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).
Please click the button **New User** on the login page.
1. Opening registration form on NOUS

3

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>氏名 (Name in Japanese)</td>
<td>Okazaki Taro</td>
</tr>
<tr>
<td>姓 (Family Name in English)</td>
<td></td>
</tr>
<tr>
<td>名 (First Name in English)</td>
<td></td>
</tr>
<tr>
<td>メールアドレス (Email address)</td>
<td></td>
</tr>
<tr>
<td>メールアドレス2 (Email address2)</td>
<td></td>
</tr>
<tr>
<td>所属機関 (Institute)</td>
<td></td>
</tr>
<tr>
<td>部門 (Department)</td>
<td></td>
</tr>
<tr>
<td>職 (Job Title)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

6. Job title

Please enter your job title.
2. How to Fill in Registration Form

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.
2. How to Fill in Registration Form

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 would like 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 “I will not answer.”
Country

Please select your country. “未選択” means “blank”, thus please do not leave the filed as “未選択”.
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.
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.
2. How to Fill in Registration Form

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.
16. How to move onto confirmation page

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**.
The process of filling in registration form is completed.
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.

The process of submitting registration form is completed.
After your request is accepted, an email to set up your password will be sent via NOUS. Please click the URL in the massage and open the webpage.
3. Setting Password

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

Please take care to enter correct password.
Change Password

New password

New password again

New password: ********
New password again: ********

4. Please click the button Change.
3. Setting Password

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.

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