Bicycle WEB application

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1. UTokyo Account Holders
   1. 1. Logging in and logging off
   1. 1. 1. Logging in

   Please follow the steps below to login.

   Step 1: Tap “UTokyo Accountでログイン“
Step 2: Enter your name and your password and tap sign in.
If you enter the correct information, the confirmation screen will appear.

Please sign in using your UTokyo Account.
1. 1. 2. Logging off

To log off, please tap on the “ログオフ” button at the top right of each screen. When you tap the “ログオフ” button, the screen will return to the top logging in selection screen.
1.2. Main Menu

1.2.1. Description of Display

①: If you tap “新規申請登録”, your smart phone will display the registration screen for new applicants.
②: Tap “継続申請登録” to display the registration screen to renew existing registration.
③: If you tap on “QRコード表示”, your QR code will be displayed.
1.3. New Applicant Registration

1.3.1. Description of Display

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>①</td>
<td>To return to the Main Menu.</td>
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<tr>
<td>②</td>
<td>To register.</td>
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<td>③</td>
<td>The user information is displayed.</td>
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<tr>
<td>④</td>
<td>Section to input your department</td>
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<tr>
<td>⑤</td>
<td>Field to input your name (no symbols)</td>
</tr>
<tr>
<td>⑥</td>
<td>Field to input your ID number (half-width alphanumeric characters only)</td>
</tr>
<tr>
<td>⑦</td>
<td>Field to input your phone number (half-width alphanumeric characters only)</td>
</tr>
<tr>
<td>⑧</td>
<td>Field to input the security registration number of your bicycle.</td>
</tr>
<tr>
<td>⑨</td>
<td>Drop down list of facilities that are mainly used (ordered in Japanese characters)</td>
</tr>
<tr>
<td>⑩</td>
<td>Field to input the facilities you mainly use (selected from ⑨)</td>
</tr>
<tr>
<td>⑪</td>
<td>Field to input reason of use</td>
</tr>
</tbody>
</table>

※ Please note that you cannot change your information after you register. Please reconfirm that your ID number and your security registration number of your bicycle is correct.
1.3.2. Registration

Follow the steps below to register.

Step 1: Once you have entered the required items and tap the registration button, you will be asked to confirm the compliance items.

1. I will obey the traffic rules of the University of Tokyo Hongo Campus.

2. The permit license (sticker) will be placed on the rear mudguard of the bicycle or on a position following discussion for bicycles without rear mudguards.

3. I will not give or loan my permit license to other people.

4. I will get off and push my bicycle when going through the university gates.

5. I will not park my bicycle anywhere other than the bicycle parking lot or park on the guidance blocks for blind people.

6. I will dispose of my bicycle by myself if I no longer need it.

7. I will not ask the university to be responsible for any accidents, theft, or damages that occur on-campus.

8. If I break any of the above, I will not object if my bicycle is removed, locked, or if my permit is revoked.

9. I hereby agree to give the university’s Environment Group the right of ownership to the bicycle if I do not renew the permit license within 2 months of the start of the new academic year.

10. I will not chain or wire lock the bicycle to university fences, lights or buildings when I park. Furthermore, I will not complain if the key of the chain or wire is cut in such cases.
Step 2: Please check each compliance item and tap to agree.

If you agree with all of them, you will be able to press the OK button.

1. 東京大学本郷内交通規則に従います。
   (東京大学のホームページ参照)

2. 駐輪許可証（シール）は車体後方の泥除けの見やすい位置に貼付します。
   泥除けの無い自転車は交通環境課と協議し、後方の見やすい場所に貼付します。

3. 駐輪許可証は、他人に貸し出したりは譲渡いたしません。

4. 赤門、正門を通る際は、降車し、手で押し下げて出入りします。

5. 駐輪場以外の場所及び転用ブロック（点字ブロック）の上には駐輪していません。

6. 自転車が不要になったときは、構内に放置せず、自らの責任で処分いたします。

7. 構内での事故・盗難・損害等については、大学に対して一切の責任を求めていません。

8. 以上のことにより違反した場合は、自転車の撤去、施錠、許可証の取消し、それ以外の異議申し立てをいたしません。

9. 翌年度になり、駐輪許可証を更新せず自転車を2ヶ月以上放置した場合は、所有権を放棄し、その処分を東京大学交通環境課に一任します。

10. 駐輪の際は大学の工作物に、錘・ワイヤー錠等で繋ぎとめません。
    繋ぎとめた場合、錘・ワイヤー錠等を切断されていても大学に対して一切の責任を求めません。

OK  キャンセル
When your registration has been completed, the screen will change to the QR code display screen.
Please show your QR code Co-op stores to obtain your permit license.

Please complete your registration to show the QR code below.
If you have already registered, you will get the following message:

You have already been registered. If you need to change any of your information, please contact the university’s Environment Group.
1.4. Renewal of Registration (from AY2022)

1.4.1. Description of Display

①: To return to the Main Menu
②: To register.
③: Log off
④: The user information is displayed.
⑤: Section to input your department
⑥: Field to input your name (no symbols)
⑦: Field to input your ID number (half-width alphanumeric characters only)
⑧: Field to input your phone number (half-width alphanumeric characters only)
⑨: Field to input the security registration number of your bicycle
⑩: Drop down list of facilities that are mainly used (ordered in Japanese characters)
⑪: Field to input the facilities you mainly use (selected from ⑩)
⑫: Field to input reason of use

※ Please note that you cannot change your information after you register. Please reconfirm that your ID number and your security registration number of your bicycle is correct.
1.4.2. Registration

Follow the steps below to register.
Step 1: Please enter each input item and tap the registration button.
Step 2: Tap the OK button on the confirmation screen.
When your registration has been completed, the screen will change to the QR code display screen. Please show your QR code Co-op stores to obtain your permit license.

Please complete your registration by show the QR code below.
If you have already registered, you will get the following the message.

You have already been registered. If you need to change any of your information, please contact the university’s Environment Group.
If there is no data for the previous year, the following message will be displayed. Please make a new registration.
1.5. Renewal of Registration (from AY2022)

1.5.1. Description of Display

① : To return to the Main Menu

② : This is your QR code to get your Permit Licence.

Please complete your registration to show the QR code below.
2. Those without a UTokyo Accounts

2.1. Logging in and logging off

2.1.1. Logging in

ログイン

Please follow the steps below to log in.
Step 1: Tap on the “メールアドレスでログイン“
You will be taken to the logging in page.
Step 2: Enter your e-mail address and your password, and tap on “ログイン“.
You will be transferred to the main menu screen.
If you have not registered your e-mail address, tap on “新規登録 (New Applicant Registration)”
(Please see 2.1.3. New Applicant Registration.)
2.1.2. Logging off

Please tap on the upper right corner of each screen if you wish to log off. Once you log out you will be returned to logging in screen.
2.1.3. New Applicant Registration

Follow the procedure below for new registration.
Step 1: Enter your e-mail address and tap on “登録”.

If you have already been registered the following screen will be displayed.

You have already registered your e-mail address. Please log in from log in screen.

Go to the log in screen.
Step 2: Tap on the link in the email you received.
The screen will change to the password entry screen.

If the link has expired, the following message will be displayed.
Please make a new registration again.

Your link has expired.
Please register your e-mail address again.

Return.
Step 3: Enter a password to register and tap the register button.
手順3: 登録するパスワードを入力して、登録ボタンをタップしてください。

Please enter a password.
Type in your password here.
Enter your password again.

You registration is complete.
Please log in from the logging in screen.

Go to logging in screen.
2.2. Main Menu

2.2.1. Description of Display

① : Transfers you to the ID application form.
② : Transfers you to the QR code display screen.
2.3. ID Application Form

2.3.1. Description of Display

①: To return to the Main Menu
②: To register.
③: User information display field.

※Status “status” indicates whether or not your identity has been verified by the Group. If this cell is blank, your registration has not been completed.

④: Field to input your name (no symbols)
⑤: Field to input your phone number (half-width alphanumeric characters only)
⑥: Field to input the security registration number of your bicycle
⑦: Drop down list of facilities that are mainly used (ordered in Japanese characters)
⑧: Field to input the facilities you mainly use (selected from ⑦)
⑨: Field to input reason of use

※ Please note that you cannot change your information after you register. Please reconfirm that your ID number and your security registration number of your bicycle is correct.
2.3.2. Registration

Follow the steps below to register.

Step 1: When you enter the required items and tap the registration button, you will be asked to confirm the compliance items.

1. I will obey the traffic rules of the University of Tokyo Hongo Campus.

2. The permit license (sticker) will be placed on the rear mudguard of the bicycle or on a position following discussion for bicycles without rear mudguards.

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6. I will dispose of my bicycle by myself if I no longer need it.

7. I will not ask the university to be responsible for any accidents, theft, or damages that occur on-campus.

8. If I break any of the above, I will not object if my bicycle is removed, locked, or if my permit is revoked.

9. I hereby agree to give the university's Environment Group the right of ownership to the bicycle if I do not renew the permit license within 2 months of the start of the new academic year.

10. I will not chain or wire lock the bicycle to university fences, lights or buildings when I park. Furthermore, I will not complain if the key of the chain or wire is cut in such cases.
Step 2: Please check each compliance item and tap to agree.
If you agree with all of them, you will be able to press the OK button.

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   (東京大学のホームサイト参照)

2. 駐輪許可証（シール）は車体後方の泥除けの見える位置に貼付します。
   泥除けの無い自転車は、事務機関との協議し、後方の見える場所に貼付します。

3. 駐輪許可証は、他人に貸し出さないことを約束いたします。

4. 赤門、正門を通行する際は、修車し、手で押して出入口します。

5. 駐輪場以外の場所及びブロック（点字ブロック）の上に駐輪していません。

6. 自転車が不要になったとき、構内に放置せず、事務機関に返します。

7. 構内での事故・盗難・損産等については、大学に対して一切の責任を求めていません。

8. 以上のことに違反した場合には、自転車の撤去、
   施錠、許可証の取消等をされても異議申し立て
   をいたしません。

9. 翌年度になり、駐輪許可証を更新せずに自転車を
   2か月以上放置した場合は、所管機関に報告
   し、その処分を東京大学本部環境課に任します。

10. 駐輪の際は大学の課物に、錠・ワイヤー等
    者に繋ぎとめません。
    繋ぎとめた場合、錠・ワイヤー等を切断され
    ても大学に対して一切の責任を求めません。

OK  キャンセル
Once you have completed your registration, the screen will change to the QR code display screen. Please go to the Environmental Group along with something that can prove that you belong to the University of Tokyo.

Please come to the Environment Group so that we can confirm your ID.
※ Please bring something that proves your affiliation.
If you have already been registered, the following message will be appear.

You have already been registered. If you need to change any of your information, please contact the Environment Group.
2.4. Displaying your QR code

2.4.1. Description of Display

① When you tap the “メニュー(Menu)” button, screen returns to the menu screen.

② This is a QR code which you need to show to obtain your Permit License.

Please complete your registration by showing the QR code below.

① : When you tap the “メニュー(Menu)” button, screen returns to the menu screen.
② : This is a QR code which you need to show to obtain your Permit License.
If the identity verification has not been completed, the following message will be displayed and the QR code will not be displayed. Please go to the Environment Group to confirm your identity and try again.

Please come to the Environment Group so that we can confirm your ID.
※ Please bring something that proves your affiliation.