

User registration procedure for G-Portal

February, 2020

You must complete user registration to order and download products using this service. The following are outlined the procedures required for user registration.

1. Click “User registration” from the menu.



Fig. 1 G-Portal Top Screen

- To register a user, you must agree to the terms of use. When you read through the terms and check the "I agree to the above terms of service" for all terms of use, you will be able to click the "I Agree - Continue" button.

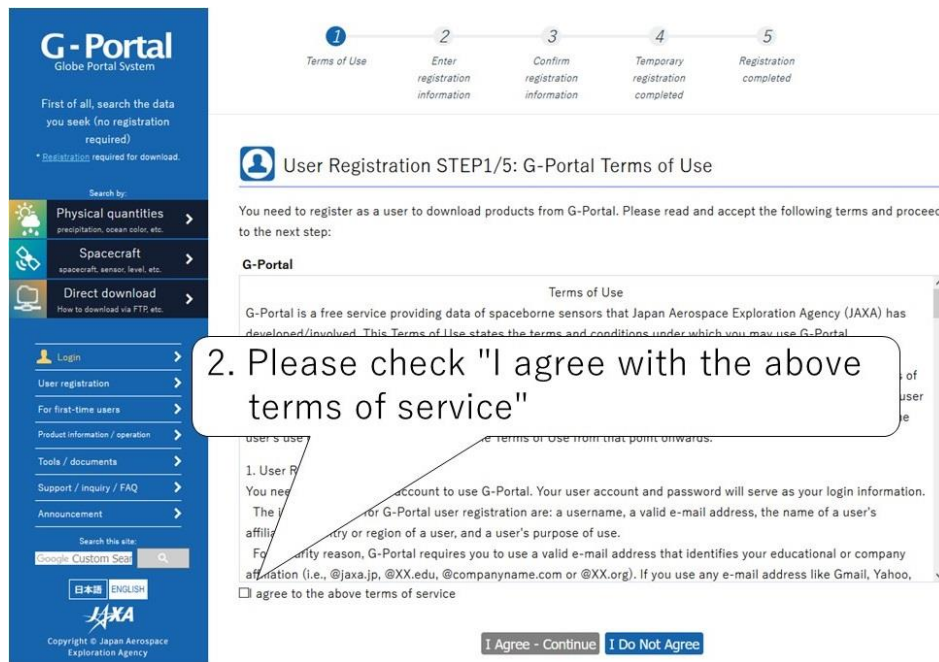


Fig. 2 G-Portal Terms of Use (1)

- Click the "I Agree -Continue" button. The page will move to the "User Registration window". User registration is not possible if you do not agree to these terms, and use the service as a guest user.

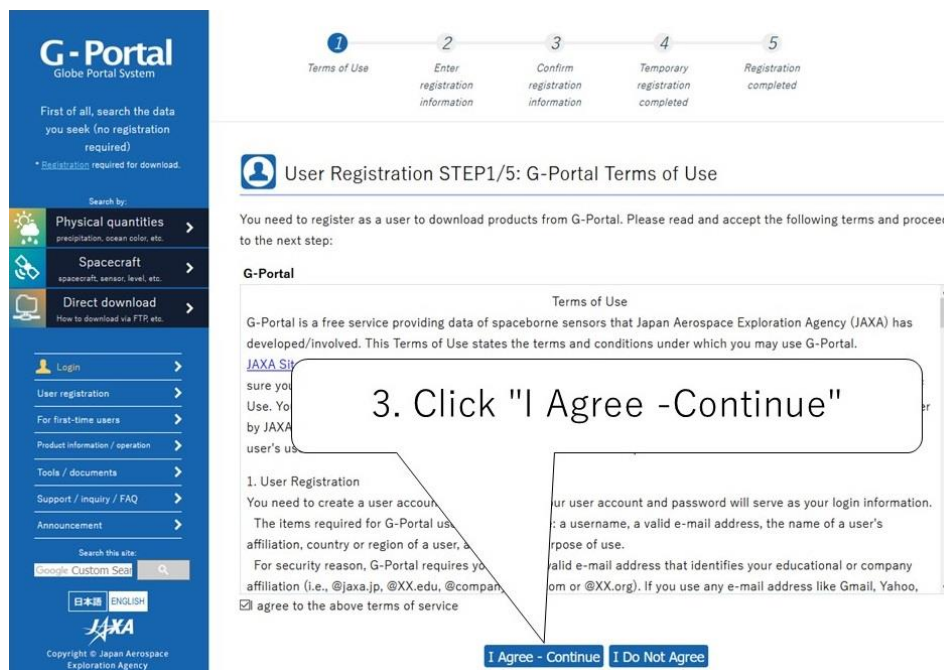


Fig. 3 G-Portal Terms of Use (2)

4. Enter all user information to be registered (user account, password, name, email address*1, organization, department, country, language, purpose of use, email delivery preference*2).

*1 “email address”: For security reason, G-Portal requires you to use a valid e-mail address that identifies your educational or company affiliation (i.e., @jaxa.jp, @XX.edu, @companyname.com or @XX.org). If you use any e-mail address like Gmail, Yahoo, or any other free mail, you may not be able to complete your registration, or may not be able to receive e-mails from G-Portal.

*2 “email delivery preference”: You can select notification of product readiness by email. The requested products are created individually and prepared to send to users. Users can choose to receive notification of individual completion of each product or all products collectively.

The screenshot shows the G-Portal registration process. At the top, a progress bar indicates five steps: 1. Terms of Use, 2. Enter registration information, 3. Confirm registration information, 4. Temporary registration completed, and 5. Registration completed. The current step is Step 2, titled "User Registration STEP2/5: G-Portal Registering User Information".

The registration form is highlighted with a red border and contains the following fields:

- User account (Required): Sample (with a note: "This user account is available.")
- Password (Required): [Redacted]
- Password (reconfirm) (Required): [Redacted]
- Name (Required): [Redacted]
- Email address (Required): [Redacted]
- Email address (reconfirm) (Required): [Redacted]
- Organization: [Redacted]
- Department: [Redacted]
- Country: United States (dropdown menu)
- Language (Required): Japanese English
- Purpose (Required): Analysis, Algorithm Development, Data Validation, Applied Research, Education, Calibration, Order-made, Other
- Email Delivery Preference (Required): By order By preparation

A callout box with a white background and black border points to the form with the text: "4. Enter user registration information". Below the form, there are "Next" and "Cancel" buttons.

Fig. 4 G-Portal Registering User Information (1)

5. Click the "Next" button to move to the window to check the information you've entered. If you want to cancel the information, please click "Cancel" button.

Fig. 5 G-Portal Registering User Information (2)

- The entered user information will be displayed, so check if there is any mistake in the contents. To correct, please click the "Back" button. You will return to the screen for entering user information.

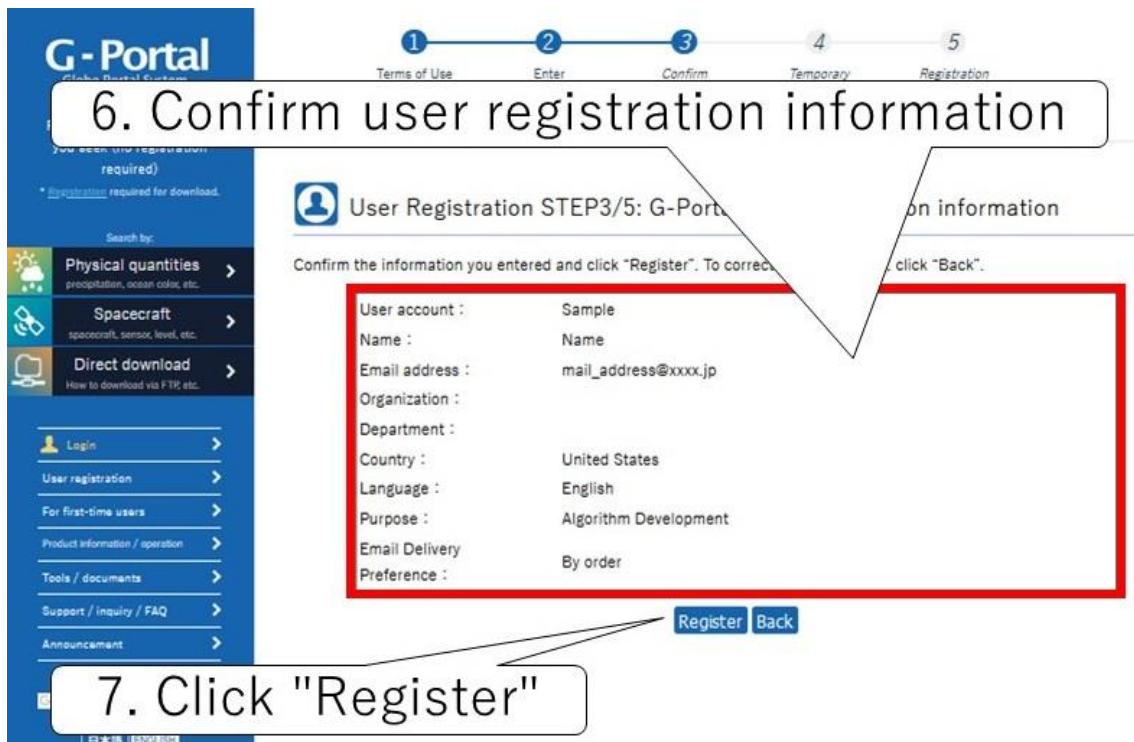


Fig. 6 G-Portal Enter registration information

- Click the "Register" button to perform the provisional registration procedure
- When the temporary registration procedure is completed, "Temporary registration notification mail" will be sent to the email address you entered. Registration is completed by accessing the URL described in the mail. At the time of provisional registration, you cannot log in because user registration has not been completed yet.
- When you access the URL included in the "Temporary registration notification mail", the final Registration window will be displayed.
Your user account is sent to the email address you registered as "User Registration Complete Email".
User registration is complete and you can now log in G-Portal.

The procedure for changing the contents of user registration is described below.

- (1) On the G-Portal top screen, log in G-Portal with your account, and then click "User account service".
- (2) Click "Change user information" on the "User account service" screen.
- (3) When the "Change user information" screen is displayed, update the contents and click the "Change" button.
- (4) When the "Enter registration information" screen is displayed, confirm the contents and click the "Register" button. If you want to modify the contents, you can return to the "Change user information" screen by clicking the "Back" button.
- (5) When registration is completed, the "User information change completed" screen appears.