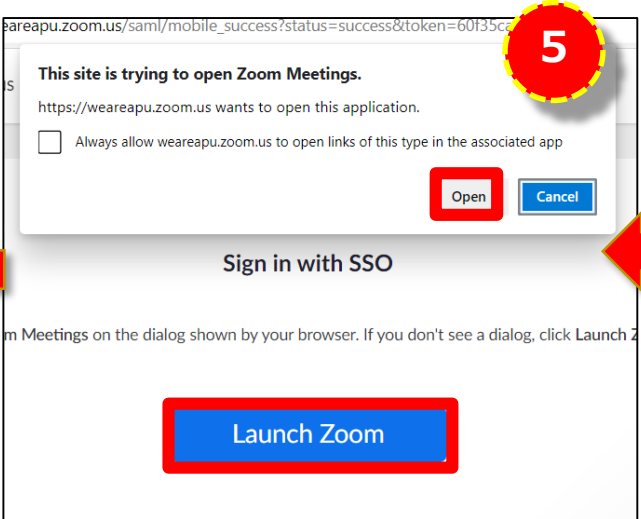
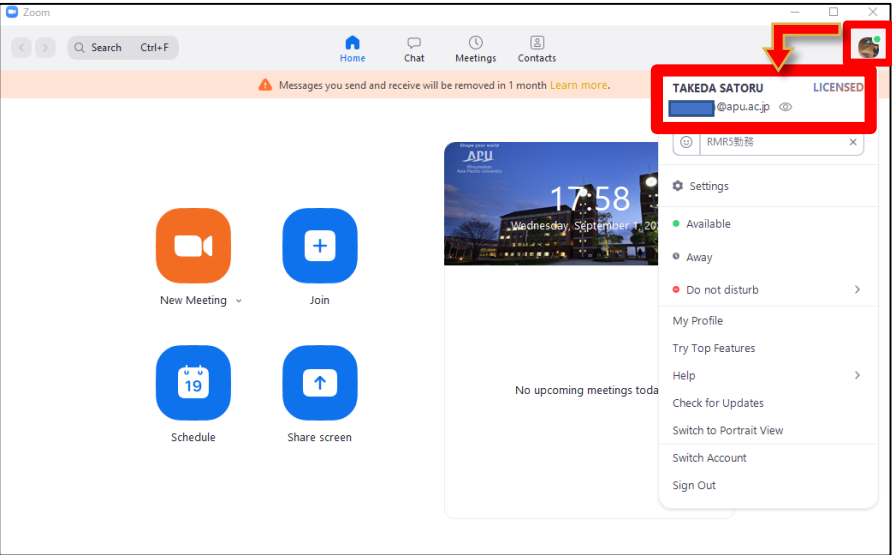
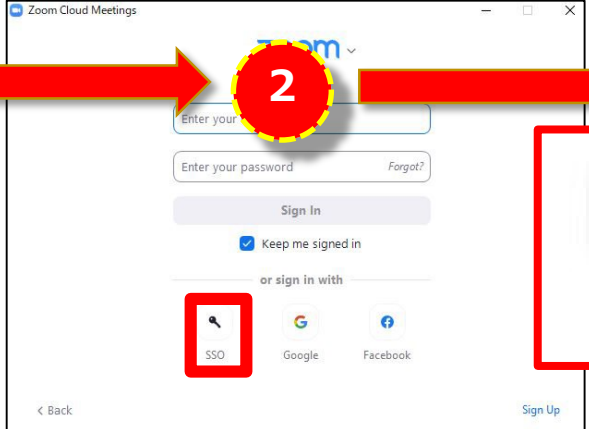
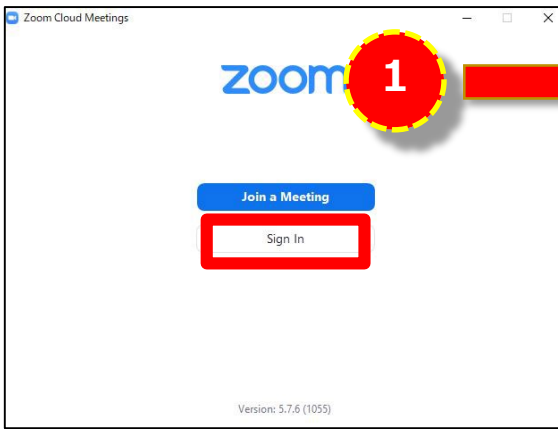


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- Due to the continued spread of COVID-19, APU delivers online classes using Zoom.
 - After logging into Zoom, enter the zoom meeting ID as shown in the class timetable. This will allow you to join that class
 - Download and install the Zoom App on your PC or tablet. [\(install Manual\)](#)

Notes

- To enter online classes, you need to **login to Zoom with your APU Account.** You cannot join through a zoom account linked to your private email address like gmail.
- Keep note of the MTG IDs necessary for the classes you take
- Manuals can be found on the [webpage](#) of the Academic Office website.

Log in to Zoom



1

2

3

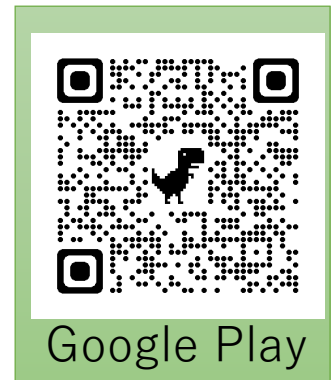
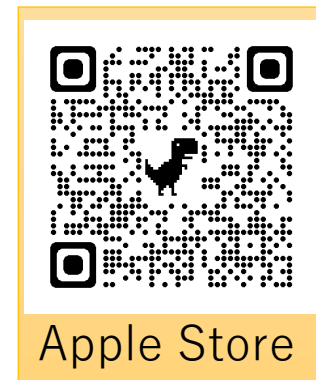
5

4

manaba / respon



- “manaba” is used as learning management system (LMS) at APU.
You can access course materials and submit assignments/reports. It is used for tests or groupwork as well.
- The tool “respon” is used for class attendance submission and responding to questionnaires or quizzes during class.
You can use it easily as a smartphone app. Install it through the QR code!
If you do not install it on your phone, you can also use it on manaba.
- Manuals are on the [webpage](#) of the Academic Office website.



Manaba/respon



Let's test respon, submit your attendance to this session!

- Access <https://respon.apu.ac.jp/>, input the number which apply to you

856 574 962

Questions about systems?



Information Systems Office

3rd floor, building D.

Office hours: Monday – Friday, 10:00 - 16:30

or use the [inquiry form](#)

- I want to change the password of my APU account.

Change it on campus terminal.

- I forgot my password of APU account.

Go to the Information Systems Office bringing your Student ID card.

If you cannot go there physically, contact to the Academic Office(acsystem@apu.ac.jp) with reasons.

>In this case, it takes 2-3 days for identification, so your password will not be immediately reissued.

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Information

9/13 (Mon)NEW [For international students] Scholarship Information / 【国際学生対象】奨学金情報

9/13 (Mon)NEW Join us for the Third Webinar of IDEAS Festival!

9/13 (Mon)NEW <Career Office>Career Consultation by PASONA Group, Disco Inc. and Tokyo Campus/(株)パソナ

9/13 (Mon)NEW COVID-19 Vaccination Reservations/新型コロナウイルスワクチンの接種予約について

9/13 (Mon)NEW English Elective Courses in Fall 2021/2021年度秋semester専修(選択)英語科目について

9/13 (Mon)NEW Course Registration for AY 2021 Fall / 2021年度秋semester履修科目登録について

9/13 (Mon)NEW 10/1 (Fri) Student Exchange Fair (North & Latin America) / 10/1(全)交換留学フェア(北米&南米)

9/13 (Mon)NEW September 30 Meet With Senpai Who Went on Exchange! / 9月30日(木)留学経験のある先輩学生との交流

9/13 (Mon)NEW Have you finished your Multifactor Authentication(MFA) Settings? / 多要素認証(MFA)は済ませてい

9/13 (Mon)NEW AY2021 FA Semester Course Re-registration / 2021年度秋semester同一科目再履修申請について

9/10 (Fri) Election of APU Worker Representative / APU労働者代表の選出について

9/10 (Fri) RCAPS Current Research Seminars in September / 9月開催のRCAPSカレント・リサーチ・セミナー

9/10 (Fri) Sale of Special Bus Tickets Only for APU Students Only for the 2021 Fall Semester/2021年度秋semester

9/9 (Thu) 帰省先等から別府に戻る前の抗原検査・PCR検査受検 / Request for Students to take an Antigen / PCR

9/9 (Thu) (Request) Regarding the prohibition of parking of faculty and staff vehicles in the Front Rotary and

9/9 (Thu) Online Grade Viewing System for Parents Guardians/保護者用オンライン成績閲覧システムについて

9/9 (Thu) 21FA Timetable & Syllabus (Preliminary) / 21秋 時間割・シラバス (暫定版)

Menu

- Enter Public Message
- Enter Information
- Enter Action Required
- Specify Address
- Messages
- Messages Send List
- Office365
- Mailing List
- Change Password
- Multi-Factor Authentication (MFA)

Change Password

Others, announcements

How to attend online guidance from tomorrow

- You cannot attend it if you do not login to Zoom with your APU account, similar to the classes.
- Manuals are on [the webpage](#) of the Academic Office website.

~Thank you for your watching! Enjoy your Campus Life in APU!!!~