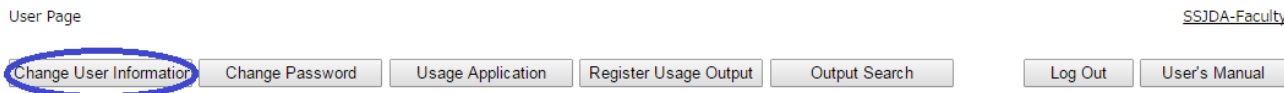


## Editing User Information and Changing Password

- When your information registered in SSJDA Direct changes, please edit immediately. Click on “Change User Information” on the top of Users Page.



- Fill in the fields which must be changed and click on “Confirm Changes.”
  - Graduate and undergraduate students are required to register their academic advisors.
  - When your position change from “Graduate” to “Faculty,” delete information about your academic advisor.

[User Page](#) > Change User Information

[SSJDA-Faculty](#)

\* Undergraduate and graduate university students may register only after their faculty advisor has registered.  
 \* Please note that your registration information be used to contact you to confirm your identity. Thank you for your understanding.

- Change User Information -		# Required Field
# Full Name	<input type="text" value="SSJDA-Faculty"/>	
# University/Institution (Affiliation)	<input type="text" value="University of Tokyo"/>	
# Section/Department	<input type="text" value="Institute of Social Science"/>	
# Academic Status	<input checked="" type="radio"/> Faculty <input type="radio"/> Graduate Student <input type="radio"/> Undergraduate <input type="radio"/> Researcher	
# Position	Example Researcher: section chief, laboratory chief, chief researcher, researcher Student: 2nd year undergraduate student <input type="text" value="Faculty"/>	
# e-mail Address (Re-enter to confirm.)	Faculty members must register an e-mail address from an approved domain. If you are unable to register your e-mail address, please contact SSJDA at: <a href="mailto:ssjda@iss.u-tokyo.ac.jp">ssjda@iss.u-tokyo.ac.jp</a> . * Re-enter e-mail address for confirmation only if changing e-mail address. <input type="text" value="ssjda-test22@iss.u-tokyo.ac.jp"/> <input type="text" value="ssjda-test22@iss.u-tokyo.ac.jp"/>	
# Phone	<input type="text" value="03-0000-0000"/>	
- Undergraduate and graduate students must also complete the following -		
Name of Faculty Advisor	<input type="text"/>	
Faculty Advisor's Affiliation	<input type="text"/>	
Faculty Advisor's e-mail address (Re-enter to confirm.)	<input type="text"/> <input type="text"/>	

- The confirmation page appears. Click on “Save Changes.”

– Confirm that all the following information is correct. –

– Confirm User Information –	
Full Name	SSJDA-Faculty
University/Institution (Affiliation)	University of Tokyo
Section/Department	Institute of Social Science
Academic Status	Faculty
Position	Faculty
e-mail Address	ssjda-test22@iss.u-tokyo.ac.jp
Phone	03-0000-0000
Name of Faculty Advisor	
Faculty Advisor's Affiliation	
Faculty Advisor's e-mail address	

Return to Modify Page

Save Changes

- When you change your current password, click on “Change Password” on the top of User Page.

Change User Information

Change Password

Usage Application

Register Usage Output

Output Search

Log Out

User's Manual

- Enter your current password, your new password, and then re-type your new password again for confirmation. After entering required information, click on “Change Password.”

\* To change your password, enter your current password and your new password.

Current Password	.....
New Password	.....
Re-enter New Password	.....

Cancel      Change Password

- After completing the procedure, the following page will appear.

Password has been changed.

[Return to User Page.](#)