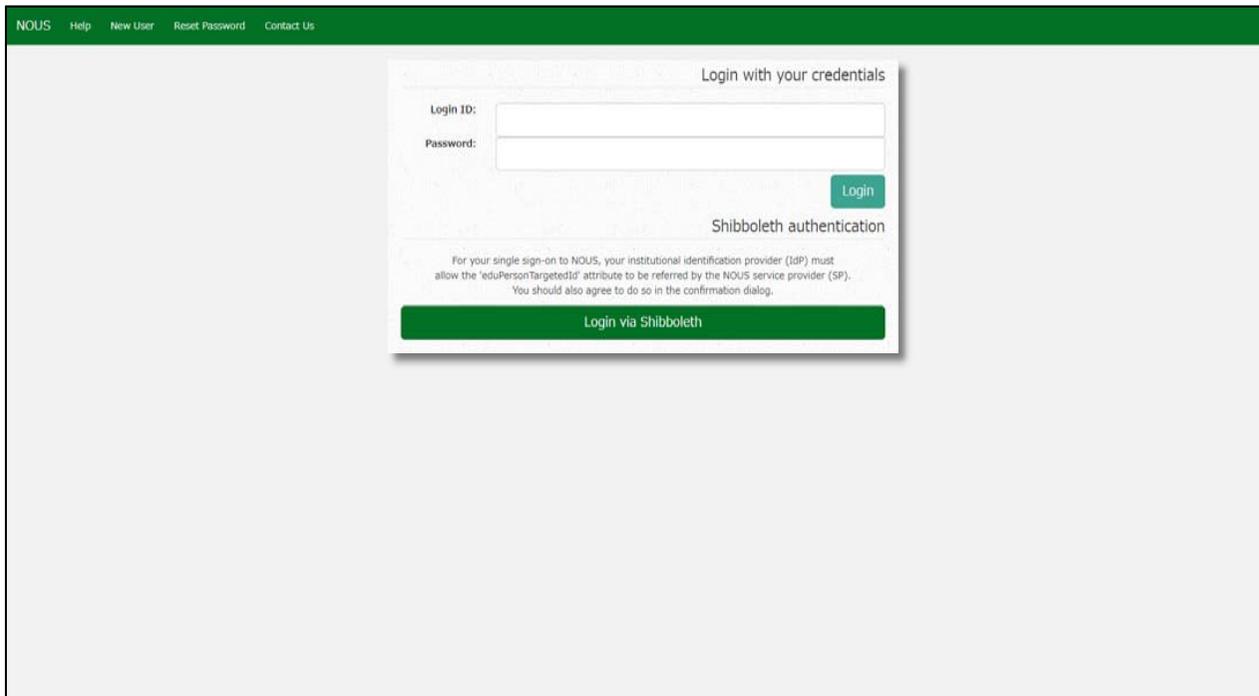


# How to log into NOUS

# Contents

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# 1. Logging into NOUS with 2-StepVerification



The screenshot shows the NOUS login interface. At the top, there is a green navigation bar with links for 'NOUS', 'Help', 'New User', 'Reset Password', and 'Contact Us'. The main content area features a white login form with a green border. The form is divided into two sections: 'Login with your credentials' and 'Shibboleth authentication'. The first section contains input fields for 'Login ID:' and 'Password:', followed by a green 'Login' button. The second section contains a green button labeled 'Login via Shibboleth'. Below this button, there is a small text block explaining that for single sign-on, the institutional identification provider (IdP) must allow the 'eduPersonTargetedId' attribute to be referred by the NOUS service provider (SP), and that users should agree to this in the confirmation dialog.

1 Entering your ID and password(1)

Please open the login page for NOUS from here( <https://nous.nins.jp/user/signin> ).

# 1. Logging into NOUS with 2-StepVerification

NOUS Help New User Reset Password Contact Us

Login with your credentials

Login ID:

Password:

Login

Shibboleth authentication

For your single sign-on to NOUS, your institutional identification provider (IdP) must allow the 'eduPersonTargetedId' attribute to be referred by the NOUS service provider (SP). You should also agree to do so in the confirmation dialog.

Login via Shibboleth

## 2 Entering your ID and password(2)

Please click an Login ID entry field and enter your ID using your email address, which you registered when you applied for an user account.



If you can not remember your Login ID, please send us email. There is our email address in "Inquiry" below.

# 1. Logging into NOUS with 2-StepVerification

NOUS Help New User Reset Password Contact Us

Login with your credentials

Login ID:

Password:

Login

Shibboleth authentication

For your single sign-on to NOUS, your institutional identification provider (IdP) must allow the 'eduPersonTargetedId' attribute to be referred by the NOUS service provider (SP). You should also agree to do so in the confirmation dialog.

Login via Shibboleth

## 3 Entering your ID and password(3)

Please click an password entry field and enter your password.



If you can not remember your password and would like to reset it, please check "Resetting password" below.

# 1. Logging into NOUS with 2-StepVerification

NOUS Help New User Reset Password Contact Us

Login with your credentials

Login ID:

Password:

Login

Shibboleth authentication

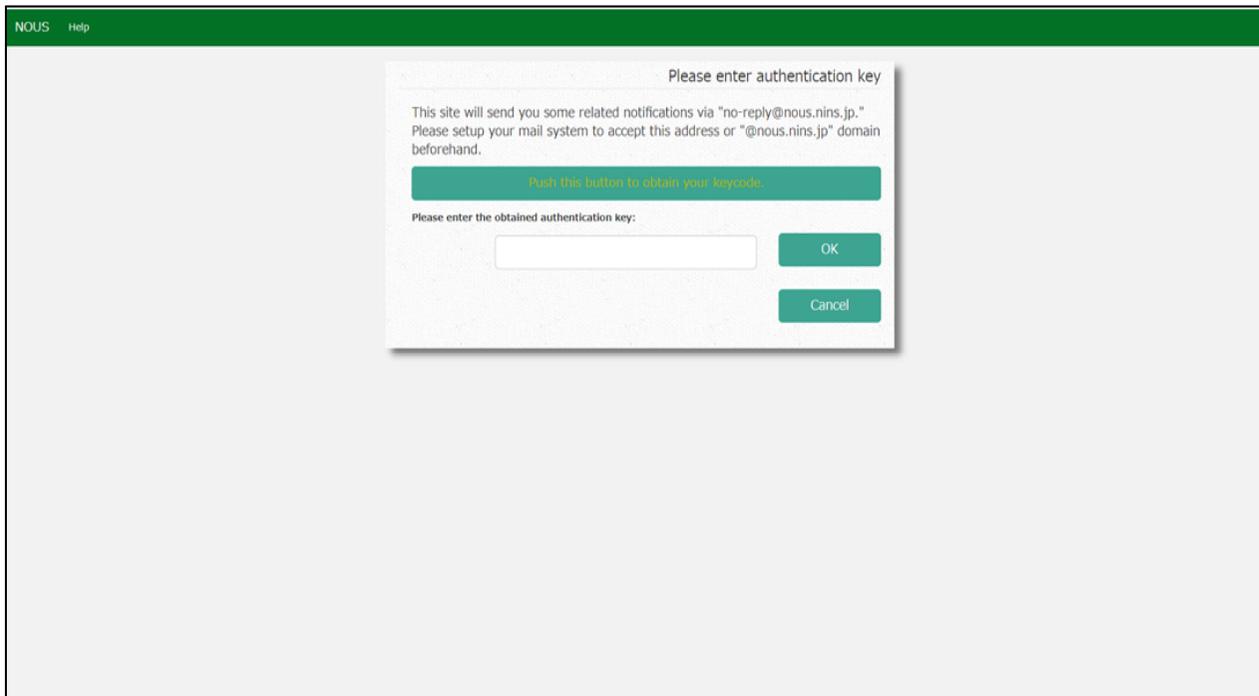
For your single sign-on to NOUS, your institutional identification provider (IdP) must allow the 'eduPersonTargetedId' attribute to be referred by the NOUS service provider (SP). You should also agree to do so in the confirmation dialog.

Login via Shibboleth

4 Entering your ID and password(4)

Please click the button **Login** .

# 1. Logging into NOUS with 2-StepVerification

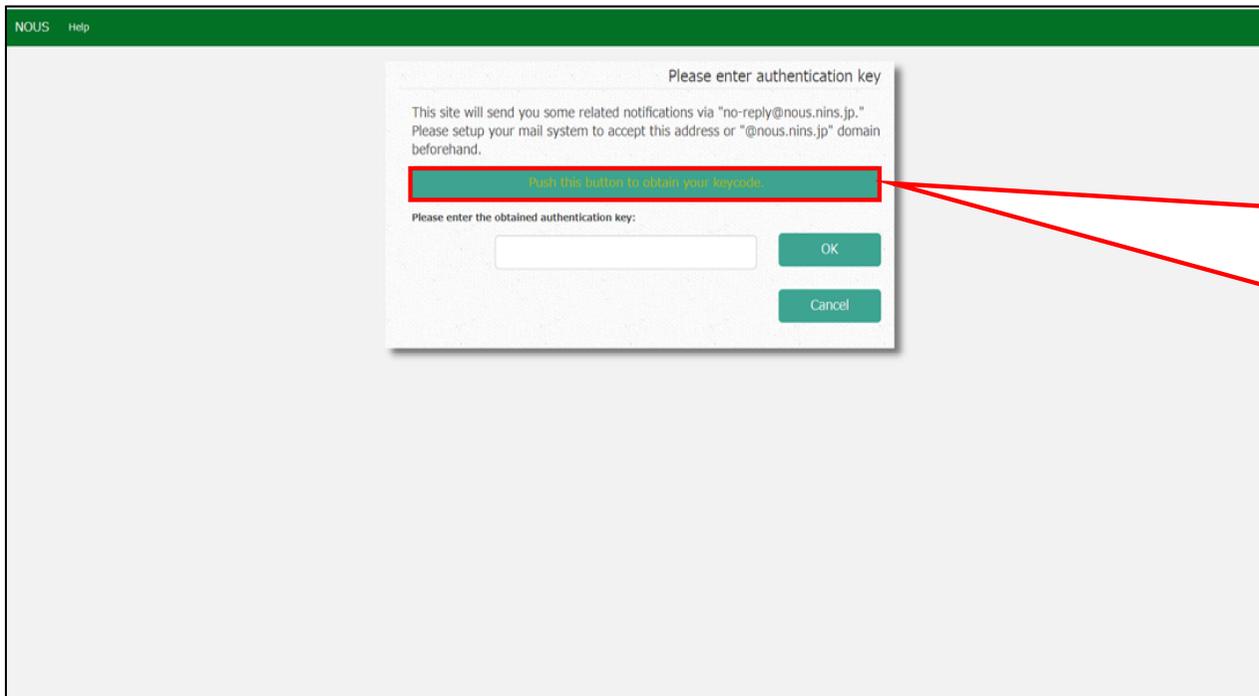


The screenshot shows a web browser window with a green header bar containing the text "NOUS Help". A modal dialog box is centered on the screen with the title "Please enter authentication key". The dialog contains the following text: "This site will send you some related notifications via 'no-reply@nous.nins.jp.'" and "Please setup your mail system to accept this address or '@nous.nins.jp' domain beforehand." Below this text is a green button labeled "Push this button to obtain your keycode." Underneath the button is the text "Please enter the obtained authentication key:" followed by a text input field. To the right of the input field are two green buttons: "OK" and "Cancel".

## 5 Entering your ID and password(5)

Please confirm the webpage has been switched and your ID and password are correct.

# 1. Logging into NOUS with 2-StepVerification



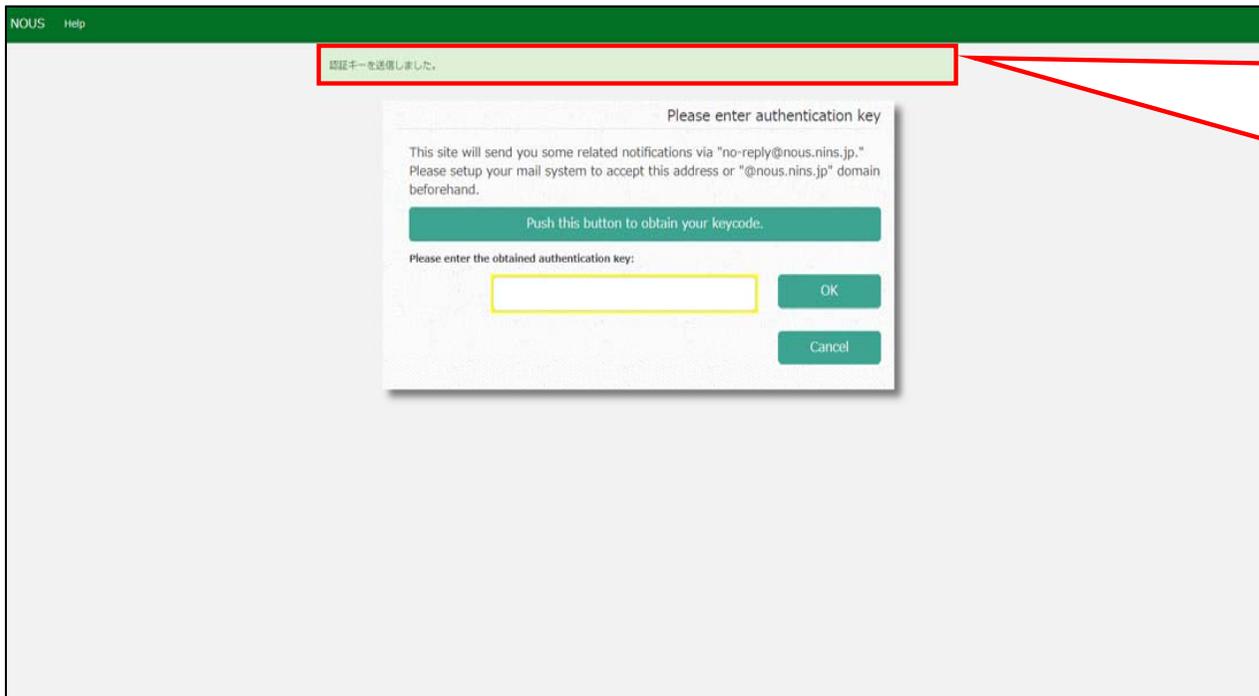
## 6 How to get verification code(1)

Please click the button

**Push this button to obtain your keycode**

to obtain a verification code.

# 1. Logging into NOUS with 2-StepVerification



## 7 How to get verification code(2)

Please confirm the message "認証キーを送信しました", which means an verification code has been successfully sent.

# 1. Logging into NOUS with 2-StepVerification

[NOUS] - 認証コードの送付

no-reply@nous.nins.jp  
To 自分

いつも自然科学共同利用・共同研究統括システム(NOUS)をご利用  
いただきありがとうございます。

このメールではログイン時に必要な認証キーを送付しています。  
メールに心当たりがない場合、速やかに削除していただきますよう、お願い申し上げます。

尚、認証キーの有効期間は10分です。

認証キー: 0A66qjg40ci4

本件に関して何かご質問、問題等ございましたら、  
<https://nous.nins.jp/user/contactus> までご連絡ください。

Dear NOUS user:

This mail includes an authentication key required for  
opening your session of NOUS, that has been requested  
by your action.

If you are not aware of your action or you have any doubt  
on the e-mail, please delete it promptly.  
The validity period of the authentication key is 10 minutes.

Authentication Key: 0A66qjg40ci4

Any questions and comments may be sent via "<https://nous.nins.jp/user/contactus>".

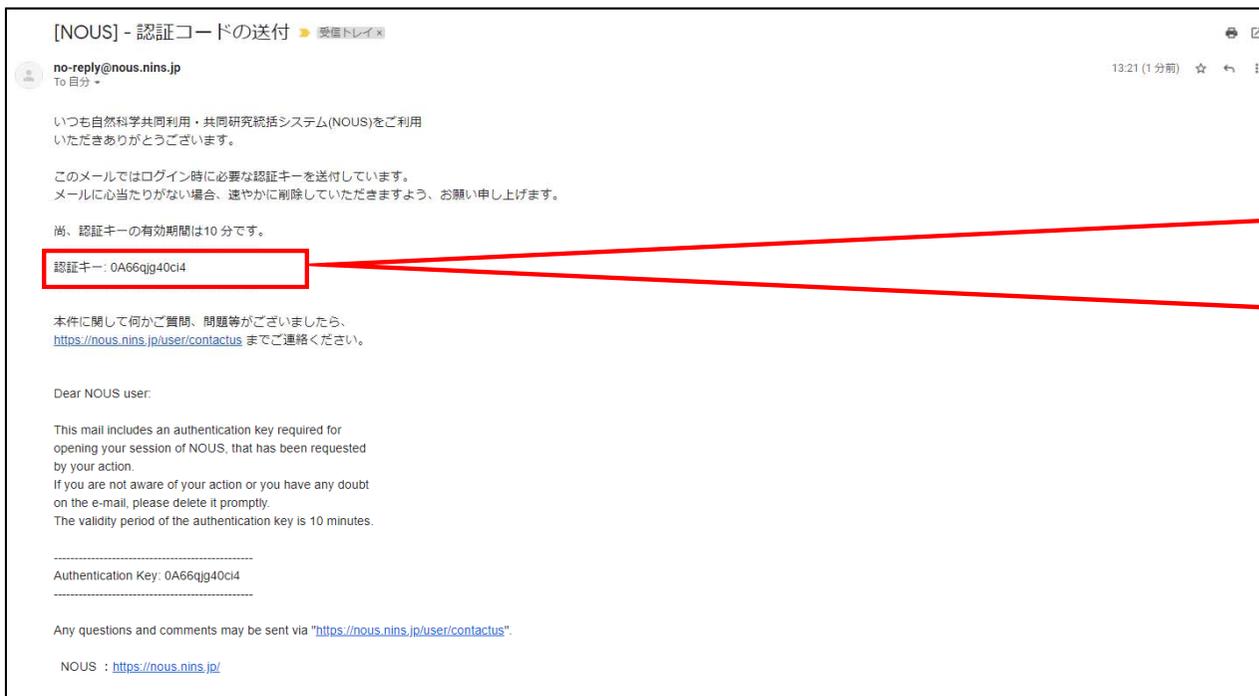
NOUS : <https://nous.nins.jp/>

8

## How to get verification code(3)

Please open an email sent via NOUS which subject is “認証コードの送付(Sending a Verification Code)”. The email is sent to your registered email address.

# 1. Logging into NOUS with 2-StepVerification



## 9 How to get verification code(4)

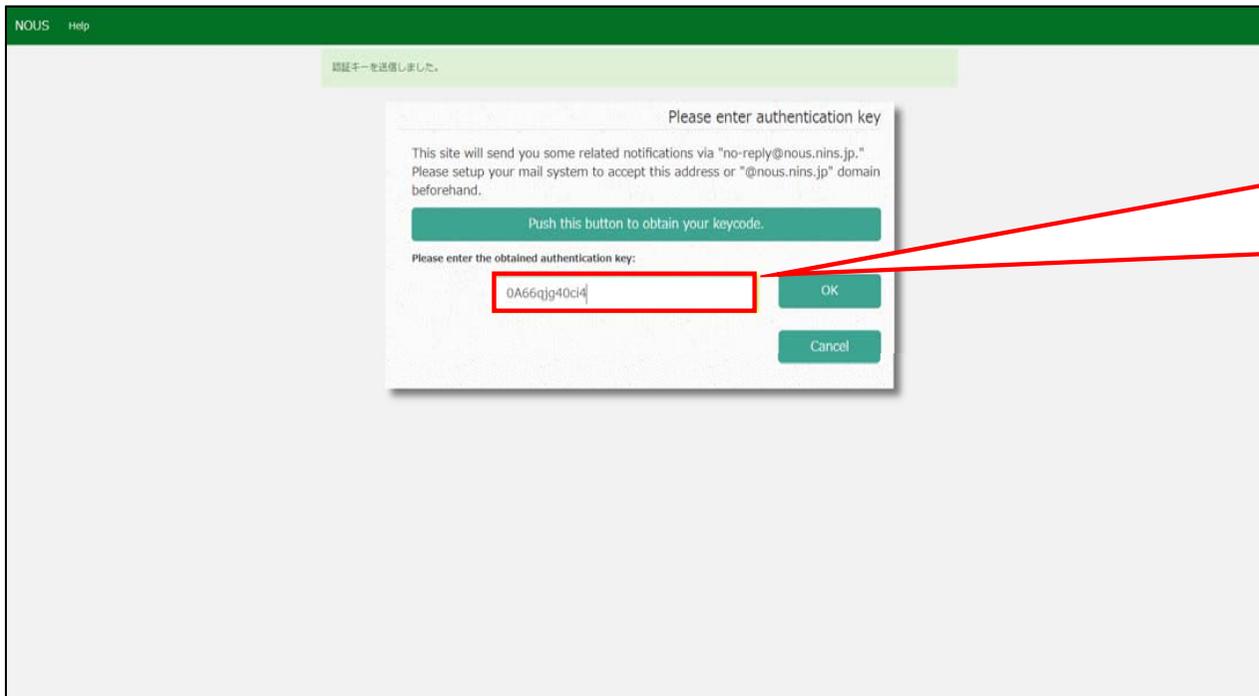
Please copy characters in the email. “認証  
キー” means a verification code in  
Japanese.



The code is valid for 10 minutes. If you  
need a new one, please go back to the  
webpage and click the

**Push this button to obtain your keycode  
button again.**

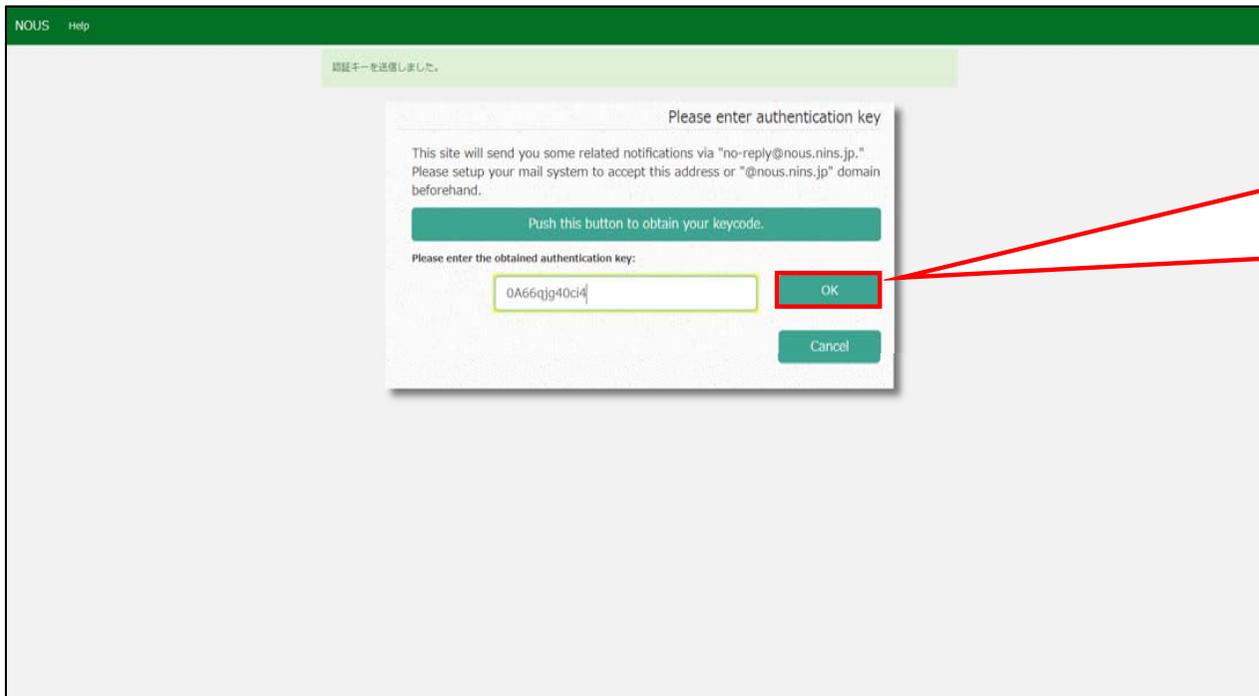
# 1. Logging into NOUS with 2-StepVerification



**10** How to get verification code(5)

Please go back to the login page and paste the code into the field.

# 1. Logging into NOUS with 2-StepVerification



**11** How to get verification code(6)  
Then please click the button **OK**.

# 1. Logging into NOUS with 2-StepVerification

Change Password My Profile Contact Us Single Sign-on Setting Timeout Count: 03:53 Login U

**My Page**

Password:  [reviewer >>](#)

新規申請/New applications:

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	状態 Status	最終更新日 Update
2021	ExCELLS-ippankiki			代表者	<a href="#">edit</a> <a href="#">submit</a> <a href="#">withdraw</a>	申請書 : 2020-12-04 16:09
2021	NIPS-imaging			代表者	<a href="#">edit</a> <a href="#">submit</a> <a href="#">withdraw</a>	申請書 : 2020-12-04 16:11
2021	NIPS-project			代表者	<a href="#">edit</a> <a href="#">submit</a> <a href="#">withdraw</a>	申請書 : 2020-12-02 09:26

Start : [new application](#)

採択済課題/Approved applications:

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	通知書 Notification	追加/出張申請 Additional/Travel	報告書 Report	継続申請 Continue
2020	IMS-(k)UVSORnano			代表者	<a href="#">notification</a>	<input type="text"/> <a href="#">apply</a>	<a href="#">upload</a>	<a href="#">continue</a>
2020	IMS-(k2)UVSOR			協力者	<a href="#">notification</a>	<input type="text"/> <a href="#">apply</a>	<a href="#">upload</a>	<a href="#">continue</a>
2020	NIPS-public			代表者	<a href="#">notification</a>	<input type="text"/> <a href="#">apply</a>	<a href="#">upload</a>	<a href="#">continue</a>

12 How to get verification code(7)

Please confirm you successfully logged into My Page.

The process of logging into NOUS with 2-Step verification is completed.

## 2. Enabling Single Sign On for NOUS with Shibboleth

**NOTE:** Only users who fulfill the following requirements can use Single Sign On for logging into NOUS:

- Your institute is authenticated as a member of Academic Access Management Federation in Japan (GakuNin\*).
- Your institute give permission to use Single Sign On for NOUS.

Please ask person in charge at your institute if you would like to know whether you could use SSO or not.

\*If you would like to know more about GakuNin, please check the following URL. ( <https://www.gakunin.jp/en> )

### 1 What is Single Sign On?

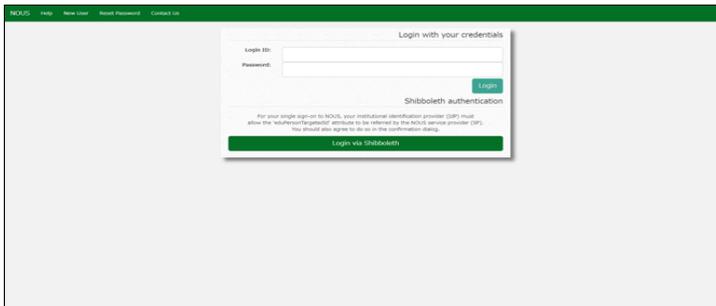
When you use several Web systems and log into any one of them, you do not have to log into the other systems if you could use Single Sign On. It can be enabled by the system named Shibboleth.\*

Thus if you set up SSO, you do not have to use 2-StepVerification for logging into NOUS and could simplify the process.

\*If you would like to know more about Shibboleth, please check the following URL. ( <https://www.shibboleth.net/about-us/the-shibboleth-project/> )

## 2. Enabling Single Sign On for NOUS with Shibboleth

### 1. Logging into NOUS with 2-Step Verification



NOUS Help New User Reset Password Contact Us

Login with your credentials

Login ID:

Password:

Shibboleth authentication

For your single sign-on to NOUS, your institutional identification provider (IdP) must allow the 'relaxationOfPrivacy' attribute to be referred by the NOUS service provider (SP). You should also agree to do so in the confirmation dialog.

1

Please open the login page for NOUS from here( <https://nous.nins.jp/user/signin> ).

3

### 2 Setting up Shibboleth(1)

Please log into NOUS with 2-Step Verification



In order to activate Single Sign On, you need to log into NOUS with 2-step verification and set it up from My Page at first.

## 2. Enabling Single Sign On for NOUS with Shibboleth

The screenshot shows a user interface with a green top navigation bar. The bar contains links for 'Change Password', 'My Profile', 'Contact Us', and 'Single Sign-on Setting'. The 'Single Sign-on Setting' link is highlighted with a red box. Below the navigation bar is a 'My Page' section with a password field and a 'reviewer >>' button. The main content area is divided into two sections: '新規申請/New applications:' and '採択済課題/Approved applications:'. The 'New applications' section contains a table with columns for Year, Classification, Leader, Title, Role, Status, and Update. The 'Approved applications' section contains a table with columns for Year, Classification, Leader, Title, Role, Notification, Additional/Travel, Report, and Continue.

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	状態 Status	最終更新日 Update
2021	ExCELLS-ippankiki	[Icons]	[Icons]	代表者	edit submit withdraw	申請書 : 2020-12-04 16:09
2021	NIPS-imaging	[Icons]	[Icons]	代表者	edit submit withdraw	申請書 : 2020-12-04 16:11
2021	NIPS-project	[Icons]	[Icons]	代表者	edit submit withdraw	申請書 : 2020-12-02 09:26

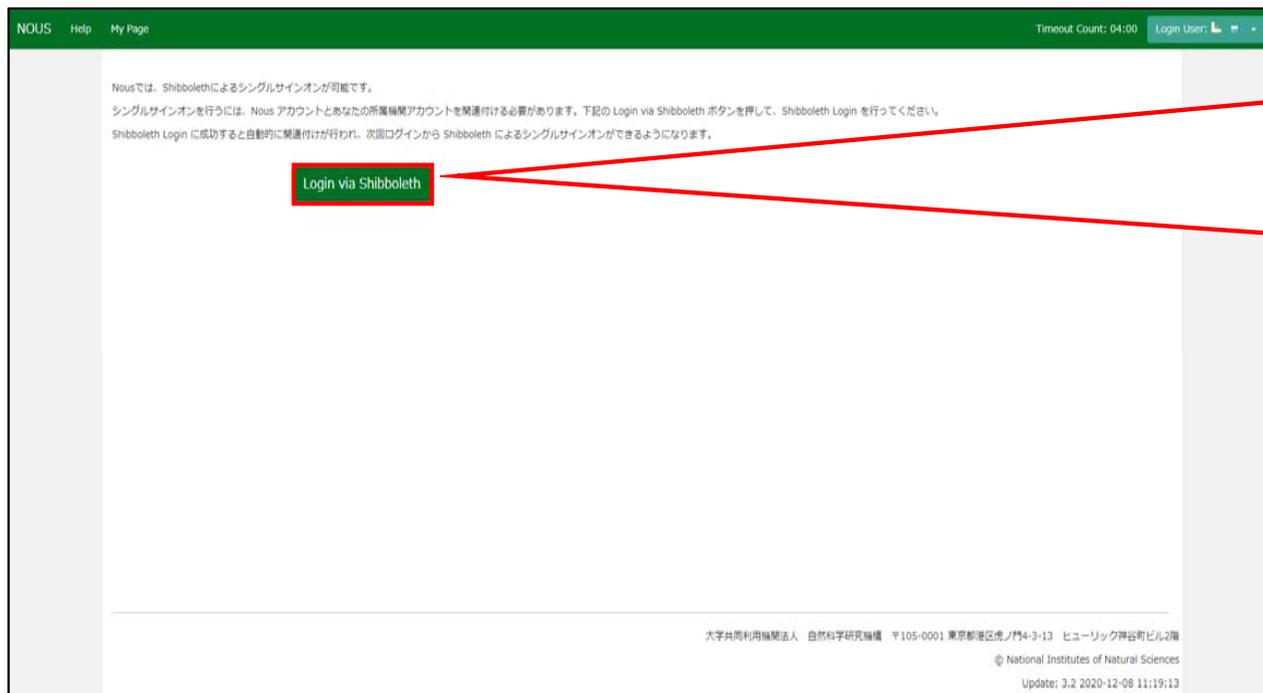
Start : [new application](#)

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	通知書 Notification	追加/出張申請 Additional/Travel	報告書 Report	継続申請 Continue
2020	IMS-(k)UVSORnano	[Icons]	[Icons]	代表者	notification	- apply	upload	continue
2020	IMS-(k2)UVSOR	[Icons]	[Icons]	協力者	notification	- apply	upload	continue
2020	NIPS-public	[Icons]	[Icons]	代表者	notification	- apply	upload	continue

### 3 Setting up Shibboleth(2)

After entering My Page, please click the button **Single Sign-on Setting** in the green bar at the upper part of the screen.

## 2. Enabling Single Sign On for NOUS with Shibboleth



### 4 Setting up Shibboleth(3)

Please click **Login via Shibboleth**. All of the written description above the button explains that you need to set up Shibboleth at first to use SSO.

## 2. Enabling Single Sign On for NOUS with Shibboleth

### 5 Setting up Shibboleth(4)

Please click the arrow  next to the Japanese text「所属機関の選択(Select your Institute)」.

GakuNin

### 所属機関の選択

サービス'nous.nins.jp'を利用するために認証が必要です

所属している機関を選択  選択

ブラウザ起動中は自動ログイン

選択した所属機関を保存して今後IdPの選択画面をスキップする

[リセット](#)

## 2. Enabling Single Sign On for NOUS with Shibboleth

GakuNin

**所属機関の選択**

サービス 'nous.nins.jp' を利用するために認証が必要です

選択

リセット

弘前大学

会津大学

国際教養大学

福島県立医科大学

東北学院大学

宮城大学

### 6 Setting up Shibboleth(5)

Please select your institute from the drop-down list.

## 2. Enabling Single Sign On for NOUS with Shibboleth

GakuNin

### 所属機関の選択

サービス'nous.nins.jp'を利用するために認証が必要です

分子科学研究所

ブラウザ起動中は自動ログイン

選択した所属機関を保存して今後IdPの選択画面をスキップする

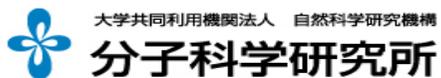
選択

[リセット](#)

### 7 Setting up Shibboleth(6)

After selecting your institute, please select the button 「選択(Select)」.

## 2. Enabling Single Sign On for NOUS with Shibboleth



ログインサービス: NINS Open Use System

ユーザ名

パスワード

ログインを記憶しません。

送信する情報を再度表示して送信の可否を選択します。

Login

自然科学共同利用・共同研究統括システム

[パスワードをお忘れの方はこちら](#)

[お問い合わせ](#)

### 8 Setting up Shibboleth(7)

Then you could see the login page of your institute. Please enter ID/Username and password and log into the system. (\*The example is login page of IMS.)

## 2. Enabling Single Sign On for NOUS with Shibboleth

The screenshot shows the GakuNin website with the title "このブラウザで利用するデフォルト所属機関" (Default Institute for Use in This Browser). Below the title is a blue box containing Japanese text: "デフォルトの所属機関を選択することで、このブラウザで他のサービスにアクセスした場合に、IdPの選択画面をスキップすることができます。現在セット中のデフォルト所属機関は:" (By selecting the default institute, you can skip the selection screen of the IdP when accessing other services in this browser. The default institute currently set is:). Below this text is a white input field containing "分子科学研究所" (Institute of Molecular Science). At the bottom of the blue box are two buttons: "リセット" (Reset) and "所属機関を保存して次へ" (Save Institute and Go Next). The "Save Institute and Go Next" button is highlighted with a red box, and a red arrow points from it to the text in the adjacent callout box.

### 9 Setting up Shibboleth(8)

Please register your institute to skip the above process by clicking 「所属機関を保存して次へ(Please select your institute and go to the next step.)」



The whole Japanese description above the buttons says:

*If you register your institute, you could skip the process of selecting your institute next time you visit the system with the same browser. Your selected institute is below:*

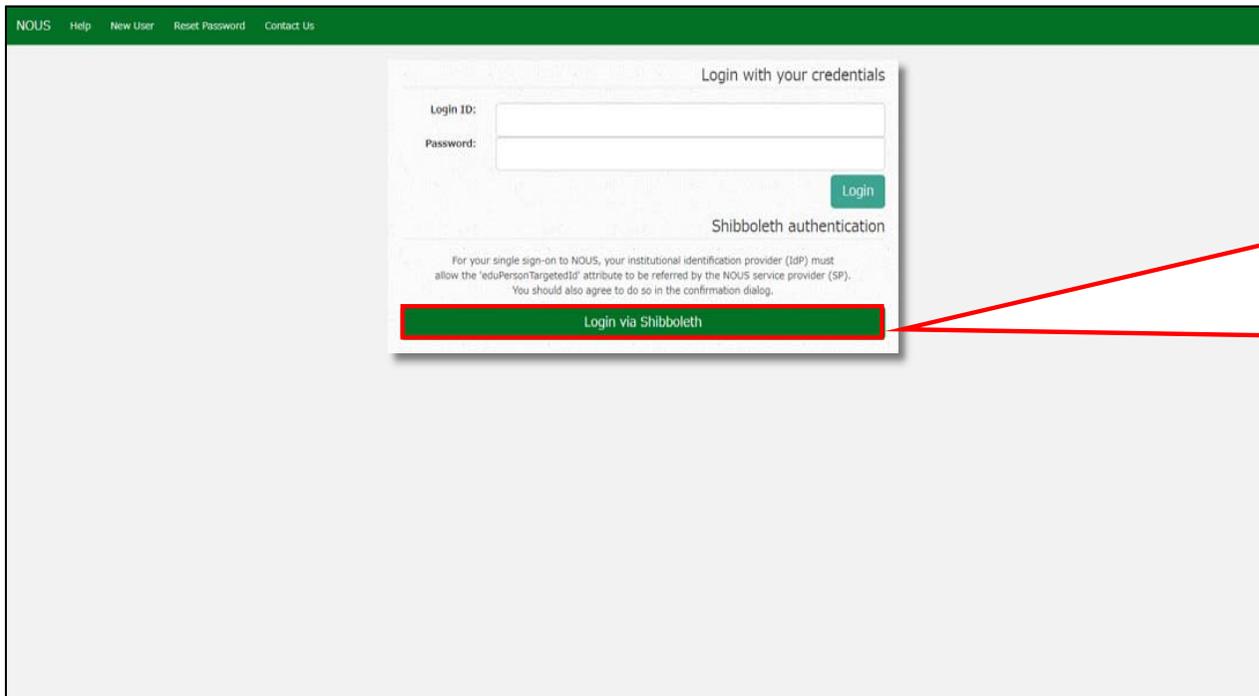
## 2. Enabling Single Sign On for NOUS with Shibboleth



### 10 Setting up Shibboleth(9)

At this point, Shibboleth has been set up. Please confirm that the「アカウントの関連付けが完了しました(Your account is authenticated for Shibboleth.)」 message has been displayed at the upper part of the screen

## 2. Enabling Single Sign On for NOUS with Shibboleth



The screenshot shows the NOUS login page with a green header containing links for NOUS, Help, New User, Reset Password, and Contact Us. The main content area features a login form with two sections: 'Login with your credentials' and 'Shibboleth authentication'. The first section has input fields for 'Login ID:' and 'Password:', followed by a green 'Login' button. The second section contains explanatory text and a prominent green button labeled 'Login via Shibboleth' which is highlighted with a red border. A red line connects this button to the text in the adjacent callout box.

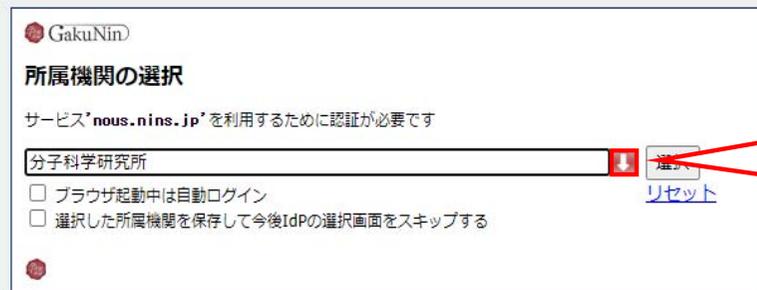
**11** How to log into NOUS with Single Sign On(1)

Please go back to login page and click the button **Login via Shibboleth** .



Please do not enter your ID or password in upper entry fields.

## 2. Enabling Single Sign On for NOUS with Shibboleth



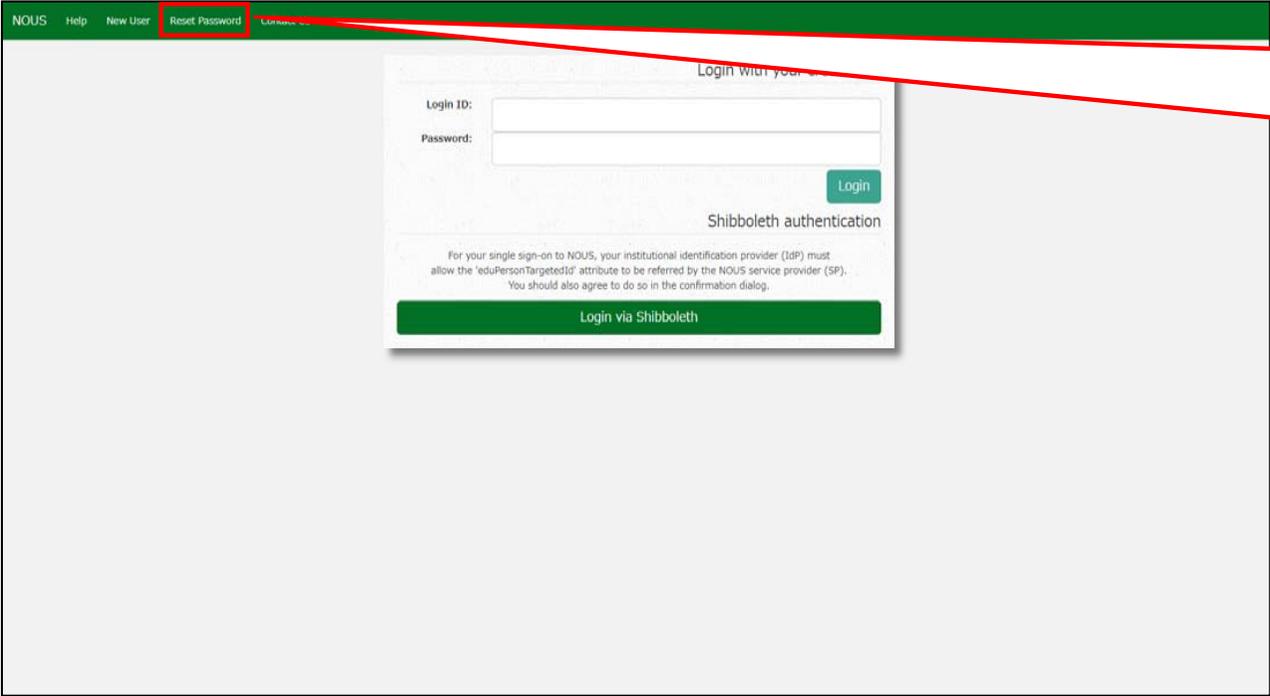
The screenshot shows a web form titled "GakuNin 所属機関の選択" (GakuNin Affiliation Selection). The text below the title reads "サービス'nous.nins.jp'を利用するために認証が必要です" (Authentication is required to use the service 'nous.nins.jp'). There is a text input field containing "分子科学研究所" (Molecular Science Research Institute) and a red "選択" (Select) button next to it. Below the input field are two checkboxes: "ブラウザ起動中は自動ログイン" (Automatic login during browser startup) and "選択した所属機関を保存して今後IdPの選択画面をスキップする" (Save the selected affiliation and skip the IdP selection screen in the future). A blue "リセット" (Reset) button is located to the right of the checkboxes.

### 12 How to log into NOUS with Single Sign On(2)

Please follow the instructions the system at your institute indicate and log into NOUS. You do not have to use 2 Step-Verification.

The process of enabling Single Sign On for NOUS with Shibboleth is completed.

# 3. Resetting Password



1

Please click the button **Reset Password** menu on the login page

### 3. Resetting Password

NOUS Help My Page Timeout Count: 03:59 Login User: [icon]

#### Reset Password

An e-mail will be sent to inform your dedicated page for password reset.

Enter your Login ID.

Enter your Login ID again for a confirmation.

Cancel Enter

大学共同利用機関法人 自然科学研究機構 〒105-0001 東京都港区虎ノ門4-3-13 ヒューリック神谷町ビル2階  
© National Institutes of Natural Sciences  
Update: 3.2 2020-12-08 11:19:13

2

Please enter your login ID in the indicated field.

## 3. Resetting Password

NOUS Help My Page Timeout Count: 04:00 Login User: 14

### Reset Password

An e-mail will be sent to inform your dedicated page for password reset.

Enter your Login ID.

Enter your Login ID again for a confirmation.

Cancel Enter

大学共同利用機関法人 自然科学研究機構 〒105-0001 東京都港区虎ノ門4-3-13 ヒューリック神谷町ビル2階  
© National Institutes of Natural Sciences  
Update: 3.2 2020-12-08 11:19:13

3

Please enter your login ID again in the lower column for confirmation.

### 3. Resetting Password

NOUS Help My Page Timeout: Count: 03:58 Login User: [user icon]

#### Reset Password

An e-mail will be sent to inform your dedicated page for password reset.

Enter your Login ID. [input field]

Enter your Login ID again for a confirmation. [input field]

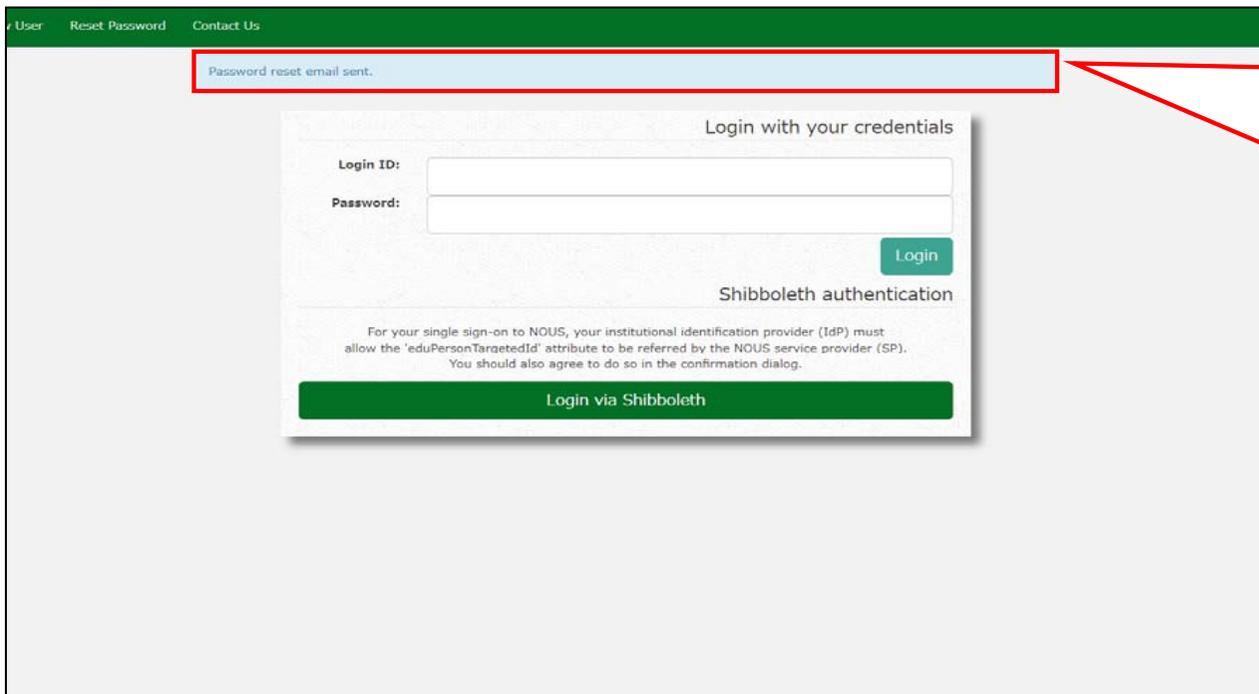
Cancel Enter

大学共同利用機関法人 自然科学研究機構 〒105-0001 東京都港区虎ノ門4-3-13 ヒューリック神谷町ビル2階  
© National Institutes of Natural Sciences  
Update: 3.2 2020-12-08 11:19:13

4

Please click the button **Enter** .

### 3. Resetting Password



5

Please confirm that the “Password reset email sent.” message has been displayed at the upper part of the screen.



### 3. Resetting Password

The screenshot shows a web form titled "Change Password". It includes a header "New password for" followed by a series of colored squares. Below this are two input fields: "New password" and "New password again". The "New password" field is highlighted with a red rectangular box and contains several asterisks. Below the input fields are two buttons: "Back" and "Change". At the bottom of the form, there is a small text block providing password requirements in English and Japanese.

7

Please enter your new password in the upper column.



Passwords should have more than 9 characters, at least one upper or lowercase letter, and one alphanumeric symbol.

## 3. Resetting Password

Change Password

New password for [user icons]

New password	*****
New password again	*****

[Back](#) [Change](#)

Passwords should have more than 9 characters and contain at least one upper and lower cases, one numeric, and one symbolic letters. (パスワードは、英小文字、英大文字、数字、記号を1文字以上含んだ10文字以上の文字列にしてください。)

8

Please enter the password again in the lower column for confirmation.



Please take care to enter correct password.

## 3. Resetting Password

Change Password

New password for [user icons]

New password	*****
New password again	*****

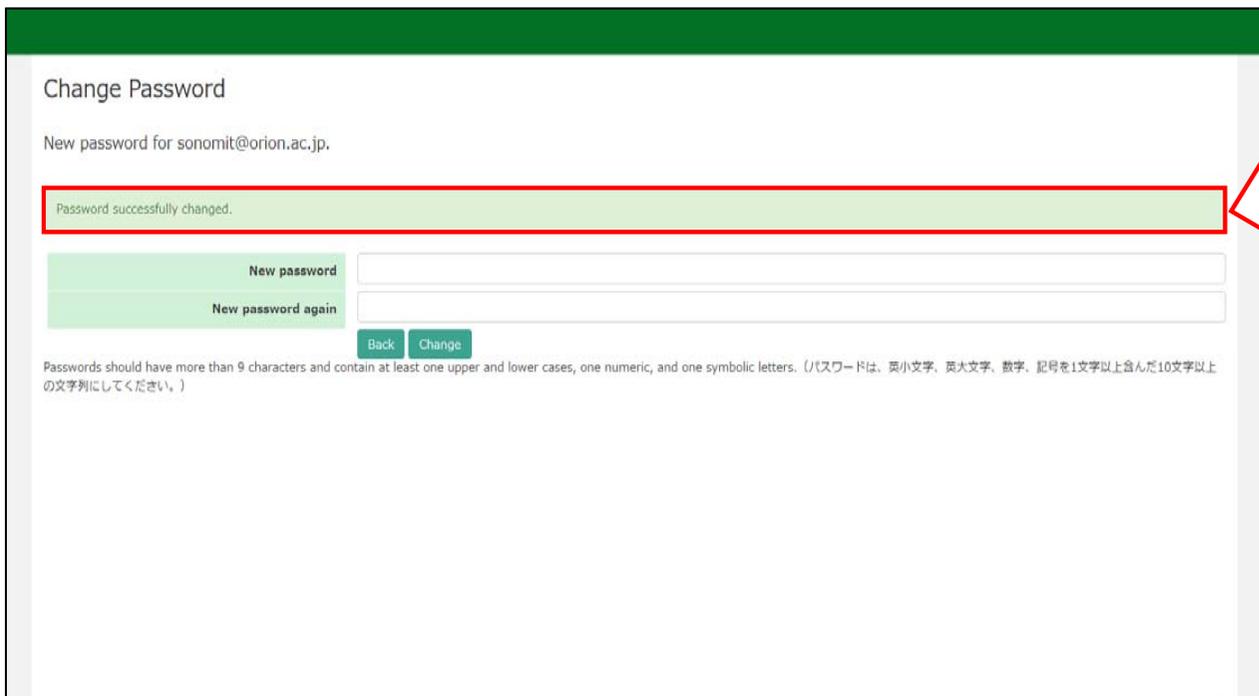
[Back](#) [Change](#)

Passwords should have more than 9 characters and contain at least one upper and lower cases, one numeric, and one symbolic letters. (パスワードは、英小文字、英大文字、数字、記号を1文字以上含んだ10文字以上の文字列にしてください。)

9

Please click the button **Change**.

### 3. Resetting Password



The screenshot shows a web interface for changing a password. At the top, there is a green header bar. Below it, the title 'Change Password' is displayed. Underneath, it says 'New password for sonomit@orion.ac.jp.'. A green message box at the top of the form area contains the text 'Password successfully changed.'. Below this message are two input fields: 'New password' and 'New password again'. There are 'Back' and 'Change' buttons below the input fields. At the bottom of the form, there is a small text block in Japanese: 'Passwords should have more than 9 characters and contain at least one upper and lower cases, one numeric, and one symbolic letters. (パスワードは、英小文字、英大文字、数字、記号を1文字以上含んだ10文字以上の文字列にしてください。)'

10

At this point, your password has been reset. Please confirm that the “Password successfully changed” message has been displayed at the upper part of the screen. Please go back to login page and try to log into NOUS using your new password.

The process of resetting your password is completed.

# Inquiry



If you have any questions about NOUS, please do not hesitate to contact to us.

## Address

**Joint Research Section, International Relations and Research Cooperation Division,  
Okazaki Administration Center , National Institutes of National Sciences(NINS)  
38 Nishigonaka Myodaiji, Okazaki, Aichi, 444-8585**

 **TEL 0564-55-7133**  
 **MAIL r7133@orion.ac.jp**