How to create NOUS account
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1. Opening registration form on NOUS

Please open the login page for NOUS from here( https://nous.nins.jp/user/signin ).
1. Opening registration form on NOUS

2. Please click the button **New User** on the login page.
Please make sure the webpage has been switched to registration page.

The process of opening registration form is completed.
2. How to Fill in Registration Form

Please enter your full name in the “⽒名 (Name in Japanese)” field.
2. How to Fill in Registration Form

2. Family name and first name

Please enter your family name (姓) and first name (名) in each field.
2. How to Fill in Registration Form

3. Email address

Please enter your email address. If necessary, you could add an other email address in the “メールアドレス2 (Email address2)” field.
2. How to Fill in Registration Form

4 Institute

Please enter the name of your institute.

Even if you are going to transfer, please register current information.
**5 Department**

Please enter the name of your Department.
2. How to Fill in Registration Form

Please enter your job title.

6 Job title
2. How to Fill in Registration Form

7 Phone number

Please enter your phone number. Phone number must be filled to register your account.
Fax number is optional. Please enter fax number if necessary.
9. Year of birth

Please enter your year of birth in the “西暦年入力(year of birth)” field. If you do not wish to answer, please select “答えない(I will not answer.)”.
Please select your gender. If you do not want to answer, please select "答えない (I will not answer)."
Please select your country. “未選択” means “blank”, thus please do not leave the filed as “未選択”.
2. How to Fill in Registration Form

Please enter your year of degree. Year of degree must be filled to register your account.
2. How to Fill in Registration Form

13 MEXT/JSPS KAKENHI Researcher Number

Please enter your MEXT/JSPS KAKENHI Researcher Number if you need.
2. How to Fill in Registration Form

Please click the button in order to register your ORCID ID. It’s optional, however, if you register the ORCID ID here, you could use ORCID when you register information regarding your research papers while filling in proposals.
15 Contact Institution

Please select an institution where you are going to conduct your research project in the “照会先機関(Contact Institution)” field. “未選択” means “blank”, thus please do not leave the filed as “未選択”. This column must be answered to finish registering your information.
After filling necessary columns, please click the button Go to move onto next step. If you would like to delete all information and enter them again, please click the button Clear next to Go.
Please confirm the webpage has been switched to confirmation page and check all information is correct.
There is the statement concerning the treatment of your personal information below the registration form. Please read the statement in English on the next page.
The statement Concerning Treatment of Your Personal Information upon New User Registration.

Please note:

• Your name, institute and job title could be displayed in application forms while representative researchers are filling them online via NOUS.

• Your personal information in application forms may be provided to both the staff in National Institutes of National Sciences and the people in other institutes upon examining the proposals with permission from representative researcher.

• In addition, your personal data may be used for conducting, managing research projects you might join and statistical works at both National Institutes of National Sciences and other institutes involved in the researches.

• Your information will be used only for above purposes.
After confirming the statement, please click **Register** if you agree. Unless you agree the statement, you can not register your account on NOUS. In case you would like to revise your information, please click **Back** to go back to previous page. If you do not agree, please click **Cancel**.
After submitting your registration form, confirmation mail concerning acceptance of your request will be sent to the address you registered.

Please note that it may take 2-3 days at the longest until your account is activated, because stuff at Okazaki Administration Center must accept your request. Please do not forget to leave extra time.
After your request is accepted, an email to set up your password will be sent via NOUS. Please click the URL in the message and open the webpage.
3. Setting Password

2. Please enter your password in the upper column on Change Password page.

Passwords should have more than 9 characters, at least one upper or lowercase letter, and one alphanumerical symbol.
Please enter the password again in the lower column for confirmation.

Please take care to enter correct password.
Please click the button **Change**.
At this point, your password has been set. Please confirm that the “Password successfully changed” message has been displayed at the upper part of the screen. And then please go back to login page and try to log into NOUS using your password.

The process of setting password is completed.
If you have any questions about NOUS, please do not hesitate to contact us.

Address
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38 Nishigonaka Myodaiji, Okazaki, Aichi, 444-8585

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How to log into NOUS
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1. Logging into NOUS with 2-Step Verification

1. Entering your ID and password(1)

Please open the login page for NOUS from here(https://nous.nins.jp/user/signin).
2. Entering your ID and password(2)

Please click an Login ID entry field and enter your ID using your email address, which you registered when you applied for an user account.

⚠️ If you can not remember your Login ID, please send us email. There is our email address in “Inquiry” below.
1. Logging into NOUS with 2-StepVerification

3. Entering your ID and password(3)

Please click an password entry field and enter your password.

⚠️ If you can not remember your password and would like to reset it, please check “Resetting password” below.
1. Logging into NOUS with 2-Step Verification

4. Entering your ID and password:

Please click the button **Login**.
1. Logging into NOUS with 2-StepVerification

5 Entering your ID and password(5)

Please confirm the webpage has been switched and your ID and password are correct.
Please click the button to obtain a verification code.

6. How to get verification code (1)

Please click the button

Push this button to obtain your keycode

To obtain a verification code.
Please confirm the message “認証キーを送信しました”, which means an verification code has been successfully sent.
Please open an email sent via NOUS which subject is “認証コードの送付(Sending a Verification Code)”. The email is sent to your registered email address.
9 How to get verification code(4)

Please copy characters in the email. “認証キー” means a verification code in Japanese.

The code is valid for 10 minutes. If you need a new one, please go back to the webpage and click the

Push this button to obtain your keycode button again.
1. Logging into NOUS with 2-Step Verification

10. How to get verification code (5)

Please go back to the login page and paste the code into the field.
1. Logging into NOUS with 2-Step Verification

11. How to get verification code (6)

Then please click the button OK.
Please conform you successfully logged into My Page.

The process of logging into NOUS with 2-Step verification is completed.
2. Enabling Single Sign On for NOUS with Shibboleth

**NOTE:** Only users who fulfill the following requirements can use Single Sign On for logging into NOUS:

- Your institute is authenticated as a member of Academic Access Management Federation in Japan (GakuNin*).
- Your institute give permission to use Single Sign On for NOUS.

Please ask person in charge at your institute if you would like to know whether you could use SSO or not.

*If you would like to know more about GakuNin, please check the following URL. ([https://www.gakunin.jp/en](https://www.gakunin.jp/en))

1. **What is Single Sign On?**

When you use several Web systems and log into any one of them, you do not have to log into the other systems if you could use Single Sign On. It can be enabled by the system named Shibboleth.*

Thus if you set up SSO, you do not have to use 2-StepVerification for logging into NOUS and could simplify the process.

*If you would like to know more about Shibboleth, please check the following URL. ([https://www.shibboleth.net/about-us/the-shibboleth-project/](https://www.shibboleth.net/about-us/the-shibboleth-project/))
2. Enabling Single Sign On for NOUS with Shibboleth

1. Logging into NOUS with 2-Step Verification

Please open the login page for NOUS from here: [https://nins.nis.no/us/signin](https://nins.nis.no/us/signin).

2. Setting up Shibboleth(1)

Please log into NOUS with 2-Step Verification

⚠️ In order to activate Single Sign On, you need to log into NOUS with 2-step verification and set it up from My Page at first.
After entering My Page, please click the button **Single Sign-on Setting** in the green bar at the upper part of the screen.
4. **Setting up Shibboleth (3)**

Please click [Login via Shibboleth](#). All of the written description above the button explains that you need to set up Shibboleth at first to use SSO.
5 Setting up Shibboleth (4)

Please click the arrow next to the Japanese text 「所属機関の選択(Select your Institute)」.
2. Enabling Single Sign On for NOUS with Shibboleth

6 Setting up Shibboleth(5)

Please select your institute from the drop-down list.
After selecting your institute, please select the button 「選択(Select)」.
Then you could see the login page of your institute. Please enter ID/Username and password and log into the system. (*The example is login page of IMS.)

8 Setting up Shibboleth (7)

2. Enabling Single Sign On for NOUS with Shibboleth
2. Enabling Single Sign On for NOUS with Shibboleth

9 Setting up Shibboleth(8)

Please register your institute to skip the above process by clicking 「所属機関を保存して次へ(Please select your institute and go to the next step.)」

The whole Japanese description above the buttons says:
If you register your institute, you could skip the process of selecting your institute next time you visit the system with the same browser. Your selected institute is below:
2. Enabling Single Sign On for NOUS with Shibboleth

At this point, Shibboleth has been set up. Please confirm that the 「アカウントの関連付けが完了しました(Your account is authenticated for Shibboleth.)」 message has been displayed at the upper part of the screen.
2. Enabling Single Sign On for NOUS with Shibboleth

11 How to log into NOUS with Single Sign On(1)

Please go back to login page and click the button **Login via Shibboleth**.

⚠️ Please do not enter your ID or password in upper entry fields.
Please follow the instructions the system at your institute indicate and log into NOUS. You do not have to use 2 Step-Verification.

The process of enabling Single Sign On for NOUS with Shibboleth is completed.
3. Resetting Password

Please click the button menu on the login page.
Please enter your login ID in the indicated field.
Please enter your login ID again in the lower column for confirmation.
3. Resetting Password

4. Please click the button Enter.
Please confirm that the “Password reset email sent.” message has been displayed at the upper part of the screen.
An E-mail to reset your password will be sent via NOUS. Please click the URL and open the window to reset your password.
Please enter your new password in the upper column.

Passwords should have more than 9 characters, at least one upper or lowercase letter, and one alphanumerical symbol.
3. Resetting Password

8

Please enter the password again in the lower column for confirmation.

⚠️

Please take care to enter correct password.
Please click the button **Change**.
At this point, your password has been reset. Please confirm that the “Password successfully changed” message has been displayed at the upper part of the screen. Please go back to login page and try to log into NOUS using your new password.
If you have any questions about NOUS, please do not hesitate to contact us.

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How to enable Single Sign On for NOUS with Shibboleth
NOTE: Only users who fulfill the following requirements can use Single Sign On for logging into NOUS:

• Your institute is authenticated as a member of Academic Access Management Federation in Japan (GakuNin*).
• Your institute give permission to use Single Sign On for NOUS.

Please ask person in charge at your institute if you would like to know whether you could use SSO or not.

*If you would like to know more about GakuNin, please check the following URL. (https://www.gakunin.jp/en)

When you use several Web systems and log into any one of them, you do not have to log into the other systems if you could use Single Sign On. It can be enabled by the system named Shibboleth.*

Thus if you set up SSO, you do not have to use 2-StepVerification for logging into NOUS and could simplify the process.

*If you would like to know more about Shibboleth, please check the following URL. (https://www.shibboleth.net/about-us/the-shibboleth-project/)
Please log into NOUS with 2-Step Verification. If you would like to know how to log into NOUS, you can find guidelines in English on the IMS website (https://www.ims.ac.jp/guide/webnous.html).

In order to activate Single Sign On, you need to log into NOUS with 2-step verification and set it up from My Page at first.
After entering My Page, please click the button "Single Sign-on Setting" in the green bar at the upper part of the screen.
Please click **Login via Shibboleth**. All of the written description above the button explains that you need to set up Shibboleth at first to use SSO.
5 Setting up Shibboleth(4)

Please click the arrow next to the Japanese text 「所属機関の選択(Select your Institute)」.
6 Setting up Shibboleth(5)

Please select your institute from the drop-down list.
7 Setting up Shibboleth (6)

After selecting your institute, please select the button 「選択(Select)」.
Then you could see the login page of your institute. Please enter ID/Username and password and log into the system. (*The example is login page of IMS.)
Setting up Shibboleth (8)

Please register your institute to skip the above process by clicking 「所属機関を保存して次へ(Please select your institute and go to the next step.)」

The whole Japanese description above the buttons says:
*If you register your institute, you could skip the process of selecting your institute next time you visit the system with the same browser. Your selected institute is below:*
At this point, Shibboleth has been set up. Please confirm that the 「アカウントの関連付けが完了しました(Your account is authenticated for Shibboleth.)」 message has been displayed at the upper part of the screen.
11 How to log into NOUS with Single Sign On(1)

Please go back to login page and click the button `Login via Shibboleth`.

⚠️ Please do not enter your ID or password in upper entry fields.
Please follow the instructions the system at your institute indicate and log into NOUS. You do not have to use 2 Step-Verification.

The process of enabling Single Sign On for NOUS with Shibboleth is completed.
Inquiry

If you have any questions about NOUS, please do not hesitate to contact to us.

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How to reset your password
Please click the button menu on the login page
Please enter your login ID in the indicated field.
Please enter your login ID again in the lower column for confirmation.
Please click the button Enter.
Please confirm that the “Password reset email sent.” message has been displayed at the upper part of the screen.
An E-mail to reset your password will be sent via NOUS. Please click the URL and open the window to reset your password.

for Login ID: https://nous.nims.jp/user/reselpassword/68PRF5yiCqgdaB25uZy10460
Please enter your new password in the upper column.

Passwords should have more than 9 characters, at least one upper or lowercase letter, and one alphanumericsymbol.
Please enter the password again in the lower column for confirmation.

Please take care to enter correct password.
Please click the button **Change**.
At this point, your password has been reset. Please confirm that the “Password successfully changed” message has been displayed at the upper part of the screen. Please go back to login page and try to log into NOUS using your new password.
If you have any questions about NOUS, please do not hesitate to contact us.

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Check the examination result

- After you log into NOUS, please select the relevant application on your My Page. If your application is approved, it will be listed in “Approved applications”.

**Approved applications** is second category from the top.
After you find your application, click the fourth “notification” button from the right.
At this point, you could see your notification of the result in Japanese. The uppermost word “採択” means “approval”. You can download available notification by clicking **Download PDF** button in the green bar at the upper part of the screen.

“審査結果” = examination result

“採択” = approved
• If you can not find your application listed in **Approved applications**, your application is rejected. It will be listed in **Expired applications**. Please click blue arrows(↑↓) or **Click to expand** next to the word **Expired applications**, and then your application will appear.
• After you find your application, click the second `notification` button from the right.
Then you could see your notification of the result in Japanese. The uppermost word “不採択” means “rejected”. You can download available notification by clicking **Download PDF** button in the green bar at the upper part of the screen.

“審査結果” = examination result

“不採択” = rejected
Submit Research Report

- After you log into NOUS*, please select the relevant application on your My Page and click the second “upload” button from the right.

*IMS webpage (guidelines using NOUS in English) https://www.ims.ac.jp/guide/webnous.html
• Please click “OK” to confirm.
Please click the Browse (参照) button below and select your research report. Please note that the report should be submitted in PDF format.
• Please Click the “Send” button.
• Please click “OK” for confirmation.
• Please check that the date of submission is visible and the report’s STATUS has changed to “Uploaded”
A confirmation email* will be sent to you once the submission has been completed.

*Subtitle: [NOUS] - 2020年度共同利用研究実施報告書(pdf形式) Submitted/〇〇
• You can download all available reports by clicking “Upload”.

![Image of the interface with a table and a button marked 'Uploaded' and 'Click here!']
Please attach your file bane along with your project number in accordance with your research category listed in the chart below (e.g.20 - ***). You can check the number in your submitted application from My Page in NOUS. If you can not find the number, please contact the Joint Research Section at Okazaki Administration Center. (Email: r7133@orion.ac.jp)

...Thank you for your time!