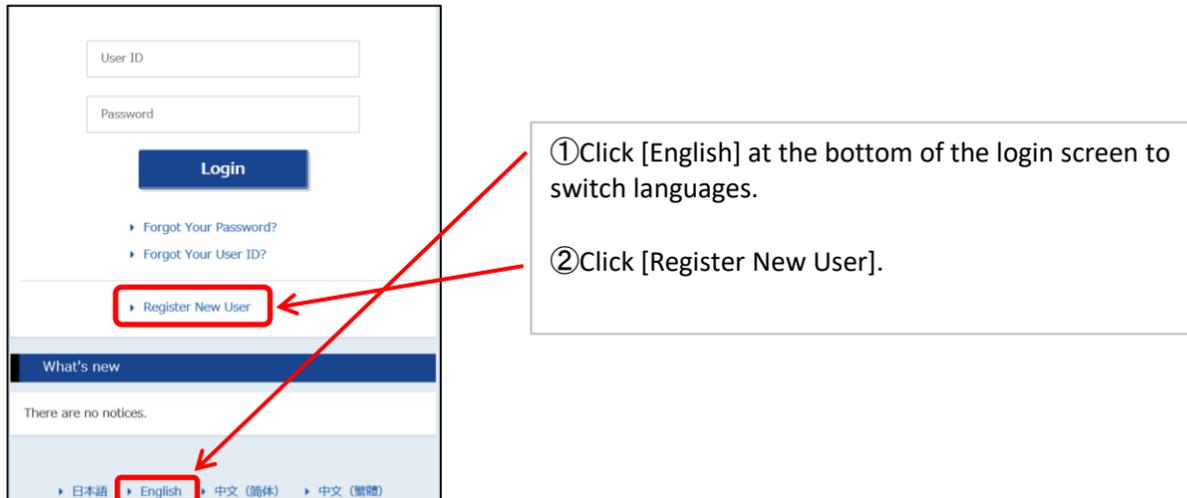


1. Register as a new user (participant)

The user (participant) is supposed to make a user registration in OSG e-learning.

1. Click [Register New User] on the login screen.



2. The terms and conditions for OSG e-learning are shown.

After confirming the contents of the user agreement, please select [I agree] and click [Next].

3. Enter the user (participant) information and click [Confirm].

4. Check the user information to be registered, and click [Register].

• Set the user ID freely using up to 254 letters and symbols.
(Available symbols are < . _ @ ! \$ () = [] ^ ` { } ~ % > .)

• Set the password freely using up to 8 to 64 letters and symbols.
(Available symbols are < ! # \$ % & ' () * + - . : ; < > = [] ¥ { } | " ^ > .)
(Please be sure to combine half-width lowercase letters and numbers.
It is not possible to use full-width letters or set only alphabets and numbers.)

A window indicating that the user registration is complete appears.
You will receive an "User registration complete" email from OSG.

2. Apply for a course

1. On the login screen, enter your ID and password to open [My page].
In the My page, select [Apply for Cours] from [Applications] tab.



2. On the course search screen, please search for the course you like.

• Specify search conditions and click [Search].
(If you click [Search] without specifying any conditions, all the available courses will be shown.)

• Click [Course Outline] to find detail of the course, then [Add to cart].

• Check the contents of the cart, and click [Confirm].

⇒ If the course contents shown on the Confirm Course Applications screen is fine with you, click [Apply for course].

⇒ A message indicating that the application has been completed appears.
You will receive an "Application form copy" email from OSG.