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# User Guide for HIRAKU Special Postdoctoral Researchers Applicants

-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. _____ -
3. _____ -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

paste the URL into your browser.)
5. E
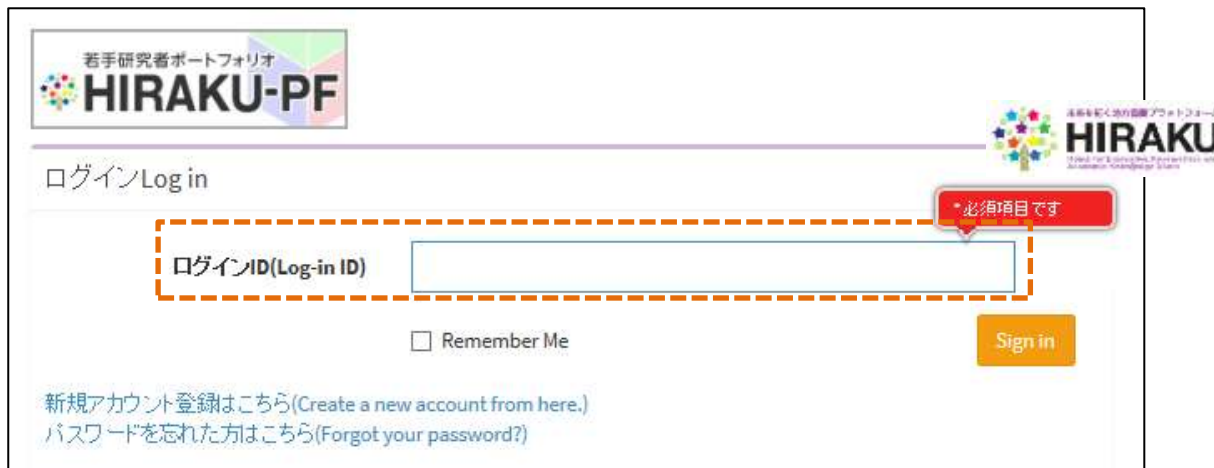6. 「利用規約に同意する」（Agree to the Terms of Service） and click Save.

(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.
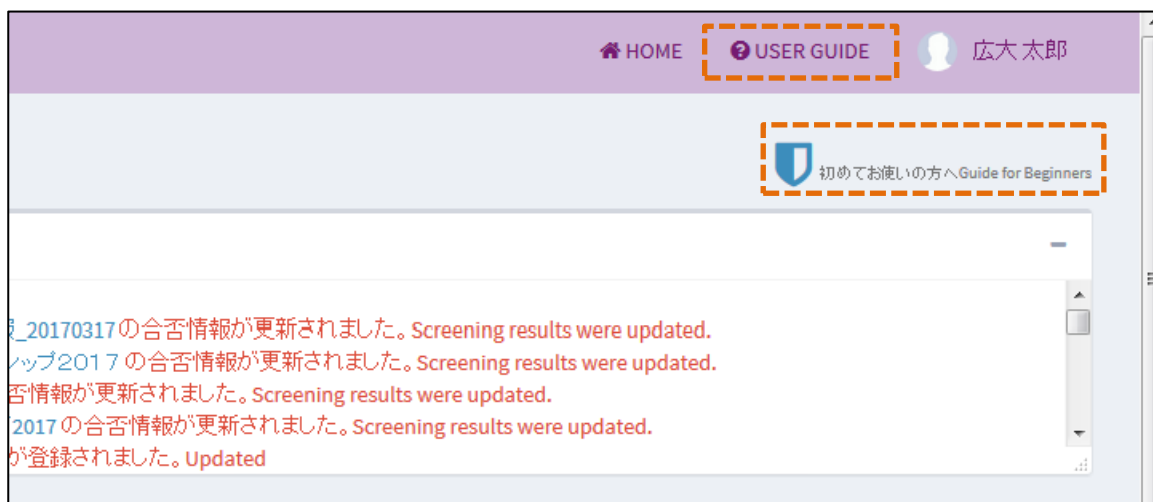
## Log in to the System

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

② Enter your log-                    button.

③

[NOTE] You can download the operating manual by clicking
top-

## Change your Password <<IMPORTANT>>
In case your account has been created by Global Career Design Center, please first change your

HIRAKU-PF log-in.

## Update your Research Activities in your ePortfolio

       ePortofolio      Edit                              Following the User Guides, click
                  and register your record of Published Papers, Lecture/Oral
Presentation, Publications/Books, Patents, Awards, Works, External Funds, etc.

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| ③ | |
| ④ | |

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

## Download your Research Activities Report

ePortofolio　　View



## Other Remarks



## Inquiry/Contacts

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