

Adding NUPACE students to the TACT (TOKAI Academic Combination Tools) System

◆ Access the TACT site at: <https://tact.ac.thers.ac.jp/portal/>

- ① Click "Login (THERS Account)" and log-in into the TACT site with your THERS account 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 will be a box for entering the student(s) information. Enter the student's number adding a prefix 'NUS:' (e.g., NUS:123456A7). Note that each student's number 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 she/he is registered to TACT. 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 TACT system will not appear on the roster available in the NU- Portal. The Student Exchange Division will request course instructors to confirm the roster of NUPACE students approximately in late May through the Student Affairs Division of each School.