

Parent/Guardian Email Information Registration

1: Send a Blank Email

Create an email using a smartphone or computer. Use the following address for the recipient of the email:

touroku@education.ne.jp



*Some mobile phones do not allow blank emails to be sent. Please enter some text in the subject/body before sending.

(For mobile/smart phones, use the QR barcode to conveniently create and address the email)

2: Receiving Reply Registration Email

After sending the blank email, an email reply email will come for registration.

*It may take up to 10 minutes to receive the reply email

Email Spam settings may block the reply email. It may be necessary to change spam settings.

- ① Add renraku@education.ne.jp to whitelist, or mark as not spam.
- ② Allow incoming emails to contain URLs.

*Spam settings vary by provider. For questions, contact your cellphone provider.

3: Access the URL

Click the URL provided in the Reply Registration Email to display the registration screen.

4: Email Address Confirmation -Parental Registration (1/6)

Confirm that the email displayed on the screen is correct. Press [次へ進む] to continue.

5: Enter Basic Information -Parental Registration (2/6)

- ① Enter parent/guardian name.
-Enter the name of the email recipient.
- ② Setup a new password.
-Please use 4-20 characters containing numbers and letters
-Please do not include symbols
- ③ Press [次へ進む] to continue.

6: School Certification ID and Number of Children -Parental Registration (3/6)

- ① Enter the School Certification ID provided by the school.
- ② Select the number of children attending the school.
*Example: Select “2” if there is a 2nd grade child and 5th grade child.
*Teachers and others without children attending school can select “0” to register.
- ③ Press [次へ進む] to continue.

7: Student Information -Parental Registration (4/6)

- ① Enter the student(s) name.
- ② Enter the relationship with the student(s) being registered.
Mother (母), Father (父), Grandmother (祖母), Grandfather (祖父), etc.
- ③ If the grade and class are visible, select the student(s) grade and class.
- ④ Press [次へ進む] to continue.

8: Club Information -Parental Registration (5/6)

- ① Check the club(s) desired to receive information.
*This page does not appear if there are no clubs in the school.
*By selecting a club, a reply email from that club will be sent.
- ② Press [次へ進む] to continue.

9: Registration Information Confirmation -Parental Registration (6/6)

A confirmation page will appear, please confirm the information.
When all the information is correct, press [申請する] to submit.

10: Registration Completion

- ✧ The application will be accepted and a confirmation email will be sent immediately.

If you do not receive the confirmation email immediately:

A registration completion email will be sent after the school's approval process.

Please contact the school for approval process.

~Attention~

*Please do not change the email address until the registration completion email is received.

*Please do not change spam/junk mail settings after registration.

- ✧ Log in is only possible after the registration confirmation email is received.