

# 星城大学

Seijoh University

# Active Academy Advance

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## Operation Manual (for Parents)

Student Services Office

June 1, 2024



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# 1. How to Log In

(1) Access the Seijoh University homepage (<https://www.seijoh-u.ac.jp/>) and click “在学生・教職員の方” on the right.



(2) Click Active Academy Advance (AAA).



(3) Enter your user ID and password and click Login.

\* Please enable JavaScript and cookies in your browser (a message will be displayed if they are disabled).

\* **We recommend that you change your password from the initial password.** Please refer to page 4 for how to do this.

\* If you have forgotten your password, please contact the Student Services Office.



[https://aa-web.seijoh-u.ac.jp/aa\\_web/](https://aa-web.seijoh-u.ac.jp/aa_web/)

## 2. Top Page

The screenshot shows the Active Academy Advance Portal interface. At the top right, there is a login field with the text "ログイン:010000 保護者様" and a red box around it. A callout bubble points to this field with the text "Please check that your student ID number is correct." On the left side, there is a navigation menu with a red box around it and a red arrow pointing to the "Explanation of each function" section below. The main content area includes a "My Schedule" section with a calendar view for the period from 2024/05/19 to 2024/05/25. A red dashed box is drawn around the calendar area with the text "After you register, the timetable will be displayed here." Below the calendar, there is a notification bar with a red box around it and a callout bubble pointing to it with the text "New notifications will be displayed here." The notification bar contains the text "保護者様への新しいお知らせが、1件あります。" and a "お知らせを確認" button.

### Explanation of each function

#### 掲示板:Bulletin Board

学年暦:Academic Calendar (P3)

You can view the annual schedule for the university.

保護者様へのお知らせ:Notices to Parents (P3)

You can view notices from faculty and staff of the university.

#### My Information

メールアドレス登録・変更:Register/Change Email Address (P4)

Register/change your forwarding email address here.

パスワード変更:Change Password (P4)

Change your AAA login password here.

修学ポートフォリオ:Study Portfolio (P5)

You can view your grades, attendance, course information, etc.

#### アクセス終了:End Access

ログアウト:Log out of AAA.

\* For security reasons, if no operation is performed for 20 minutes, connection to the web system will be automatically disconnected. You can extend the time by clicking the "時間を延長する(Extend time)" button on the top left.



### 3. 学年暦 : Academic Calendar

You can view our annual schedule on the “学年暦(Academic Calendar)” page.

**Academic Calendar**

### 4. 保護者様へのお知らせ : Notices to Parents

You can view notifications from faculty and staff of the university on the “保護者様へのお知らせ(Notices for Parents)” page.

**Notice List**

Click on the notification to see the details.

Meaning of symbols:

- NEW** ...New...This is a new notification.
- ...Unread...You have not checked the notification.
- ...Attachment...Please check the attachment.
- 未読にする...Change a checked notification to unread.

お知らせの詳細を参照します

<b>NEW</b> 新着	掲載者: 学修支援課	掲載日時: 2024/05/20(月)	有効期限: 2024/07/20(土)
<b>タイトル</b>	保護者教育懇談会のご案内		
<b>内容</b>	保護者教育懇談会を開催いたします。 詳細は添付ファイルをご確認ください。		
<b>添付ファイル</b>	保護者教育懇談会のご案内.pdf		

**There may be a file attached.**

\* Notifications can be forwarded to your email address. Please refer to page 4 for details on registering and changing your email address. **Please note that attachments cannot be viewed in forwarded emails, so please log in to AAA to view them.**

## 5. メールアドレス登録・変更 : Register/Change Email Address

You can register or change the email address to which notifications will be forwarded on the “メールアドレス登録・変更(Register/Change Email Address)” page.

- (1) Enter an email address (half-width alphanumeric characters).
- (2) Click the “テストメール送信(Send Test Email)” button to send a test email to the address you entered. If you are unable to receive the email, please check that the address is correct.
- (3) Click “上記の内容で更新する(Update with the above details)” to complete registration.

\* Emails will be sent to the forwarding address from “activeacademy@seijoh-u.ac.jp”. Please set it to allow reception or domain-specific reception (specified domain: @seijoh-u.ac.jp). If your spam prevention settings are set to not allow spam, emails may not be delivered to your mobile phone or smartphone.

**\* This address is for delivery only, so you will not be able to reply to emails forwarded to you.**

Registering/changing email

メールアドレスの変更を行います。

メールアドレスの変更

E-Mail アドレス

メールアドレス1 taro@campus.co.jp テストメール送信

メールアドレス2 テストメール送信

メールアドレス3 テストメール送信

追加

(記入例: taro@campus.co.jp 半角英数)

テストメール送信ボタンを押すと、入力アドレスにテスト用のメールが送信されます。  
受信ができない場合は、アドレスが正しいか確認してください。  
アドレスを正しく入力しても、テストメールが受信できない場合は、学修支援課まで連絡をお願いします。

上記の内容で更新する

## 6. パスワード変更 : Change Password

You can change your AAA login password by clicking “パスワード変更(Change Password).” If you have forgotten your password, please contact the Student Services Office.

- (1) Enter your current password
- (2) Enter your new password twice

\*Passwords must be 6 to 15 alphanumeric characters.

The following characters cannot be used in your password: ! " # \$ % & ' ( ) @ ~ ? < > . , ; :

- (3) Click “パスワード変更(Change Password)” to complete your registration.

Change Password

パスワードを変更します

1 現在のパスワードを入力して下さい

2 新しいパスワードを入力して下さい

3 もう一度新しいパスワードを入力して下さい

パスワード変更 リセット

## 7. 修学ポートフォリオ : Study Portfolio

On the “修学ポートフォリオ(Study Portfolio)” page, you can view personal information, course information, attendance, grades, etc. registered with the university.

### (1) 基本情報 : Basic Information

Basic information registered with the university (address, contact information, club information, scholarship information, etc.) is displayed.

If any changes are required, please notify the Student Services Office.

The screenshot shows the 'Study Portfolio' page. On the left sidebar, the '修学ポートフォリオ' (Study Portfolio) link is highlighted with a red box. The main content area shows a navigation bar with several tabs: '個人/保護者/家族', '成績', '出席', '履修情報', and '出欠調査状況'. The '個人/保護者/家族' tab is highlighted with a red box. A red callout box points to this tab with the text: "Clicking on a tab will open it in a separate window."

### (2) 保護者・保証人・家族 : Parents/Guarantors/Family (opens in a separate window)

Information on parents/guarantors is displayed. If any changes are required, please notify the Student Services Office.

The screenshot shows the '保証人/保護者/家族' page. It features a table for '選択した学生' (Selected Student) and two sections for '保証人' (Guarantor) and '保護者' (Parent/Guardian) with their respective contact information.

学籍番号	学年	出席番号	カナ氏名	漢字氏名
2010000	1		セイジョウ 太郎	星城 太郎

**保証人**

カナ氏名: セイジョウ ABC  
漢字氏名: 星城 江美詩  
続柄: おじ・おば  
英文表記氏名: \_\_\_\_\_  
住所: 467-0003 愛知県名古屋市中区××区××××町××-×××  
ABCマンション123号室  
電話番号: 090-1234-5678  
E-mailアドレス: \_\_\_\_\_  
勤務先: \_\_\_\_\_  
部署名/役職: \_\_\_\_\_  
勤務先電話番号: \_\_\_\_\_

**保護者**

カナ氏名: セイジョウ 太郎  
漢字氏名: 星城 太郎  
続柄: 父・母  
英文表記氏名: \_\_\_\_\_  
住所: 460-0008 愛知県名古屋市中区栄××丁目××番××号  
電話番号: 052-601-6000  
E-mailアドレス: \_\_\_\_\_





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