

# researchmap user manual

## STEP-1 Register on researchmap and obtain your ID

### ① Access researchmap website

To access, you may choose A or B:

A. Enter <https://researchmap.jp> into your browser's search field or address bar

B. Search "researchmap" on your search engine

researchmap website Home



### ② Register on researchmap

① Search yourself on Researcher Search

② Register on researchmap  
(if you have not registered already)

☆ Please refer to 'New Registration' at the top of the researchmap home (<https://researchmap.jp>) before registering



Find **step-by-step instructions** to register here:

[researchmap guide - [New Registration 新規登録について \(in Japanese\)](#)]

Note: If you choose "Registration by invite", contact us at:

Job Analysis Unit, Planning Division, General Affairs and Planning Department

[bunseki@general.hokudai.ac.jp](mailto:bunseki@general.hokudai.ac.jp)

Be sure to include ① your affiliation and ② your title in your email.

### ③ Log in to researchmap

Click the Login button at the top right corner on researchmap Home.

Enter your login ID and password on the Login screen. If you have forgotten your ID or password, you can obtain a new password by entering the email address you have registered on researchmap.

Find more on obtaining a new password here:

[researchmap guide- [Forgot your ID or password ID、パスワードがわからない \(in Japanese\)](#)]

〈Tip〉 Linking your HU Single Sign-On (SSO) account

You may link your HU SSO account to your researchmap login ID.

HU is part of the Academic Access Management Federation in Japan (GakuNin) as an Identity Provider (IdP). By registering your SSO account information on researchmap, you may sign into researchmap using your SSO ID and password (Prior registration on researchmap and obtaining an initial ID and password is necessary before linking your SSO account).

## STEP-2

# Edit your information on researchmap

① Login to researchmap and edit your profile page

Learn how to edit your information here:

{researchmap guide- [Basic Information 基本情報](#) · [Achievements 業績 \(in Japanese\)](#)}

○ Basic Information

For each information you provide, you may choose your privacy setting option.

Full name (kana)	Family name	<input type="text"/>	Given name	<input type="text"/>
		<input checked="" type="radio"/> Public	<input type="radio"/> Disclosed to researchers only	<input type="radio"/> Private

The default setting is 'Public'. If you choose 'Disclosed to researchers only', only those who are logged into researchmap can see your information. Please be aware that by choosing 'Disclosed to researchers only' or 'Private', your information will NOT be available on HU Researcher Directory.

When you register on researchmap, or when you have newly become a HU researcher, enter 'Hokkaido University' in the box for your affiliation.

Affiliation	<input type="text" value="Hokkaido University"/>
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### Note: Faculty Member's Academic Degree and Achievement Disclosure

Faculty members **are mandated to disclose** 'their **academic degrees and achievements**' by the Order for Enforcement of the School Education Act (Article 172-2, paragraph (1), item (iii)). HU discloses its faculty member information on our Researcher Directory. All HU faculty members including Specially Appointed Academic Staff are required to list their academic degrees and achievements on researchmap.

## STEP-3

# Find and Check your page on Research Directory

① Access Research Directory and find a researcher's page

<https://researchers.general.hokudai.ac.jp/search/index.html>

You may choose A or B to go to a researcher's page on Research Directory.

### A. Search by entering the name of a researcher

Enter the name of a researcher in the search bar at the center of the screen.

Select 'Full' from the drop-down list and click the green ' search' button.

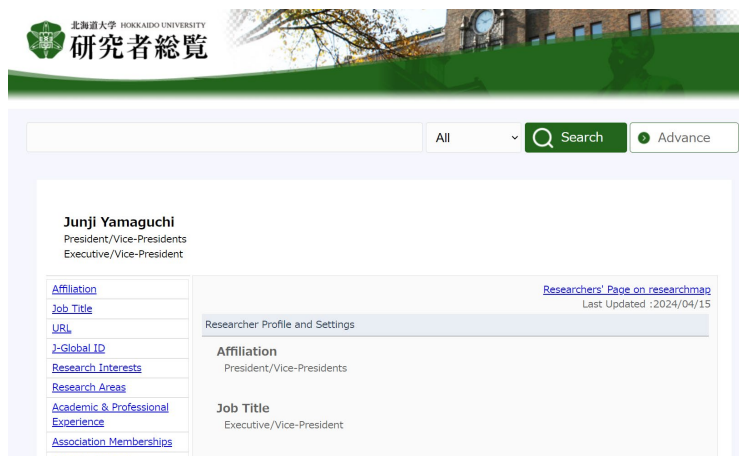
### B. Search from the list of researchers of the same affiliation

You can search a researcher by selecting his or her affiliation listed on Research Directory Home. You may move the cursor to the relevant faculty or graduate school, etc. and then select his or her affiliation to see the list of researchers of the same affiliation. If you don't know his or her affiliation, you may find the full list of researchers affiliated with the graduate school or faculty, etc. by opening the link of the school, etc.

For researchers with multiple affiliations, be sure to check the box (✓) 'Concurrently' when selecting a faculty or school, etc.

## ② Find your page on Research Directory

Search yourself on Research Directory and click on your name.



Check to see if your page comes up correctly. Please contact Planning Division, General Affairs and Planning Department at [bunseki@general.hokudai.ac.jp](mailto:bunseki@general.hokudai.ac.jp) if you notice any problem in displaying your page such as:

- Your name does not come up when you search
- Your name comes up, but your page does not open when you click your name
- Your name comes up, but other person's page opens when you click your name

## ③ Check your page on Research Directory

The data shown on your page on Research Directory is linked with the following databases :

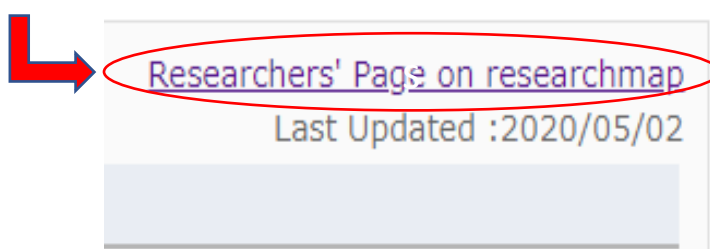
- A. Your name, affiliation and title are linked with HU Human Resources Database
- B. Your course information is linked with syllabus and schedule data on HU Student Academic Information System
- C. Other information is linked with the data on your page on researchmap

A. (Your name, affiliation and title) is mandatory information, and must be shown on your page on Research Directory. Please contact Planning Division, General Affairs and Planning Department at [bunseki@general.hokudai.ac.jp](mailto:bunseki@general.hokudai.ac.jp) if your information is incorrect.

B. (Your course information) is shown when you are listed as a course instructor on HU Student Academic Information System. Even when you teach a course, it will not be reflected on Research Directory unless you are registered as a course instructor on HU Student Academic Information System.

C. (Other information) shown on Research Directory is what you have entered on researchmap. Therefore, if you wish to add or update your information on Research Directory, you first need to edit or add data on researchmap (Please refer to 'Step 2' on how to edit your page on researchmap). Please note that it may take up to one month for your data to be shown on Research Directory when you initially register on researchmap, or when you have become a HU researcher and change your affiliation information on researchmap.

For your convenience, by clicking the 'Researcher's Page on researchmap' button located on the top right corner of your page on Research Directory (as shown below), you will be directed to your own page on researchmap.



# FAQ on researchmap and Researcher Directory

## **Why do we use researchmap to manage information on Researcher Directory?**

Upon updating our old university information database, we had foreseen difficulties to develop and operate a new database system with limited financial and human resources. Introduction of researchmap was the best solution to fulfil high demands for good user interfaces, link-ups with external research systems and highly reliable databases.

## **Is there any possibility that researchmap will cease its services without advance notice?**

The predecessor of researchmap - ReaD&Researchmap - was created through the integration of ReaD and Researchmap to achieve improved service efficiency in November 2011, and rebranded "researchmap" on April 1, 2014. Not only has it grown to a research infrastructure with over 300,000 users in Japan, but it also provides account linking functionality (you can link your researchmap login to that of your cross-ministerial system account such as e-Rad). We believe that researchmap is unlikely to terminate services anytime soon.

## **Am I a researcher at HU?**

HU's researchers include:

- Faculty members in a permanent contract position;
- Specially appointed academic staff;
- Postdoctoral fellows;
- Research fellows; and
- Part-time research fellows.

The old university information database published the researcher profiles only of faculty members, and of the specially appointed academic staff on request. Today's Researcher Directory covers more researchers and disciplines.

## **I have not updated the "Affiliation" in "Profile Information" in my researchmap page yet. "Research History" in my researchmap page is inaccurate/incomplete. Does Researcher Directory show up-to-date and accurate research profiles?**

Your affiliation data as an HU researcher in Researcher Directory refers to the University's HR data (but not to the researchmap data). When transferred into/out from, newly employed by or resigning/retiring from HU, Researcher Directory will reflect the latest changes.

## **I am on a fixed term contract with HU. Do I need to register with researchmap?**

Researcher Directory and researchmap help your networking and career move forward. Your researchmap page with rich profile content is an alternative to curriculum vitae regardless of whatever institution you work for.

## **I think researchmap does all – do we need Researcher Directory?**

Following the amendments to the Ordinance for Enforcement of the School Education Act in April 2011, universities are legally obliged to publish information on the degrees and academic achievement earned by their faculty. Therefore Researcher Directory remains indispensable to compile and publish the research accomplishments of our constituent researchers.

## **Does Researcher Directory reflect all the data I entered in researchmap?**

Researcher Directory never has access to the information other than you have set "Public" on your researchmap profile. The items set "Disclosed to researchers only" or "Private" will not be shown on your Researcher Directory page. Set the items "Public" which you require on Researcher Directory.

## **Researcher Directory shows no data except for the "Affiliation" and "Job Title" on my page.**

The possible reasons are\*:

- You have not created a researchmap user ID;
- You have not entered information e.g. research achievements on your researchmap page;
- You have not entered 'Hokkaido University' in the "Affiliation" on your researchmap page; or
- You have set items "Private" or "Disclosed to researchers only" on your researchmap page.

\* After you create a researchmap ID, it takes a while to get your researchmap profile data linked up with that of Researchers Directory. The Directory shows only the "Affiliation" and "Job Title" during that period.