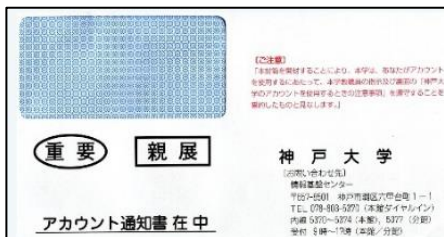## 【STEP1】 Prepare

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Check your Kobe University account

Your "Login ID" and "Password for Login ID" are listed on the "Letter of Account Notification".

※If you lost your account notification, please contact the Academic Affairs Section of your faculty / graduate school.
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Change account settings: Email forwarding settings

Any notices about your registered CIE Japanese classes from the teacher may be sent to your Kobe University student address. Please set the forwarding so that you can check it with the email account you normally use.
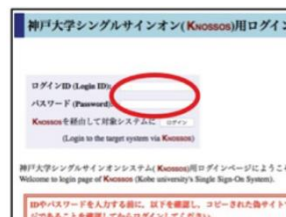
Check "Email forwarding Manual"

http://www.kisc.kobe-u.ac.jp/english/uploads/efm.pdf
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Log-in to URIBO-Net

"URIBO-net" is the Kobe University academic affairs information system.

https://kym-web.ofc.kobe-u.ac.jp/campusweb
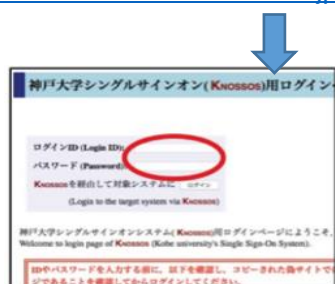

Login with the ID and password listed on the letter of account notification
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Log-in to BEEF

In BEEF, you will receive teaching materials and assignments for the classes you have registered for, and will submit your homework.

https://beef.center.kobe-u.ac.jp/

Login with the ID and password listed on the letter of account notification

Check "BEEF Marual"

http://www.kisc.kobe-u.ac.jp/english/uploads/bvm.pdf

＜Access to BEEF Venture from BEEF site.＞

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【POINT】Difference between BEEF Venture and BEEF

BEEF Venture's "CIE Japanese Language Classes: Guidance" page is intended to provide shared information on all Japanese classes offered at CIE. If you would like to take a Japanese class, please check the information here first.

BEEF has pages not only for Japanese classes but also for classes offered at Kobe University. After officially registering for the classes, you can find teaching materials used for the classes and submit your assignments.

【STEP2】 Before taking Japanese language classes

□	**Decide on classes to take**
	Read the Japanese language program leaflet to see how to choose classes.
	http://www.kisc.kobe-u.ac.jp/uploads/jpg.pdf
	Timetable:
	Integrated Japanese Language Classes/ Japanese Language and Japanese Studies Classes
	http://www.kisc.kobe-u.ac.jp/uploads/tt1.pdf

□	**Log-in to BEEF Venture**
	You can see how to take online Japanese classes.
	https://venture.center.kobe-u.ac.jp
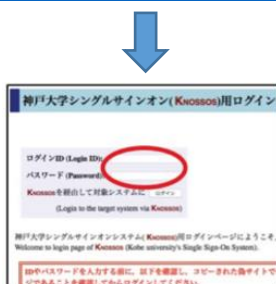
Login with the ID and password listed on the letter of account notification

□	**BEEF Venture:**
	Check "BEEF Venture Manual" and find "CIE Japanese Language Classes: Guidance" Course file.
	http://www.kisc.kobe-u.ac.jp/english/uploads/bvm.pdf#page=7

Type **"CIE Japanese Language Classes"** or **"2020_0021"** in a search box

Click "私を登録する" (Register me)

Please read the notes on "CIE Japanese Language Classes: Guidance" page carefully and check the class information (will be updated on May 3) of the classes you want to take.

【STEP3】 Registration for CIE Japanese Language Classes (April 20 - May 20)

Degree-Seeking students（Undergraduate/ Postgraduate）

□	Please log in to "URIBO-Net" and register as you would for undergraduate and graduate classes.
	For how to register for classes, see "10-1 Registering classes" in "URIBO-Net User's Manual".
	http://www.office.kobe-u.ac.jp/stdnt-kymsys/student/image/pdf/2019stu/H31uribomanual_stu_en_all.pdf

Exchange Students（Undergraduate/ Postgraduate）

□	Exchange students cannot register on "URIBO-Net".
	Follow the instructions of the Academic Affairs Section of your undergraduate or graduate school to register for classes.

Research Students (Non-Degree Seeking)

□	Research students cannot register for CIE Japanese language classes.
	If you would like to **audit** the classes, please contact the lecturer and ask. He/She will let you access the BEEF course file.

【STEP4】 Check the class information at BEEF

□	After registering for classes, please check if the classes are listed in "BEEF My Course" (It will take one day to be updated on BEEF after registering at URIBO-Net). If it is not displayed, please consult your teacher. *For Exchange Students, it may take several days for them to be listed on the system after submitting the class registration form to your faculty/graduate school.

【About Online Studies】

Please carefully read the online studies guide for students:

http://www.kisc.kobe-u.ac.jp/english/uploads/aos.pdf