

# Process to apply for use of a computer

## 1. Procedure for application (The procedure should be performed by the user of the computer.)

Register by filling out the web form. Specify the person responsible for payment (when the user is a student, the person in charge of payment is a supervisor in many cases). After registration, an email to request a confirmation procedure is automatically sent to the person in charge of payment.

### 1 Access the following page.

<https://imc.tut.ac.jp/alt/apply/computer/portal.php>

You are prompted for your username and password when you access the page.

The screenshot shows the '計算機利用申込書 (ポータル)' (Computer Application Portal) page. The user is logged in as '天伯 三四郎 (st100)'. The page displays three status sections: '支払責任者の確認が必要' (Confirmation of payment responsibility is required), '申請中' (Application in progress), and '申請結果 (承認・却下)' (Application result (approval/rejection)). All sections indicate that no applications are currently present. A copyright notice at the bottom reads: 'Copyright (c) 2016, 豊橋技術科学大学 情報メディア基盤センター. All rights reserved.'

### 2 Enter the login name and password of the university common account.

When you log in to the page, a portal page like the one on the right is displayed. The portal page displays the stage and status of the application for use of a computer.

### 3 To apply for use of a computer, click "New Registration".

When you click "New Registration", an entry form like the one on the right is displayed.

The screenshot shows the '計算機利用申込書 (入力フォーム)' (Computer Application Form) page. It contains a form with the following sections: '申込区分' (Application category) with a dropdown set to '新報'; '利用者' (User) with fields for 'ユーザID' (st100), '所属' (Department), '職名/学年' (Title/Year), '氏名' (Name), 'フリガナ' (Kana name), '家名' (Surname), '内線番号' (Extension), and 'E-mail' (st100@edu.tut.ac.jp); '研究課題' (Research topic); '支払責任者' (Payment responsibility) with radio buttons for 'A' (selected) and 'B', and checkboxes for '京都大学スーパーコンピュータを使う' (Use Kyoto University Supercomputer) and 'ANDYS サポートも利用する' (Also use ANDYS support); '費用負担経費' (Costs) with fields for '代表者' (Representative) and '経理コード' (Accounting code); and '備考' (Remarks).

### 4 Fill out the necessary fields and click "OK".

When you click "OK", a confirmation page like the one on the right is displayed.

The screenshot shows the '計算機利用申込書 (内容確認)' (Computer Application Confirmation) page. It displays a summary of the application details in a table format. The '支払責任者' section is now set to 'A', and the '費用負担経費' section shows '代表者' as '天伯 三四郎' and '経理コード' as 'X012345678'. A copyright notice at the bottom reads: 'Copyright (c) 2016, 豊橋技術科学大学 情報メディア基盤センター. All rights reserved.'

5 Confirm the application and click "Registration".

When you click "Registration", a portal page like the one on the right is displayed.  
The application registered in the "Confirmation of the person in charge of payment is required" field of the portal page is displayed.

An email to request confirmation of the application for use of a computer is automatically sent to the person in charge of payment.

The application displayed in the "Confirmation of the person in charge of payment" field is not yet notified to the Information and Media Center.



2. Confirmation procedure (This should be performed by the person in charge of payment.)

Check the application and either confirm or cancel it. The application of the user can be modified as well. After confirmation, the application is notified to the Information and Media Center.

1 Access to the following page.

<https://imc.tut.ac.jp/alt/apply/computer/portal.php>  
You are prompted for your user name and password when you access the page.

2 Enter the login name and password of the university common account.

When you log in to the page, a portal page like the one on the right is displayed.  
The portal page displays the stage and status of the application for use of a computer.  
The application registered in the "Confirmation of the person in charge of payment is required" field of the portal page is displayed in the application of the user who requires the confirmation.



3 Click "Confirm" for the applicable user.

When you click "Confirm", the confirmation page like the one on the right is displayed.



4 Check the details of the application and click "Confirm."

When you click "Confirm," a portal page like the one on the right is displayed.  
The confirmed application is displayed in the "Applications being processed" field of the portal page.



The application displayed in the "Applications being processed" field has been notified to the Information and Media Center.

3. **Approval** procedure (This should be performed by the **staff of the Information and Media Center.**)

The staff of the Information and Media Center checks the details of the application sent from the person in charge of payment and either approves or rejects the application.  
If the application is approved, an email informing the result of the application will be sent to the user who made the application.

4. Confirm the **application results** (This should be performed by **the user of the computer.**)

1 Access the following page.

<https://imc.tut.ac.jp/alt/apply/computer/portal.php>

You will be prompted to enter your username and password when you access the page.

2 Enter your login name and password for the university common account.

When you log in to the page, a portal page like the one on the right is displayed.

The application displayed in the "Application results" field has been approved by the Information and Media Center.

When the application is approved, the computer is available for use.

The application will be rejected if it is incomplete. Click "Details" and read "Message from the administrator" to complete the procedure for application

