

## R-CCS-Net Application Procedure

- The display on the screen may differ depending on the device used.

### ■ Table of contents (Link to each procedure)

1. [Newly Use / Change](#)
2. [Stop Use](#)
3. Reference
  - A) [About Application Status Confirmation Procedure](#)
  - B) [About User Type](#)
  - C) [About Rejection of Application](#)
  - D) [Application for Re-appointed Person](#)
  - E) [Change of E-mail Address](#)
  - F) [Confirmation of Affiliation registered in the R-CCS-Net Application System](#)

### ■ Newly Use / Change

1. Start the browser and log in to the R-CCS-Net application system (<https://app.r-ccs80.riken.jp/>).



2. Click on [R-CCS-Net Application] in Application column.



3. After referring to the below description, Enter or select the contents, and click on [Confirm].

\* If you are a proxy applicant, check the checkbox of "Proxy applicant" **after select the application type**, and then enter the applicant information.

★ = you cannot change this field if the application type is "Change".

| # | Field                           | Description   |
|---|---------------------------------|---|
| ① | Application type                | Select [New] if there is a newly used service and [Change] if there is no change in service.  |
| ② | Start date of use★              | Select the start date of use.   |
| ③ | End date of use                 | Select the end date of use.   |
| ④ | RIKEN ID (or R-CCS ID)★         | Enter RIKEN ID (or R-CCS ID).<br>※If you enter RIKEN ID, please prepend with "r".<br>※If you are a person who belongs to an external institution and have a RIKEN ID instead of a Center ID, please change the initial letter of RIKEN ID to "K (UPPERCASE)" (Example: r123456 ⇒ K123456) . |
| ⑤ | User type★                      | Select the user type. For details of user type, please refer to <a href="#">[About User Type]</a> at the foot of a page.  |
| ⑥ | Last / First name★              | Enter your name.  |
| ⑦ | last / first name (lower case)★ | Enter your name (lower case).   |
| ⑧ | E-mail address★                 | Enter your e-mail address.<br><b>Free mail address cannot be used.</b><br><b>You cannot change the e-mail address in principle</b> , please do not use e-mail addresses that may stop or change during the period of enrollment.  |
| ⑨ | Post                            | Enter your post.  |
| ⑩ | Extension /External number      | Enter your telephone number (Half-width number).<br><b>If you enter a character other than one-byte numeric characters, an error will occur at the time of approval or enrollment confirmation.</b>   |
| ⑪ | Services★                       | Select the service to newly use.  |
| ⑫ | Division / Institute 1 - 4      | Select your division or institute.  |
| ⑬ | Team / Section 1 - 4            | Select your team or section.  |
| ⑭ | Remarks                         | Enter the details of the changes if the application type is "Change".   |

The screenshot shows the application form interface with the following elements:

- Application type:** Radio buttons for New (1), Change, and Stop.
- Start date of use (2):** Date selection field.
- End date of use (3):** Date selection field.
- Applicant information:**
  - RIKEN ID (or AICS ID) (4):** Text input field.
  - User type (5):** Dropdown menu.
  - Last name (6):** Text input field.
  - First name (7):** Text input field.
  - last name (lower case) (7):** Text input field.
  - first name (lower case) (7):** Text input field.
  - E-mail address (8):** Text input field.
  - Post (9):** Text input field.
  - Extension / External number (10):** Text input field.
- Services (11):** Checkboxes for Groupware, Wireless LAN, and VPN.
- Division/Institute (12):** Dropdown menu.
- Team/Section (13):** Dropdown menu.
- Proxy applicant information (14):** Checkboxes for Name and Extension / External number.
- Remarks (14):** Large text area for additional information.

4. Please Confirm the information. When you fix the information, click "Cancel".

- ◆ **If there is any incompleteness in the applied information, your application will be rejected.** In the R-CCS-Net application system, you cannot change the information of registered application. When your application is rejected, it is necessary to redo all flows from information input to approval from the beginning.

If you have any questions about the input content, please contact the R-CCS-Net Helpdesk before registering the application.

About rejecting the application, please refer to [\[About rejection of application\]](#).

- ◆ Regardless of your application content, **all supervisors that are related to your affiliation receive the approval request notice** due to the system specification. Moreover, for carrying forward the application procedure, **you need to get the approvals by all supervisors that are related to your affiliation.**

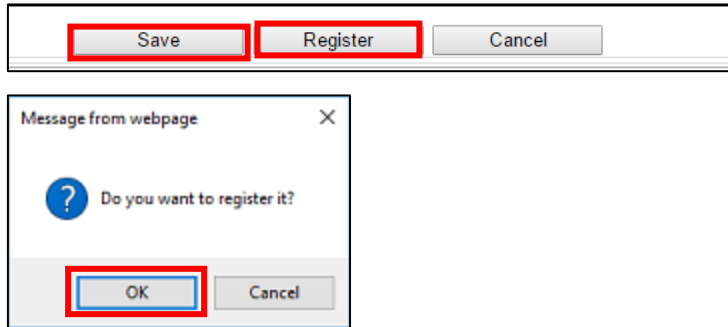
|               |   |
|---------------|---|
| <b>Sample</b> | <b>If the applicant that is belong to "A team, Research Team" registered the following application :</b><br>・Application for addition of the affiliation "B team, Flagship 2020 project".                                 |
| <b>Result</b> | <b>The approval notice is sent to the below (Regardless of the application content, both of them are required.) :</b><br>①The supervisor of "A team, Research Team"<br>②The supervisor of "B team, Flagship 2020 project" |

The screenshot shows the application form with the following details:

- Application type:**  New  Change  Stop
- Start date of use:** [Date] **End date of use:** [Date]
- Applicant information:**
  - RIKEN ID (or AICS ID): [Field]
  - User type: [Field]
  - Last name: [Field] **First name:** [Field]
  - last name (lower case): [Field] **first name (lower case):** [Field]
  - E-mail address: [Field]
  - Post: [Field] **Extension / External number:** [Field]
  - Services:  Groupware  Wireless LAN  VPN
  - Division/Institute 1: [Field] **Team/Section 1:** [Field]
  - Division/Institute 2: [Field] **Team/Section 2:** [Field]
  - Division/Institute 3: [Field] **Team/Section 3:** [Field]
  - Division/Institute 4: [Field] **Team/Section 4:** [Field]
- Proxy applicant information:**  Please check a box if you submit instead of applicant.
  - Name: [Field] **Extension / External number:** [Field]
  - E-mail address: [Field]
- Remarks:** [Text area]

At the bottom, the **Cancel** button is highlighted in red. A red circle highlights the **Wireless LAN** checkbox, and a red arrow points to it from the text **Ⓞ is displayed on changes.**

5. When there is no problem, click [Register] and click on [OK] of the confirm dialog.  
If you save the application form temporarily, click on [Save].  
For confirming the saved application or the registered application status, please refer to [\[About Application Status Confirmation Procedure\]](#).



That's the end of application procedure.

## ■ Stop Use

You can apply for deletion of your affiliation (leaving from R-CCS or revoking some of multiple affiliations) and service stop.

Services that can be stopped by this application are groupware (Garoon), wireless LAN (r-ccs-wlan), and VPN.

For details of other required actions when leaving from R-CCS, please refer to "[For people who leave R-CCS](#)".

\* When leaving from R-CCS, R-CCS-Net Application System account and eduroam account issued by R-CCS will also be revoked.

1. Download "R-CCS-Net Application Form for Stop Use" from Service applications ([https://net-desk.r-ccs80.riken.jp/?page\\_id=275&lang=en](https://net-desk.r-ccs80.riken.jp/?page_id=275&lang=en)).

2. Please fill in referring to the example below (PDF).

For confirmation of affiliation, please refer to [Reference -> [F\) Confirmation of Affiliation registered in the R-CCS-Net Application System](#)] in this procedure.

① When stopping some services

[https://net-desk.r-ccs80.riken.jp/wordpress/wp-content/uploads/appANU01\\_sample01\\_en.pdf](https://net-desk.r-ccs80.riken.jp/wordpress/wp-content/uploads/appANU01_sample01_en.pdf)

② When leaving from R-CCS

[https://net-desk.r-ccs80.riken.jp/wordpress/wp-content/uploads/appANU01\\_sample02\\_en.pdf](https://net-desk.r-ccs80.riken.jp/wordpress/wp-content/uploads/appANU01_sample02_en.pdf)

③ When leaving from some affiliations

[https://net-desk.r-ccs80.riken.jp/wordpress/wp-content/uploads/appANU01\\_sample03\\_en.pdf](https://net-desk.r-ccs80.riken.jp/wordpress/wp-content/uploads/appANU01_sample03_en.pdf)

\* If leaving from all affiliations within a division, the client certificate used for wireless LAN or VPN connection will be revoked.

(Example)

If you belong to Operations and Computer Technologies Division A Unit and FS 2020 B Team, when you leave the A Unit, Operations and Computer Technologies Division certificate will be revoked and FS 2020 certificate can be continuing to use it.

If you belong to Operations and Computer Technologies Division A Unit and C Unit and leave from only A Unit, the certificate of Operations and Computer Technologies Division will not be revoked and you can continue to use it.

3. With the email addresses of all supervisors or representatives listed in the affiliation information (1) to (4) into the CC, please send the application PDF to R-CCS-Net Helpdesk ([r-ccs-net-desk@ml.riken.jp](mailto:r-ccs-net-desk@ml.riken.jp)) by e-mail.

## ■ Reference

### A) About Application Status Confirmation Procedure

#### (Including Saved Application Confirmation Procedure)

1. Click on [Search for Application] in Application column after logging in to the application system.
2. Set the search criteria, click on [Search], and then click on [Application date].

The status of application is displayed in **Approval column**.

| Status          | Description  |
|-----------------|--|
| Drafts          | The application is saved temporarily. (You cannot delete the saved application.) |
| Submitted       | The approval and enrollment confirmation have not finished yet.                  |
| To Be Approved  | The approval by your supervisor has not finished yet.                            |
| To Be Confirmed | The enrollment confirmation has not finished yet.                                |
| In progress     | The application process by R-CCS-Net helpdesk has not finished yet.              |
| Complete        | All application procedure has been finished.                                     |

### B) About User Type

Please select the user type in reference to the below.

|                   |  |
|-------------------|--|
| R-CCS personnel   | Person who has a position in RIKEN Advanced Institute for Computational Science. (Person who has a domicile provided on the RIKEN personnel regulation.) |
| Outside institute | Person who has R-CCS card, and belongs to Outside Institute.   |

**C) About Rejection of Application**

If there is an error with the information of your registered, we may contact to you from R-CCS-Net Helpdesk to confirm.

You cannot change the information of registered application in the R-CCS-Net Application System, so your application will be rejected if there is an error.

If you notice an error, please check the status of the application ([Reference A.](#)) and ask for the rejection. You cannot withdraw your registered application by yourself.

| Status          | Contact to ask to reject your application   |
|-----------------|---|
| To Be Approved  | Please ask your supervisor to reject.<br>(Reference: <a href="#">R-CCS-Net Application - Approval Procedure</a> ) |
| To Be Confirmed | Please ask the enrollment confirmer to process "no presence".   |
| In progress     | Please contact to the R-CCS-Net Helpdesk by e-mail.   |

**D) Application for Re-appointed Person**

For the person arriving again, the accounts of R-CCS-Net Application System (and Garoon) are not deleted but disabled.

So, when the person who has R-CCS-Net application system account apply again, at the time of application (RIKEN ID / Center ID input), previous information is called.

**<How to application>**

|  |   |
|--|---|
| <b>Using the same services as before</b>     | Choose [Change] as the application type, select your organization, change another field and apply.                            |
| <b>Using the different service of before</b> | After completing the above [Change] application, please apply the newly use service with selecting [New] of application type. |

**E) Change of E-mail Address**

Due to the specifications of the system, it is impossible in principle to change the e-mail address registered in the R-CCS-Net application system.

If the currently registered e-mail address is already suspended and you cannot send or receive it, request to stop using R-CCS-Net, delete the current account, and submit a new use application.

For details, please contact [R-CCS-Net Helpdesk](#).

**F) Confirmation of Affiliation registered in the R-CCS-Net Application System**

In the R-CCS-Net Application System (<https://app.r-ccs80.riken.jp/SmartApp/>), user information is registered based on the submitted application, so your affiliation may differ from Information on the Human Resources Section.

Please confirm the affiliation on the system according to the following procedure.

1. Log in to the [R-CCS-Net Application System](#).
2. Click on "RCCS-Net Application" on the left menu and select application type "Change".
3. About your own affiliation information, check the information displayed at this point (Division/ Institute 1 to Team/ Section 4).
4. To confirm the affiliation information of another person, check "Proxy applicant information" at the bottom and enter the RIKEN ID of person to check in the [RIKEN ID] field.
5. Confirm that the other person's affiliation information is displayed.