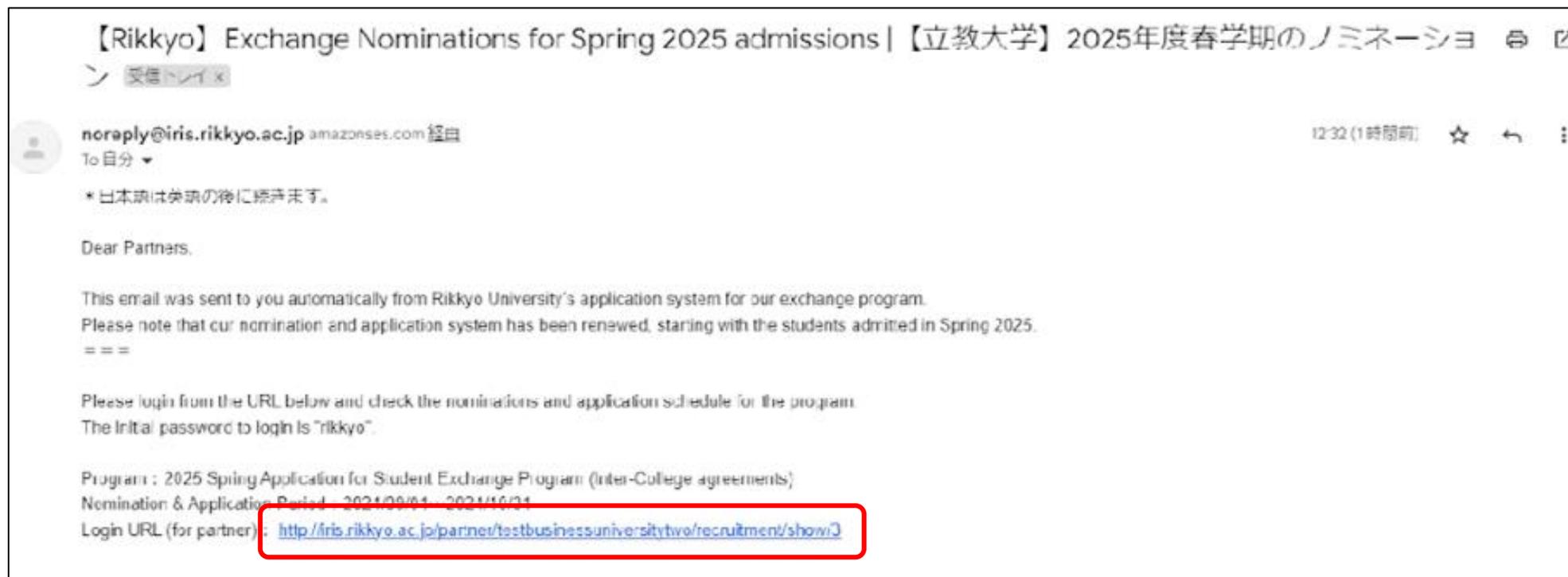


- 1.How to log in to the institution account in the new online system.....P.2
- 2.How to nominate your students.....P.4
- 3.See the application progress of your students.....P.9
- 4.Add/Change Users.....P.10

1. The Nomination Message



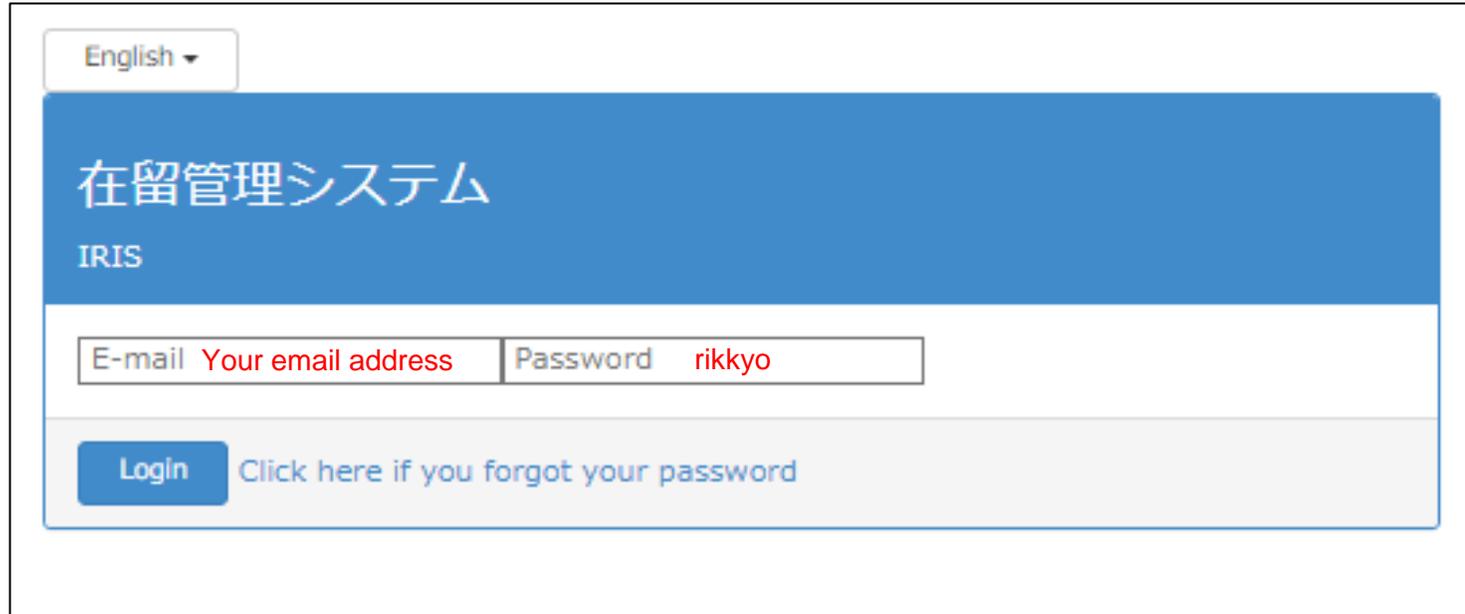
- 1) You should have received a message from noreply@iris.rikkyo.ac.jp as below.
- 2) Click the URL marked in red.
- 3) One university has one account which can be accessed by multiple users with respective email address and password. (Please refer to P.



1. Logging in



- 1) The URL will lead you to the log-in page that looks like below.
- 2) Type in the email address that you received the nomination message and “rikkyo” for the initial password.
- 3) Once you logged in, please change the password to a unique one.

A screenshot of the IRIS login page. At the top left, there is a language selection dropdown menu set to "English". Below this is a blue header bar with the text "在留管理システム" (Residence Management System) and "IRIS" in white. Underneath the header is a white login form with two input fields: "E-mail" with the placeholder text "Your email address" and "Password" with the placeholder text "rikkyo". Below the input fields is a blue "Login" button and a link that says "Click here if you forgot your password".

2. Nomination: Top Page



- Once you logged in, you will see the screen as below.
- To nominate students, click “Student” on the top menu.

AY	Term	Application category	Status	Program Name	Apply date(JST)		Num of Exchange Slots	Num of Nominations (Excluding Rejected and Withdrawal)	Application Requested	Num of Apply	Confirmed	Approved	Rejected, Withdrawal
2025	Spring	Inter-College	Opened	2025 Spring Application for Student Exchange Program (Inter-College agreements)	2024/05/01	2024/10/31	6 Business	0	0	0	0	0	0

2. Nomination: Nominate your students



1) Click “Nomination”

A screenshot of the Rikkyo University IRIS system interface. The top navigation bar includes 'TOP', 'User', 'Program', 'Application', and 'Student'. The 'Student' tab is active. Below the navigation bar, there is a search area with a language dropdown set to 'English'. A red box highlights the 'Nomination' button. To the right of the search area are buttons for 'Delete', 'Select All', and 'Unselect'. Below this is a table header with columns: 'Name In English (same order as in your passport)', 'Name (kanji)', 'Sex', 'Email Address', 'Application Category', 'Latest Apply', 'Latest Status', and 'Update date'. The table body is currently empty, showing '0 Items' on both sides. On the left side of the table, there is a search filter panel with the following fields: 'Name In English (same order as in your passport)' with a 'Partial match' input; 'Name (kanji)' with a 'Partial match' input; 'Sex' with a dropdown menu; 'Email Address' with a 'Partial match' input; and 'Phone Number' with a 'Partial match' input.

2. Nomination: Nominate your students



- 1) Fill out student's name and student's email address. You can leave the rest blank.
- 2) Click "Save" on the right top.

The screenshot shows the 'Student' nomination form in the IRIS system. The form is titled 'Student' and is part of the 'IRIS' system. The form includes the following fields:

- English (dropdown menu)
- Clear (button)
- Save (button, highlighted with a red box)
- Back (button)
- Login Not Allowed Flag (checkbox)
- Name In English (same order as in your passport)※ (text input field, highlighted with a red box, containing 'MARIA HANAKO SMITH')
- Name (Katakana) (text input field)
- Name (kanji) (text input field)
- Date of Birth (text input field)
- Sex (dropdown menu)
- Phone Number (text input field)
- Email Address※ (text input field, highlighted with a red box, containing 'hsmith@xxx.xx.xxx')
- Password (text input field)
- Password confirmation (text input field)
- Nationality (dropdown menu)
- Birthplace (text input field)
- Present address (text input field)

2. Nomination: Nominate your students



- 1) Click “Yes” to “Do you want to nominate?”

Do you want to nominate?

No Yes

- 2) Click “Inter-College” for “Application Category”
- 3) Choose the term and agreement type for “Program”
- 4) Choose “Business” for “Program Detail”
- 5) Choose study level and the exchange term
- 6) Please fill in in “Comments”, if there is anything we should know about the student.
- 7) Click “Check”

Home University	Test Business University2
Student Name	MARIA HANAKO SMITH
Application Category	<input checked="" type="radio"/> Inter-College
Program	2025 Spring Application for Student Exchange Program (Inter-College agreements) ▾
Program Detail	Business ▾
Course	Undergraduate ▾
Period of Study	<input checked="" type="radio"/> One semester <input type="radio"/> Full year
Comments	

Cancel Check

2. Nomination: Nominate your students



1) Review what you put and click “Nomination” if the information is correct.

Home University	Test Business University2
Student Name	JENNIFER SMITHH
Application Category	Inter-College
Program	2025 Spring Application for Student Exchange Program (Inter-College agreements)
Program Detail	Business
Course	Undergraduate
Period of Study	Full year
Comments	
Program Year	2025 Spring
Program period	2024/09/01 - 2024/10/31
Student Birthday	
Student email	jsmith@xxx.xx.xx
Back	Nomination

2) “Nominated” message will come up. Your nomination is completed!

Nominated

Your student is nominated.
You can check the data from
Application.

No:25SU10004

Close

2. Nomination: See Application Status



- You can see the list of nominated students under the “Application” tab. The status should say “Nominated” when the nomination is completed.
- As your student moves forward with the application process, the application status will be updated.

The screenshot shows the IRIS system interface with the 'Application' tab selected. The table displays the following data:

Search	Application number	Name In English(same order as in your passport)	Application status	Application Category	Department	Course	Period of Study	Program period	Program	Update user/Update date
1~8 / 8 Items	<input type="checkbox"/>	25SU10004	STUDENT STUDENT	Nominated	Inter-University	Undergraduate	Half Year	2025/4 - 2025/8	2025 Spring Application for Student Exchange Program (Inter-University agreements)	partner1 / 2024/08/23
Search by the following	<input type="checkbox"/>	25SU10003	STUDENT SEVEN	Nominated	Inter-University	Master	Half Year	2025/4 - 2025/8	2025 Spring Application for Student Exchange Program (Inter-University agreements)	partner1 / 2024/08/21
Program	<input type="checkbox"/>	25SU10002	STUDENT EIGHT	Nominated	Inter-University	Undergraduate	Half Year	2025/4 - 2025/8	2025 Spring Application for Student Exchange Program (Inter-University agreements)	partner1 / 2024/08/21
Department									2025 Spring Application for Student	STUDENT NINE /

3. Add Users



You can add multiple users to one institution account. Each user can set up its own password attached to the email address.

- 1) Go to “User” tab.
- 2) Click “Register”
- 3) Type in the information and click “Save”

Search		User name (English Letter)	User name (kanji)	Authority Classification	Not Allowed
1~2 / 2 Items	<input type="checkbox"/>	acepartner6		Administrator	
<input type="checkbox"/>		acepartner1		Administrator	

1~2 / 2 Items

1

3. Add Users



- 1) Fill out the information.
- 2) Choose “Administrator” for “Authority Classification”.
- 3) Click “Save” on the right top.
- 4) Unfortunately you will not be able to delete the user once it’s registered. However, you can disallow the user from accessing the account by clicking “Login Not Allowed Flag”.

The screenshot shows a web interface for adding a user. The navigation menu includes 'TOP', 'User', 'Program', 'Application', and 'Student'. The 'User' tab is active. The form contains the following fields:

Responsible		
category		
Authority Classification※	<input checked="" type="radio"/> Administrator <input type="radio"/> User	Login Not Allowed Flag <input type="checkbox"/>
User name (English Letter) ※	<input type="text" value="Megumi Higuchi"/>	User name (Katakana) <input type="text"/>
User name (kanji)	<input type="text"/>	
Email Address※	<input type="text" value="megumihiguchi@example.cc"/>	
Password※	<input type="password" value="....."/>	Password confirmation※ <input type="password" value="....."/>

If you have any questions about the new online nomination/application system, please feel free to contact us at cobincoming@rikkyo.ac.jp.

Thank you.