## UVSOR ACTIVITY REPORT - Website for draft creation support / file uploading -

- Read me (How to log in) -

## 1. Introduction

\* The "Login ID" used on this website is the e-mail address of the proposer for each task. Please note that you can only use the e-mail address that was notified to the Editorial Committee.

\* Before using this website, you should register your "Login ID."
Follow the procedure for registering your "Login ID" on the User Registration screen.
Users other than the proposer can conduct operations on this website that are equivalent to those allowed for the proposer by completing the "Proposer's E-mail address" field.
Refer to "2. User Registration" below for details about user registration and "Procedures for Submission of Activity Report" on the website after logging in.
\* This website supports Japanese and English.

You can switch between Japanese and English by making your selection from the "Language" list box at the upper right corner on each page.

\* The default setting is "English."



# 2. User Registration

Your Login ID can be registered on the User Registration screen.

\* Click the "User Registration" link at the bottom of the screen to move to the registration screen.

Enter the necessary information on the screen and click the "Register" button. Upon completion of user registration, a notification mail is sent to your e-mail address and the proposer's e-mail address.

UVSOR Activity Report - Reception Desk -	Enter your affiliation (name of yo company or organization).
User Registration	2. Your Name
Your Affiliation	Enter your name.
	3. Proposer's E−mail Address
Your Name	Enter the e-mail address (which
	been notified to the Editorial Com
Proposer's E-mail Address	ot the proposer of each task.
	4. Your E-mail Address
Your E-mail Address	Enter your e-mail address.
	* This is registered as your login
Your E-mail Address (confirmation)	5 Your E-mail Address (Confirma
	* Enter the e-mail address specif
	4. above.
Register	

\* Note) Upon completion of user registration, a notification mail is sent to your e-mail address and the proposer's e-mail address.

\* The notification mail is automatically sent from the system. The notification mail includes the login password for the ID that you registered.

#### [Notification mail (sample)]

UVSOR Activity Repot 制作委員会からのお知らせ Notification from UVSOR Activity Report Editorial Committee

下記の内容でユーザーアカウント発行のリクエストを受け付けました。 Your user registration request with the following content has been accepted.

初期パスワードは下記となります。 Your initial password is shown below. ・Password : ZZZZZZZZ

# 3. Login

Move to the Login screen, enter your ID and password and click the "Login" button. Upon successful login, the main screen of the website will appear.

		Language :
UVSOR Activity Report - Reception Desk -		
Input your ID & P	assword.	
ID (Email Address)		
Password		
	Login	
User Registration	Forgot your password	12

## 4. Password Reset

If you forget your password, you can reset it on the Reset Your Password screen.

\* Click the "Forgot your password?" link at the bottom of the screen to move to this page.

Please submit your request for resetting your password from the Request for Resetting Your Password screen. Enter the ID (e-mail address) for resetting your password and click the "Submit" button. A notification mail with the procedure for resetting your password will be sent to the e-mail address that you entered.

\* The notification mail is automatically sent from the system.

		La	nguage : English
	UVSOR Activi - Reception	ity Report Desk -	
Reset \	Your Password		
Please er notificati passwore	nter your e-mail addro ion mail with instructi d.	ess. We will send a ons for resetting yo	ur
Your E-r	mail Address		
			1

Click the URL in the notification mail to move to the Change Your Password screen.

#### [Notification mail with the procedure for resetting your password (sample)]

UVSOR Activity Repot 制作委員会からのお知らせ
Notification from UVSOR Activity Report Editorial Committee
パスワードリセットのリクエストを受け付けました。
下記URLIにアクセスして、パスワードを変更してください。
Your password reset request has been accepted.
Access the URL below and change your password.
http://xxxxxxxx/resetpswd.php?token=zzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzz
※このURLは、yyyy/mm/dd hh:ii まで有効です。
*This URL is valid until yyyy/mm/dd hh:ii.

\* The URL to the Change Your Password screen is valid for one hour after submitting your request to reset your password.

If the URL link expires, submit another password reset request.

Enter your new password on the Change Your Password screen and click the "Reset Your Password" button. Your password will be changed to the new one.

	Language : English
UVSOR Activity Repo - Reception Desk -	ort
Reset Your Password	
*This URL is valid until	
New Password	
New Password (Confirmation)	
Reset your password	

\* Even after submitting a request to change your password, you can still log in with your current password if you do not change your password on the Change Your Password screen.