New application procedure for CiNii Research Institutional Authentication

To newly use the function of Institutional Authentication provided by CiNii Research, please follow the steps below to apply.

1. Access "Institution data entry" of the CiNii Research Institutional Authentication Usage application below.
    https://auth.cir.nii.ac.jp/user/registration/input?lang=en

2. On the page shown below, fill in "Category" and the following items. If you have any questions about contents, refer to the "Frequently Asked Questions-About Institutional Authentication" page below.
    https://support.nii.ac.jp/en/cir/faq/inst_auth_service

3. Be sure to confirm the contents of "Terms of Use for Academic Content Services", displayed at the bottom, and then check to "I agree to the" Terms of Use for Academic Content Services"." And click "Next".

The functions of each button at the bottom of the page are as follows

- Return to CiNii Research

  Moves to the top page of CiNii Research.

- Write File

  Save the registration contents of Institutional Authentication in tab-separated text (TSV) format on your PC. We recommend that you click the "Write File" button to save the Institutional Authentication registration contents in case of transfer problems.

- Read File

  Read the file in the format output by "Write File" and display the registered contents.

- Back

  Return to the previous page.

- Reset

  Delete all registered contents.

4. On the confirmation page, click "OK".

5. Confirm that your application is correct on the page below.

6. If your application is correct, click the "Request an application" button at the bottom. If there is a mistake, click the "Back" button and correct the mistake.

7. The page as shown below is displayed, and an email with the subject "Information on applying for "registration/renewal" of CiNii Institutional Authentication" is sent to the registered email address. Click the URL listed under "Please click the following URL to complete your "registration/renewal" application" in the email.

Institutional authentication: Usage application > Send email confirmation

Your application for new or renewed institutional authentication has been accepted.
A confirmation email has been send to your email address.

To complete your application, you have to access the URL that is in the email you received.

Return to CiNii Research
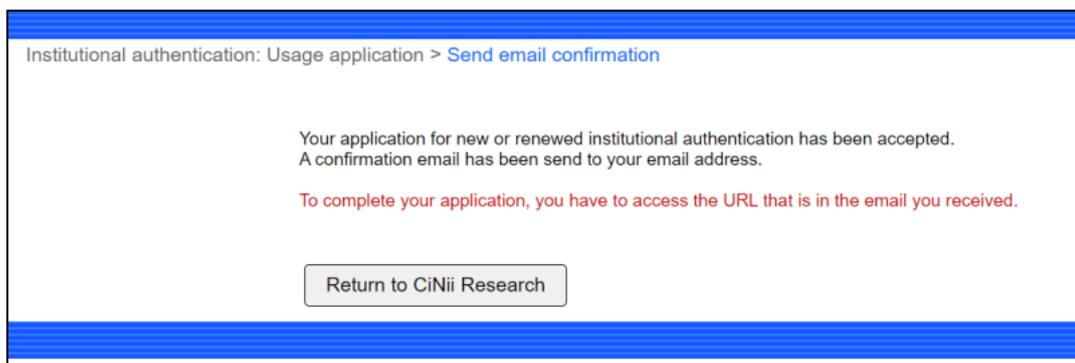
8. The page as shown below is displayed, and an email with the subject "Notice of completion of application for "registration/renewal" of CiNii Institutional Authentication" is sent.

Institutional authentication: Usage application > Application acceptance completed

Applications for new or renewed institutional authentication have been accepted.

Please wait for a while as we will confirm the contents of your application and contact you by email with the results of the review.

Return to CiNii Research
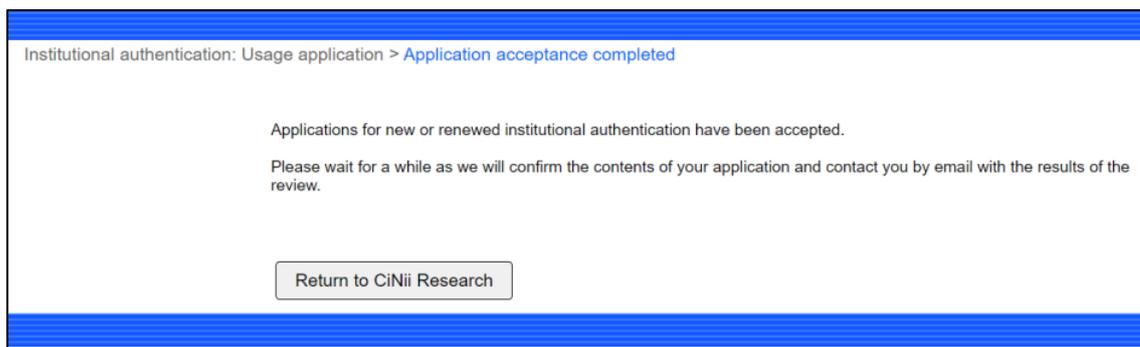
9. When the review of the new application is completed, the subject "Notice of completion of application review for "registration/renewal" of CiNii Institutional Authentication" email is sent to the registered email address. The email contains "Application Id", "Application Passcode" and your application. With this email, your application is reflected in Institutional Authentication system of CiNii Research. However, please note that it may take some time for the following items to be reflected in Institutional Authentication system.

- Google Analytics tracking cod
- IP addresses / OpenURL,OPAC group name
- Shibboleth authentication settings

10. To confirm the contents registered in the Institutional Authentication system, follow steps 1 to 4 in "Renewal application procedure for CiNii Research Institutional Authentication".