

Passcode reissue procedure for CiNii Research Institutional Authentication

To reissue the passcode of Institutional Authentication provided by CiNii Research, please follow the instructions below.

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, click "here" for "Forgot passcode? Please reissue from here." in the "Application Passcode" field.

Institutional authentication: Usage application > Institution data entry

This is the contact point for new registrations and renewals of institutional authentication. Please enter your institution's information.

Items marked with * are required

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(Update)	Application Id	AUTHxxxxxxxx	This field is required for renewal application. Please enter the ID and passcode you were notified of via email.
	Application Passcode	<input type="text"/> <input type="button" value="Restore registration content"/> here	
	Service Use	<input type="checkbox"/> Suspension <input type="checkbox"/> Resumption <input type="checkbox"/> Cancellation The checkboxes for suspension, resumption, and cancellation should be selected after the "Restore registration content" process.	No check is required for new applications.
	Category*	Please select	

3. Enter your registered email address to "email address" field on the page as shown below and click "Reissue" button.

Institutional Authentication Passcode Reissue > Reissue

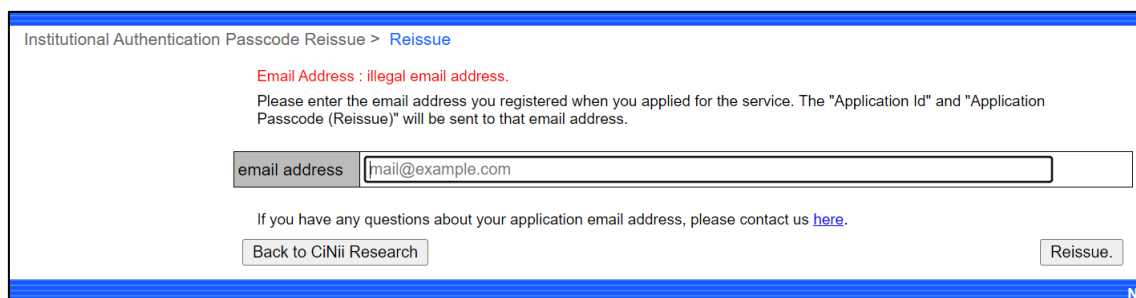
Please enter the email address you registered when you applied for the service. The "Application Id" and "Application Passcode (Reissue)" will be sent to that email address.

email address

If you have any questions about your application email address, please contact us [here](#).

National

4. If it matches with the registered email address, the confirmation page will be displayed. Click "OK" on the page. If the email address does not match, "Email Address: illegal email address" will be displayed as shown below. Contact cir-auth-req@nii.ac.jp to confirm your registered email address.



Institutional Authentication Passcode Reissue > [Reissue](#)

Email Address : illegal email address.

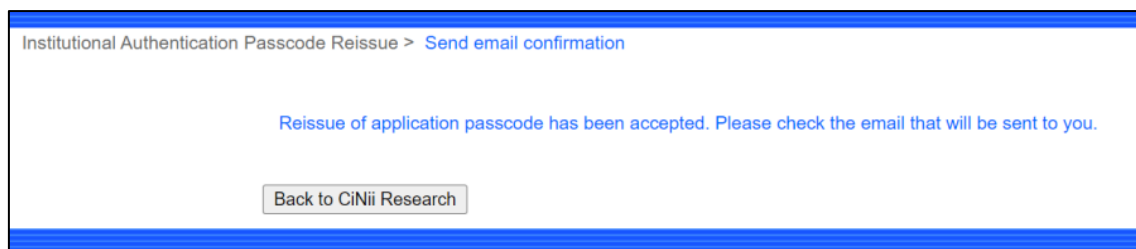
Please enter the email address you registered when you applied for the service. The "Application Id" and "Application Passcode (Reissue)" will be sent to that email address.

email address

If you have any questions about your application email address, please contact us [here](#).

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5. The page as shown below is displayed, and an email with the subject "Information on reissuing the passcode for CiNii Institutional Authentication" is sent. Click the URL listed under "Please click the following URL to complete the passcode reissue request" in the email.

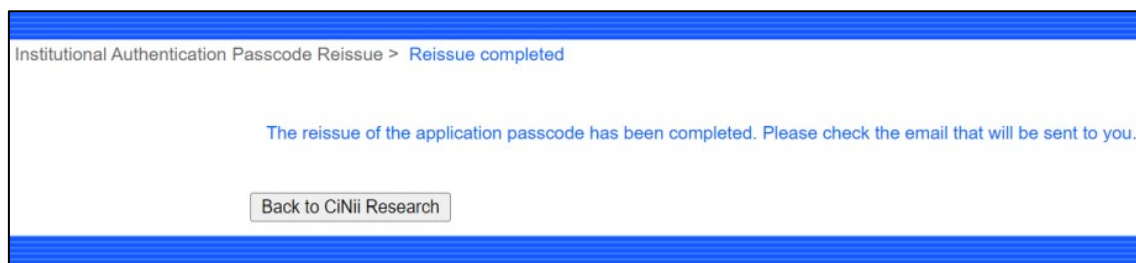


Institutional Authentication Passcode Reissue > [Send email confirmation](#)

Reissue of application passcode has been accepted. Please check the email that will be sent to you.

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6. The page as shown below is displayed, and an email with the subject "Contact us to reissue the passcode for application for CiNii Institutional Authentication" is sent to the registered email address. The email contains Application Id and the reissued Application Passcode.



Institutional Authentication Passcode Reissue > [Reissue completed](#)

The reissue of the application passcode has been completed. Please check the email that will be sent to you.

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