

Announcements Manual (For Students)

This manual provides an easy-to-understand explanation of the announcements function in the Student Portal.

Table of Contents

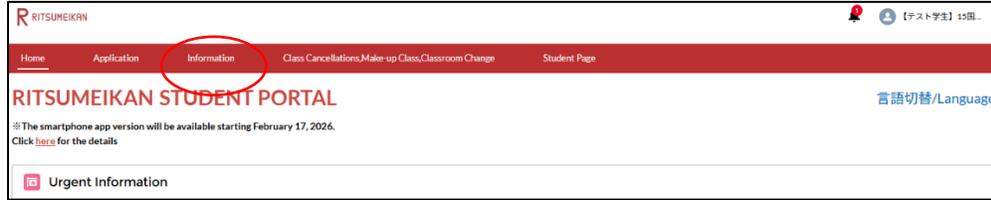
1. [Step 1: Opening the Announcements List](#)
2. [Step 2: Finding the Information You Need](#)
3. [Step 3: Saving Important Information with Bookmarks](#)
4. [Step 4: Using Favorites to Organize the Information You Need](#)
5. [Step 5: Using Notifications So You Don't Miss any Announcements!](#)
6. [FAQ](#)

Step 1: Opening the Announcements List

(1) Displaying the Announcements List

After logging in, click (or tap) "Information" in the app menu.

[PC]

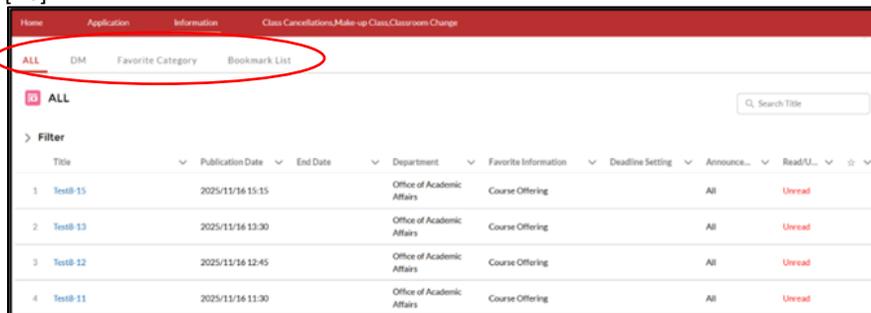


[Smartphone App]

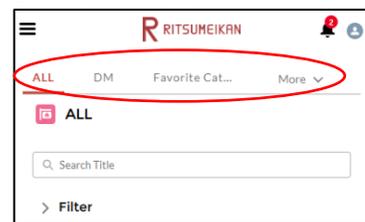


The announcements screen will appear. Announcements are organized and displayed using tabs.

[PC]



[Smartphone App]



* Details of each tab

Tab	Details
ALL	Displays all announcements.
DM	Displays announcements addressed only to you (direct messages).
Favorite Category	Displays announcements that match the categories you have registered as Favorites (i.e., Course Offerings, Campus Life/Extracurricular Activities, Careers/Employment, Study Abroad, Scholarships, International Students, and Others). (See (8) Setting up Favorites for details.)
Bookmark List	Displays announcements you have bookmarked (See (7) Bookmarking Announcements for details.)

* Announcements marked as "Urgent" will appear on the Home screen as well.

[PC]

Title	Publication Date	End Date	Department	Category	Deadline Setting	Announce...	Read/AL...
Test6	2025/11/06 09:41		Division of Academic Affairs	Others	All	Read	
Test8	2025/11/06 09:00		Division of Academic Affairs	Others	All	Read	

[Smartphone App]

※The smartphone app version will be available starting February 17, 2026.
Click [here](#) for the details

Urgent Information

Urgent Test6
Department : Division of Academic Affairs
Publication Date : 2025/11/06 09:41

Urgent Test8
Department : Division of Academic Affairs
Publication Date : 2025/11/06 09:00

■ App Menu

(2) How to Use the Announcements List [PC]

ALL									
Search Title									
Filter									
5	Title	Publication Date	End Date	Department	Favorite Information	Deadline Setting	Announce...	Read/U...	☆
1	Regarding the Recruitment for Fall ...	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity, S...		All	Read	☆
2	Information Test1103	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity		All	Unread	
3	Information1101	2025/11/25 09:00		Office of General Planning and Development	Course Offering		Individual	Read	☆
4	Test1100	2025/11/25 09:00		Office of General Planning and Development	Scholarships		All	Read	☆
5	test1102	2025/11/25 09:00		Office of General Planning and Development	Scholarships		All	Unread	
6	お知らせテスト1104	2025/11/25 09:00		Office of General Planning and Development	Study Abroad		Individual	Read	
7	Test8-15	2025/11/16 15:15		Office of Academic Affairs	Course Offering		All	Read	☆
8	Test8-13	2025/11/16 13:30		Office of Academic Affairs	Course Offering		All	Read	
9	Test8-12	2025/11/16 12:45		Office of Academic Affairs	Course Offering		All	Unread	
10	Test8-11	2025/11/16 11:30		Office of Academic Affairs	Course Offering		All	Read	
View All									

① Announcements you have already read will be marked with **Read** , while unread announcements will be marked with **Unread** .

② Bookmarked announcements will be marked with a star (★).

③ You can filter announcements from the list by title.

ALL									
Recruitment									
Filter									
Title	Publication Date	End Date	Department	Favorite Information	Deadline Setting	Announce...	Read/U...	☆	
1	Regarding the Recruitment for Fall ...	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity, S...		All	Read	☆

* The body text of announcements is not included in the search.

④ The default view only displays the first 10 announcements. Click “View All” to display a list of all currently published announcements.

⑤ Item labels

For items that display an arrow icon (↑) when you hover the cursor over them, you can click the arrow to sort the items in ascending or descending order.

⑥ Click “Filter” to expand the search section and perform a more detailed search.

ALL

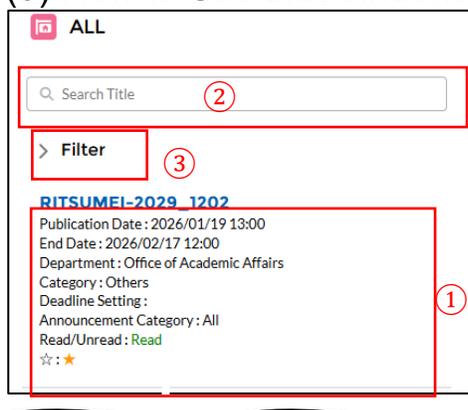
Filter

Importance: Announcement Category: Department: Favorite Information:

Read/Unread: Publication Date: -- Deadline Setting: --

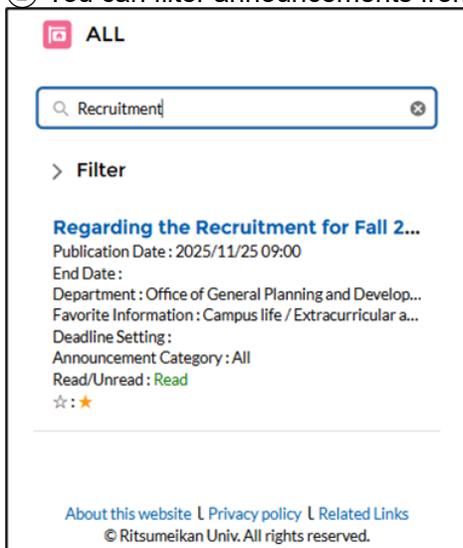
	Title	Publication Date	End Date	Department	Favorite Information	Deadline Setting	Announce...	Read/U...	☆
1	Regarding the Recruitment for Fall ...	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity, S...		All	Read	★
2	Information Test1103	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity		All	Unread	
3	Information1101	2025/11/25 09:00		Office of General Planning and Development	Course Offering		Individual	Read	
4	Test1100	2025/11/25 09:00		Office of General Planning and Development	Scholarships		All	Read	★
5	test1102	2025/11/25 09:00		Office of General Planning and Development	Scholarships		All	Unread	

(3) How to Use the Announcements List [Smartphone App]



① Announcements you have already read will be marked with **Read** , while unread announcements will be marked with **Unread** . Bookmarked announcements will be marked with a star (★). See below for more information on the other items.

② You can filter announcements from the list by title.



* The body text of announcements is not included in the search.

③ Tap “Filter” to expand the search section and perform a more detailed search.

The screenshot shows a mobile application interface with a search and filter section. At the top, there is a search bar labeled "Search Title". Below it, a "Filter" option is circled in red. The filter section is enclosed in a red box and contains the following options:

- Importance: Select an Option
- Announcement Category: Select an Option
- Publication Date: Two date pickers (yyyy/mm/dd) separated by a minus sign.
- Deadline Setting: Two date pickers (yyyy/mm/dd) separated by a minus sign.
- Department: Select an Option
- Category: Select an Option
- Read/Unread: Select an Option

At the bottom of the filter section, there are two buttons: "Search" and "Clear".

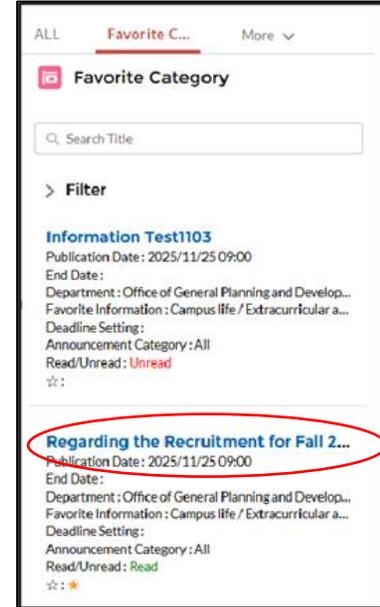
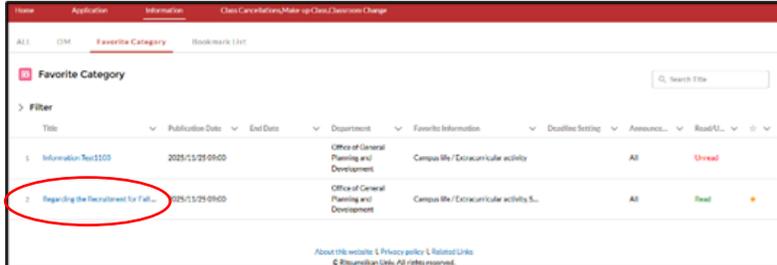
④ The default view only displays the first 10 announcements. Click “View All” at the bottom to display a list of all announcements.

Step 2: Finding the Information You Need

★ How to View Announcements

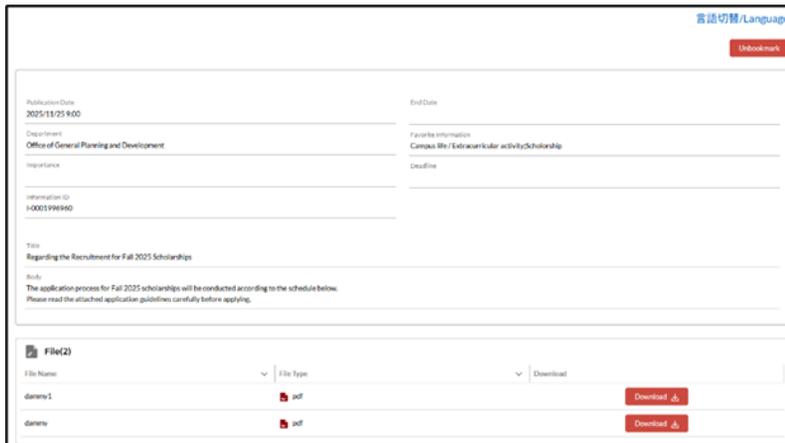
Click (or tap) the title of the announcement you want to view from the list.

[PC]



The content of that announcement will be displayed.

[PC]



[Smartphone App]



* Details of each item displayed on the announcement details screen

Item	Details
Publication Date, End Date	These are the dates during which an announcement will be publicly available. You will no longer be able to view an announcement after its end date.
Department	Displays the division or office that sent the announcement.
Category	Displays the category to which the announcement belongs. Announcements are set to one or more of the following categories: Course Offerings, Campus Life/Extracurricular Activities, Careers/Employment, Study Abroad, Scholarships, International Students, and Others.
Importance	In the event of a disaster, system failure, etc., the word "Urgent" will appear here for announcements deemed to have a high degree of importance. These will be listed as "Urgent Information" on the home screen.
Deadline	If the content of the announcement includes a deadline for an application, submission, etc., it will be displayed here.
Announcement ID	The ID number used to identify a particular announcement. This is used when making inquiries, etc.
Title	The title of the announcement. You can search for announcements by title text from the list screen.
Body	The content of the announcement.
Files	Displays files attached to the announcement. Click  to download files.

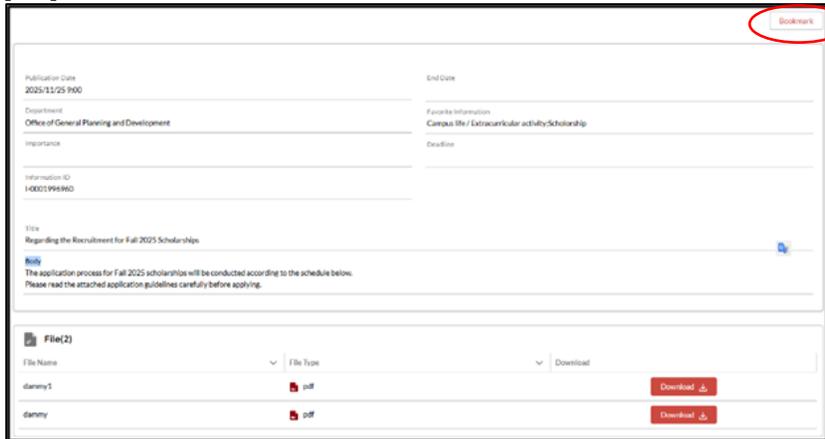
Step 3: Saving Important Information with Bookmarks

You can set bookmarks for announcements from the university that you consider important.

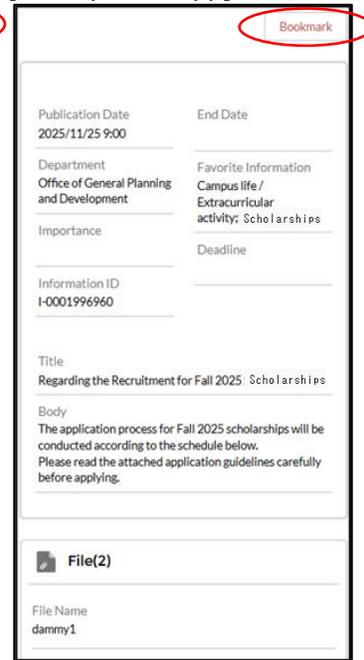
With bookmarks, you can access the relevant announcements from the Bookmark tab.

From the announcements list, open the details screen for the announcement you want to bookmark, then click (or tap) the “Bookmark” button at the top right of the details screen.

[PC]



[Smartphone App]

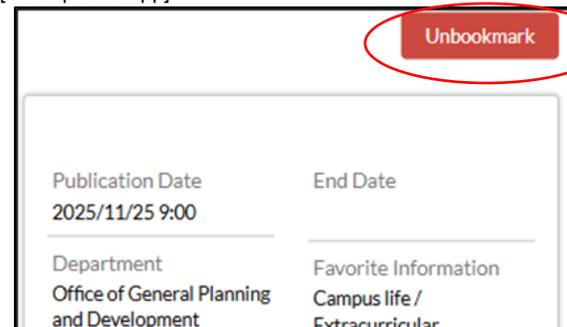


The button text will switch from “Bookmark” to “Unbookmark.” This means the announcement is now bookmarked. (If you want to remove a bookmark, click (or tap) “Unbookmark.”)

[PC]

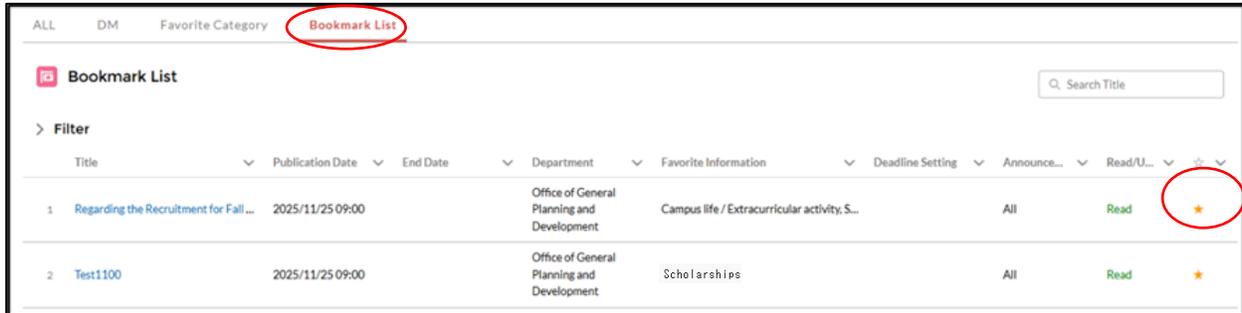


[Smartphone App]

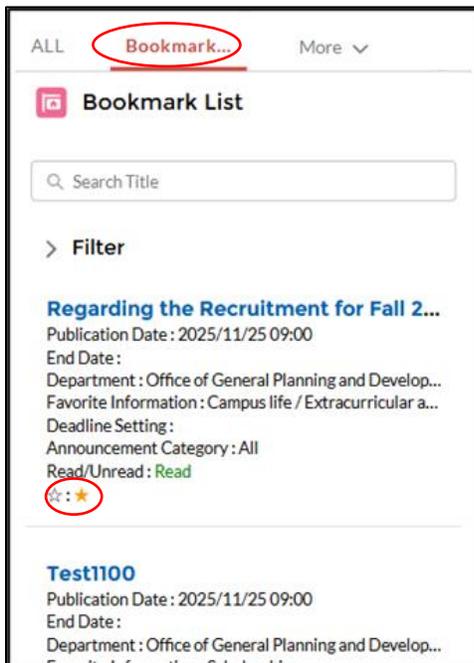


Announcements that are bookmarked will appear at the top of the announcements list with a star (★) next to them. They will also be displayed in the Bookmark List tab. (Once you unbookmark an announcement, it will no longer appear in the list.)

[PC]



[Smartphone App]



Step 4: Using Favorites to Organize the Information You Need

For announcements by the university that are particularly relevant to you, you can register the delivery categories as Favorites.

Registering Favorites allows you to only view those announcements that are automatically filtered under the “Favorite Category” tab. You will also be able to receive notifications when new announcements are delivered. (See [Step 5: Using Notifications So You Don't Miss any Announcements!](#).)

Open the  icon at the top right of the Portal screen and click (or tap) “Manage Favorites.”

[PC]

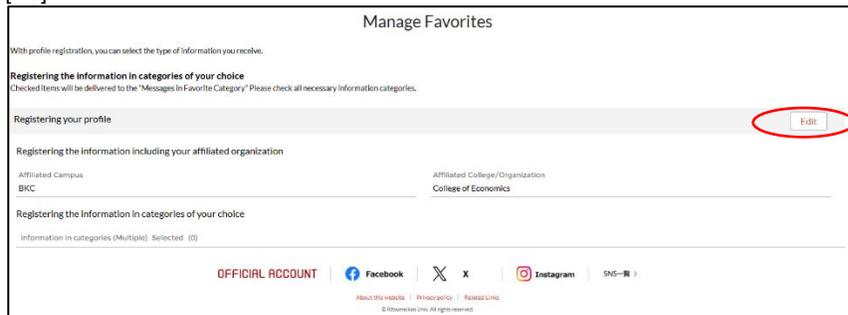


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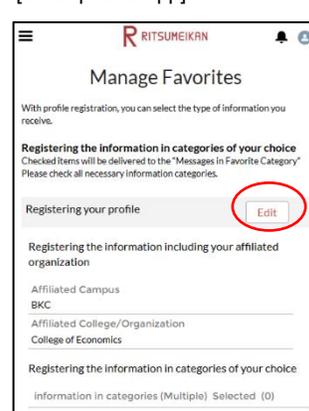


Click (or tap) the “Edit” button on the Manage Favorites screen.

[PC]



[Smartphone App]



Under “Registering the information in categories of your choice,” select the categories of announcements you want to register as favorites and click “Save.” (You may select multiple categories.)

[PC]

[Smartphone App]

The selected categories will be displayed as your favorites.

[PC]

[Smartphone App]

In the “Favorite Category” tab, announcements from the categories you have registered as Favorites will be displayed.

[PC]

Title	Publication Date	End Date	Department	Favorite Information	Deadline Setting	Announce...	Read/U...
Information Test1103	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity	All		Unread
Regarding the Recruitment for Fall...	2025/11/25 09:00		Office of General Planning and Development	Campus life / Extracurricular activity, S...	All		Read

[Smartphone app]

Information Test1103
Publication Date : 2025/11/25 09:00
End Date :
Department : Office of General Planning and Development
Favorite Information : Campus life / Extracurricular activity
Deadline Setting :
Announcement Category : All
Read/Unread : Unread
It :
Regarding the Recruitment for Fall 2025 ...
Publication Date : 2025/11/25 09:00
End Date :
Department : Office of General Planning and Development
Favorite Information : Campus life / Extracurricular activity, ...
Deadline Setting :

Step 5: Using Notifications So You Don't Miss any Announcements!



When new announcements that meet the following criteria are delivered, a notification badge will appear on the bell icon at the top right of the Portal screen (or on the app icon on your smartphone).

- Announcements marked as “Urgent”
- Announcements addressed only to you (direct messages)
- Announcements sent to all users (Category: “All”) that belong to the delivery categories you have registered as Favorites.

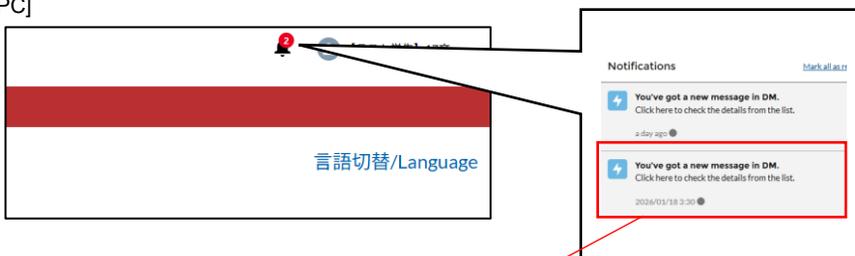
When you click (or tap) the notification bell icon in the Portal, your notification history will be displayed. Clicking an item in the history will take you to the appropriate page, as follows:

Urgent information → Top page

Direct message → DM tab list

Announcements in delivery categories registered as Favorites → “Favorite Category” tab list

[PC]



	Title	Publication Date	End Date	Department	Category	Deadline Setting	Announce...	Read/U...	☆
1	1202	2026/01/19 09:00	2026/01/20 12:00	Office of Academic Affairs	Others		Individual	Unread	
2	1102	2026/01/19 09:00	2026/01/20 12:00	Office of Academic Affairs	Others		Individual	Unread	

[Smartphone App]

