

How to display NUIS portal site menu and features in English

I. Login NUIS portal site

1. Go to NUIS portal site (hereinafter, this is called "UNIPA") in your web browser.
NUIS Portal Site URL: <https://unipa.nuis.ac.jp/uprx/>
2. Please login with your university credentials in the login form.



II. Display UNIPA menu and features in English

1. "UNIPA top" screen is displayed.

Click on  button in the upper right corner.



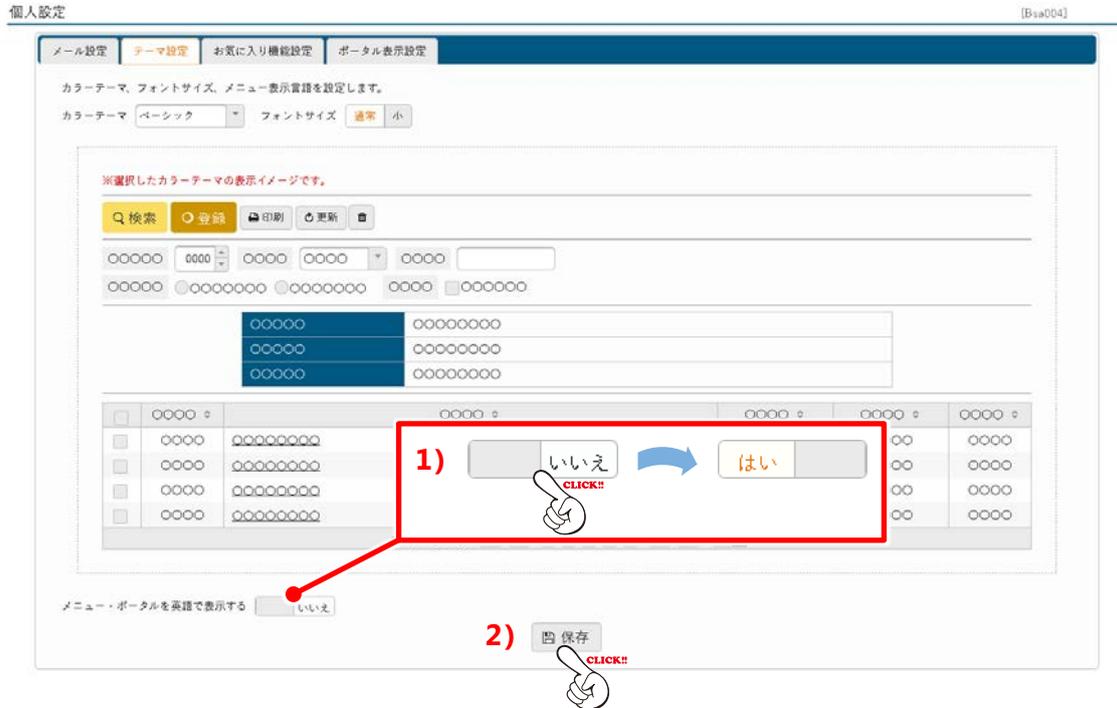
2. "Individual setting" screen is displayed.

Click on  (Set theme) tab.



3. "Set theme" screen is displayed.

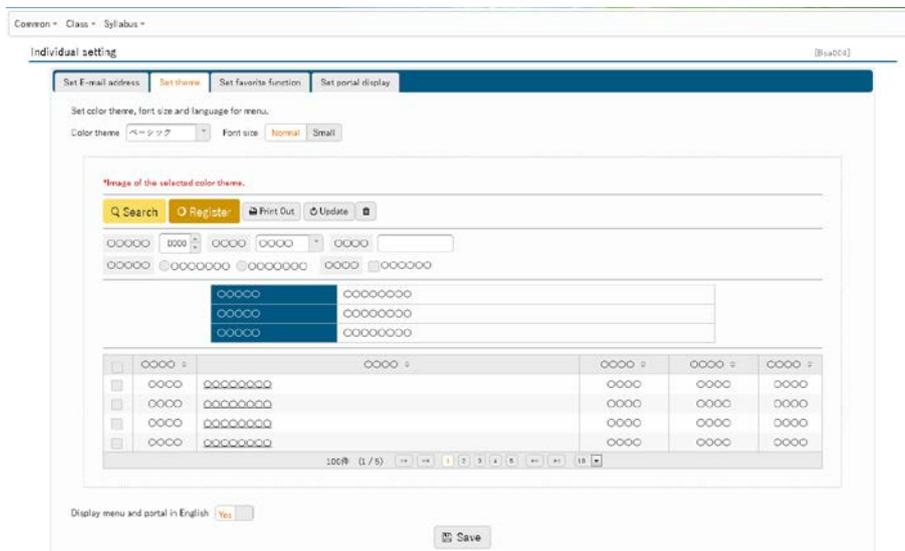
- 1) Click on いいえ (No) to the right of メニュー・ポータルを英語で表示する (Display menu and portal in English) to change it to はい (Yes).
- 2) Click on (Save) button.



3) 保存します。よろしいですか？ (Save confirmation) dialog box is displayed. Click on [OK] button.



UNIPA menu and features will be displayed in English.



III. UNIPA user guide

· **Initial settings required to use UNIPA**

- A pop-up window will be displayed in some features of UNIPA. Please make to set your browser's pop-up blocker for UNIPA to "Disable".
- After you log in, if 30 minutes pass without any screen transition, your session will time out.
- Do not use your browser's "back", "forward" and "Reload" buttons.

· **Scheduled Maintenance**

UNIPA is unavailable from 2:00 am to 5:00 am for scheduled maintenance. We apologize for any inconvenience this may cause you and thank you for your cooperation.