

Kyushu University
「Online Company Briefing Sessions
For international students」 JOB FAIR

Viewing manual

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☑Event overview

☑Online Company Briefing Sessions

<Kyushu University

Career and Job Search Support System>

- Registering Student Information
- Registering Desired Career Path
- Registering Entry Information
- Confirmation of company information
- Reserving viewing
- Zoom connection pre-test



**About 5 to
10 minutes**

☑Viewing method on the day

- Using Zoom

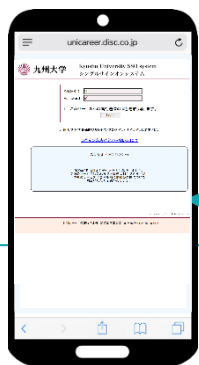
Follow the steps below to complete the entire registration process

! Notes on registration >>

- ✓ “*” is a required field. Make sure to enter the required information.
- ✓ Enter numbers in half-width characters.
- ✓ The entered fields can be modified even after the registration.

STEP1 Login

Login with your ID/password provided SSO-KID



<https://uc-student.jp/kyushu-u/>

ID/PW

The same as Campusmate-J and Moodle

<<Access from QR code>>



>> After entering, tap the “Login” button. Go to STEP2.

STEP2 Registering Student Information

First, register your student information



Make sure that your student ID number is entered in the "Student ID Number" field, then enter your name, etc.

※If you are an engineering student enrolling in April 2022, enter “No Department Information” in the “Department/Major” field.

○ Input field ○ Name, Faculty/Department, Address, Email address, etc.

※Full-width input: Name, Name (Katakana) ※Half-width input: Email address

>> After entering, check on “Agree to the Terms of Use” and tap the “Next” button. Continue to STEP3.

The registered personal information is used only for the following purposes and is not used for any other purpose.

1. To use the registered contact information such as email address, various survey data, entry record information by the university for career support, career path analysis, etc., on the database
2. To use the information for contacting companies in the selection process after entering a job opening and internship

Feel safe using this service.

STEP3 Registering Desired Career Path

Enter your desired career path. The first choice is required.



Search criteria will be customized to meet your desired criteria, and the accuracy of matching with companies will also be

○ Input field ○

Desired career path/Desired industry/Desired occupation/Desired region/Type of company you wish to work for, etc.

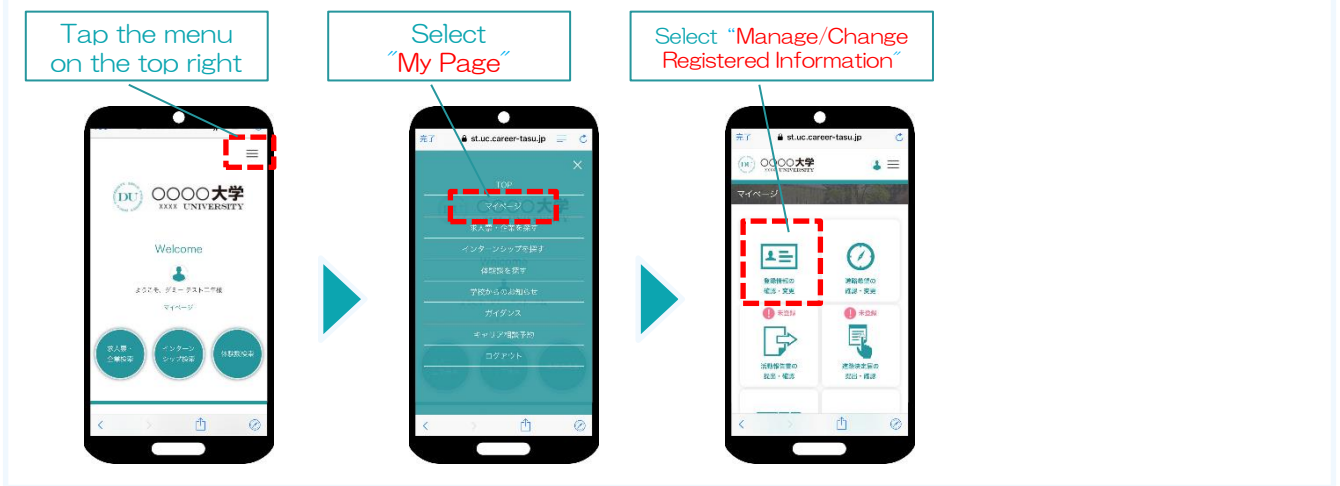
>> After entering, tap the “Register” button to display the registration completion screen. Tap “To the top page” to proceed to STEP4.

Continue to next page >>

Enter your information for job opening and internship entries.

Register your entry information from "My Page." Follow the steps below to go to the entry registration screen.

※If you have not registered, you will not be able to watch on the day of the on-campus joint company information session.



The registered information changing screen appears.

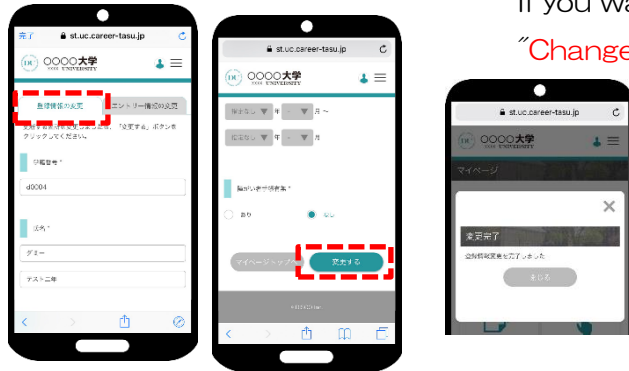
The screen contains <Basic Information> and <Entry Information>.

Tap the tab to switch.



① Changing Registered Information This is the student information you entered in STEP2.

If you want to change it, enter the correction and tab the "Change" button.



Changing completion screen appears.

This completes changing information.

② Registering Entry Information You can enter the company with the information you entered.

Make sure you enter all information correctly.



The information you entered in the basic Information is reflected in the entry information.

Make sure to check all required fields as it might be blank.

○ Input field ○

Faculty/Department/Seminar/Laboratory/Expected graduation date/Name/Date of birth/Current address/Holiday address/Email address, etc.

» After entering, tap the "Register" button.



Changing completion screen appears.

This completes changing information.

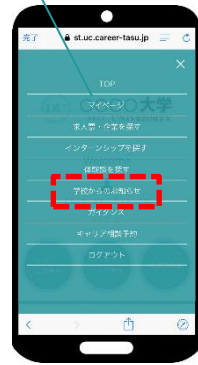
This completes the initial registration. Thank you for your time!

Online Company Briefing Sessions on March 7

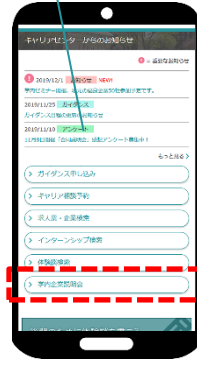
Tap the menu on the top right



Select "Notice from school"



Select "On-campus company information sessions"



Select an event



Things to do by the day before

Register the entry information and make an appointment for an event you want to visit.

Prior confirmation

Check your registered details on My Page "Manage/Change Entry Information"



[Important]
If you see "Unregistered" in "Entry Information" on My Page, make sure to complete the registration of entry information by the day before.

If you have not registered the entry information, you may not visit on the day.

(See STEP4: Registering Entry Information)

Reserving viewing

Tap the "Reserve" or "View" button

🔊 視聴する

✅ 視聴予定



① Check the content of events that are accepting reservations

② Reserve from the event list ⇒ Reserve

Reserve from the list and details of participating companies ⇒ View

Tap the button to complete the reservation

Make sure to reserve in advance for the online seminar of companies you are interested in.

Schedule your viewing for the day and spend time efficiently!

※ If the schedule does not fit, make sure to cancel.

※ Be careful not to conflict with other companies' online seminar.

Day of event

Finalize the viewing URL and viewing method for the day, and leave your viewing history

Viewing on the day

Tap the "View" button at the reserved time

🔊 視聴する

✅ 視聴済み



① Tap the "View" button at the reserved time to start viewing

エントリープロフィールを登録してください appears !

Input **from Faculty to Email address** referring to "STEP4: Registering Entry Information," then tap the "View" button again

You can access LIVE-Viewing at the reserved time. Do not be late.

※ On the day of the event, if there is a vacancy, you can view without reservation.

※ If you want to view the seminar at a different time, you can cancel and view the current one.

※ When the seminar is over, leave immediately.

1. Access to the website for Zoom test

Visit this URL: <https://zoom.us/test>

※ QR code for Zoom test⇒

You do not need to create an account to participate in the Zoom test meeting.



2. Click the "Join" button

3. If you are using Zoom for the first time, install the Zoom app.

For Windows users, click "Download and Run Zoom" and follow the on-screen instructions to install the app.

※ For Mac or Smartphone users, follow the on-screen instructions to download and install the app.

4. Check the camera and click the "Join with Video" button

If you want to use the camera, select the "Join with Video" button. If you do not want to be seen, select the "Join without Video" button. This is a test, so you should select "Join with Video."

※ If the camera image is not displayed, the camera may not be connected to your device or the camera may not be working properly for some reason.

5. Test your speaker (※ Smartphone does not have this step.)

If you hear a ringtone from your speakers, click "Yes." If not, check whether the volume of your computer speaker is not muted or adjust the volume.

If more than one speaker is detected, select a different speaker to output. Click "No" to switch the speakers. (The image shows "Built-in output (Internal speakers) is selected.")

Click "Yes" to finish the speaker test. The selected speaker is configured as the output speaker for Zoom.

6. Test your microphone (※ Smartphone does not have this step.)

Say something to your computer's microphone. Click "Yes" if you hear your voice from your computer speaker after a short delay.

If more than one microphone is detected, select a different microphone to input. Click "No" to switch the microphone. (The image shows "Built-in microphone (Internal microphone) is selected.")

Click "Yes" to finish the microphone test. The selected microphone is configured as the input microphone for Zoom.

7. Click the "Join with Computer Audio" button

It shows "Call using Internet Audio" for iPhone users, and "Call via Device Audio" for Android users.

※ Do not select "Join with Phone." (You might be charged for international calls.)

8. Complete joining in Zoom meeting

Description of the menu bar at the bottom of the Zoom screen

Mute: Mute or unmute your microphone.

Allows you to change the microphone and speaker settings by clicking "^^" on the right.

Stop video: Turns your camera on or off.

Allows you to change the camera setting by clicking "^^" on the right

Chat: Displays the text chat screen. This is useful because you can communicate through text in case voice is unavailable.

Recording: Allows you to save the video of the meeting; however, usually, only the organizer (host) can operate.

Reactions: Perform applause or raise hand.

Leave the meeting: Leave the Zoom meeting.

Online company briefing sessions Viewing method on the day (Special site)

1. Participating via the special site

Visit this URL: <http://nextcomg1013.com/KYUSHU-UNIVERSITY2021/>

2. Select a date at the list of participating companies on the special site

The list of participating companies by date appears.

3. List of participating companies by date

A list of companies is displayed by date and time slot. Click or tap the name of the company you want to join.

Prior confirmation

Day of event

4. Link to the company details page at Career+ UC

You are able to check each company's details or participate in the seminar.

Online company briefing sessions Viewing method on the day (Using Zoom)

 Day of event Finalize the viewing URL and viewing method for the day, and leave your viewing history

Viewing on the day

Tap the "View" button at the reserved time

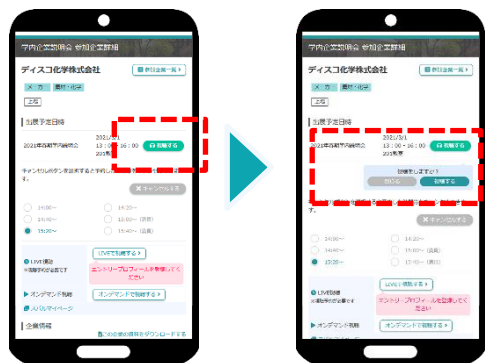
 視聴する  視聴済み

① Tap the "View" button at the reserved time to start viewing

エントリープロフィールを登録してください appears !

Input **from Faculty to Email address** referring to "STEP4: Registering Entry Information," then tap the "View" button again

You can access LIVE-Viewing at the reserved time. Do not be late.
※ When the seminar is over, leave immediately.



How to enter into a Zoom room

If you select "View" on the day, Zoom automatically starts.

1. Change the display name to the following information for input.



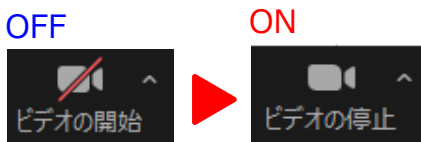
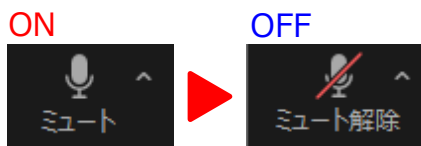
◆ When entering the room, input the following two information in the display name field.

『Faculty + Name (real name)』

※ Note

Be aware when you join with iPhone, "iPhone" is displayed by default in the display name field. Even after entering the room, you can change the display name by clicking the "Participants" icon and selecting your name. If the staff prompts you to change the display name, change the name to "Faculty and Name (real name)."

2. Note when entering the room



- Complete the viewing test 10 minutes before the start.
- Please turn on the video and participate in order for the company to see the reaction of the students.

Microphone and video settings

When entering the room, mute the microphone (no sound) and turn on the video (your face is visible).

Online company briefing sessions

Viewing method on the day (Using Zoom)

<Flow of entering room>

- ① Before the start time ... Status before the seminar starts
- ② Waiting room ... Status that the company and staff are preparing for the seminar (Wait until you are allowed to enter the room)
- ③ When entering the room ... When you are allowed to enter the room, tap "Call using Internet Audio" to view the seminar

※ After entering, mute the microphone (no sound), and turn on the video (your face is visible).

You can have questions and answers verbally. If you are asked using Chat, follow the instructions. If you are participating with your smartphone, the Chat menu appears by clicking the details on the screen. Even after entering the room, you can change the display name by clicking the "Participants" icon and selecting your name. If the staff prompts you to change the display name, change the name to "Faculty and Name (real name)."

① Before the start time



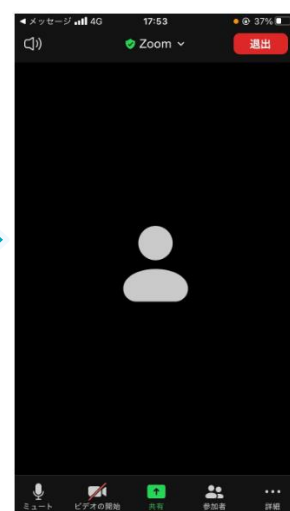
Event name appears

② Waiting room



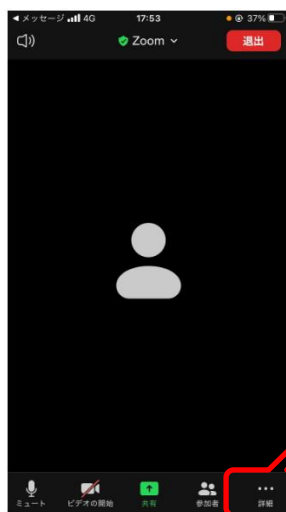
Company name is displayed

③ When entering the room



<Questions and Answers>

You can have questions and answers verbally. If you are asked using Chat, follow the instructions. If you are participating with your smartphone, the Chat menu appears by clicking the details on the screen.



◆ How to use Chat

If you are prompted to use Chat, select "Chat" by clicking Details to type your question. Then, select "Anonymous" to use Chat, so that your name is not displayed.