

## Step 1

Access the initial registration site.



\*You will not be able to access the above site from feature phones and smart phones that do not support SSL encryption. Please access it through a computer or smart phone that supports SSL.

## Step 2

Enter your login ID and click “次へ[next]”.

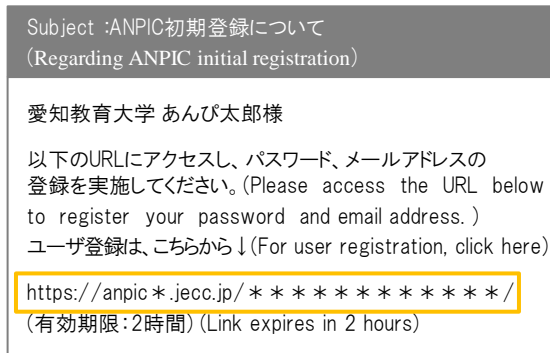


Login ID : aue\_\_\_\_\_

※ The "\_\_\_\_\_" will be the account portion before the "@" in the e-mail address of <\_\_\_\_\_@auecc.aichiedu.ac.jp> assigned by the university.

## Step 3

An “initial registration email” will be sent to the email address you registered to ANPIC. Click the URL within the email.



\*The initial registration email is only valid for two hours. Once this period has passed, start over from step one.

## Step 4

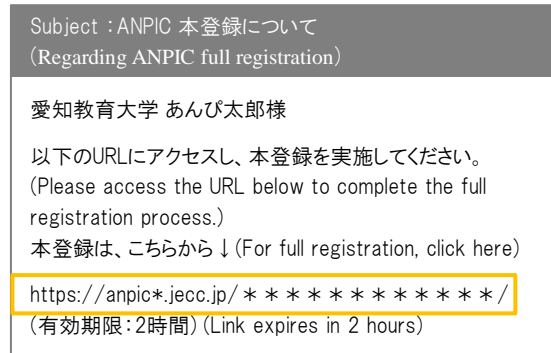
Enter your password according to the contents of the personal information registration screen and click “登録する[registration]”



If needed, register additional email addresses in “メールアドレス[email address]” 2 or 3.

## Step 5

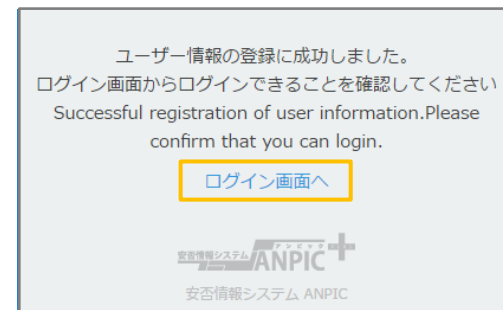
A “final registration email” will be sent from ANPIC. Click the URL in the email.



\*The final registration email is only valid for two hours. Once this period has passed, start over from step one.

## Step 6

When the registration completion screen is displayed, initial registration has been completed. Move to the login menu and bookmark the page.



Once you have completed the initial setup process, please go to the login screen on the website or log in via the app whenever you wish to use ANPIC.

★Please store the password you registered safely.

## Aichi University of Education ANPIC site

<https://anpic-v12.jecc.jp/aichi-edu>



Login ID : aue\_\_\_\_\_

※The “\_\_\_\_\_” will be the account portion before the “@” in the e-mail address of <\_\_\_\_@auecc.aichiedu.ac.jp> assigned by the university.  
Password : Password registered at the initial setup site

## How to Regist or change e-mail address or password

### Login

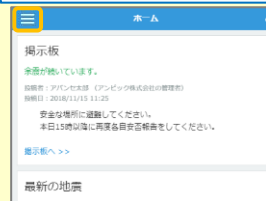


Access to the ANPIC site.

Enter the login ID and password which have been set for you and press the “ログイン[login]” button to login.

※When you access the ANPIC site, use the URL given by the administrator or QR-code.  
※ Be careful of typing mistakes.

### How to display the menu



Since, by default, the menu is hidden on smartphones and tablets, you need to click on the menu button on the upper left in order to display the menu and access your desired page.

### Registering or changing e-mail address or password



Please access the account setting screen from “アカウント設定[Account settings]” in the menu and register or change your desired field with the “編集する[Edit]” button for 【メール[Mail]】 and 【ログインパスワード[Login password]】.

After registering your e-mail address, please check whether the address change confirmation e-mail has arrived.

※If you do not receive the address change confirmation e-mail, please check your e-mail reception settings and, after changing the e-mail settings, try to send a “テストメール[test e-mail]” to confirm you are able to properly receive messages from [no-reply@jecc.jp].

※Please be careful when entering your e-mail address.

### Edit basic information

To change the name, organization information, or login ID, please contact the administrator.

## Setup Procedure

Smartphone user can use app and receive notification via LINE

※Even if you receive notification on LINE, you still need to install ANPIC app.  
Set according to the following procedure.

### 1. Install the app

On the App Store/Play Store/Google Play, search for “anpic” and install the app.

※If the application is not displayed in the search results by the above steps, please Tap the following icon from the bottom of ANPIC’s HP (<https://www.anpic.jp>) “無料アプリのダウンロードはこちら! [Download the free app here!]” And transition to the download screen .



### 2. Launch the app and login



1. Tap the icon of the installed app to launch the app.
  2. After launching the app, if a message asking to enable push notifications is displayed, Tap “OK” or “許可[permission]” to enable push notifications.
  3. Either:
    - a. Input your ANPIC site URL directly.
    - b. Tap the ㉑ icon and read the QR code with your camera.

※ If a message asking you to confirm permission to use the camera is displayed, tap [OK], etc. to accept.  
※ The QR code can also be displayed using “QRコード[QR code]” at the bottom of the login screen.
  4. Input your personal Login ID and password and Tap the “ログイン[Login]” button to log in.
- ※ If you have forgotten your password, please ask the manager to provide you with a new password.

★If you log out, the next time you launch the app, you will have to input the URL, Login ID, and password again.  
★If you change your device, please re-register your URL, Login ID and password

## 3. Configure notification options

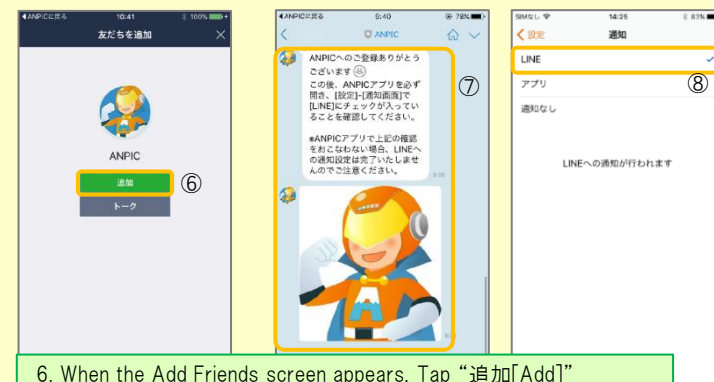
### To receive notifications via LINE

★ The LINE app must already be installed.

※ If you receive notifications via LINE, you will not receive notifications from the app



1. When the LINE notification settings screen appears, Tap “設定する [Configure]”
  2. When the confirmation message appears, Tap “OK”
  3. When the authentication screen appears, Tap “同意する[ Agree]” or “許可[permission]”.
- 【For iOS devices, the following steps may be required.】
- (4) “このアプリを開きますか? [Do you want to open this app?]” is displayed, tap the “確認[Confirm]” button.
  - (5) “ANPICが開きますか? [Do you want to open with “ANPIC“?]” is displayed, tap “開く[Open]”.



6. When the Add Friends screen appears, Tap “追加[Add]”
7. Check the LINE chat screen for the above notification.
8. To finish setup, open the ANPIC app and confirm that “LINE” is checked in the “通知[Notifications]” screen within “設定[Settings]”

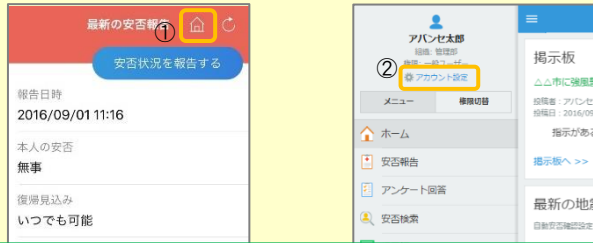
### To receive notifications via the app

※ If you receive notifications via the app, you will not receive notifications from LINE



1. When the LINE notification settings screen appears, Tap “設定しない[Don't Configure]”
2. When a message about your configuration method appears, select “OK.”

## 4. Access the website and send a test message



1. Open the Safety Report screen and Tap the icon to go to the website.
2. From the menu, Tap “アカウント設定[Account Settings]” to open the “Account Settings” screen.



3. Underneath “スマートフォンアプリ端末情報[Smartphone app device information]”, Tap “LINE通知をテスト送信する[Send a LINE notification test message]” or “プッシュ通知をテスト送信する[Send a push notification test message]”

4. If you receive the push notification in LINE or ANPIC, setup is complete  
**If you do not receive the notification, please see “If notifications are not delivered to LINE or ANPIC app and the other notes” at the bottom of this sheet.**

- ★ If changing notification settings after initial setup (LINE/アプリ[app]/通知なし[disabled]), please change via the ANPIC options screen.
- ★ If receiving notifications via LINE, please be sure not to delete the ANPIC app.

## If notifications are not delivered to LINE or ANPIC app and the other notes

If notifications are not delivered, please check the following points. (\* The names of the screens may vary according to your smartphone.)

### If receiving notifications via LINE

1. Unblock the ANPIC account.
2. Update LINE to the latest version.

### If receiving notifications via the app

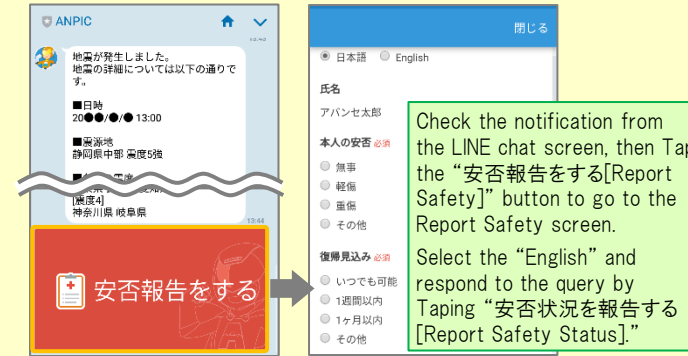
1. Turn on push notifications in your smartphone device settings  
 Settings → Notifications → ANPIC  
 Settings → Apps → Manage apps → ANPIC  
 Settings → Sound and notifications → Manage notifications
2. Update app to the latest version.

### Be careful in the future

- Do not delete app even if LINE is set.
- Do not log out of app regardless of settings.

## How to respond via LINE

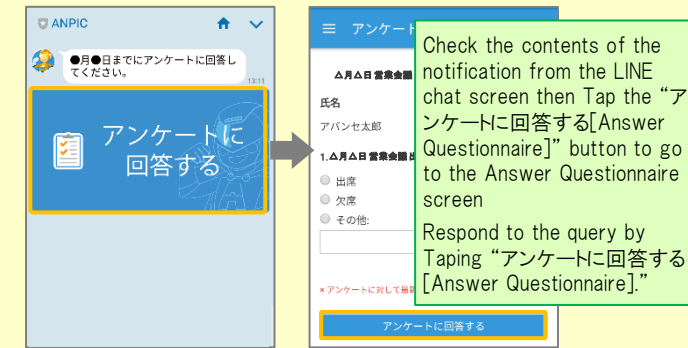
### Report safety situation



Check the notification from the LINE chat screen, then Tap the “安否報告をする[Report Safety]” button to go to the Report Safety screen.

Select the “English” and respond to the query by Taping “安否状況を報告する[Report Safety Status].”

### Answer the questionnaire



Check the contents of the notification from the LINE chat screen then Tap the “アンケートに回答する[Answer Questionnaire]” button to go to the Answer Questionnaire screen

Respond to the query by Taping “アンケートに回答する[Answer Questionnaire].”

## How to use the ANPIC app

### Open the menu



【iOS】

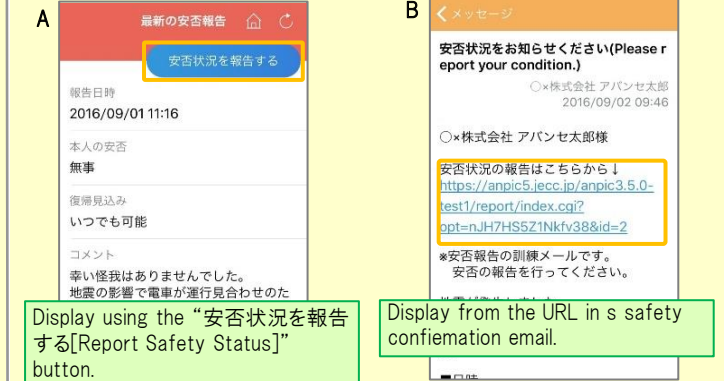
The menu is displayed at the bottom of the screen.

【Android】

Tap the menu icon in the top left of the screen to display the menu.

### Report safety situation

Report your safety situation by A or B

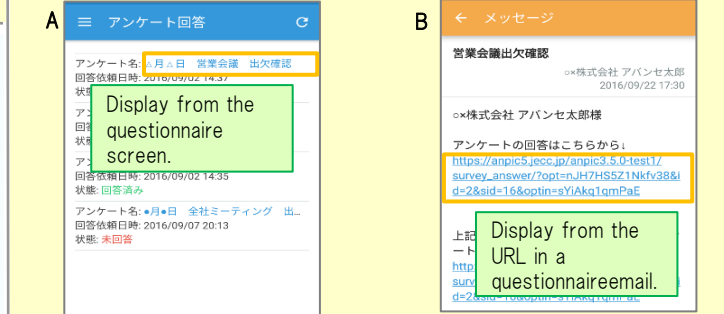


Display using the “安否状況を報告する[Report Safety Status]” button.

Display from the URL in s safety confirmation email.

### Answer the questionnaire

Answer the Questionnaire by A or B.



Display from the questionnaire screen.

Display from the URL in a questionnaire email.

### Changing where you receive notifications

From the menu, Tap “設定[Settings]” to open the Settings screen. Select “通知[Notifications]” to open the Notifications screen. Select from LINE/アプリ[app]/通知なし[don't notify me.]

- Log in to app again after changing your smartphone.
- Keep updated the latest version of LINE and app.