How to add projects to your User Registration

If you work on several projects, you must do separate User Registration per each project.

When you can not recall your User ID and/or Password, please e-mail us. usersoffice@mail.kek.jp

With the first project registration, you receive an ID and temporary pass word, that should be changed within 48 hours, otherwise your temporary password will expire.
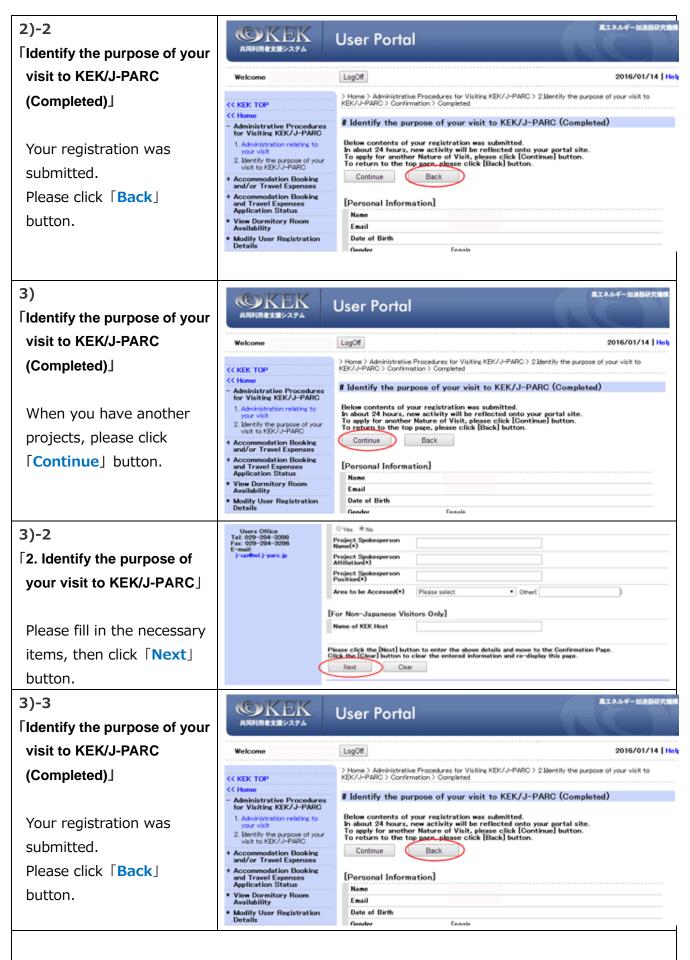
Please be aware that the same procedures from your portal site must be repeated every fiscal year starting in Japan on April 1st. In other words, registration is valid for one year only.

Please enter from your User Portal ⇒

Left-hand side of the screen 「Administrative Procedures for Visiting KEK/J-PARC」

⇒ 「**2. Identify the purpose of your visit to KEK/J-PARC**」

1) 「Administrative Procedures for Visiting KEK/J-PARC」 　　↓ 「**2. Identify the purpose of your visit to KEK/J-PARC**」 Please fill in the necessary items, then click 「 **Next** 」 button.	
2) 「**Notice**」 Confirm the contents, then click 「**Agree**」button. If there is only a return button, please go back and confirm the contents.	

2)-2 「**Identify the purpose of your visit to KEK/J-PARC (Completed)**」 Your registration was submitted. Please click 「**Back**」 button.	
3) 「**Identify the purpose of your visit to KEK/J-PARC (Completed)**」 When you have another projects, please click 「**Continue**」 button.	
3)-2 「**2. Identify the purpose of your visit to KEK/J-PARC**」 Please fill in the necessary items, then click 「**Next**」 button.	
3)-3 「**Identify the purpose of your visit to KEK/J-PARC (Completed)**」 Your registration was submitted. Please click 「**Back**」 button.	
※ We will inform you the User ID and temporally password by e-mail after completing your registration.	