How to use "Educational Affairs System" on Nagoya University Portal (For Students)

Updated on March 10, 2025

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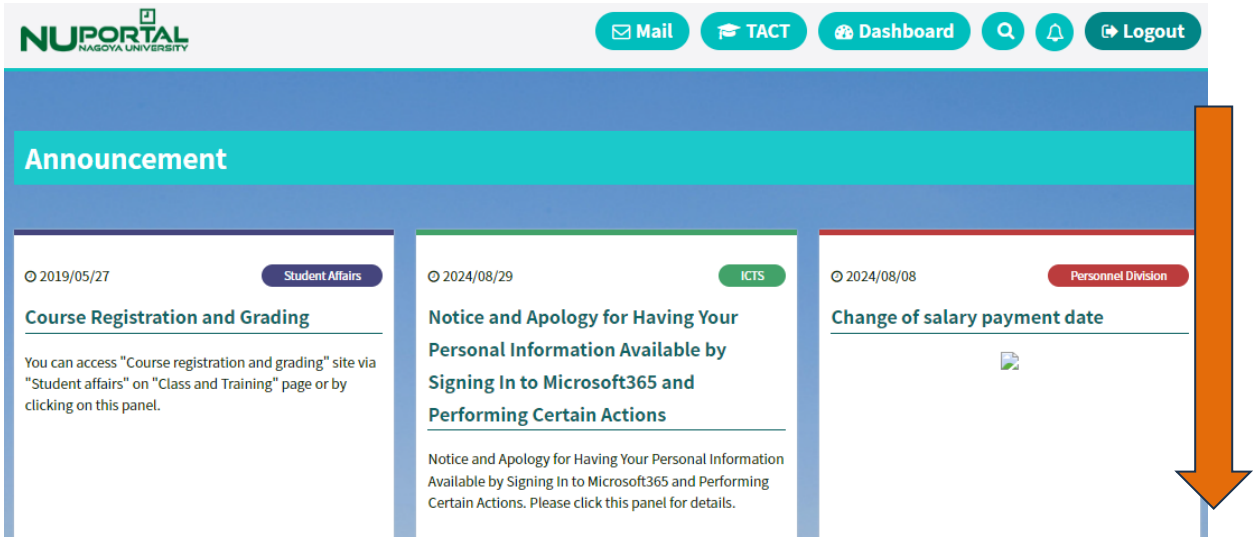
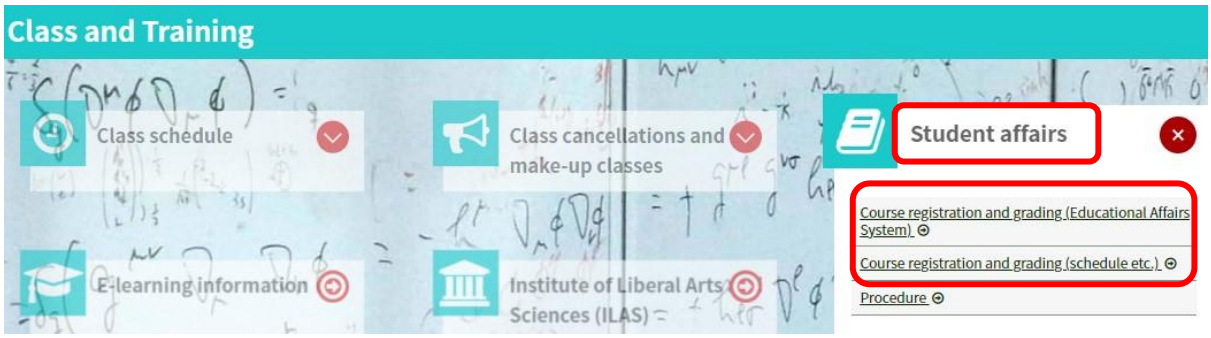
1. Login

Login from the Nagoya University Portal with your THERS Account and password.
(https://portal-dev.icts.nagoya-u.ac.jp/portal/student)
Please find the "Student Affairs" contents by scrolling down the page.

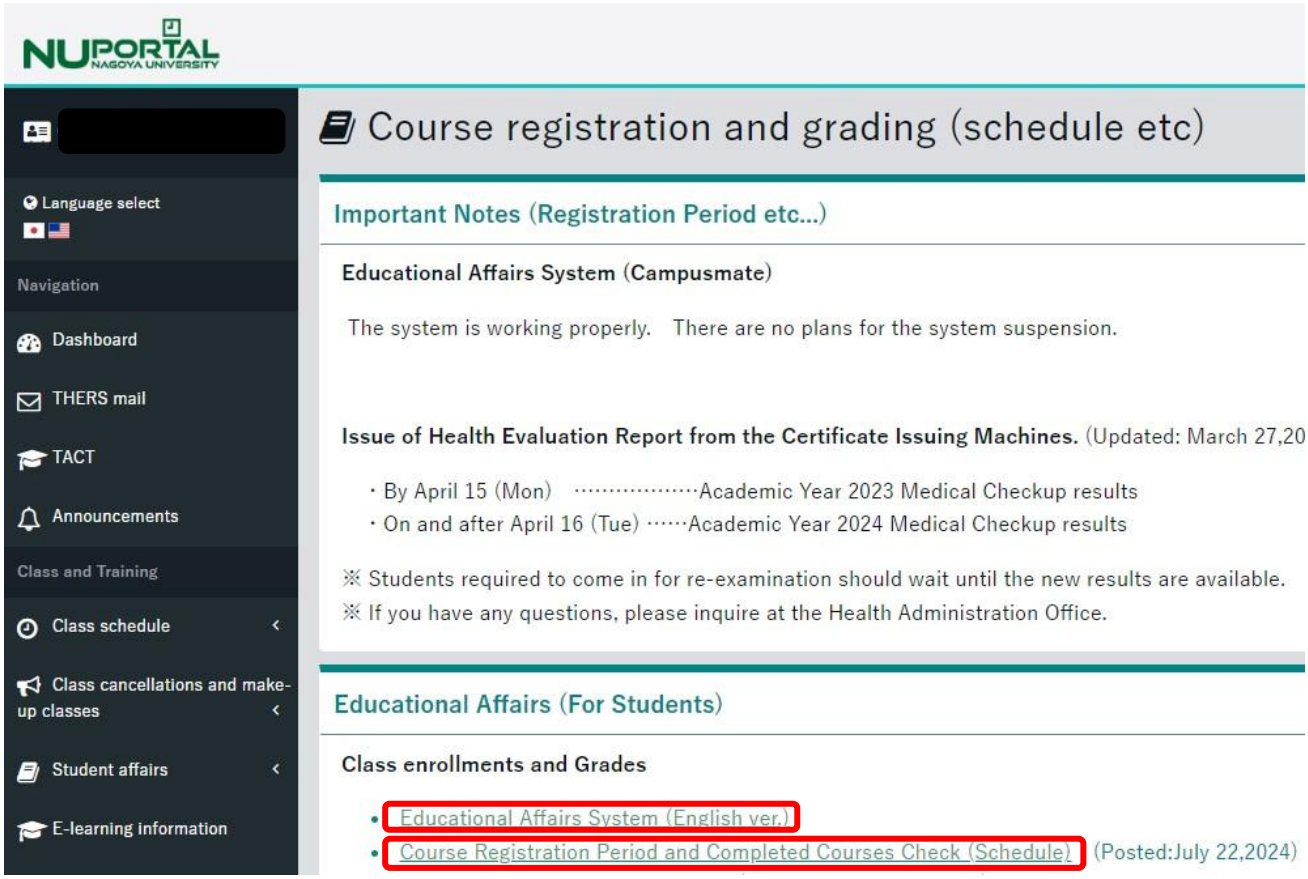


② Click on "Student Affairs" to use sub-menu. "Course registration and grading" You will go to "Educational Affairs System" directly. "Course registration and grading (schedule etc.)" You can check the schedule related to course registration and grade check.



The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

Click “Educational Affairs System” , you will go to "Educational Affairs System".
Click “Course Registration and Grading (Schedule) ” to view course registration and grade check schedule.



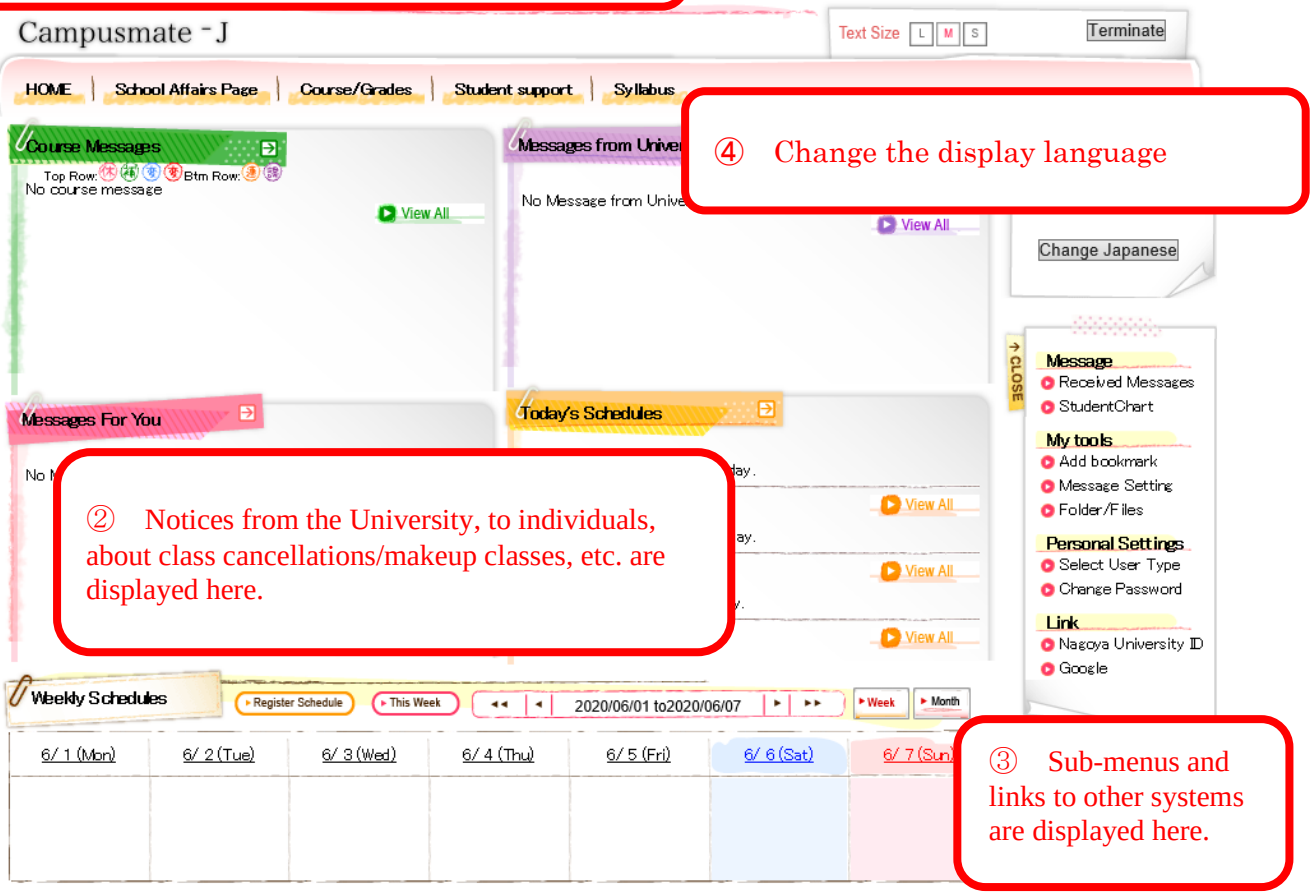
The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

2. Features

Notes:
- We recommend using Windows to access the Portal Website.
- It is not guaranteed to work on Mac OS.
- While using this website, please do not click the browser's back button or forward button or close button.

2-1 Portal Main Page

①Menu tab
A sub-menu will appear if you place the cursor over the menu tab.



①Menu Bar
- HOME
- School Affairs Page
- Course/Grades
- Syllabus

② Notices
- Notices from the University
- Notices to You
- Notices about Syllabus
- Schedule

③Functions/Links List

④Change the display language (English or Japanese)

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

2-2 Check for Notices

Click on the title of the notice displayed in the portlet.

Click on “View All” to view all notices. You can enter search criteria and select notices.

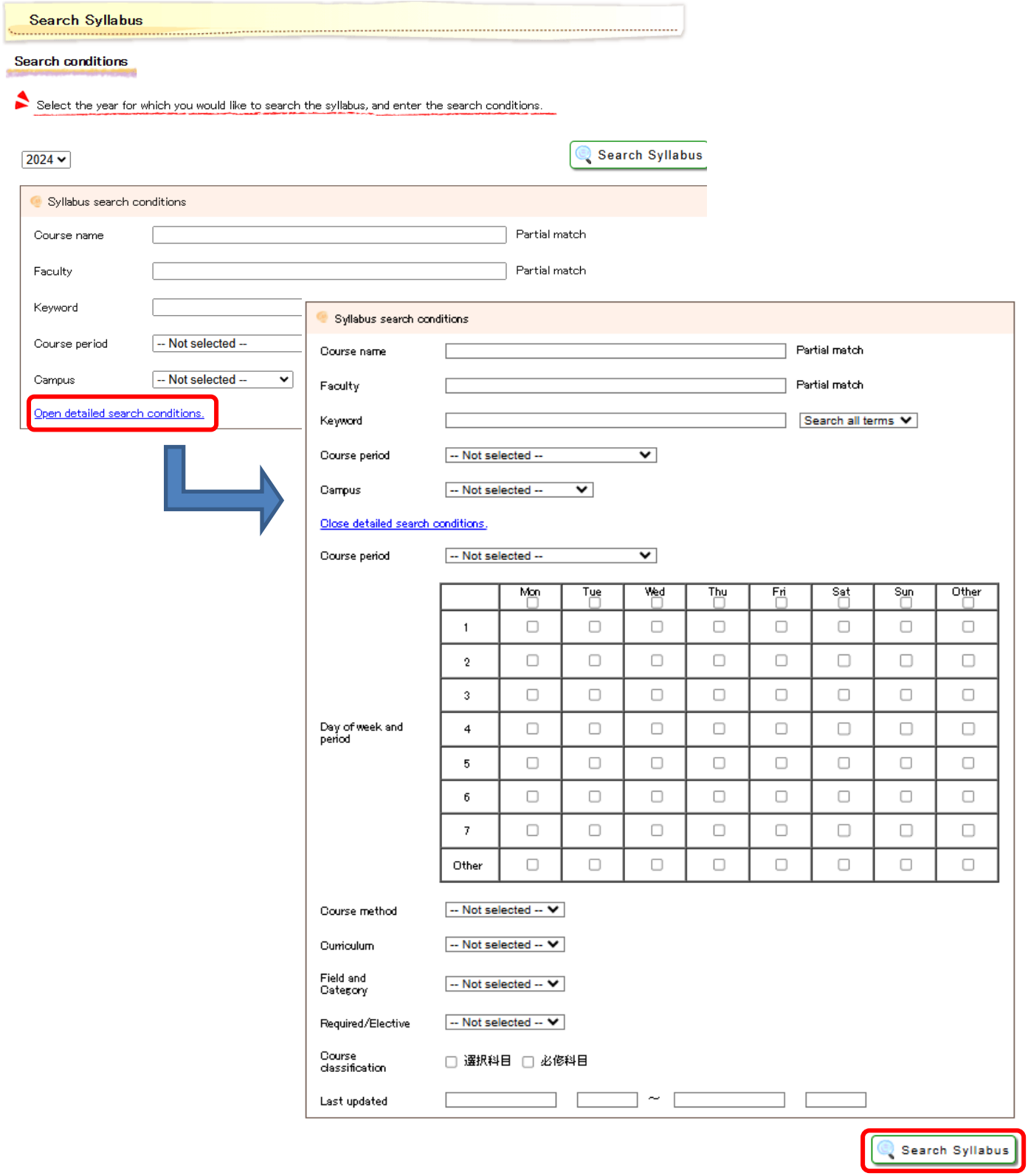
To view announcements for lectures other than those for which you have registered, click “View All” or go to the menu bar “School Affairs Page Setting” and uncheck “Display only Timetable Relating to You” on the search screen to search for announcements.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

3. Search for a Syllabus

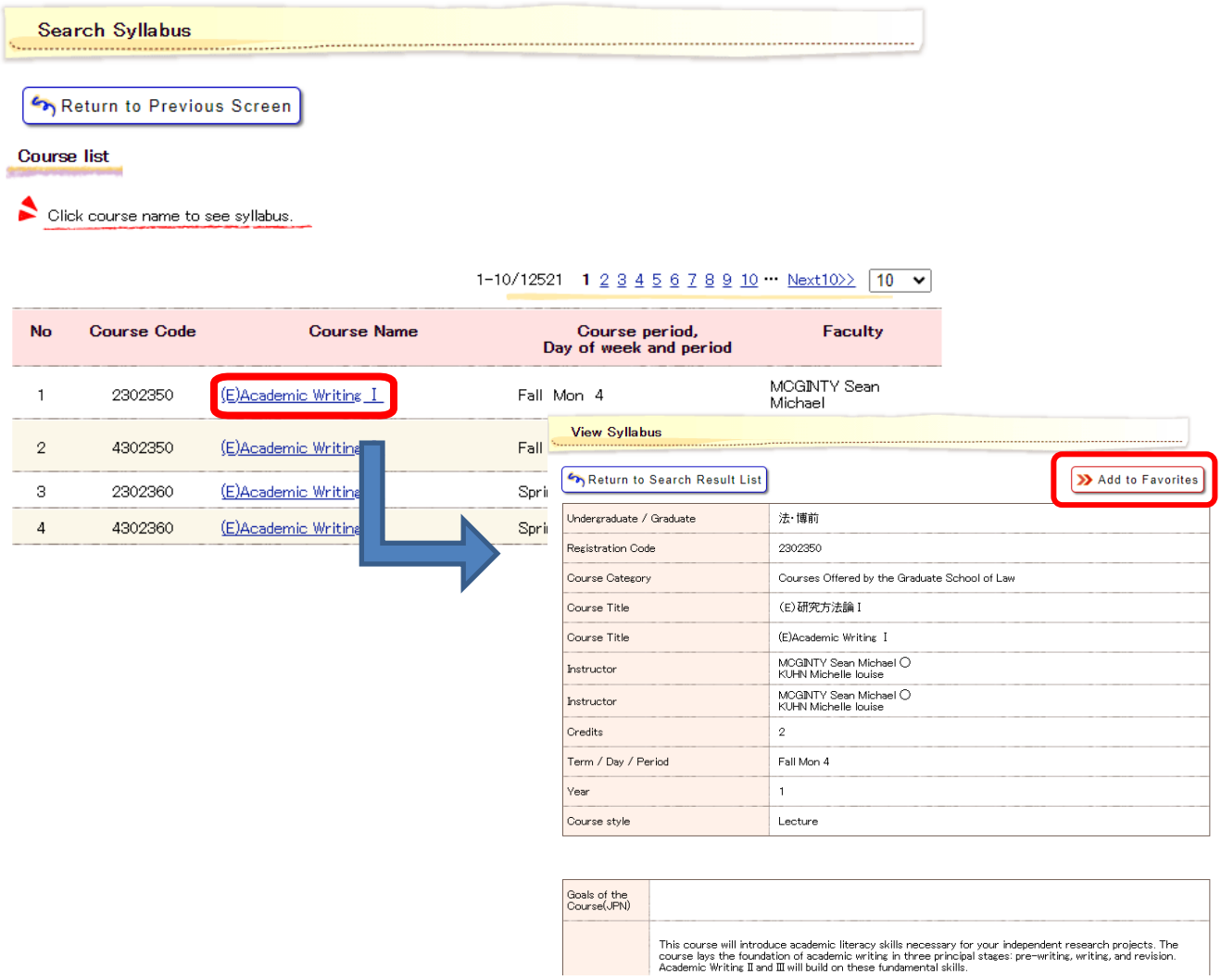
You can confirm the objectives, contents, and faculty members in charge of the lecture in the syllabus. Click “Search Syllabus” from “Syllabus” in the menu bar.

You can search for a syllabus by specifying the course name, time slot, etc.

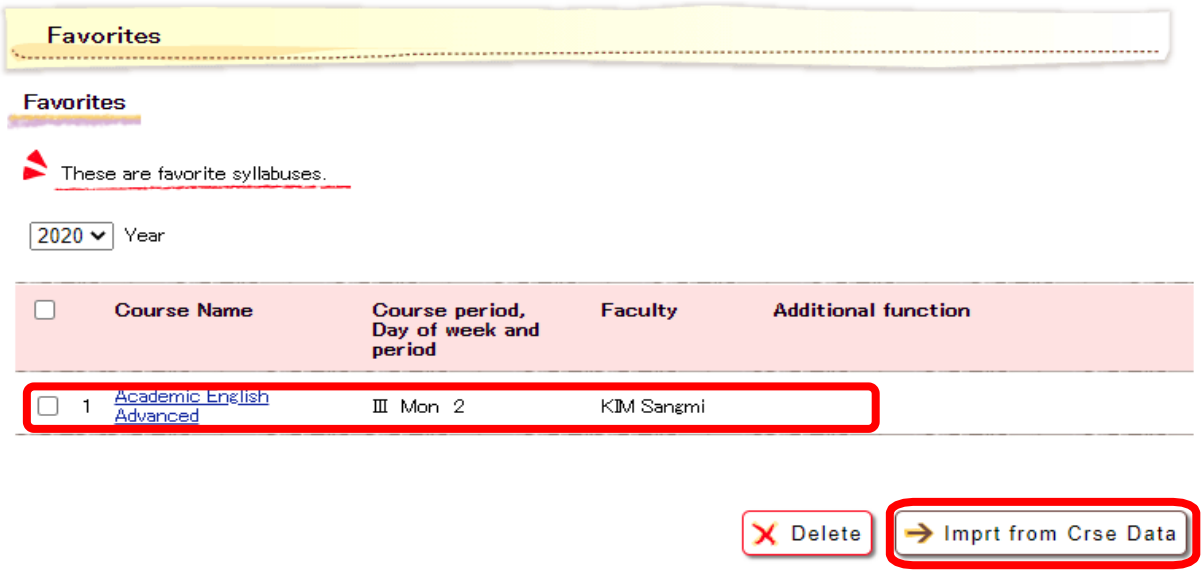


The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

Click course name to refer to syllabus. By clicking the "Add to Favorites," you can add the syllabus to your Favorites menu. Please note that for undergraduate students, favorites will be hidden during the following period. Favorites Hidden Period: From the end of the course registration period to the confirmation of class enrollment. (by students,2nd round)



Click the "Imprt from Crse Data" button to add the syllabus of the registered courses to the Favorites menu.



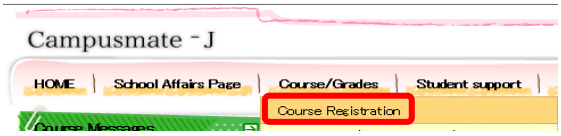
The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

4. Register for Courses

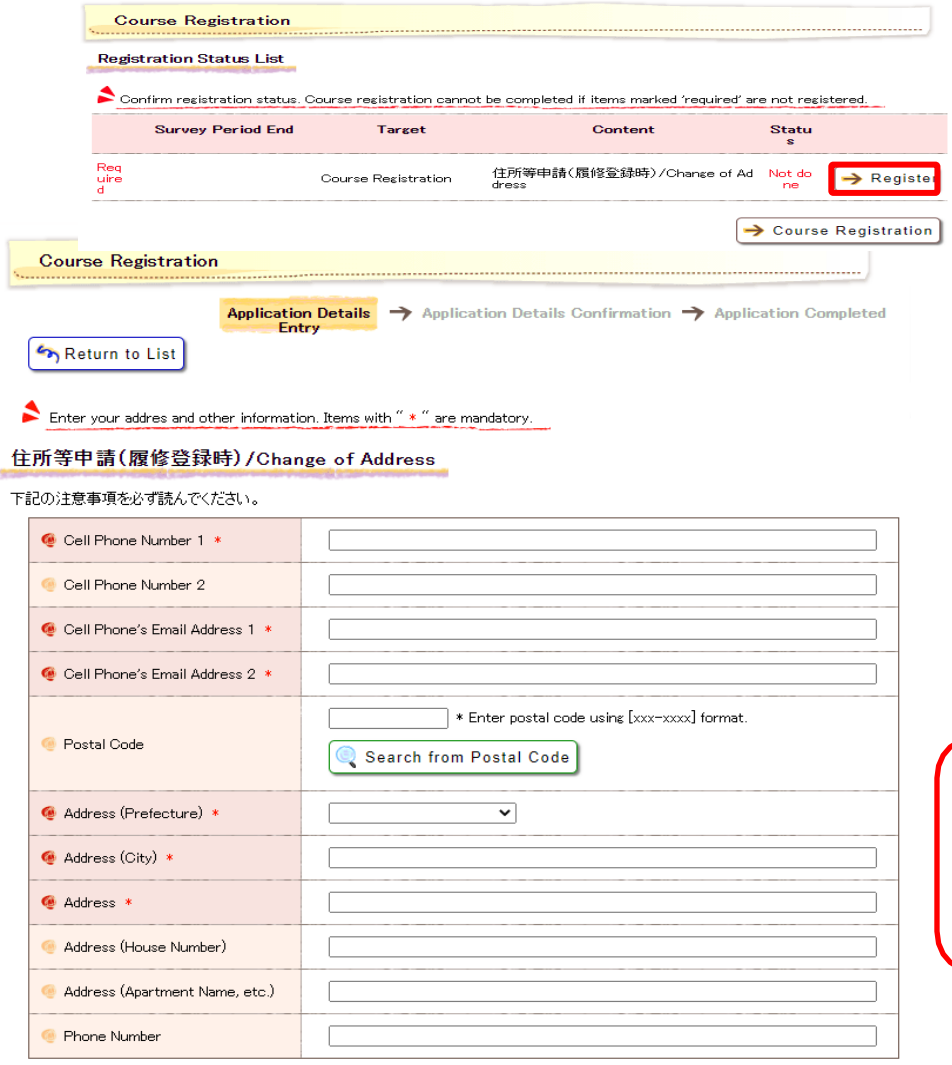
Select and register for the courses you wish to take. During the course registration (adjustment) period, you can register, modify, and delete courses as many times as you want.

4-1 Be sure to check this before you register for courses (Application for Address)

When you register for courses, select “Course Registration” from “Course/Grades” in the menu tab.



Before registering for courses, you must register for information such as your address.
Click on “Register”. Please enter your most recent contact information.



Fields with an asterisk (*) are mandatory.
Please enter information into any blank fields marked with an asterisk.

Click “Confirm” to check the information, and then click “Apply” to complete the application and Click "Return to List" to register for courses.
During the course registration period, you do not need to apply from “Various Change of Notification > Application for change of address, etc.” if you submit your application on this screen. If you submit both applications on the same day, the application from “Various Change of Notification > Application for change of address, etc.” will be the latest information.

During the course registration period, you can edit your current address on this screen on the same day as your application, but you will not be able to correct it after the application is reflected. If you need to change your address, please go to “Various Change of Notification > Application for change of address, etc.” to submit the change.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

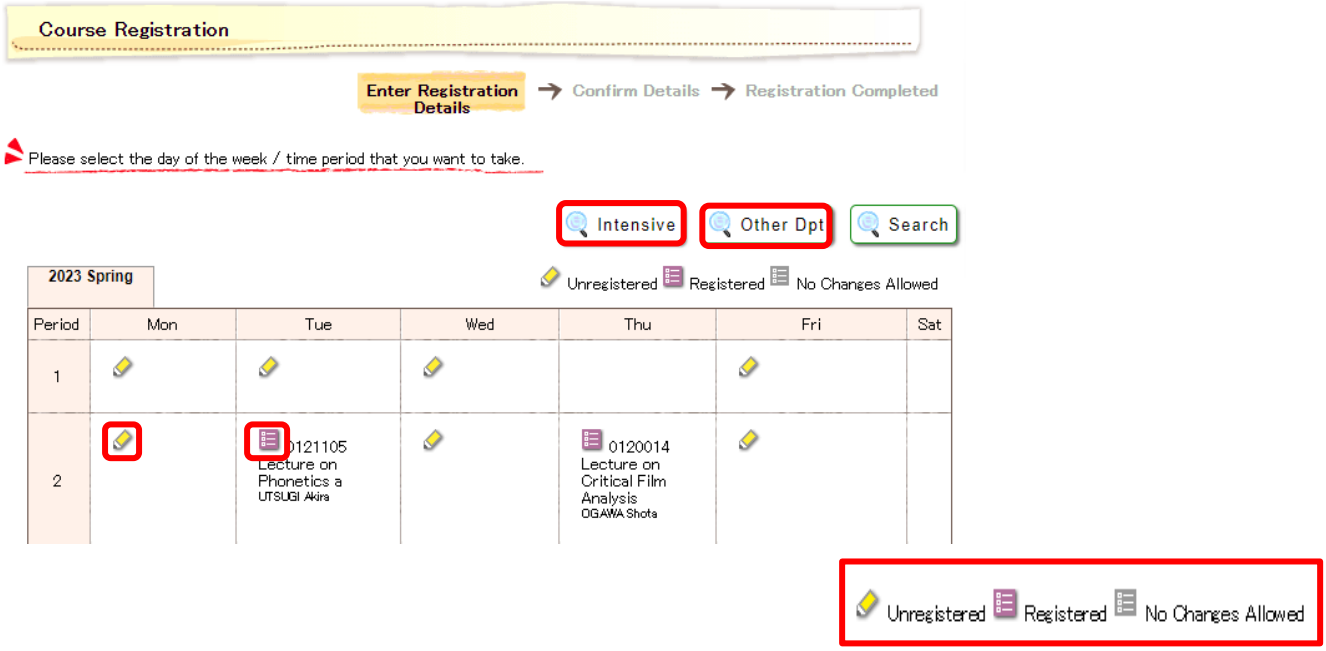
4-2 Course Registration

You can register for courses on the Course Registration page. During the course registration (adjustment) period, you can register, modify, and delete courses as many times as you want.

• If you click on the book or pencil icon on the timetable, a list of courses you can register for in the time slot will appear.

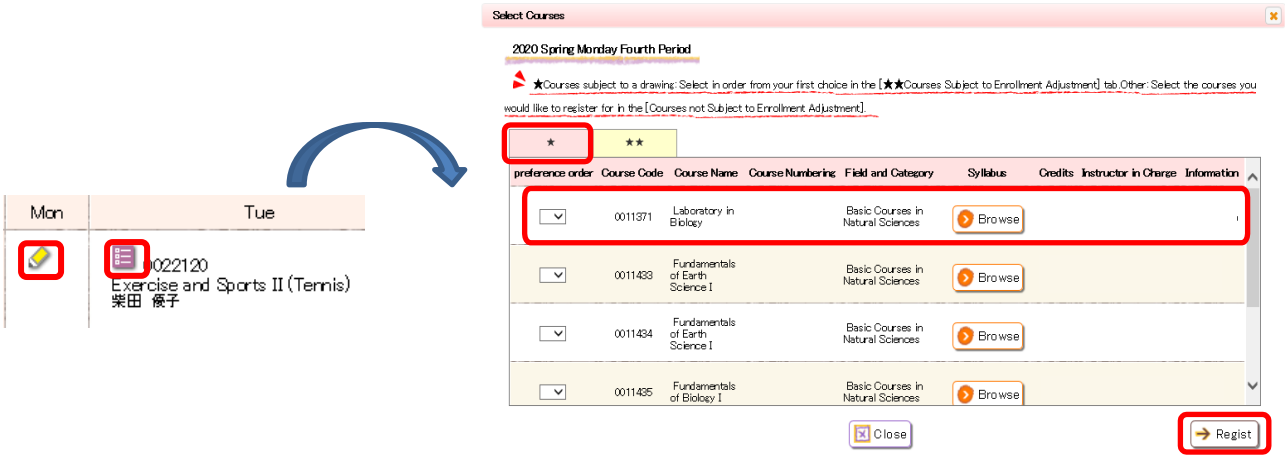
• To select an intensive course, click on “Intensive Courses”.

• To select a course offered by another department, click on “Other Dpt. Courses”.



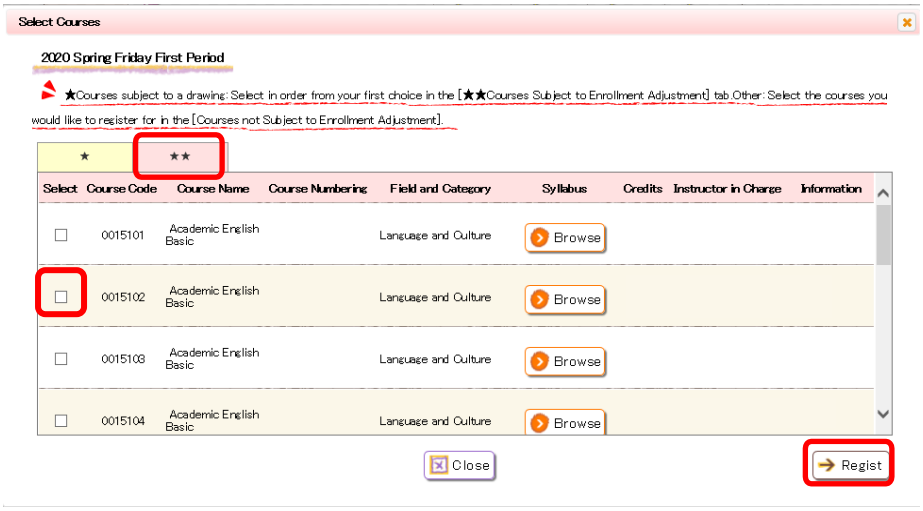
1)[★]

Select the courses you would like to register for, starting with your first choice, and click on “Register”.

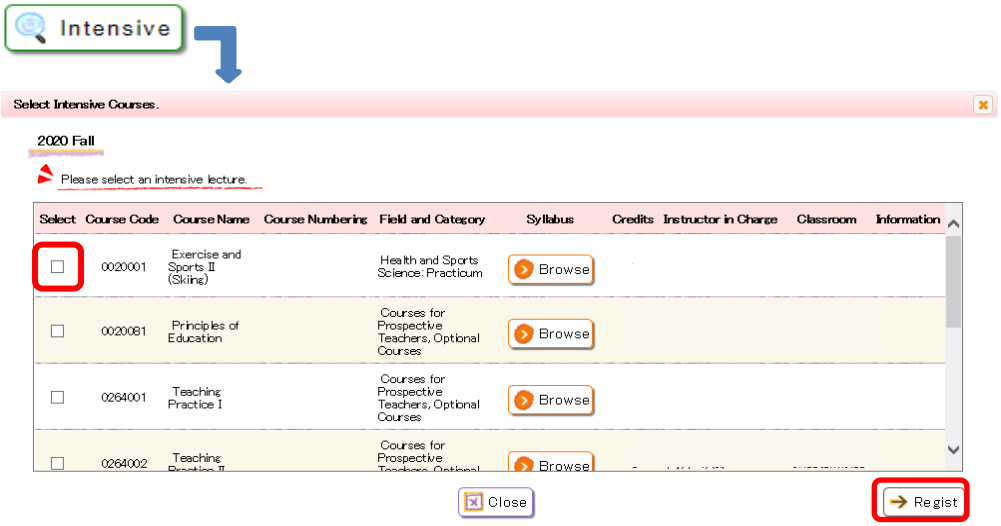


The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

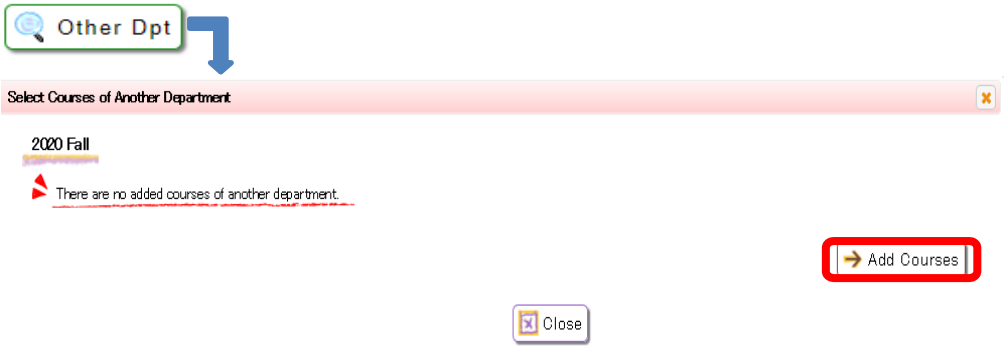
2)[★★]
Select a course you would like to register for and click on “Register”.



3) Intensive Courses
When you register for an intensive course, click on “Intensive”. Select the courses you would like to register for and click on “Register”.

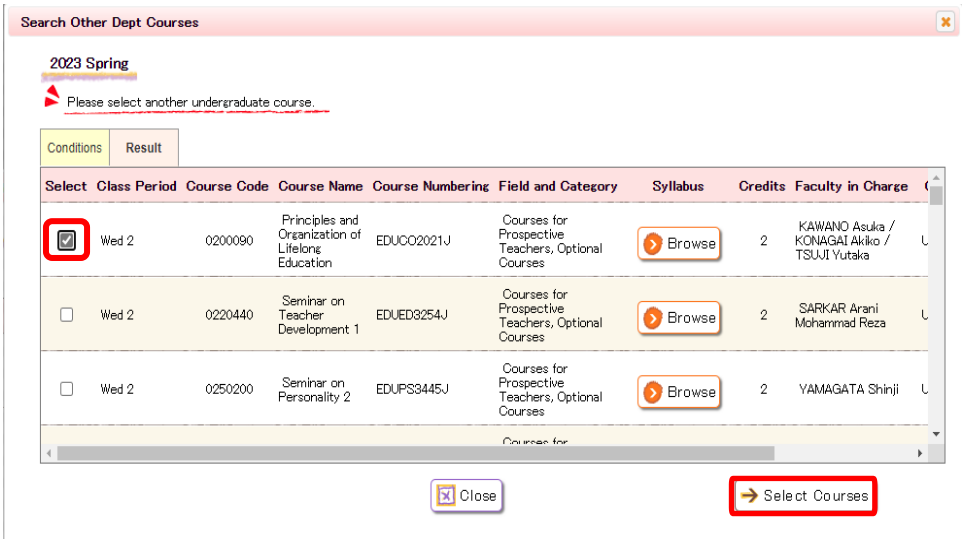


4) Other Department Courses
When you register for a course offered by another department, click on “Other Dpt”.
Click on “Add Courses” on the bottom right of the page.

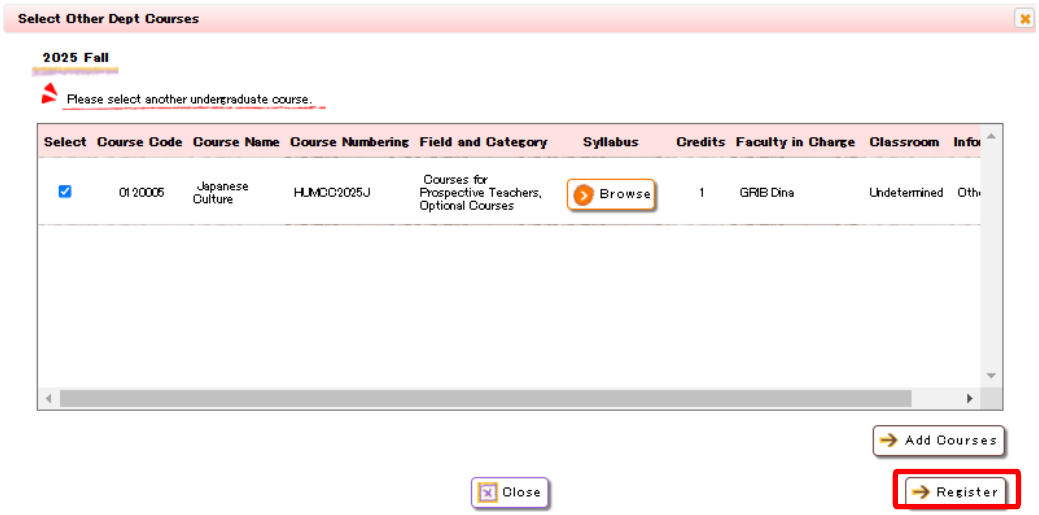


The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

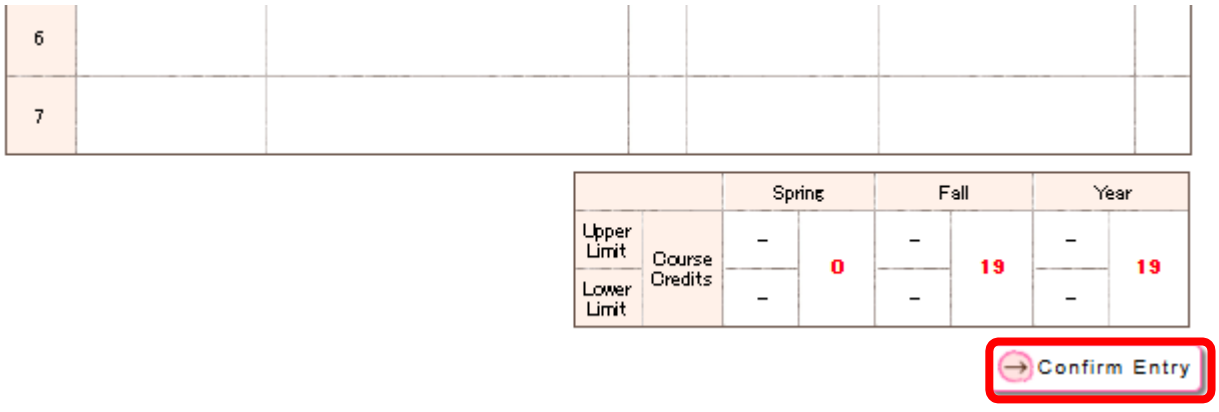
Search and select the courses you would like to register for and click on “Select Courses”



And click on “Register”



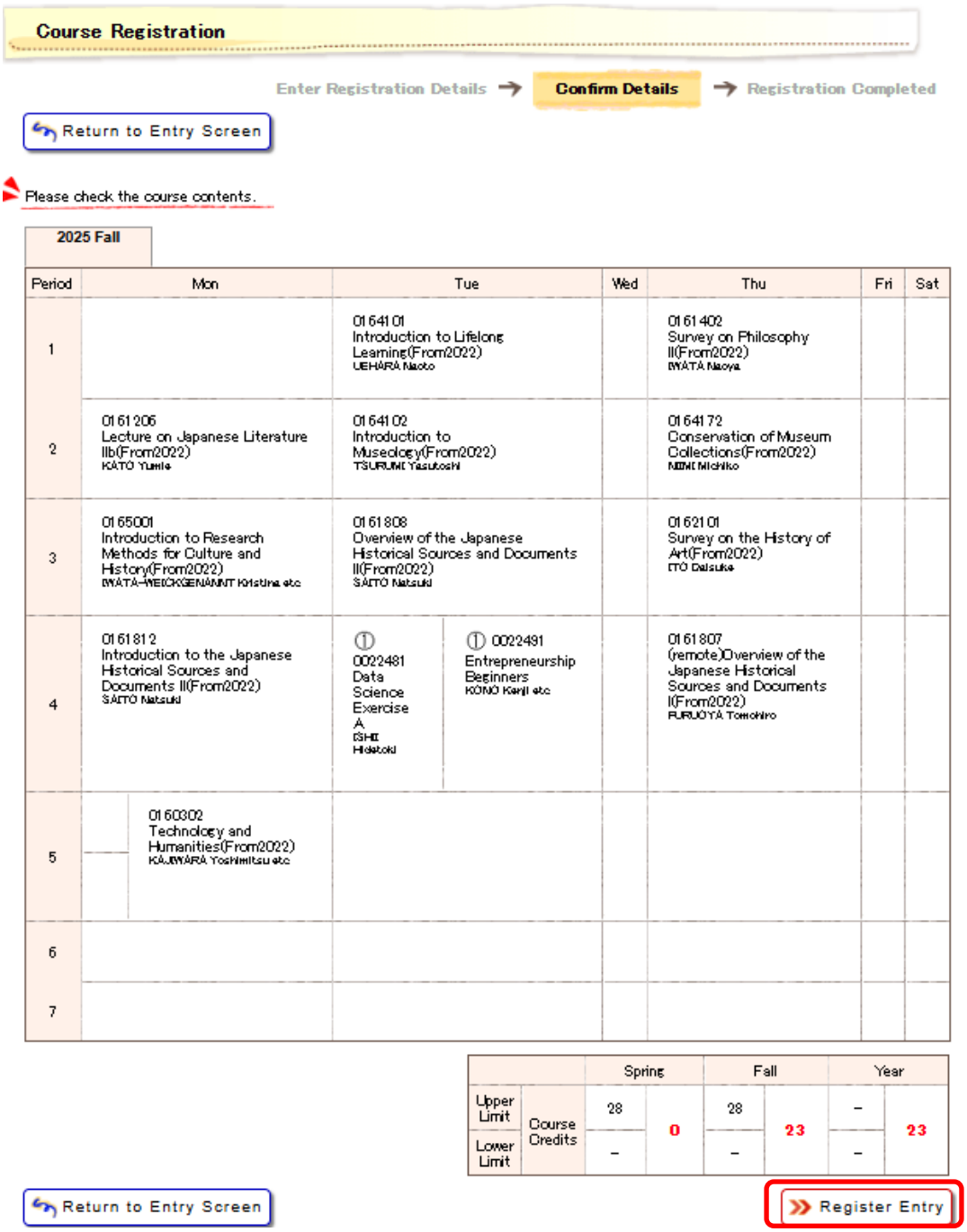
Repeat the above process for each day/period for which you wish to register to complete the matrix.
When you have finished selecting lectures, click “Confirm Entries” in the lower right corner of the screen.



You must pay attention to the upper limit (cap system, remote classes) when registering for courses.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

After completing the confirmation, click “Register Entry” in the lower right corner of the screen to confirm that your course registration is complete.



Course Registration

Enter Registration Details → Confirm Details → Registration Completed

Return to Entry Screen

Please check the course contents.

2025 Fall

Period	Mon	Tue	Wed	Thu	Fri	Sat
1		01 641 01 Introduction to Lifelong Learning(From2022) UEHARA Naoto		01 61 402 Survey on Philosophy II(From2022) IWATA Naoya		
2	01 61 206 Lecture on Japanese Literature IIb(From2022) KATO Yumie	01 641 02 Introduction to Museology(From2022) TSURUMI Yasutoshi		01 641 72 Conservation of Museum Collections(From2022) NIIMI Michiko		
3	01 65001 Introduction to Research Methods for Culture and History(From2022) IWATA-WEICKGENANNT Kristina etc	01 61 808 Overview of the Japanese Historical Sources and Documents II(From2022) SAITO Natsuki		01 621 01 Survey on the History of Art(From2022) ITO Daisuke		
4	01 61 812 Introduction to the Japanese Historical Sources and Documents II(From2022) SAITO Natsuki	① 0022481 Data Science Exercise A ISHII Hidetoki ① 0022491 Entrepreneurship Beginners KONO Kenji etc		01 61 807 (remote)Overview of the Japanese Historical Sources and Documents I(From2022) FURUOYA Tomohiro		
5	01 60302 Technology and Humanities(From2022) KAJIWARA Yoshimitsu etc					
6						
7						

		Spring		Fall		Year	
Upper Limit	Course Credits	28	0	28	23	–	23
Lower Limit		–		–		–	

Return to Entry Screen

Register Entry

Course Registration

Enter Registration Details → Confirm Details → Registration Completed

Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page.
Please print or screenshot your registration details.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

4-3 Course Registration (First Year Seminar)

When you register for First Year Seminar Courses, select “Course Registration (First Year Seminar)” from “Course/Grades” in the menu bar.

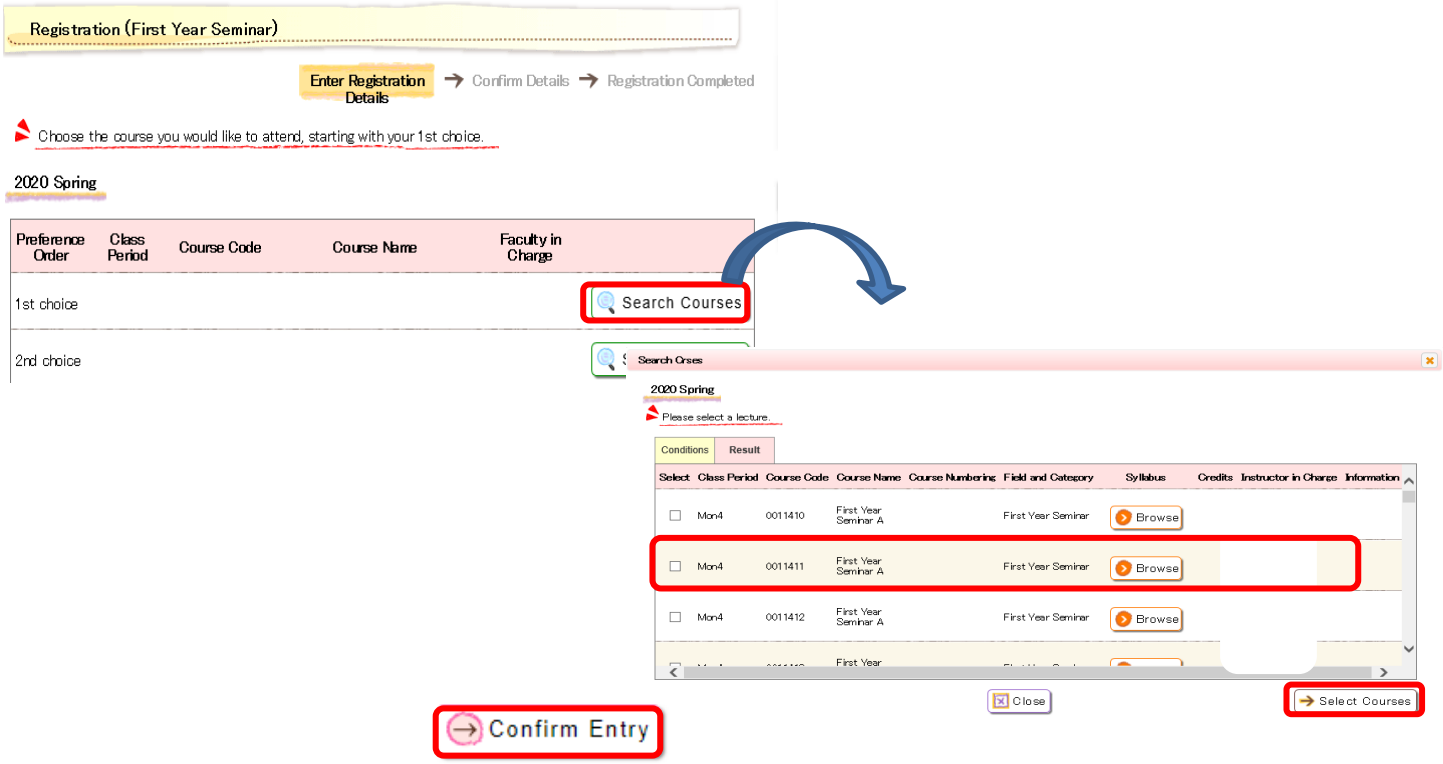
You can register for courses on the course registration page.

• Select a time slot when you would like to register for a course. Click on “Search Course”, starting with your first choice.

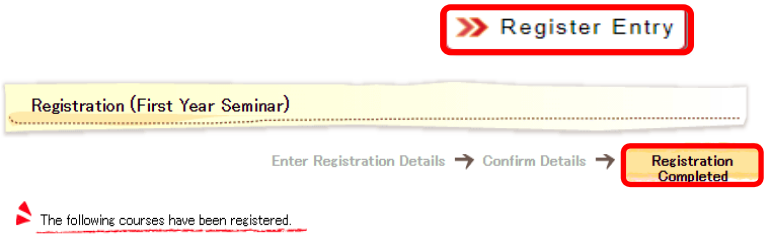
• Check the box of the course you would like to register for, and click on “Select Course”.

• Repeat this procedure for other courses you would like to register for.

When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.



After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when the course registration has been completed.



Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page. Please print or screenshot your registration details.

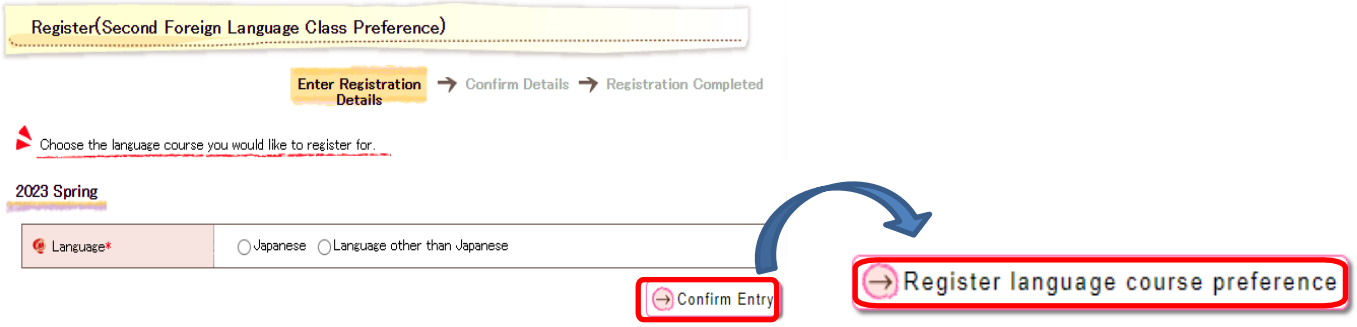
The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

4-4 Course Registration (Second Foreign Language Class Preference)

When you register for a second foreign language course other than English, select “Course Registration (Second Foreign Language Course Preference Other Than English)” from “Course / Grades” in the menu bar.

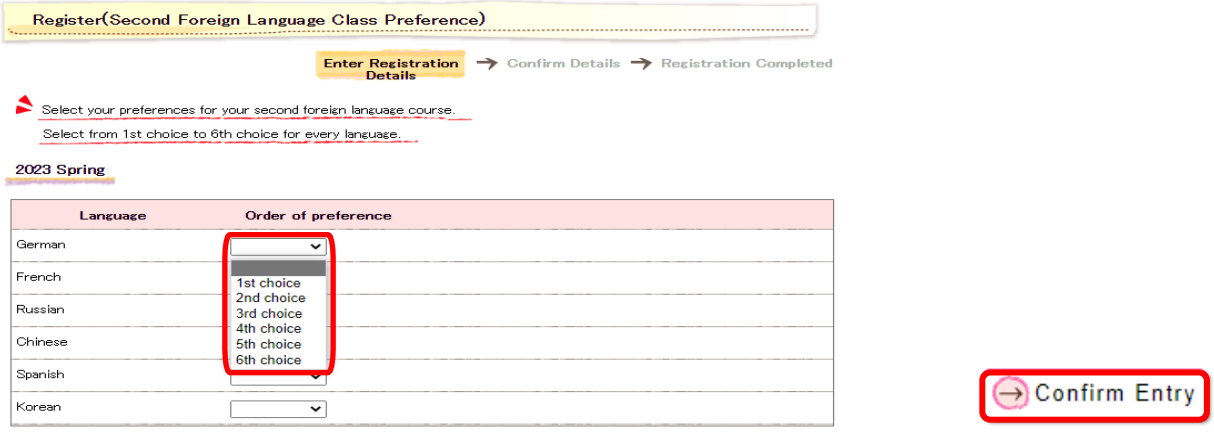
You can register for courses on the course registration page.

- International students can take Japanese instead of a second language.
- Then click the "Register language course preference" button.

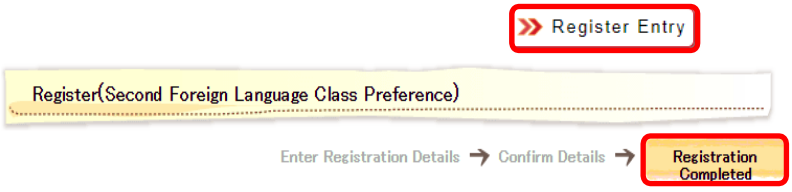


- Select the languages you would like to register for, starting with your first choice.

When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.



After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page.



Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page. Please print or screenshot your registration details.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

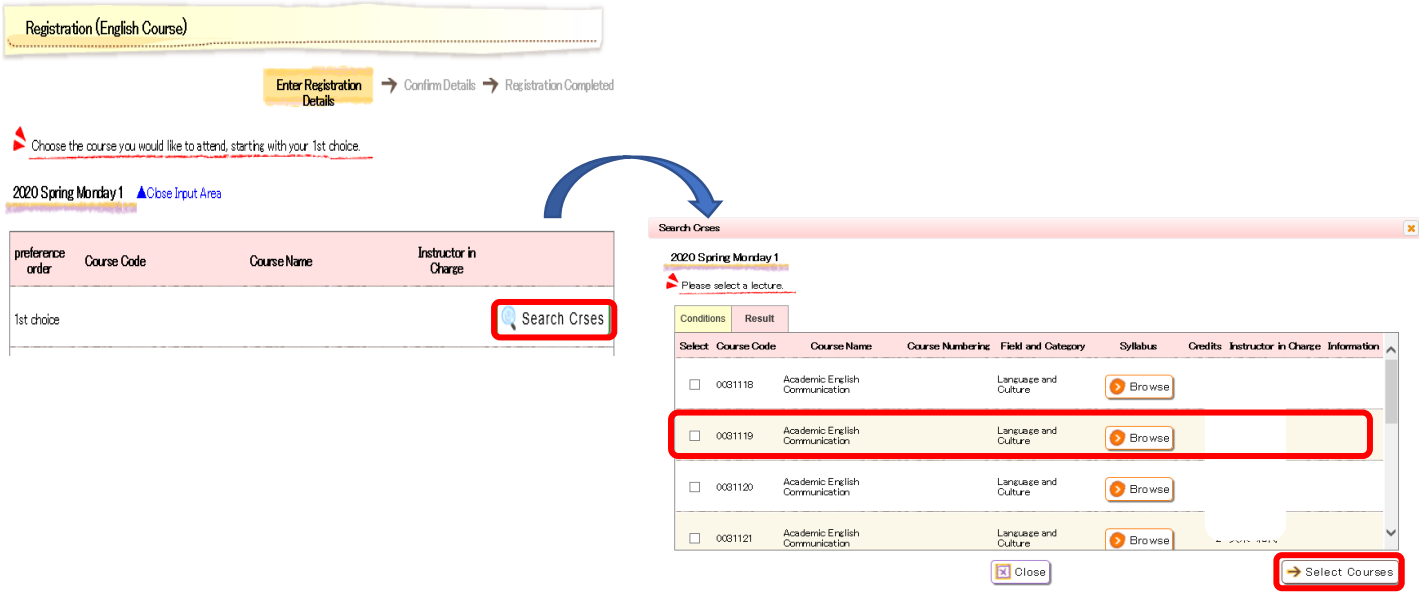
4-5 Course Registration (English Course)

When you register for English courses, select “Registration (English Course)” from “Course/Grades” in the menu bar.

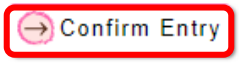
You can register for courses on the course registration page.

- Select a time slot when you would like to register for a course. Click on “Search Course” starting with your first choice.
- Check the box of the course you would like to register for, and click on “Select Course”.
- Repeat this procedure for other courses you would like to register for.

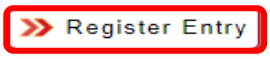
When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

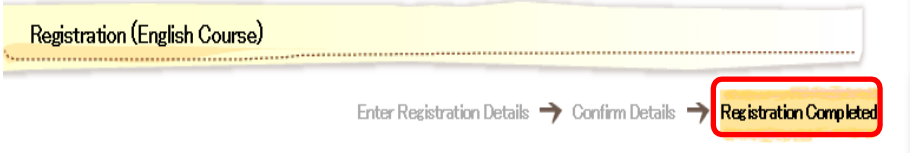


When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.



After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when the course registration has been completed.



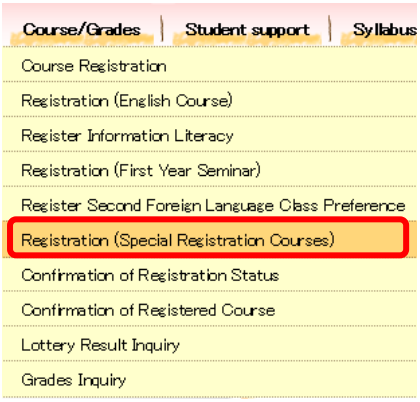


Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page. Please print or screenshot your registration details.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

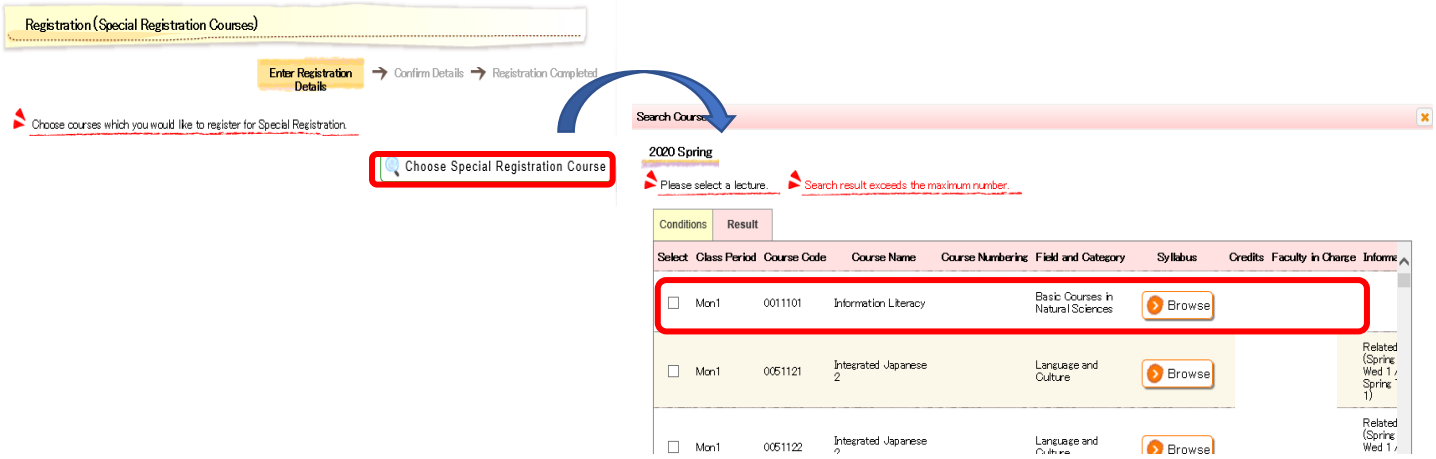
4-6 Course Registration (Special Registration Courses)

When you register for Special Registration Courses, select “Course Registration (Special Registration Courses)” from “Course/Grades” in the menu bar.



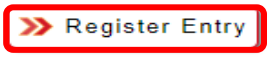
You can register for courses on the course registration page.

- To select for Special Registration courses, click on “Select Special Registration Course”.
- Check the box of the course you would like to register for, and click on “Select Course”.



When you have finished selecting the courses, click on “Confirm Entry” on the bottom right of the page.

After confirming your entries, click on “Register Entry” on the bottom right of the page and confirm that “Registration Completed” appears on the upper right of the page. It will appear when the course registration has been completed.



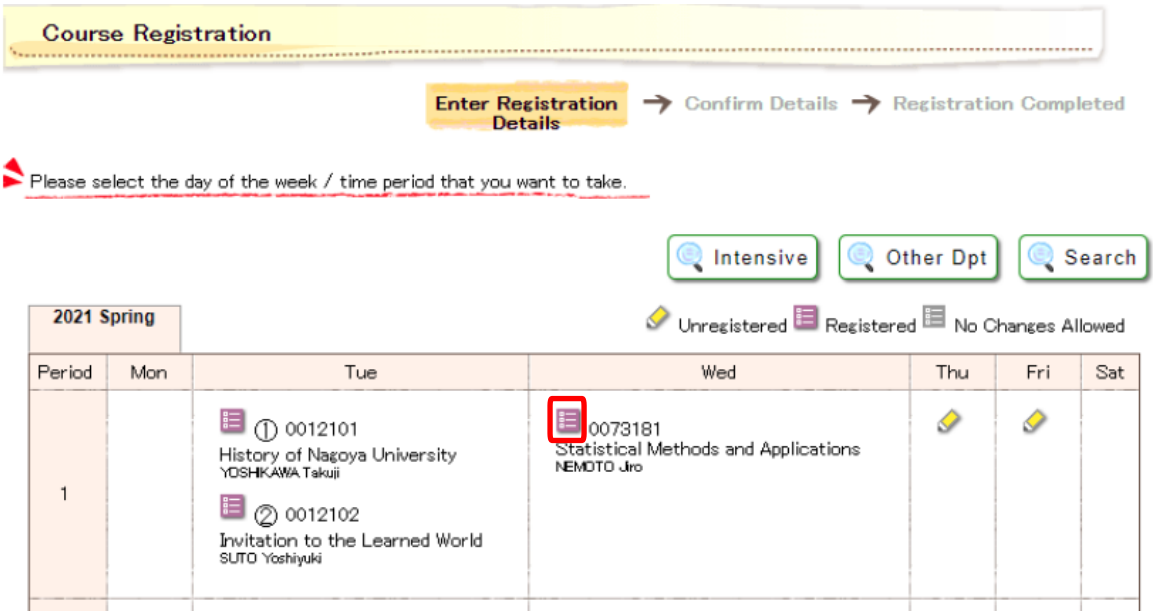
Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page. Please print or screenshot your registration details.

Course registration information is NOT immediately reflected in the "Confirmation of Registration Status" and " Confirmation of Registered Course " sections of Educational Affairs System. If you would like to check the status of your course application, please go to the “Course Registration” menus.
(The information will NOT be also reflected in TACT immediately.)

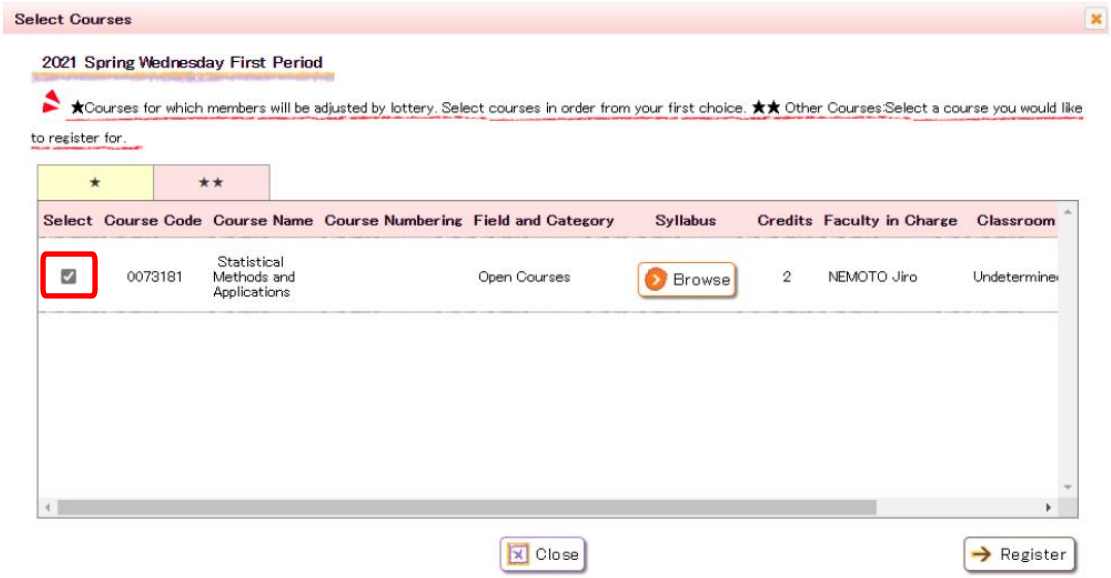
The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

4-7 Correcting course registration

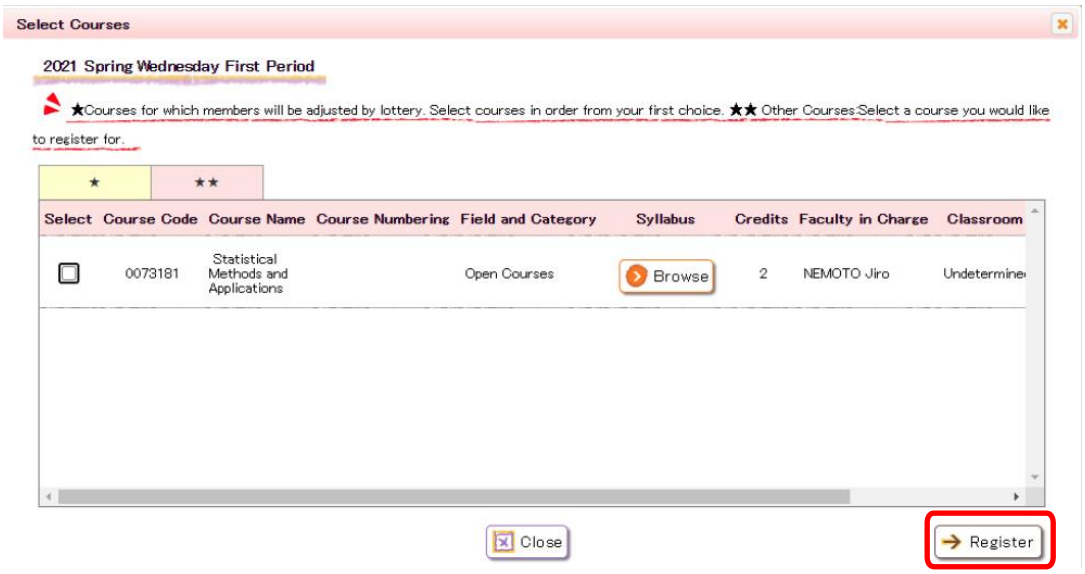
If you want to cancel a registered course, please click “the book icon” you want to cancel.



Remove this “check-mark”

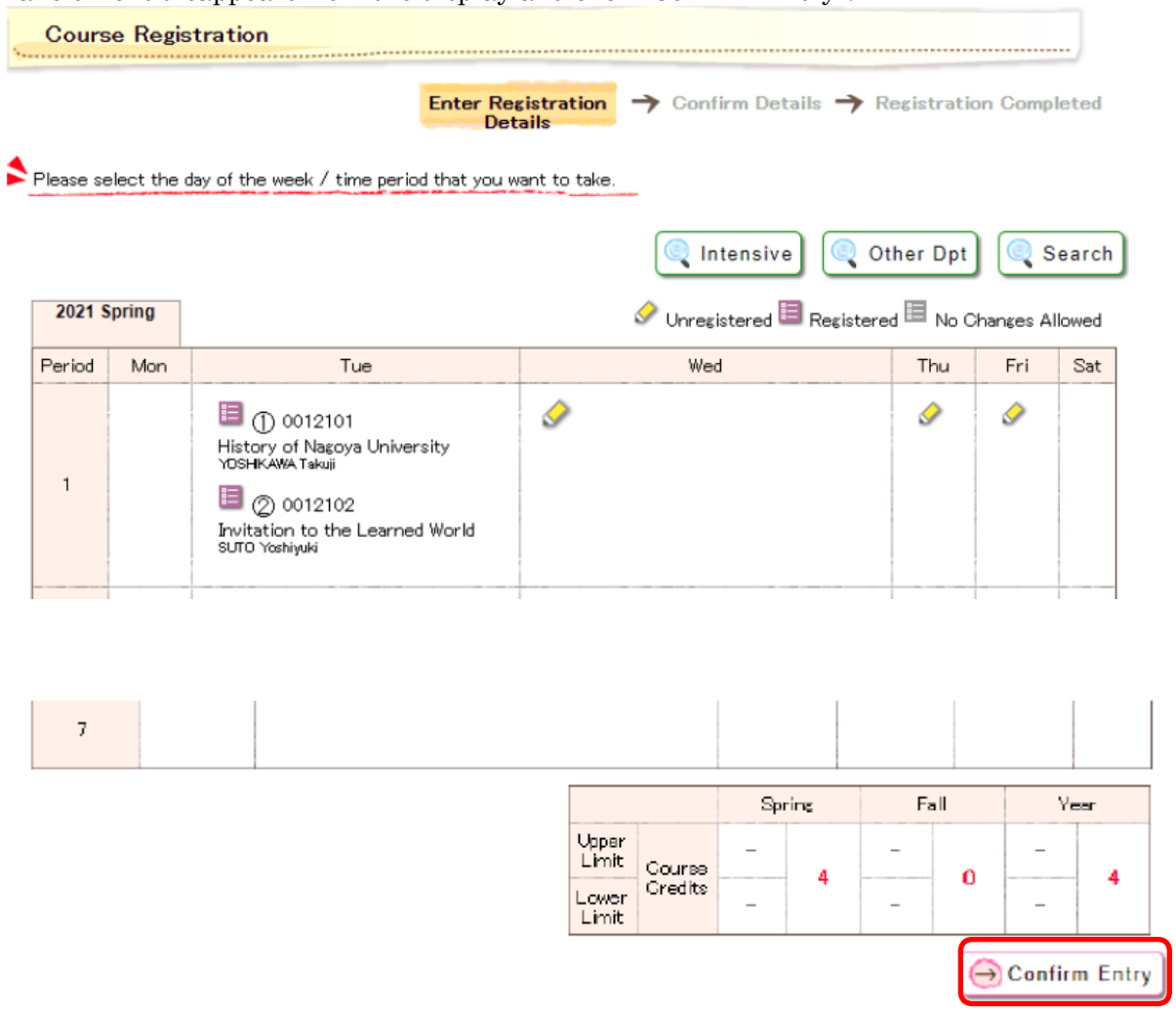


Click “Register”



The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

Make sure it disappears from the display and click “Confirm Entry”.



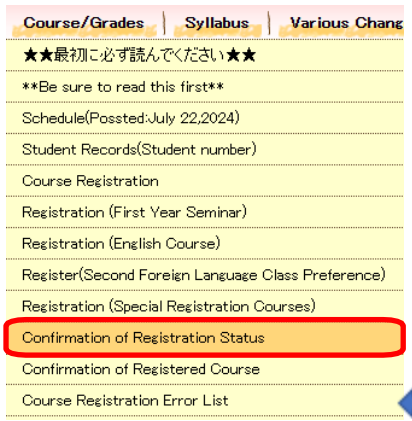
After confirming your entries, click on “Register Entry” on the bottom right of the page.

Please note that registration will not be completed unless “Registration Completed” appears on the upper right of the page.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

4-8 Confirm Course Registration Status (Check for Errors)

This is used to check course registration status (It is NOT immediately reflected after course registration). When you confirm your course registration status, select “Confirmation of Course Registration Status” from “Course/Grades” in the menu bar. The “Course Registration Status” page will show you the courses you have registered for in each academic year. There is no problem even if courses from the previous semester are displayed.



For details of error information,
please check the "Course Registration Error List".

Confirm that there are no error messages (“E”-type or “W”-type messages) in the “Error” column.
If “E (Error)”-type or “W (Warning)”-type messages appear, identify the cause of the errors by referring to the error examples which can be found in the Functions/Links list, and make any corrections if required.

Confirmation of Registration Status

This is a list of your registered courses. (Registered Course list)

If an "E (error)" or "W (warning)" appears, correction may be necessary. Please refer to the method to confirm the registered courses, which is described in the "Course Registration Error List".

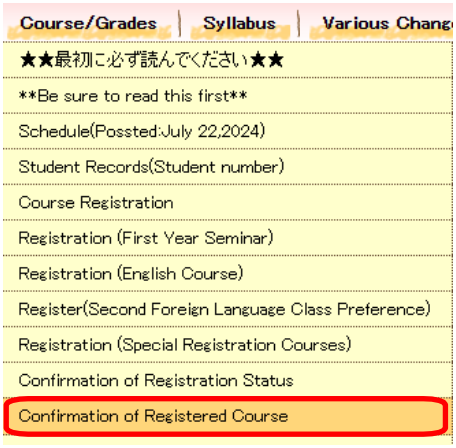
Period	Class Period	Course Code	Course Name	Field and Category	Credits	Faculty in Charge	Classroom	Information	Error Code
Spring	Tue3	0165025	Japanese Literature and Translation(From2022)	Specialized Courses	2				
Spring	Tue4	0160433	Japanese for International Students II(From2022)	Specialized Courses	2				
Spring	Wed3	0165026	Japanese Literature and Gender(From2022)	Specialized Courses	2				
Spring	Wed4	0165005	Introduction to Modern Japanese History(From2022)	Specialized Courses	2				
Spring	Wed5	0165031	Contemporary Film Theory (E)(From2022)	Specialized Courses	2				
Spring	Thu3	0034315	Upper-intermediate Spanish I	Language and Culture	2				
Spring	Fri2	0075205	Upper-intermediate Spanish II	Language and Culture	2				
Spring	Fri3	0055321	[G30]History	Basic Courses in Humanities and Social Sciences	2				
Fall	Mon2	0165038	Japanese Visual Culture(From2022)	Specialized Courses	2				
Fall	Mon3	0160432	Japanese for International Students I(From2022)	Specialized Courses	2				
Fall	Wed5	0165032	Japanese Cinema before 1945(From2022)	Specialized Courses	2				
Fall	Thu3	0165019	New Perspectives on Modern Japanese History(From2022)	Specialized Courses	2				

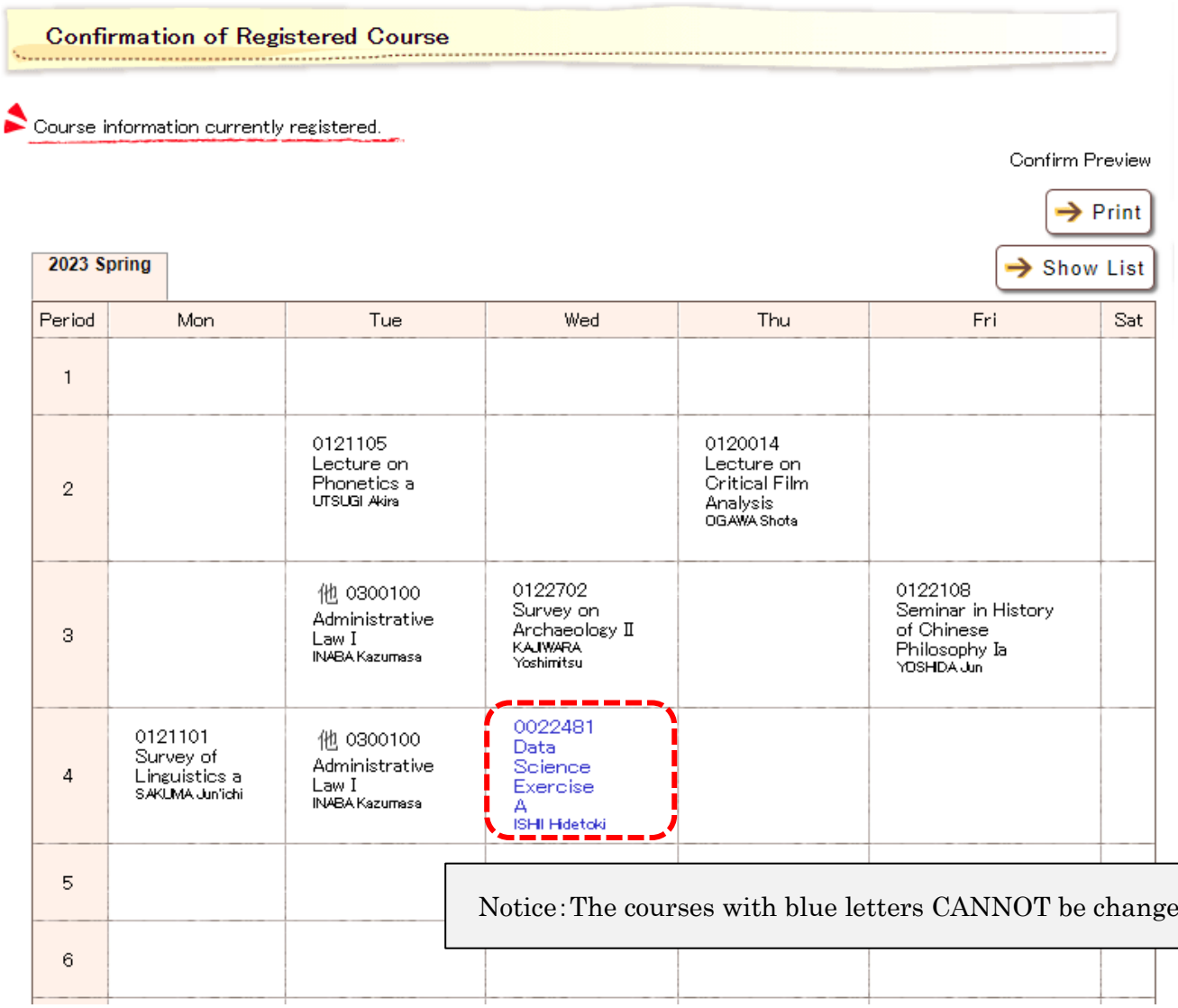
Notice: Courses for which students registered in the previous semester are indicated in blue letters. The courses with blue letters in this semester CANNOT be changed.

The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

4-9 Confirmation of registered courses

"Confirmation of registration Status" menu is available from the second confirmation of course registration. When you confirm the registered courses, select "Confirmation of Registered Courses" from "Course/Grades" in the menu bar. The "Confirmation of Registered Courses" menu shows the courses you have registered for this term. Course registration errors are not displayed in this menu, so please check the "Confirmation of Course Registration Status" menu.





Notice：The courses with blue letters CANNOT be changed.

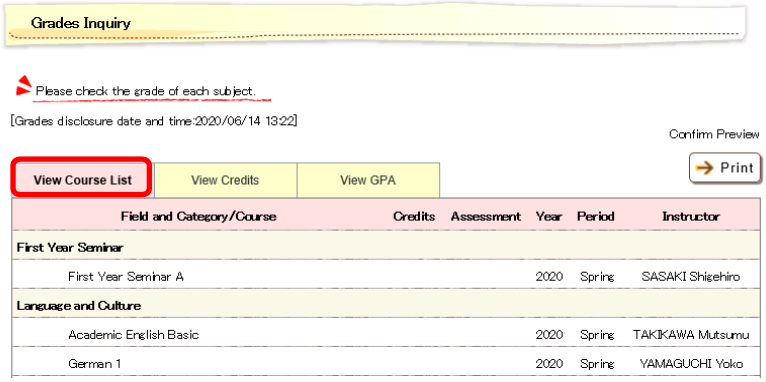
The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

5. Check Grade

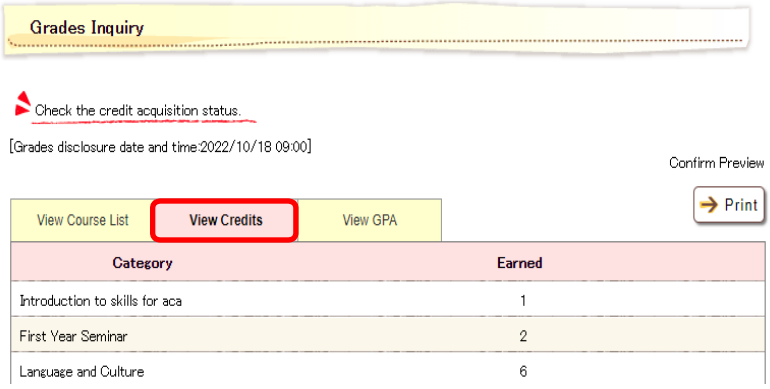
5-1 Check “Grades Inquiry”

When you check your grades, select “Grades Inquiry” from “Course/Grades” in the menu bar.

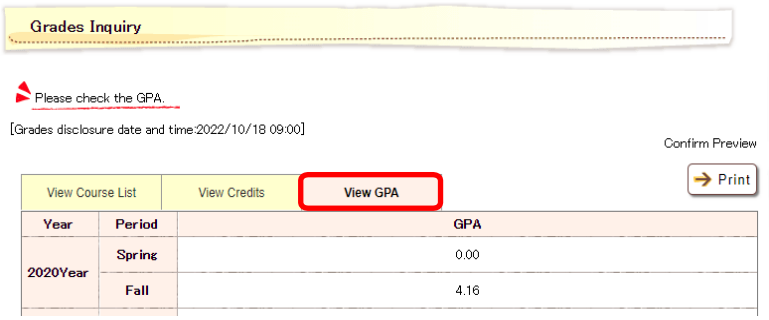
①View Course List…You can check the details concerning your grades.



②View Credits…You can check the credit acquisition status.

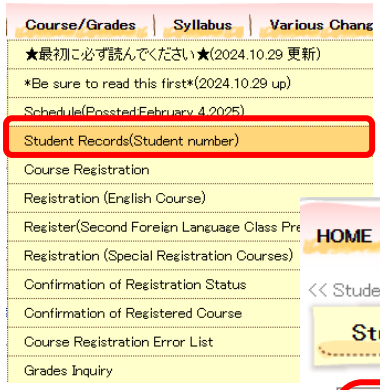


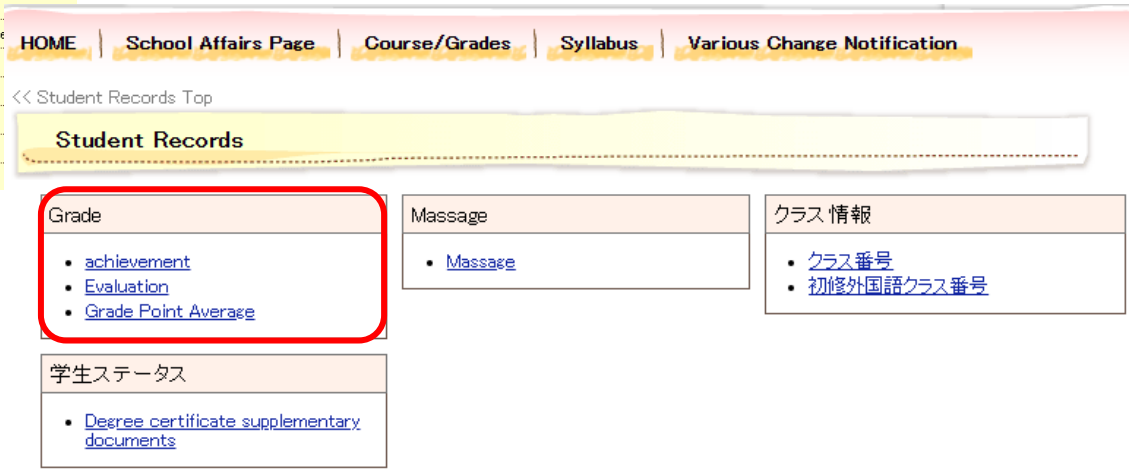
③View GPA (Grade Point Average)…You can check your GPA.



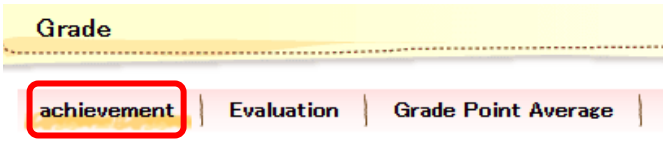
The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.

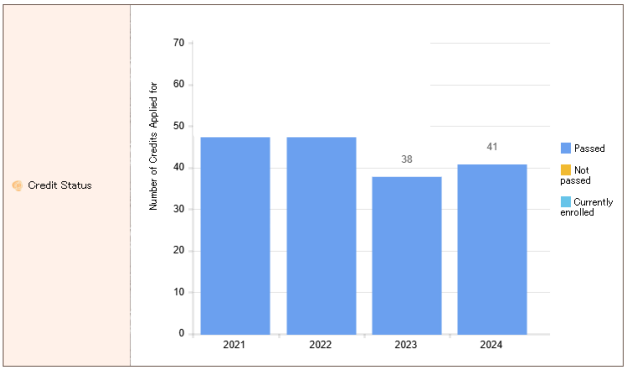
5-2 Check "Student Records (Student number)" Data reflection date: The day after the grades inquiry date.
When you check your grades, select "Student Records (Student number)" from "Course/Grades" in the menu bar.



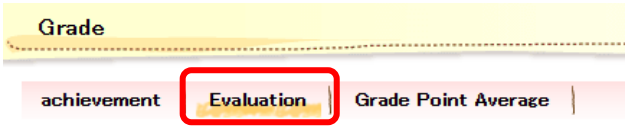


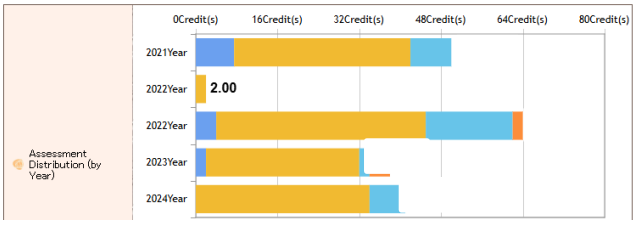
①achievement…you can check your curriculum and total earned credits and also check the credit status.



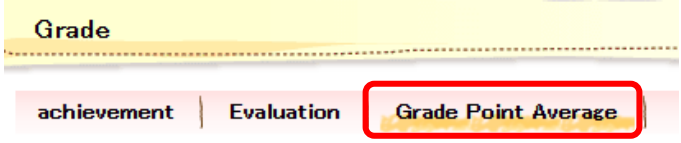


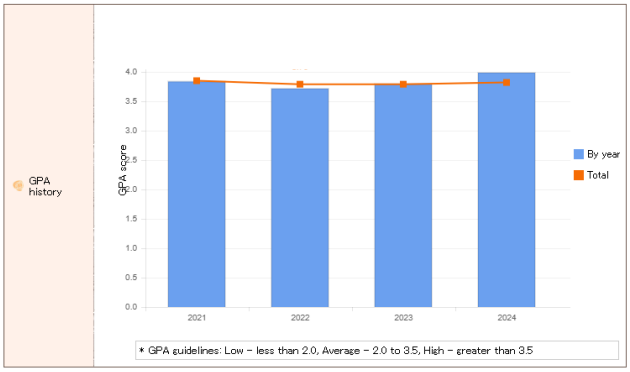
②Evaluation…you can check the Assessment Distribution (by Year).





③Grade Point Average…you can check history of Grade Point Average.





The screen images shown below are samples only.
For actual operation, follow the on-screen instructions.