

# Editing author notation / organization information (for students)

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

**User configuration** [3]

Login use		
Author notation/Last name	工大	Kodai
Author notation/First name	太郎	Taro
Register notation at Tokyo Tech/Last name	T2R2	T2R2
Register notation at Tokyo Tech/First name	TEST001	TEST001
Pronunciation	T2R2TEST001	
Researcher ID	CTT100506821	
Department	計算工学専攻	Show in public site
Organization 1	学術国際情報センター	Don't show in public site
Organization 2	環境エネルギー機構	Don't show in public site
Organization 3	総務部	Show in public site

**Edit target researcher**

Author notation/Last name	工大	Kodai
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### <3. User Configuration screen>

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

**Edit author notation and organization**

Author notation (in Japanese): Last name: 工大, First name: 太郎

Author notation (in English): Last name: Kodai, First name: Taro

Department: 計算工学専攻 (Use this department as your affiliation in public site.)

Organization (exclude primary department): 学術国際情報センター (Don't show in public site.), 環境エネルギー機構 (Don't show in public site.), 総務部 (Use this department as your affiliation in public site.)

[4] [5]

### <4. Editing author notation / organization information>

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

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

**Author notation and organization update result**

Author notation and organization have been updated as follows.

Edit author notation and organization	Last name	First name
	工大	太郎

Author notation (in English)	Last name	First name
	Kodai	Taro

Department: 計算工学専攻 (Show in public site)

Organization (exclude primary department): 学術国際情報センター (Don't show in public site), 環境エネルギー機構 (Don't show in public site), 総務部 (Show in public site)

[6]

### <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]