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# Young Researchers' Portfolio (HIRAKU-PF)
## User Guide for HIRAKU Special Postdoctoral Researchers Applicants

## What's HIRAKU-PF?

**HIRAKU-PF** aims to support young researchers including doctorate and postdoctoral researchers, who will be leading the future innovation, through multiple functions such as skill development/indexing, search engine of researchers or research seeds, etc. You can receive variety of information useful for your career/skill development such as internship opportunities, open positions, training programs, etc., issued by HIRAKU member organizations including universities, companies/institutes and public organs. It also helps you building network beyond your organizations or research areas and promote active and effective mobility of human resources and technologies.

In regards to the Research Achievement Report to submit as a part of the application documents, we would request you to update your research activities and achievement in ePortfolio function in HIRAKU-PF, get them downloaded to Excel and print it out for submission.

## How to create your Log-in ID

If it is the first time to log in HIRAKU-PF, please register your account (ID) following the below procedure either (1) or (2).

(1) Register your account by yourself:
1. Access HIRAKU HP URL (_____)
2. Click the "HIRAKU-PF" icon to appear on the right.
3. Click "_____", enter your Hiroshima University e-mail address (that contains the *hiroshima-u.ac.jp* domain), click Save.
4. Find an auto-notice e-mail sent to the address registered at above step #3 and click the URL described there. (If it's not automatically transfer you to the site, please copy and paste the URL into your browser.)
5. Enter your basic profile information into the "Account Registration" page.
6. Tick the "「利用規約に同意する」（Agree to the Terms of Service）" and click Save.

(2) Request Global Career Design Center to register your account on your behalf
1. Please send an e-mail to Global Career Design Center as follows:
   E-mail Address: _____
   Subject Title: Request for HIRAKU-PF Log-in ID Registration
   Contents: Student ID#, Full Name (In order of Family Name, Middle Name, and Given Name), your e-mail address.
2. Global Career Design Center will create your HIRAKU-PF account based on your profile information registered to Momiji within two days after the receipt of the request mail #1. You will be notified of the Log-in ID and tentative password via e-mail.

## Log in to the System

① Click below URL to log in HIRAKU-PF
https://hiraku.hiroshima-u.ac.jp

②     Enter your log-in ID and click "Sign in" button.

③  Enter the password and click "Sign in".

        [NOTE] You can download the operating manual by clicking the "USER GUIDE" icon at the top-right.   You can also download more detailed user manual by clicking "Guide for Beginners" below.

Change your Password <<IMPORTANT>>
In case your account has been created by Global Career Design Center, please first change your password by clicking "Admin → Password" under the function menu you can find at the left after HIRAKU-PF log-in.
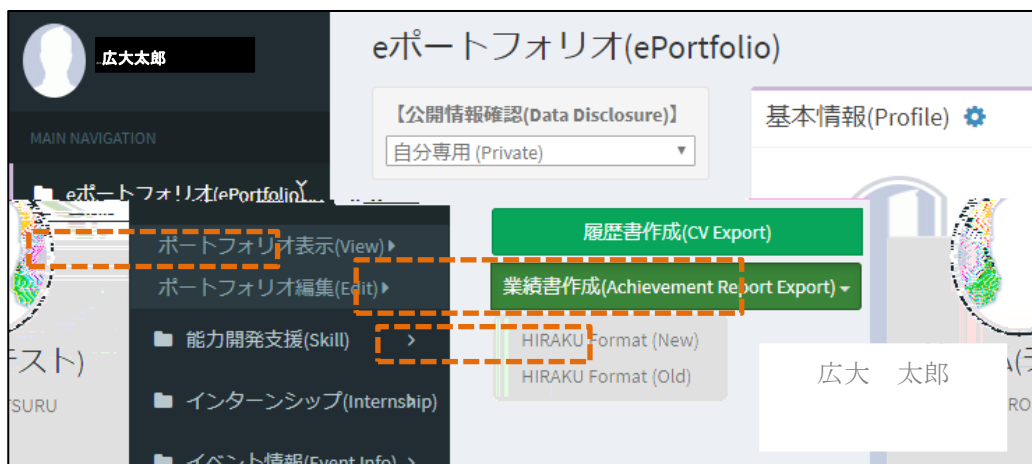
Update your Research Activities in your ePortfolio

> Click "Research Activities" tab and select the activity item you want to update. (※ List of information per respective activities is almost the same as the one used in the researchmap )

As you can see the procedure at 1-④ on the user Guide for Beginners, you

## Download your Research Activities Report

Click "ePortofolio → View" from the function menu at left.　Click "CV Export" icon in green and select "



## Other Remarks

Click your account name at the upper right corner, where you can find the "Sign out" button.



## Inquiry/Contacts

If you have any questions or queries about HIRAKU-PF, please contact HIRAKU Operating Council Office (hiraku@hiroshima-u.ac.jp) .