

STEP 1 Register "Ritsu-Mate" Account

Procedure 1 Login

Click on "Create Account" while leaving "Account" and "Password" empty.

The screenshot shows the Ritsu-Mate Login page. At the top left is the Ritsumeikan University logo and name. At the top right, the word "JAPANESE" is displayed. Below the header is the "Ritsu-Mate Login" section. It contains two input fields: "Account *" and "Password *". Below these fields are three buttons: "Login", "Create Account", and "Reset Password". The "Create Account" button is highlighted with a red rectangle. A blue callout box points to the "JAPANESE" text, containing the text: "[Language] You can switch from English to Japanese by clicking on 'Japanese' in the top right-hand corner of the screen."

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Procedure 2 Confirmation of "Terms of Use"

Read the Terms of Use in full, select "I agree," and click on "Next >".

R 立命館大学 Ritsumeikan University Account :
Name :
[ADC20FA] [OT]

[Create account]

Confirmation of User Policy ▶ Create account ▶ Completed

Terms of Use

Please read the Terms of Use below, tick box if you agree, and click Next.

Ritsu-Mate User Policy

If you have read this user policy and agree with its contents, enter a check mark for "I agree with the user policy" and select "Next."

- Purpose
 - This user policy defines the conditions applied to the users and The Ritsumeikan Trust (hereinafter called "the University") with regards to the use of Ritsu-Mate (hereinafter called "this service").
- Applicants for use
 - The application for registration must always be by the student to sit the examination or by a guardian of that student.
- Establishment as a user
 - The registration as a user of this service shall be established when correct information has been registered following the method specified by the University.
 - After the registration of a user, it shall be possible to change the details registered.
- Definition of personal information
 - The personal information referred to in this user policy is information related to living individual persons and information from which it is possible to identify a specific individual using the name, date of birth or other details contained in the information (including information when it is easily possible to perform a comparison with other data and doing so makes it possible to identify a specific individual).
- Handling of personal information
 - The personal information that is registered for this service will be strictly handled in accordance with the basic policy of The Ritsumeikan Trust regarding personal information protection.
- Purpose of use of personal information
 - The personal information registered for this service will be used by the University for the purposes listed below and will not be used for any other purpose.
 - (1) To send documents such as pamphlets and guidance on the University or graduate schools
 - (2) To send notifications on matters such as University and graduate school information sessions and entrance consultation sessions or open campus events
 - (3) To respond to inquiries regarding the use of this service
 - (4) To implement questionnaires
 - (5) For investigations, statistics and analysis related to the use of this service
 - (6) For the maintenance of the system
- Period of validity of registration
 - Accounts will be deleted if there is no access for three years from the final login date.

I agree I do not agree

Close

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Procedure 3 Account Registration

Enter your email address, and click on "Submit".

- The email address you choose will be used to log into your account. Register an email address that you are not likely to modify or delete, and that you can easily check on a daily basis. (If domain setting is currently on, you need to set up beforehand to be able to receive emails from "ritsumeai.ac.jp." If you do not have any email address, you need to obtain a free email address.)

R 立命館大学 Ritsumeikan University

Account :
Name :
[ADC20FB] [OT]

[Create account]

Confirmation of User Policy > **Create account** > Completed

Create Account

To create a new account, you need an email address.
Please enter your email address.

* Required field

Login Email Address * @gst.ritsumeai.ac.jp

Confirm Email Address * @gst.ritsumeai.ac.jp

■ About registration

Enter your email address and click Submit.
We will send you a registration email.
Use the link in the email to complete registration procedures.
*If you are using an email filter, set [ritsumeai.ac.jp] as an allowed domain.

< Back **Submit**

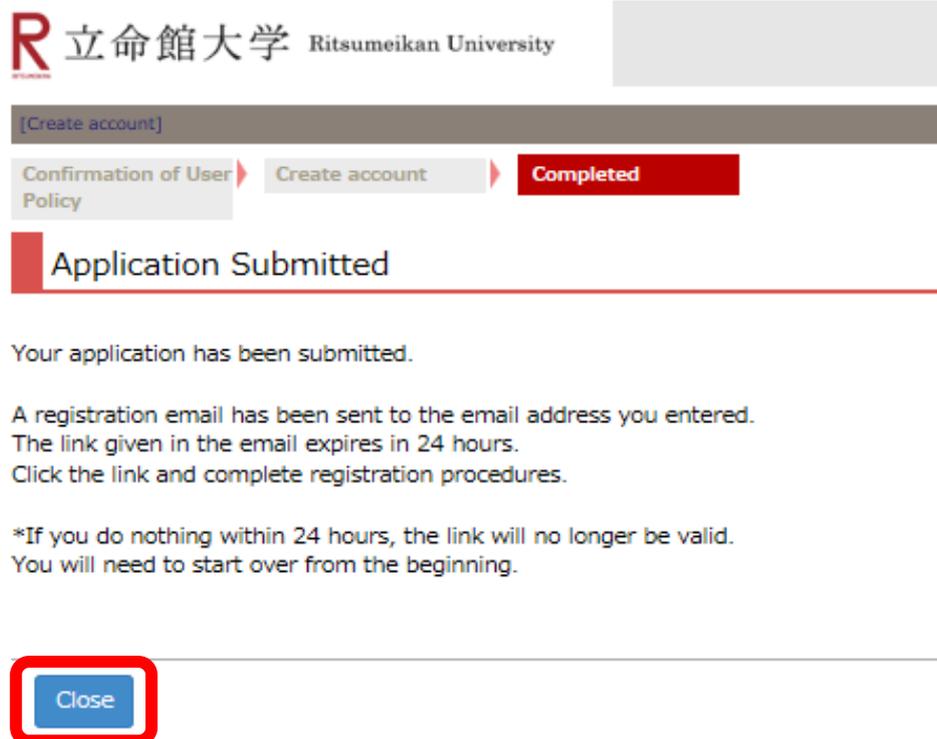
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Procedure 4 Account Registration Completion

Once you have completed the registration, click on "Close", and close the screen completely.

An email will be sent to your registered email address. Complete the next step (STEP 2) within 24 hours.



The screenshot shows the Ritsumeikan University logo and name at the top left. Below it is a navigation bar with a "[Create account]" link. A progress indicator shows three steps: "Confirmation of User Policy", "Create account", and "Completed". The "Completed" step is highlighted in red. Below the progress bar, the heading "Application Submitted" is displayed. The main content area contains the following text:

Your application has been submitted.

A registration email has been sent to the email address you entered.
The link given in the email expires in 24 hours.
Click the link and complete registration procedures.

*If you do nothing within 24 hours, the link will no longer be valid.
You will need to start over from the beginning.

At the bottom left, a blue "Close" button is highlighted with a red square border.