

Ritsumeikan Student Portal User Manual

[Initial Setup and Basic Operations]



Version 1.0 (2026.2.17)

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1. Login

(1) Logging in via a Browser

Sign in using the link below when accessing the portal from a web browser.

<https://sp.ritsumei.ac.jp/studentportal>

■ Recommended system requirements

The RITSUMEIKAN STUDENT PORTAL is compatible with the operating systems and browsers listed below for each device.

[PC]

- **Windows**

- Google Chrome (recommended) / Microsoft Edge

- **macOS**

- Google Chrome (recommended) / Safari

[Smartphone]

- **Android**

- Google Chrome

- **iOS**

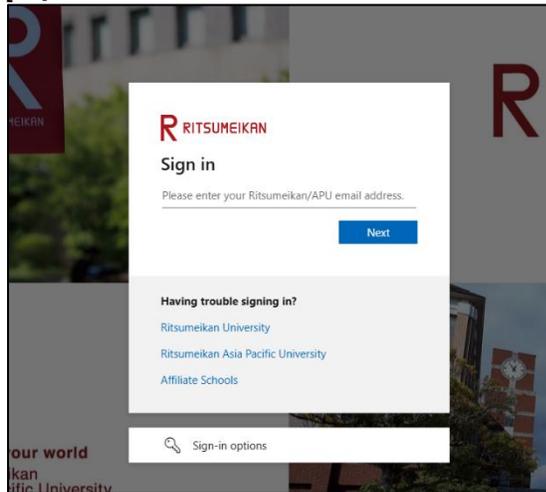
- Safari

* The supported operating systems are limited to the latest versions supported by each vendor (Google, Apple, and Microsoft).

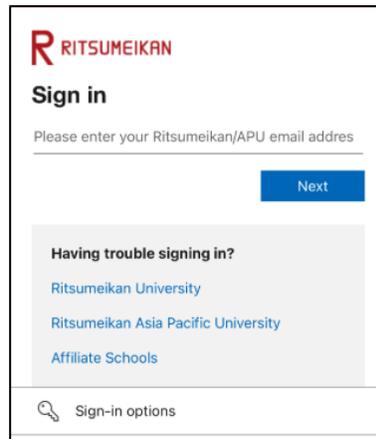
* Be sure to enable cookies, CSS, and JavaScript in your browser.

Open the login URL from the recommended browser to display the login screen and sign in with your Ritsumeikan email address and password.

[PC]

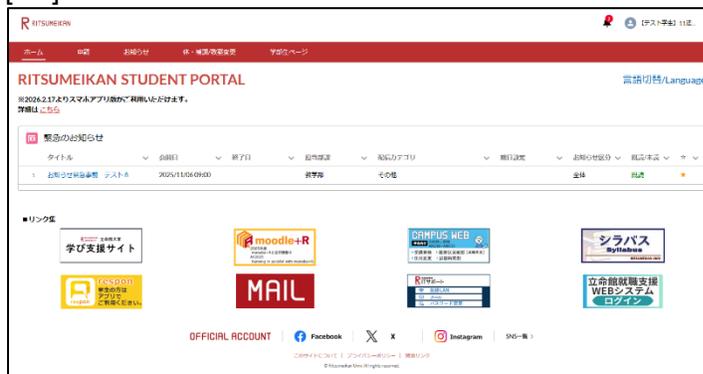


[Smartphone]



After successfully logging in, the Portal home screen will appear.

[PC]



[Smartphone]

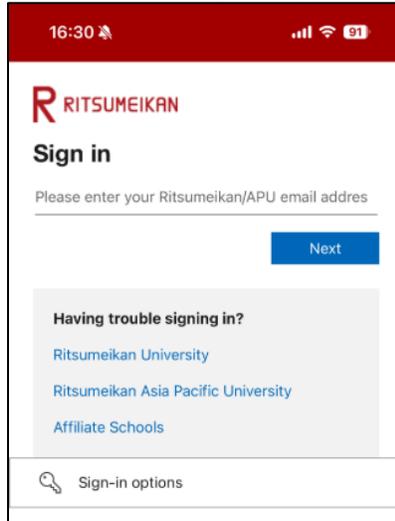


* The language will be set to Japanese on your first login. If you would like to use the Ritsumeikan Student Portal in English, you will need to switch your preferred language to “English.” Follow the instructions in [2. Changing Language Settings](#) below.

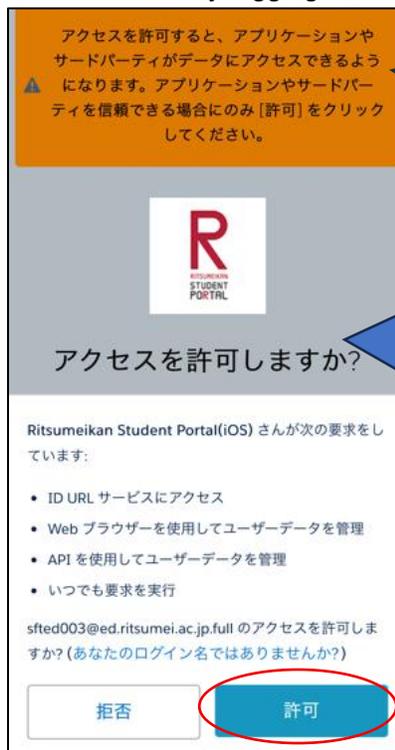
(2) Logging in from the Smartphone App

You can download the smartphone app from the link below.
<https://www.ritsumei.ac.jp/rsp/>

After downloading the app, launch it and sign in with your Ritsumeikan email address and password.



After successfully logging in, the following screen will appear in Japanese. Tap “許可 (Allow).”



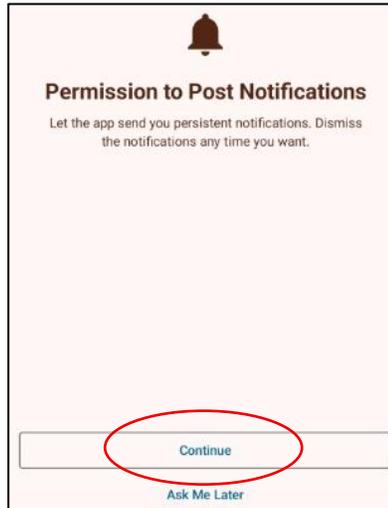
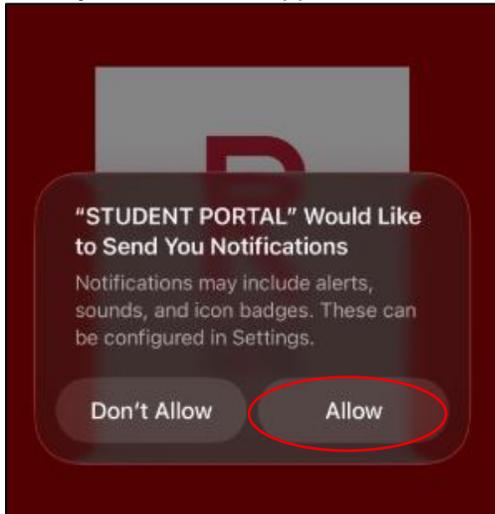
By allowing access, the application and third-party services will be able to access your data. Only tap “Allow” if you trust the application and third-party services.

Allow access?
 The Ritsumeikan Student Portal is requesting the following permissions:

- Access your ID and URL services
- Manage user data via a web browser
- Manage user data via API
- Execute requests at any time

Do you want to enable access to [YOUR LOGIN NAME]?
 (This is not my login name?)
 Reject Allow

The Ritsumeikan Student Portal uses push notifications. If a notification permission screen appears when you launch the app for the first time, please select “Allow.”



* Depending on your device or OS, the notification permission screen may not appear the first time you launch the app. If this happens, please manually enable notifications for this app from your device’s Settings.

* For details about notifications, please refer to [4.Notifications](#).

The Portal home screen will appear.



* The language will be set to Japanese on your first login. If you would like to use the Ritsumeikan Student Portal in English, you will need to switch your preferred language to “English.” Follow the instructions in [2. Changing the Language Settings](#) below.

2. Changing the Language Settings

You can choose between Japanese and English from the language settings menu. (The language will be set to Japanese on your first login, so you will need to switch the language if you want to use English.)

Tap “言語切替/Language” at the top right of the screen, or tap the  icon in the top right corner and select “設定/Settings” from the menu.

[PC]



[Smartphone (same for both browser and app access)]



This will take you to the user settings screen. Select “English” from the language options and tap “保存 (Save).” Perform the same operation to revert the language back to Japanese.

[PC]



[Smartphone (same for both browser and app access)]



3. On-Screen Menus

(1) PC

The screenshot shows the Ritsumeikan Student Portal interface. Callout 1 points to the top navigation menu (Home, Application, Information, Class Cancellations, Make-up Class, Classroom Change, Student Page). Callout 2 points to the 'Urgent Information' section, which contains a table with columns for Title, Publication Date, End Date, Department, Category, and Deadline Setting. Callout 3 points to the 'Links' section, which features various service banners like Study Support Site, moodle+R, CAMPUS WEB, シラバス (Syllabus), respon, MAIL, RITSUMEIKAN IT Support, and Career Support Services. Callout 4 points to the notification bell icon in the top right, and callout 5 points to the user profile dropdown menu.

Title	Publication Date	End Date	Department	Category	Deadline Setting
1 Test8	2025/11/06 09:00		Division of Academic Affairs	Others	

① App Menu

The following menus are displayed in the Portal app. (For detailed instructions on how to use these menus, refer to the separate manuals for each menu.)

- Application ([Student ID Card Reissuance](#), [Grade Confirmation System](#), [Academic Accommodations in Supporting Students with Disabilities](#))
- [Information](#)
- [Class Cancellations, Make-up Classes, Classroom Changes](#)
- [Student Page/Graduate Student Page](#)

② Urgent Information

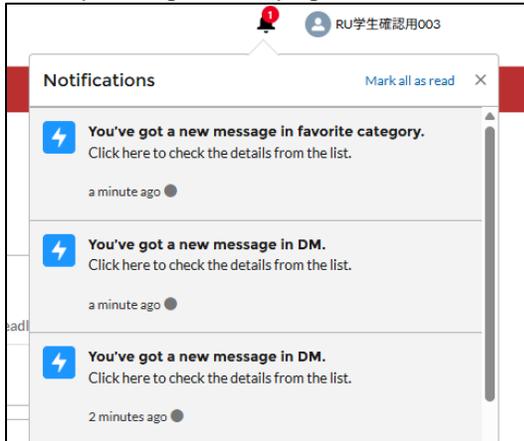
Urgent notices will be displayed here in the event of a disaster, system failure, etc.

③ Links

This is a list of external links to various university-provided tools (sites) available outside of the Portal app. Click on each banner to navigate to the respective tool (site).

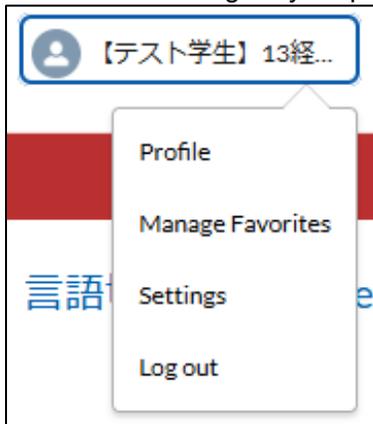
④ Notification bell

Notifications will be sent when there are new announcements (such as direct messages, announcements in categories you have marked as favorites, or Urgent Information), as well as when class cancellations, make-up classes, or classroom changes are registered for classes you are currently taking. The number of new announcements will be displayed as a badge. You can click the bell icon to check your notifications and click on each individual notification to navigate to the corresponding details page. For details about notifications, please refer to [4.Notifications](#).



⑤ Personal settings menu

Click here to configure your personal settings.



1) Profile

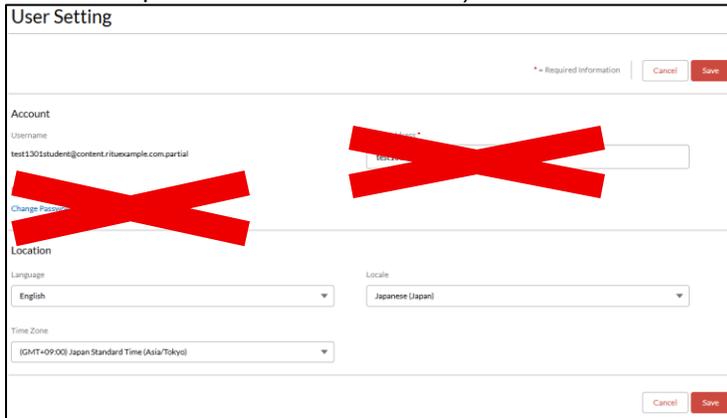
Here you can add a profile picture.

2) Manage Favorites

Here you can register favorites to control whether you receive notifications when messages are delivered and to automatically filter them into the Favorites category tab. (See the [Announcements Manual](#) for detailed instructions on how to use the Notifications feature and register favorites.)

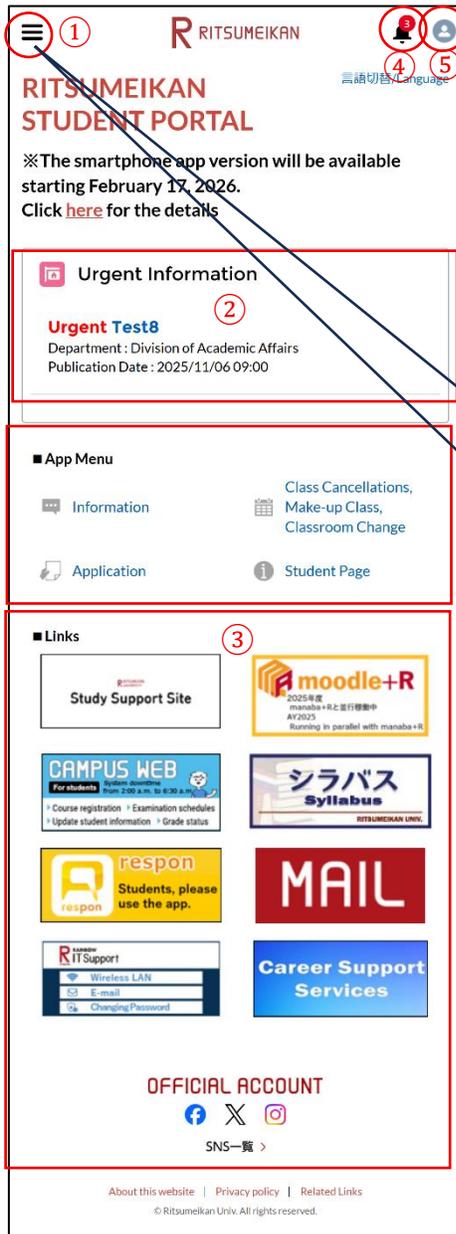
3) Settings

Here you can set the language, regions, and time zone. (Note: You cannot change your email address or password from this menu.)



The screenshot displays the 'User Setting' interface. At the top right, there is a legend for required information and 'Cancel' and 'Save' buttons. The 'Account' section includes a 'Username' field with the value 'test1301student@content.ritsumeikan.com/partial' and a 'Change Password' link. The password field is obscured by a red X. The 'Location' section features three dropdown menus: 'Language' set to 'English', 'Locale' set to 'Japanese (Japan)', and 'Time Zone' set to '(GMT+09:00) Japan Standard Time (Asia/Tokyo)'. 'Cancel' and 'Save' buttons are located at the bottom right of the form.

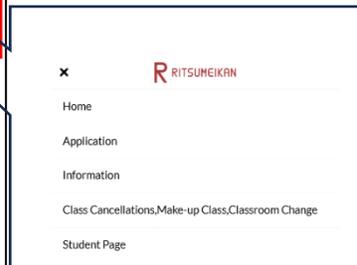
(2) Smartphone (Same for both browser and app access)



① App Menu

The following menus are displayed in the Portal app (For detailed instructions on how to use these menus, refer to the separate manuals for each menu.)

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- [Information](#)
- [Class Cancellations, Make-up Classes, Classroom Changes](#)
- [Student Page/Graduate Student Page](#)



* The app menu can also be displayed by expanding the icon ☰ in the top left corner.

② Urgent Information

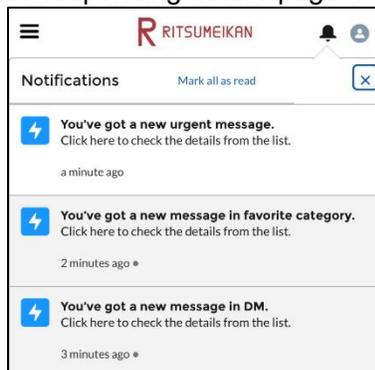
Urgent notices will be displayed here in the event of a disaster, system failure, etc.

③ Links

This is a list of external links to various university-provided tools (sites) available outside of the Portal app. Tap on each banner to navigate to the respective tool (site).

④ Notification bell

Notifications will be sent when there are new announcements (such as direct messages, announcements in categories you have marked as favorites, or Urgent Information), as well as when class cancellations, make-up classes, or classroom changes are registered for classes you are currently taking. The number of new announcements will be displayed as a badge. You can tap the bell icon to check your notifications and click on each individual notification to navigate to the corresponding details page. For details about notifications, please refer to [4.Notifications](#).



* If you are using the app, you can enable notifications in your device's app settings to receive notifications on your smartphone.

⑤ Personal settings menu

Tap here to configure your personal settings.



1) Profile

Here you can add a profile picture.

2) Manage Favorites

Here you can register favorites to control whether you receive notifications when messages are delivered and to automatically filter them into the Favorites category tab. (See the [Announcements Manual](#) for detailed instructions on how to use the Notifications feature and register favorites.)

3) Settings

Here you can set the language, regions, and time zone. (You cannot change your email address or password from this menu.)

User Setting

* = Required Information |

Account

Username
test1301student@content.rituexample.com.partial

Location

Language

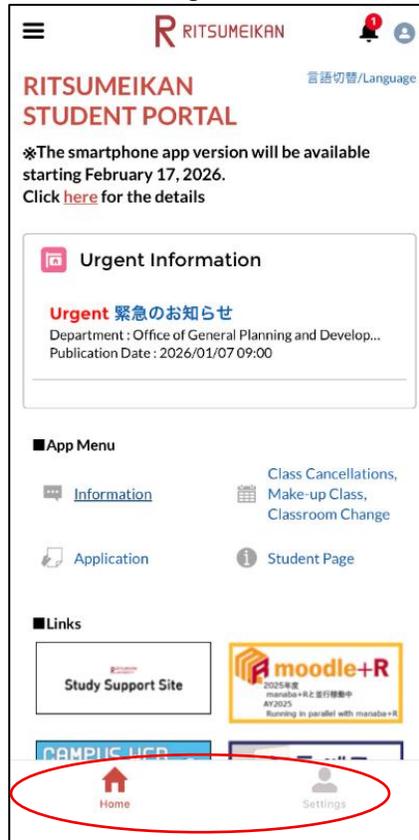
Locale

Time Zone

(3) Smartphone (App only)

① Bottom menu bar

Only in the app, the "Home" and "Settings" icons appear in the menu bar at the bottom of the screen. Tap the "Home" icon to navigate to the app home screen, and tap the "Settings" icon to navigate to the user settings screen.



4. Notifications



Notifications are sent in the following cases:

- When an emergency announcement is received
- When a personal announcement (direct message) is received
- When a general announcement in a category you have selected as a Favorite is received (*)
- When a class cancellation, make-up class, or classroom change is registered for a course you are currently enrolled in

* Notes on general announcements

Notifications for general announcements are sent only for the categories registered as Favorites.

If you have not selected any Favorite categories, you will not receive notifications for general announcements, even though they are delivered to the app.

For details on how to register Favorite categories and how the notification feature works, please refer to the [Announcements Manual](#).

When using this app on a smartphone, please make sure that notifications are enabled in your device settings.

If notifications are enabled, you can receive new information in the app as notifications on your smartphone.

