

## **Adding NUPACE students to the NUCT (Nagoya University Collaboration and Course Tools) System**

- ◆ Access the NUCT site at: <https://ct.nagoya-u.ac.jp/portal>
  
- ① Log into the NUCT site with your Nagoya University ID and password.
- ② After logging-in, your course(s) name will appear on the upper part of the site. Click the course name accordingly and move to the course site.
- ③ Click 'Site Info', which is located on the left hand of the site.
- ④ Click the **Add Participants** tab located on the upper part of the site.
- ⑤ There is a box for entering the student(s) information. Enter the student number (or Nagoya University ID if it is not possible with a student number). Note that each student's information should be entered as an individual line.
- ⑥ Once the student's information is entered, click the **Continue** button.
- ⑦ Select the 'role' that you would like to assign to the newly added participant(s). In the case of NUPACE students, click 'Student' and proceed by clicking the **Continue** button.
- ⑧ In this section, you can select whether or not to notify the student(s) that NUCT is now usable. Select an option accordingly and click the **Continue** button.
- ⑨ As a last step, confirm the student(s) information. If no modifications are necessary, complete the procedures by clicking the **Finish** button. Thank you very much for your co-operation.

### **【Note】**

NUPACE students who were added manually to the NUCT system will not appear on the roster of degree-seeking students. The Student Exchange Division will request course instructors to confirm the roster of NUPACE students approximately in mid-November through the Student Affairs Division of each School.