

Step 1

Access the initial registration site.



*You will not be able to access the above site from feature phones and smart phones that do not support SSL encryption. Please access it through a computer or smart phone that supports SSL.

Step 2

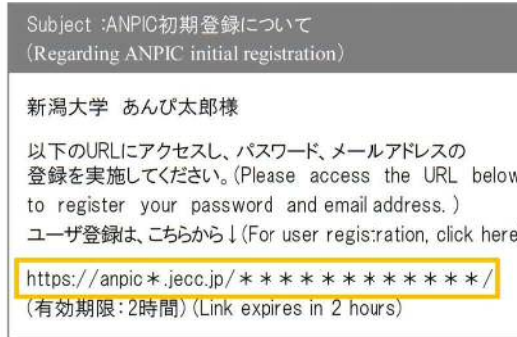
Enter your login ID and click “次へ[next]”.



Login ID
Students: Student ID number
Faculty and staff: Staff ID number

Step 3

An “initial registration email” will be sent to the email address you registered to ANPIC. Click the URL within the email.



*The initial registration email is only valid for two hours. Once this period has passed, start over from step one.

Step 4

Enter your password according to the contents of the personal information registration Screen and click “登録する[registration]”



If needed, register additional email addresses in “メールアドレス[email address]” 2 or 3.

Step 5

A “final registration email” will be sent from ANPIC. Click the URL in the email.



*The final registration email is only valid for two hours. Once this period has passed, start over from step one.

Step 6

When the registration completion screen is displayed, initial registration has been completed. Move to the login menu and bookmark the page.



Once you have completed the initial setup process, please go to the login screen on the website or log in via the app whenever you wish to use ANPIC.

★Please store the password you registered safely.

Niigata University ANPIC Website
<https://anpic-niigata-u.jecc.jp/niigata-u/>

Login ID: [Students]Student ID number
 [Faculty and staff]Staff ID number
 Password :Password registered on the initial registration page



Setup Procedure

1. Install the app

* ANPIC app must also be installed to receive notifications via LINE

On the App Store/Play Store/Google Play, search for "anpic" and install the app.

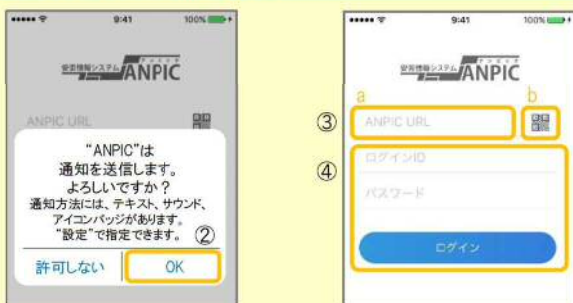
iOS devices



Android devices



2. Launch the app and log in



1. Touch the icon of the installed app to launch the app.
2. After launching the app, if a message asking to enable push notifications is displayed, touch "OK" to enable push notifications.
3. Either:
 - a. Input your ANPIC site URL directly.
 - b. Touch the icon and read the QR code with your camera.
 * If a message asking you to confirm permission to use the camera is displayed, tap [OK], etc. to accept.
 ** The QR code can also be displayed using "QRコード[QR code]" at the bottom of the login screen.
4. Input your personal Login ID and password and touch the "ログイン[Login]" button to log in.

* If you have forgotten your password, please ask the manager to provide you with a new password.

★ If you log out, the next time you launch the app, you will have to input the URL, Login ID, and password again.
 ★ If you change your device, please re-register your URL, Login ID and password

3. Configure notification options

To receive notifications via LINE

* If you receive notifications via LINE, you will not receive notifications from the app

★ The LINE app must already be installed.



1. When the LINE notification settings screen appears, touch "設定する[Configure]"
2. When the confirmation message appears, touch "OK"
3. When the authentication screen appears, touch "同意する[Agree]".



4. When the Add Friends screen appears, touch "追加[Add]"
5. Check the LINE chat screen for the above notification.
6. To finish setup, open the ANPIC app and confirm that "LINE" is checked in the "通知[Notifications]" screen within "設定[Settings]"

To receive notifications via the app

* If you receive notifications via the app, you will not receive notifications from LINE



1. When the LINE notification settings screen appears, touch "設定しない[Don't Configure]"
2. When a message about your configuration method appears, select "OK."

4. Access the website and send a test message



1. Open the Safety Report screen and touch the icon to go to the website.
2. From the menu, touch "アカウント設定[Account Settings]" to open the "Account Settings" screen.



3. Underneath "スマートフォンアプリ端末情報[Smartphone app device information]" touch "LINE通知をテスト送信する[Send a LINE notification test message]" or "プッシュ通知をテスト送信する[Send a push notification test message]"
 4. If you receive the push notification in LINE or ANPIC, setup is complete
- If you do not receive the notification, please see "If notifications are not delivered to LINE or ANPIC" on the opposite side of this sheet.

★ If changing notification settings after initial setup (LINE/アプリ[app]/通知なし[disabled]), please change via the ANPIC options screen.
 ★ If receiving notifications via LINE, please be sure not to delete the ANPIC app.

5. Register your email and password



1. Touch the icon to go to the website, and open the Account Settings screen.
 2. Register your email address using "メールアドレスを編集する[Edit my email address]"
 3. Change your password using "パスワードを編集する[Edit my password]"
- * After changing your password, please be sure to log in to the app using your new password.

How to respond via LINE

Report safety situation

地震が発生しました。地震の詳細については以下の通りです。

■日時 2016/09/01 13:00

■震源地 静岡県中部 震度5弱

■震害予測 神奈川県 横浜県

安否報告をする

Check the notification from the LINE chat screen, then touch the “安否報告をする [Report Safety]” button to go to the Report Safety screen.

Select the “English” and respond to the query by touching “安否状況を報告する [Report Safety Status].”

Answer the questionnaire

●月●日までにアンケートに回答してください。

アンケートに回答する

Check the contents of the notification from the LINE chat screen then touch the “アンケートに回答する [Answer Questionnaire]” button to go to the Answer Questionnaire screen

Respond to the query by touching “アンケートに回答する [Answer Questionnaire].”

If notifications are not delivered to LINE or ANPIC app

If notifications are not delivered, please check the following points.
(* The names of the screens may vary according to your smartphone.)

If receiving notifications via LINE

1. Unblock the ANPIC account.

If receiving notifications via the app

1. Turn on push notifications in your smartphone device settings
Settings → Notifications → ANPIC
Settings → Apps → Manage apps → ANPIC
Settings → Sound and notifications → Manage notifications

In both cases

1. Check the “Account Settings” screen on the website. If your device information is not displayed, log out of the ANPIC app and log back in.
2. Update your OS to the latest version.
Recommended OS: iOS 10+, Android OS 5+
3. Verify that you do not have multiple communications devices connected to a single Wi-Fi connection.
4. Disable battery saver/low-power mode (Android only)
5. Disable Wi-Fi optimization(Android only)
6. Check the settings of any antivirus/task killer type apps. (Android only)

How to use the ANPIC app

Open the menu

【 iOS devices 】

最新の安否報告

安否状況を報告する

報告日時 2016/09/01 11:16

本人の安否 無事

復帰見込み いつでも可能

いつでも可能

The menu is displayed at the bottom of the screen

【 Android devices 】

安否報告

安否状況を報告する

報告日時 2016/09/01 11:16

本人の安否 無事

復帰見込み いつでも可能

いつでも可能

Touch the menu icon in the top left of the screen to display the menu

Report safety situation

Use method A or B to display the Report Safety screen.

A. Display using the “安否状況を報告する [Report Safety Status]” button

最新の安否報告

安否状況を報告する

報告日時 2016/09/01 11:16

本人の安否 無事

復帰見込み いつでも可能

コメント

辛い怪我はありませんでした。地震の影響で電車が運行見合わせのため、出社が少し遅れます。出社可能時刻がわかり次第連絡します。

When can you company? required

● anytime

● Within 2,3 days

● in a week

● in a month

Touch “安否状況を報告する [Report Safety Status]” to go to the Report Safety screen.

Select the “English” and respond to the query by touching “安否状況を報告する [Report Safety Status].”

B. Display from the URL in a safety confirmation email

安否状況をお知らせください(Please report your condition.)

○×株式会社 アバンセ太郎様

安否状況の報告はこちらから↓

https://anpic.jecc.jp/*****/report/

※安否報告の訓練メールです。安否の報告を行ってください。

地震が発生しました。地震の詳細については以下の通りです。

When can you company? required

● anytime

● Within 2,3 days

● in a week

● in a month

Touch the URL in the safety confirmation message to go to the Report Safety screen.

Select the “English” and respond to the query by touching “安否状況を報告する [Report Safety Status].”

Answer the questionnaire

Use method A or B to display the Answer Questionnaire screen.

A. Display from the questionnaire screen

アンケート回答

アンケート名: ●月●日 営業会議 出欠確認
回答依頼日時: 2016/09/02 14:35
状態: 回答済み

アンケート名: 【英語】社内研修アンケート
回答依頼日時: 2016/09/02 14:35
状態: 未回答

アンケート名: ●月●日 リーダー会議 出欠確認
回答依頼日時: 2016/09/02 14:35
状態: 回答済み

アンケート名: ●月●日 全社ミーティング 出欠確認
回答依頼日時: 2016/09/07 20:13
状態: 未回答

From the menu, touch “アンケート [Questionnaire]” and select the questionnaire’s name from the list. Respond to the query by touching “アンケートに回答する [Answer Questionnaire].”

B. Display from the URL in a questionnaire email

営業会議出欠確認

○×株式会社 アバンセ太郎様

アンケートの回答はこちらから:

https://anpic.jecc.jp/*****/survey_answer/

上記サイトにアクセスできない方のアンケートの回答はこちらから:

http://anpic.jecc.jp/*****/survey_answer/

Touch the URL in the questionnaire message to go to the questionnaire screen.

Respond to the query by touching “アンケートに回答する [Answer Questionnaire].”

Changing where you receive notifications

設定

アカウント

ログインID T00001

ログアウト

アプリ設定

通知

アプリ情報

プライバシーポリシー

ライセンス

LINEへの通知が行われます

From the menu, touch “設定 [Settings]” to open the Settings screen. Select “通知 [Notifications]” to open the Notifications screen. Select from LINE/アプリ [app]/通知なし [don't notify me].

Niigata University ANPIC Website
<https://anpic-niigata-u.jecc.jp/niigata-u/>

Login ID: [Students]Student ID number
 [Faculty and staff]Staff ID number
 Password :Password registered on the initial registration page



Login



Enter the login ID and password which have been set for you and press the “ログイン[login]” button to login.

How to display the menu



Since, by default, the menu is hidden on smartphones and tablets, you need to click on the menu button on the upper left in order to display the menu and access your desired page.

Registering or changing e-mail address or password



Please access the account setting screen from “アカウント設定[Account settings]” in the menu and register or change your desired field with the “編集する[Edit]” button for [メール[Mail]] and [ログインパスワード[Login password]].
 After registering your e-mail address, please check whether the address change confirmation e-mail has arrived.
 *If you do not receive the address change confirmation e-mail, please check your e-mail reception settings and, after changing the e-mail settings, try to send a “テストメール[test e-mail]” to confirm you are able to properly receive messages.
 *Please be careful when entering your e-mail address.

Edit basic information

To change the name, organization information, or login ID, please contact the administrator.

Report safety situation

When reporting from e-mail

Subject: 安否状況をお知らせください
 (Please report your safety situation)
 新潟大学 アバンセ花子様
 地震が発生しました。(An earthquake has occurred)
 以下のURLをクリックして、安否状況を報告してください。(Please visit the following URL and report your safety situation.)
https://anpic*.jecc.jp/*****/
 ●上記URLにアクセスできない場合はこちらから↓(If you are unable to access the above URL, please report your safety situation here.)
http://anpic*.jecc.jp/*****/

Access the safety report screen from the URL of the safety confirmation e-mail.
 *If you cannot access the above URL, please use the URL below.

When reporting from the website



Access the safety report screen from the “安否報告[Safety Report]” button on the menu.



On the safety report screen:
 - Question 1 (required)
 - Question 2 (Required)
 - Comment (optional)
 Select or input the above and click on the “安否状況を報告する[report safety situation]” button to complete the report.

安否を検索する



From the “安否検索[Safety Search]” button on the menu, access the Safety Search screen, enter at least two letters of the name or full name of the person whose safety information you want to search for, and then click on the “検索する[search]” button.

Answer the questionnaire

Please access the questionnaire answer screen from the URL in the email which has been sent to you and answer the questions.

To register or change your e-mail address and/or password, please do so from a computer or tablet by following the “web version” guide on the left.
 *You can also make safety reports from feature phones.

Report safety situation

Subject : 安否状況をお知らせください
 (Please report your safety situation)
 新潟大学 アバンセ花子様
 地震が発生しました。(An earthquake has occurred)
 以下のURLをクリックして、安否状況を報告してください。(Please visit the following URL and report your safety situation.)
https://anpic*.jecc.jp/*****/
 ●上記URLにアクセスできない場合はこちらから↓(If you are unable to access the above URL, please report your safety situation here.)
http://anpic*.jecc.jp/*****/
 地震の詳細については以下の通りです。

Access the safety report screen from the URL of the safety confirmation e-mail.

*If you cannot access the above URL, please use the URL below.



On the safety report screen:
 - Question 1 (required)
 - Question 2 (required)
 - Comment (optional)
 Select or input the above and click on the “安否状況を報告する[report safety situation]” button to complete the report.

Answer the questionnaire

Please access the questionnaire answer screen from the URL in the email which has been sent to you and answer the questions.

Edit basic information

To change the name, organization information, or login ID, please contact the administrator.