

Editing author notation / organization information (for researchers)

30 Apr. 2014



<1. Log in: through Tokyo Tech Portal>

Access T2R2 System through Tokyo Tech Portal.

Log in to Tokyo Tech Portal, and click **"Tokyo Tech Research Repository (T2R2)"** under the menu.

- If you are accessing from off campus network, you need to establish SSL-VPN connection through **"On-campus Network Access (SSL-VPN)"** before accessing "Tokyo Tech Research Repository (T2R2)."
- Please refer to **"操作・設定ガイド(Operation and setup guide)"** on Tokyo Tech Portal for SSL-VPN connection.

<http://portal.titech.ac.jp/ezguide/sslvpn8.html>



<2. Registration top page >

When the top page of the T2R2 system registration site appears, make sure that your name is displayed on the page.

- [1]**
- Please click **"User Configuration"** under **"Login Information."** **[2]**

▪ **Editing author notation**



<3. User Configuration screen>

When the user configuration screen is shown, click “Edit author notation / organization information.”**[3]**



<4. Editing author notation / organization information>

Please edit spelling under “Author notation (in English).”**[4]**

When you finish editing, click “Update.”**[5]**

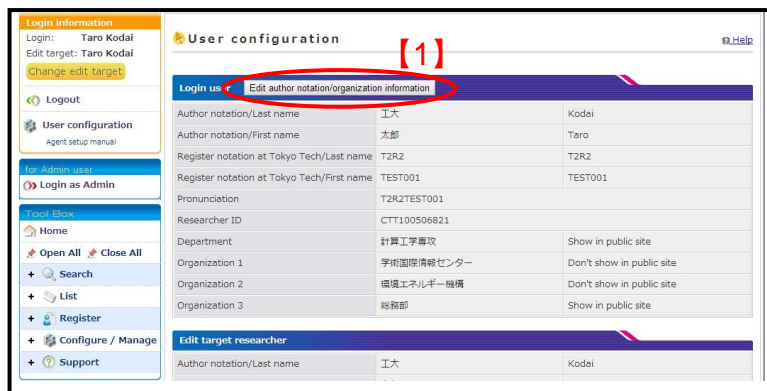


<5. Confirmation of edited author notation / organization information >

Please confirm the contents of “Author notation (in English).”

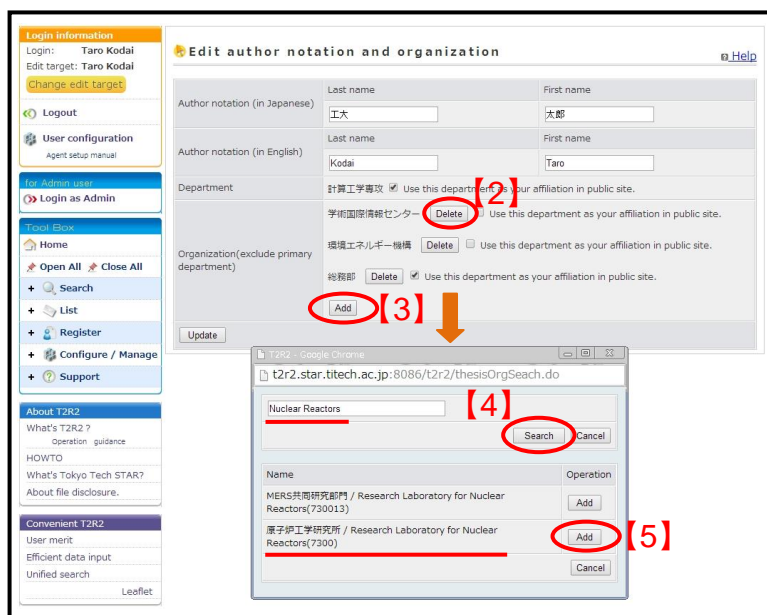
If you would like to go on to add/edit organization information, click “Jump to user configuration.” **[6]**

▪ Editing Organization



<6. User Configuration screen>

When the User Configuration screen is shown, click “Edit author notation / organization information.” [1]



<7. Editing author notation / organization information ①>

If you wish to delete an organization, click “Delete.” [2]

If you wish to add an organization, click “Add.” [3]

When “Add Organization” screen appears, enter the organization name and click “Search.” [4]

※If the name of the organization you wish to add does not appear, please contact t2r2@libra.titech.ac.jp.

When the name of the organization appears under “Organization,” click “Add.” [5]

<8. Editing author notation / organization information ②>

If the name of the organization is wrong, click “Delete” and re-enter it again. [6]

If you wish to add more organizations, click “Add” and repeat Procedure 7. [7]

When you finish editing, click “Update.” [8]

<9. Confirmation of edited author notation / organization information>

Please confirm your editing results.