

Procedure for logging in to JAIST Graduate Information System/Alumni Association Website.
(You can modify/update your personal information and choose what information you want to disclose.)

JAIST manages your personal information with JAIST “Graduate Information System.” **In order to keep accurate information, please modify/update your contact information regularly when it changes.** In addition, please confirm what information you are disclosing on the Graduate Information System.

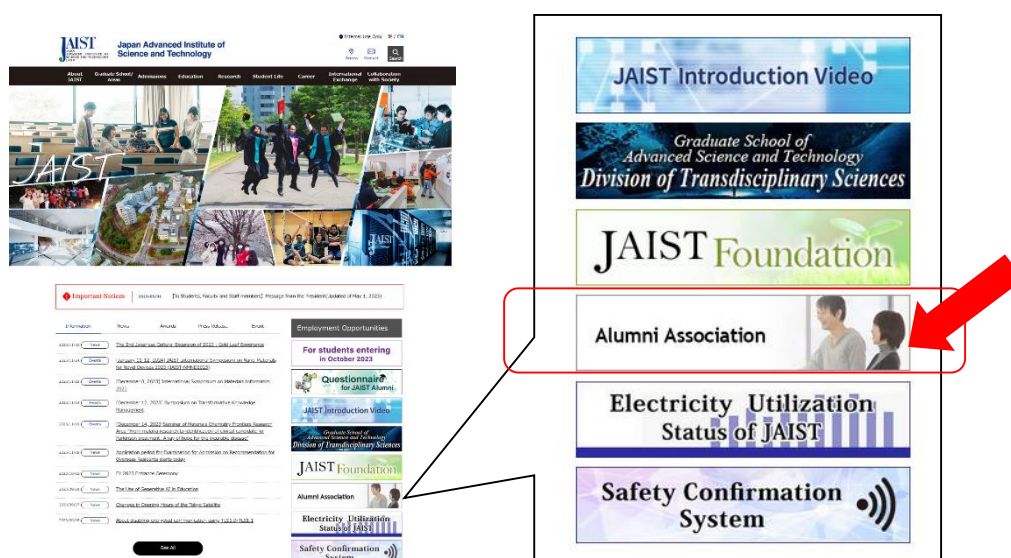
【Note】

- “Graduate Information System” is operated by JAIST and JAIST Alumni Association.
- Personal information of current students and graduates is managed and used jointly by JAIST and JAIST Alumni Association. **You must log in, confirm the settings in “Agree to disclose your information” and update your profile.** Please contact the Career Support Office (syusyoku@ml.jaist.ac.jp) or JAIST Alumni Association (alumni@ml.jaist.ac.jp) if you wish to discontinue the joint management and use of your personal information.
- Registered information may be used, for example, in a questionnaire survey to improve our education.

1. How to Log In

- (1) Access JAIST Alumni Association Website (<https://www.alumni.jaist.ac.jp/>)

(You can also go to the website from the right-bottom banner on the top page of JAIST homepage.)



- (2) Enter your user name

User name: Your JAIST log in account –(hyphen) the year when you were admitted to JAIST.

【For example, if your log-in account is “s0123456” and you entered JAIST in 2020, your user name would be “s0123456-2020”】

If you have graduated from JAIST in the past
(e.g. those who have completed both master's and doctorate degree in JAIST),
use the ones when you first entered JAIST
as regular student.

- (3) Enter your password

Your password is the same as your JAIST
user account.



(4) Agree to disclose your information

JAIST and JAIST Alumni Association started joint management and use of personal information of current students and graduates since April 2022. Please confirm the settings in “Information Disclosure (Permission)” and contact the Career Support Office (syusyoku@ml.jaist.ac.jp) or JAIST Alumni Association (alumni@ml.jaist.ac.jp) if you wish to discontinue the joint management and use of your personal information. For privacy settings for other information, please change the setting yourself.

(5) **Register your forwarding e-mail address [important]**

Information from JAIST and JAIST Alumni Association will be sent to the e-mail address registered in “Forwarding E-mail Address” (e.g. provider's e-mail address or free e-mail).

①- Please be sure to **register your forwarding e-mail address** in the system. Do not register your JAIST e-mail address "<Account Name>@jaist.ac.jp". It may cause an error.)

②- Do not clear the "Enable (E-mail Forwarding Service)" check box.

*If you do not meet any of the above requirements, you will not be able to receive e-mail from JAIST and the Alumni Association (including e-mail to your JAIST e-mail address).

① Register your forwarding e-mail

Forwarding E-Mail Address	<input type="text"/> (Max 256 characters)
E-Mail Forwarding Service	<p>Information from JAIST and the Alumni Association will be sent to "Forwarding E-mail Address" above. [For those who have registered an account in this system after September 2024]</p> <p>- Please be sure to register a Forwarding E-mail Address. (Do not register your JAIST e-mail address "<Account Name>@jaist.ac.jp". It may cause an error.) - Do not clear the "Enable (E-mail Forwarding Service)" check box. If you do not meet any of the above requirements, you will not be able to receive e-mail from JAIST and the Alumni Association (including e-mail to your JAIST e-mail address).</p> <p><input checked="" type="checkbox"/> Enable</p> <p>Incoming E-Mail Address</p> <p><input type="text"/>@alumni.jaist.ac.jp (Max 64 characters)</p>

② Do not clear the "Enable" check box.

(6) Your basic information is already registered. Please modify/update your information after logging in.

JAIST might need to contact with you; therefore, please modify your contact information whenever it changes.

(7) If you forget your login account and/or your login password, please email alumni@ml.jaist.ac.jp or syusyoku@ml.jaist.ac.jp.

【Contact】

JAIST Alumni Association	E-mail : alumni@ml.jaist.ac.jp
Career Support Office	E-mail : syusyoku@ml.jaist.ac.jp
	TEL 0761-51-1969
	FAX 0761-51-1921