

Renewal application procedure for CiNii Research Institutional Authentication

To renew (change) the registered contents of Institutional Authentication provided by CiNii Research, please follow the steps below to submit your request.

1. Access "Institution data entry" of the CiNii Research Institutional Authentication Usage application below.

<https://test.auth.cir.nii.ac.jp/user/registration/input?lang=en>

2. On the page shown below, enter "Application Id" and "Application Passcode" and click "Restore registration content".

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

Passcode reissue procedure New application procedure Renewal application procedure Statistical chart preparation procedure

(Update)	Application Id	AUTH00000019		This field is required for renewal application. Please enter the ID and passcode you were notified of via email.
	Application Passcode	*****	Restore registration content	
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			
Name	School/Company	in Japanese Kana*	こくりつじょうほうだいがく / National Information University	Your school / company , faculty / department will be displayed in the upper right when you access to CiNii from your organization.
		in Japanese Kanji etc.*	国立情報大学 / National Information University	
		in English*	National Information University	
	Faculty/Department	in Japanese Kana	りがくぶ / Faculty of Science	Example: National Information University, Faculty of Science
		in Japanese Kanji etc.	理学部 / Faculty of Science	
		in English	Faculty of Science	

3. On the confirmation page, click "OK".
4. 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 restored the registered information on the screen" in the email.

5. Enter "Application Passcode" on the displayed page as shown below to change your registered information. 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

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				
Passcode reissue procedure New application procedure Renewal application procedure Statistical chart preparation procedure				
(Update)	Application Id	AUTH00000019	This field is required for renewal application. Please enter the ID and passcode you were notified of via email.	
	Application Passcode	<input type="password"/> Restore registration content		
Service Use		<input type="checkbox"/> Suspension <input type="checkbox"/> Resumption <input type="checkbox"/> Cancellation <small>The checkboxes for suspension, resumption, and cancellation should be selected after the "Restore registration content" process.</small>	No check is required for new applications.	
Category*		Japan: Inter-univ. research institute.		
Name	School/Company	in Japanese Kana*	こくりつじょうほうがくけんきゅうじよ	Your school / company , faculty / department will be displayed in the upper right when you access to CiNii from your organization. Example: National Information University, Faculty of Science ※ If Display Name is set, your school / company, faculty / department can't be displayed.
		in Japanese Kanji etc.*	国立情報学研究所	
		in English*	National Institute of Informatics	
	Faculty/Department	in Japanese Kana	がくじゆつこんてんつか	
		in Japanese Kanji etc.	学術コンテンツ課	
		in English	Contents Division	

Note that the items in the "Service Use" checkbox should be checked when applying for the following. For normal renewal applications, none of the checkboxes need to be checked.

- Suspension
Temporarily stop the use of CiNii Research's Institutional Authentication
- Resumption
Resume the use of CiNii Research's Institutional Authentication, which had been suspended.
- Cancellation
End the use of CiNii Research's Institutional Authentication

Please note that it may take some time to renew the following items since NII will confirm them.

- Service Use
- Category
- Name : School/Company
- IP addresses
- Shibboleth authentication settings
- Note

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

Linkcon, please set the image size to 68px wide and 19px high.  	OpenURL1 <input type="text" value="https://example.com/openurl1"/> 1.0 Linkcon Clear OpenURL2 <input type="text" value="https://example.com/openurl2"/> 1.0 Linkcon Clear OPAC1 <input type="text" value="https://example.com/opac1?issn=[ISSN]&isbn=[ISBN]&ncid=[NCID]"/> Linkcon Clear OPAC2 <input type="text" value="https://example.com/opac2?issn=[ISSN]&isbn=[ISBN]&ncid=[NCID]"/> Linkcon Clear
Shibboleth authentication settings The "jao" is required in the configuration. The "Link Setup Destination" link will appear during Shibboleth authentication.	OpenURL, OPAC Group Name <標準表示> ※Link settings jao <input type="text"/> jaou <input type="text"/> o <input type="text"/> ou <input type="text"/> jao <input type="text"/> jaou <input type="text"/> o <input type="text"/> ou <input type="text"/> jao <input type="text"/> jaou <input type="text"/> o <input type="text"/> ou <input type="text"/> jao <input type="text"/> jaou <input type="text"/> o <input type="text"/> ou <input type="text"/> <input type="button" value="Add"/>
Note	<input type="text"/> Please enter any reasons for cancellation or renewal.

Please be sure to read the ["Terms of Use for Academic Content Service"](#) before applying to use this service.
 I agree to the "Terms of Use for Academic Content Services".

If you have any questions, please contact us from [here](#).

National Institute of Informatics

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

- Return to CiNii Research
Move 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.

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

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

Institutional authentication: Usage application > Institution data confirmation

A confirmation email will be sent to your email address that you entered.
Please confirm your application details, and access the URL that is in the email to complete your application.

Items marked with * are required

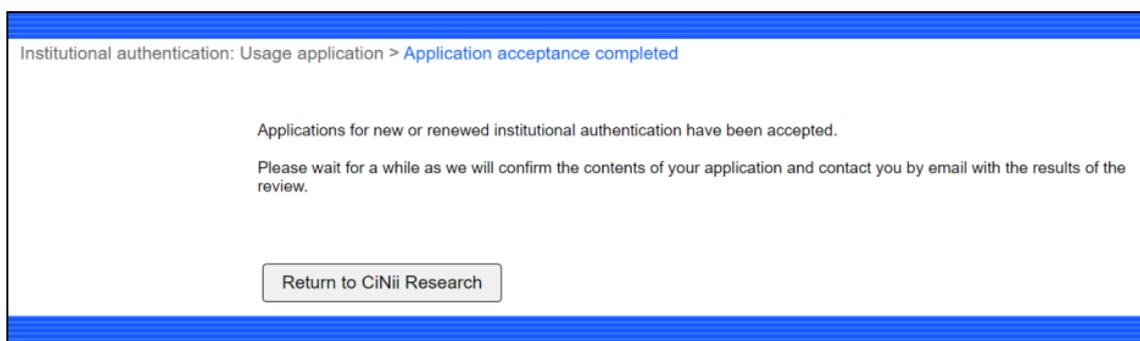
(Update)	Application ID	AUTH00000159		
	Application Passcode	*****		
Service Use				
Category*				Japan: Inter-univ. research institute.
Name	School/ Company	in Japanese Kana*	てすと	
		in Japanese Kanji etc.*	国立情報学研究所テスト	
		in English*	TEST	
	Faculty/ Department	in Japanese Kana		
in Japanese Kanji etc.				

9. 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.

IP addresses* / OpenURL,OPAC group names	<ul style="list-style-type: none">●OpenURL,OPAC Group Name <標準表示>●IP addresses 203.165.211.5 ~ 203.165.211.5●OpenURL1, 2●OPAC1, 2
Shibboleth authentication setting	<ul style="list-style-type: none">●OpenURL,OPAC Group Name <標準表示>
Note	

National Ins

10. 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.
11. The following page is displayed, and the subject "Notice of completion of application for" registration / renewal "of CiNii Institutional Authentication" is sent to the registered email address.



12. When the review of the renewal 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. When you receive this email, your renewal application has been 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 code
- IP addresses / OpenURL, OPAC group name
- Shibboleth authentication settings