

# Application Procedure for Novel Coronavirus Vaccination Report Form

Click on the URL posted on Study Support Site.

Enter your RAINBOW E-mail address and password to login.



Enter RAINBOW E-mail address



Enter your RAINBOW E-mail address and password to login



If this screen appears, click New registration (click New registration for the second and subsequent applications as well)

The following screen appears. Select/Enter ①Your home campus ② Date of vaccination ③Time of vaccination (AMorPM) ④Vaccination site ⑤Start date of absence ⑥End date of absence ⑦Specific symptoms in case you are absent after the vaccination date and click on "Submit" at the top of the page.

A screenshot of the 'Novel Coronavirus Vaccination Report Form' (新型コロナウイルスワクチン接種報告書). The form is titled '新型ウイルスワクチン接種報告書 Novel Coronavirus Vaccination Report Form'. It contains several input fields. A red box highlights a section of the form with numbered callouts: ① points to the '所属キャンパス' (Home campus) dropdown menu; ② points to the '接種日' (Date of vaccination) date picker; ③ points to the '接種時間' (Time of vaccination) radio buttons for AM or PM; ④ points to the '接種会場' (Vaccination site) dropdown menu; ⑤ points to the '開始日' (Start date of absence) date picker; ⑥ points to the '終了日' (End date of absence) date picker; ⑦ points to the '接種日を越えて欠席する場合の具体的な症状' (Specific symptoms in case you are absent after the vaccination date) text area. At the top left, a '申請/Submit' button is highlighted with a red box. Below the form, there is a note: '必要事項を選択/入力後、内容確認のうえ、「申請」ボタンを押してください。 Be sure to check the contents and click on "Submit" button after selecting/entering all necessary items.'

## (※) Explanations about selection items

Selection item	Explanation
Specific symptoms in case you will be absent after the vaccination date.	Please enter specific symptoms (body temperature if you have fever, or name of symptom such as a strong sense of fatigue). ※Even if you apply for a future date (e.g. Vaccination date is Sep. 27, the period of absence is Sep. 27-28 and the application date is Sep. 26) due to "possible side effects", the vaccination report form cannot be issued. In this case, please apply after the end of period of absence.



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[[衣笠教学課]] [[個人申請]] 新型コロナウイルスワクチン接種報告書交付申請フォーム承認ワークフローを開始しますか？

OK キャンセル

Click  
"OK"



文書登録/Document registration

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history 削除/Delete

文書の登録が完了しました

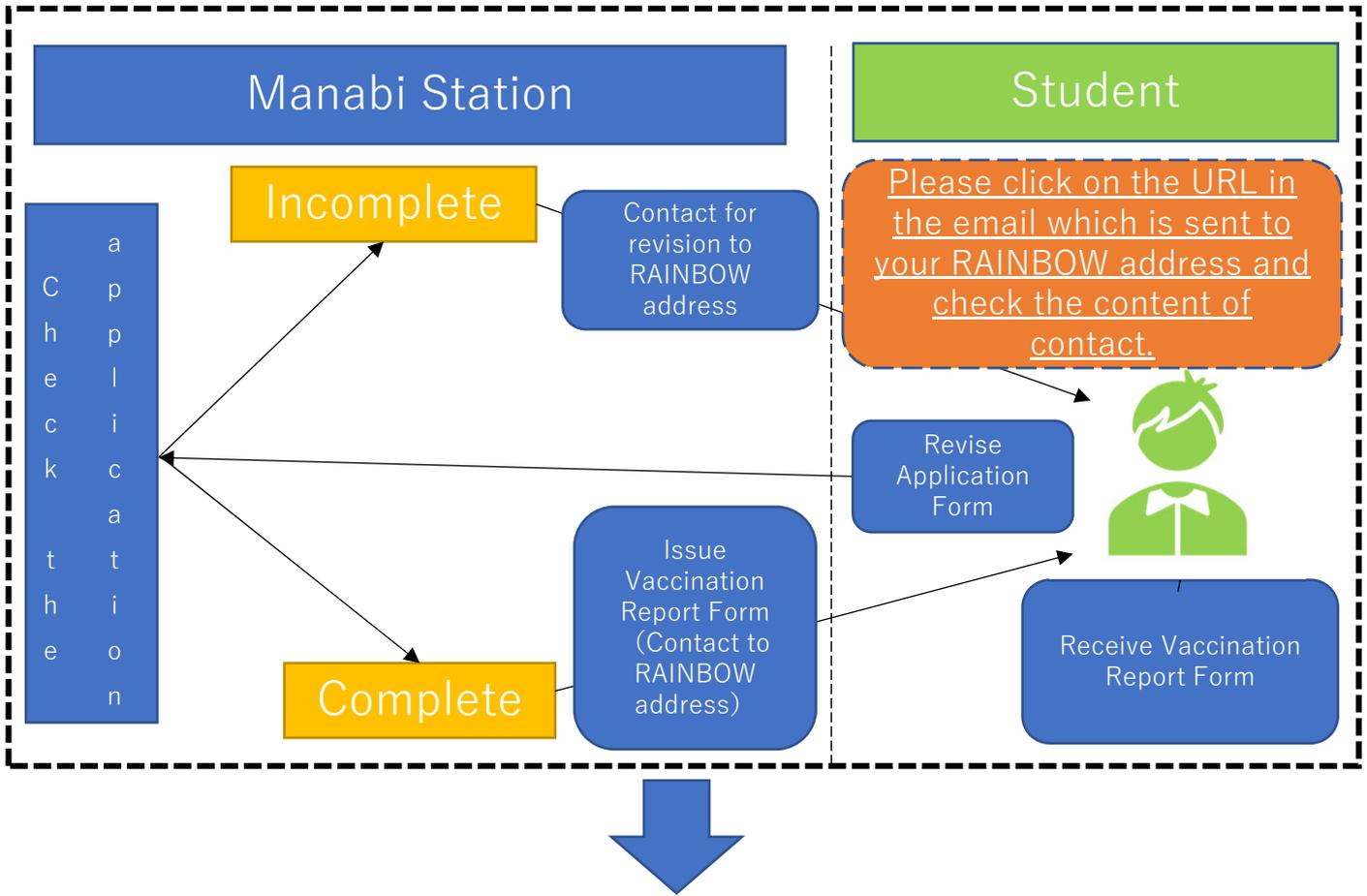
[【衣笠教学課】 【個人申請】 新型コロナウイルスワクチン接種報告書交付申請フォーム 承認ワークフロー]が開始されました。

文書タイトル	新型コロナウイルスワクチン接種報告書交付申請 Novel Coronavirus Vaccination Report Form		
文書番号	8	更新	13:46

This text is displayed after the application is completed (it takes about 30 seconds to display).



# All communication will be made through your RAINBOW address



Please open the link in the email which is sent to your RAINBOW address to receive the issued Vaccination Report Form.

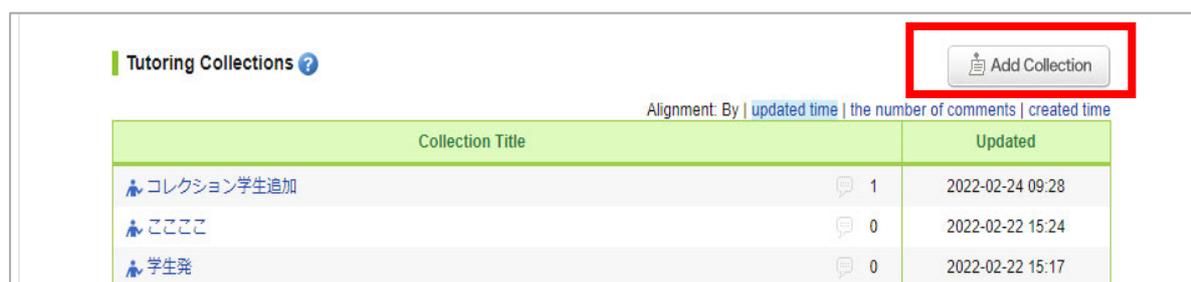
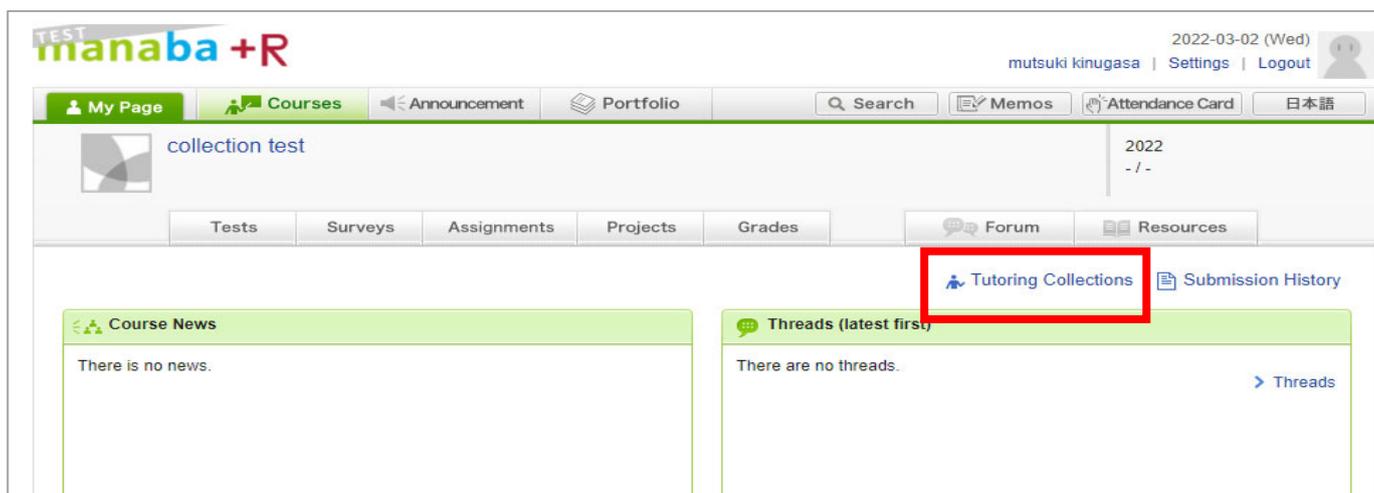


新型コロナウイルスワクチン接種報告書 Novel Coronavirus Vaccination Report Form	
ステータス	承認済
■詳細1 記入欄	
申請日 Application Date	2022/09/16
申請者所属 College - Graduate School	
申請者 Name	
メールアドレス E-mail	
学生証番号 Student ID No.	
キャンパス Campus	02
回生 Year	3
申請区分 Campus	所属キャンパスを選択してください。 Please select your home campus. 01.
接種日 Date of vaccination	BKC (ワクチン接種) 2022/09/15
接種時間 Time of vaccination	午後 PM
接種会場 Vaccination site	BKC
欠席日 Day of absence	開始日 Start Date 2022/09/15 終了日 End Date 2022/09/16
接種日を越えて欠席する場合の具体的な症状 Specific symptoms	接種日を越えて欠席する場合の具体的な症状 Specific symptoms (Please fill in this field if you will be absent after the vaccination date.) 発熱 38.7度
■詳細2 記入欄	
添付ファイル	<div style="border: 2px solid red; padding: 2px;"> <span>0</span>までのファイルをダウンロード  <a href="https://sdb.ritsumei.ac.jp/lib/exe/fetch.php?media=documents/2022_09_16_of(4828).pdf">https://sdb.ritsumei.ac.jp/lib/exe/fetch.php?media=documents/2022_09_16_of(4828).pdf</a> </div>
所見	

Make sure to check the "Comments" section as well. Especially, if there is no attached Vaccination Report Form, please follow the instructions in the "Comments" section.



Please submit the Vaccination Report Form through "Tutoring Collections" set in the course you apply for on manaba+R.  
(If you receive any instructions given by the instructor, please follow it).

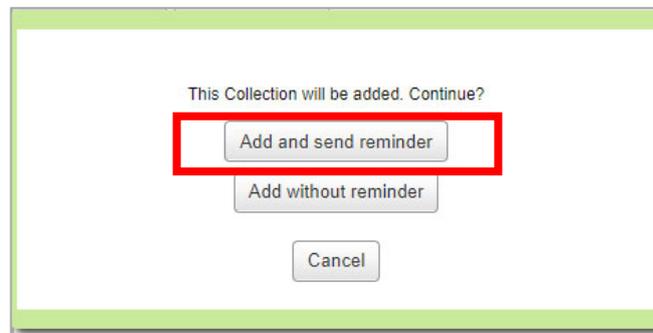


The screenshot shows the 'Add Collection' form. It has a 'Collection title' field and a 'Description' field. The 'Description' field has a rich text editor with a 'File' button highlighted by a red box. At the bottom of the form, there are 'Add' and 'Cancel' buttons, with the 'Add' button also highlighted by a red box.

Example of Collection title :  
Submission of Vaccination Report  
Form

Enter the contents of contact and  
questions related to officially  
approved absence

Attach the issued Vaccination  
Report Form



If there are unread tutoring collections or comments, the unread icon (👤) is displayed on the course of My Page. In addition, the “Tutoring Collections” on the top page of the course is displayed in red.