

# EasyChairへのログイン・ユーザー登録

JHES2023 実行委員会

# EasyChairのJHES2023ページにアクセス

- <https://easychair.org/conferences/?conf=jhes2023> にブラウザで接続
  - 「Log in to EasyChair for JHES2023」ページが表示される
- 過去にEasyChairに**ユーザー登録済み**の場合：
  - 昨年のJHESやそれ以外の学会などの学会発表申し込みで、EasyChairにアカウントがある人が対象
  - ① ⇒ 必要事項を入力してログイン
    - パスワードを忘れた場合：
      - 「Forgot your password?」をクリックし、次の画面で「登録したと思われるメールアドレスを入力」
      - そのメールアドレスが登録されていたら、パスワードリセットのためのメールが送信されるので、その指示に従う
  - ② ログインが完了したら、**この資料の残りはスキップ**して、講演登録の資料にしたがう
- **初めて**EasyChairを使う場合：
  - 「Create an account」をクリックしてアカウント作成に進む

Help / Log in

EasyChair

Log in to EasyChair for JHES2023

Email address or user name:

Password:

Log in

[Forgot your password?](#)

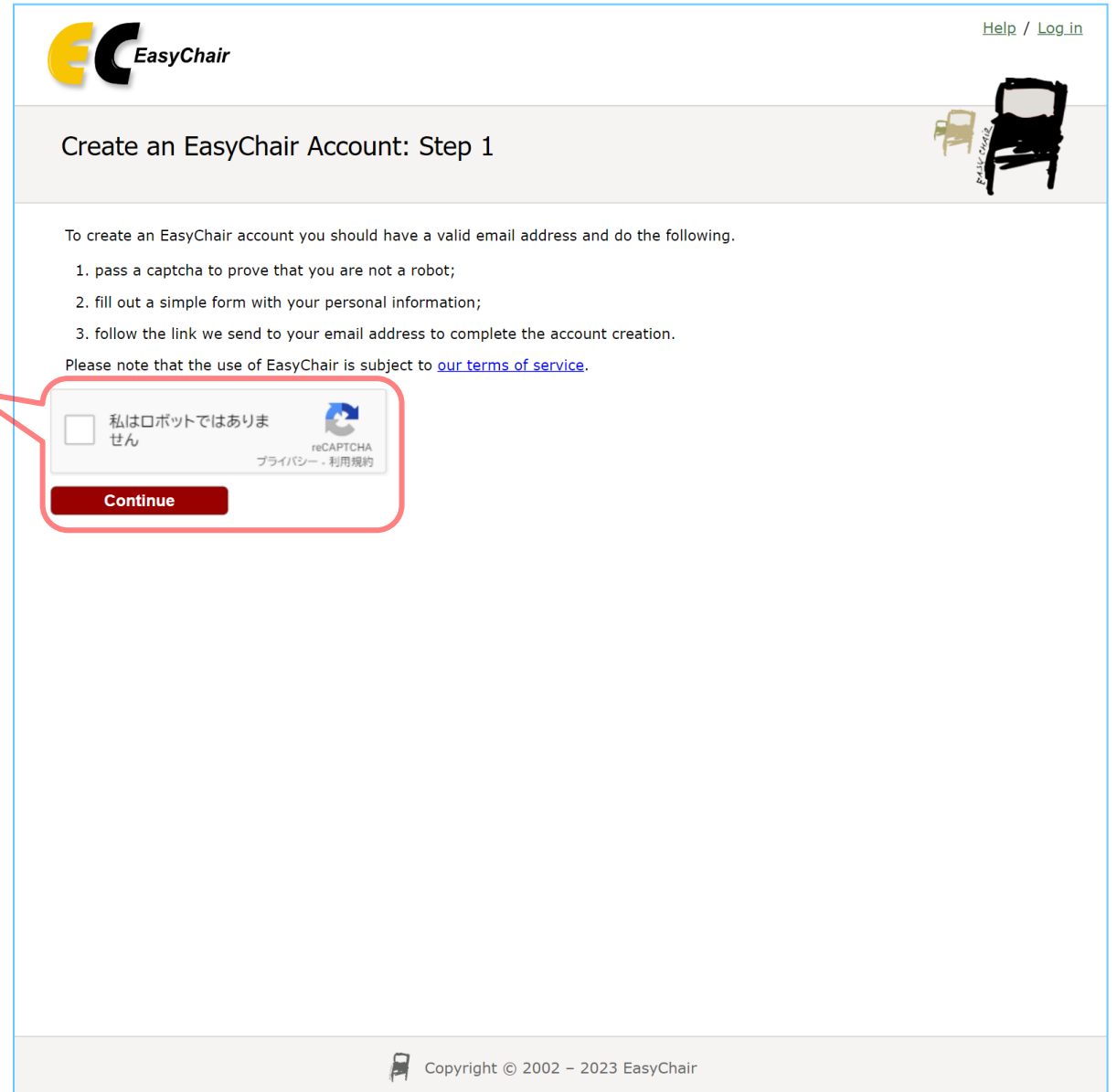
[Problems to log in?](#)

[Create an account](#)

Submission of new papers for JHES2023 (Joint conference of Hokuriku chapters of Electrical and information Societies) is open.

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- 「Create an EasyChair Account: Step 1」ページが表示される
- ① 「私はロボットではありません」にチェックを入れ、「Continue」をクリック
- mCAPCHA で画像選択をさせられる場合があります



Help / Log in

EasyChair

## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

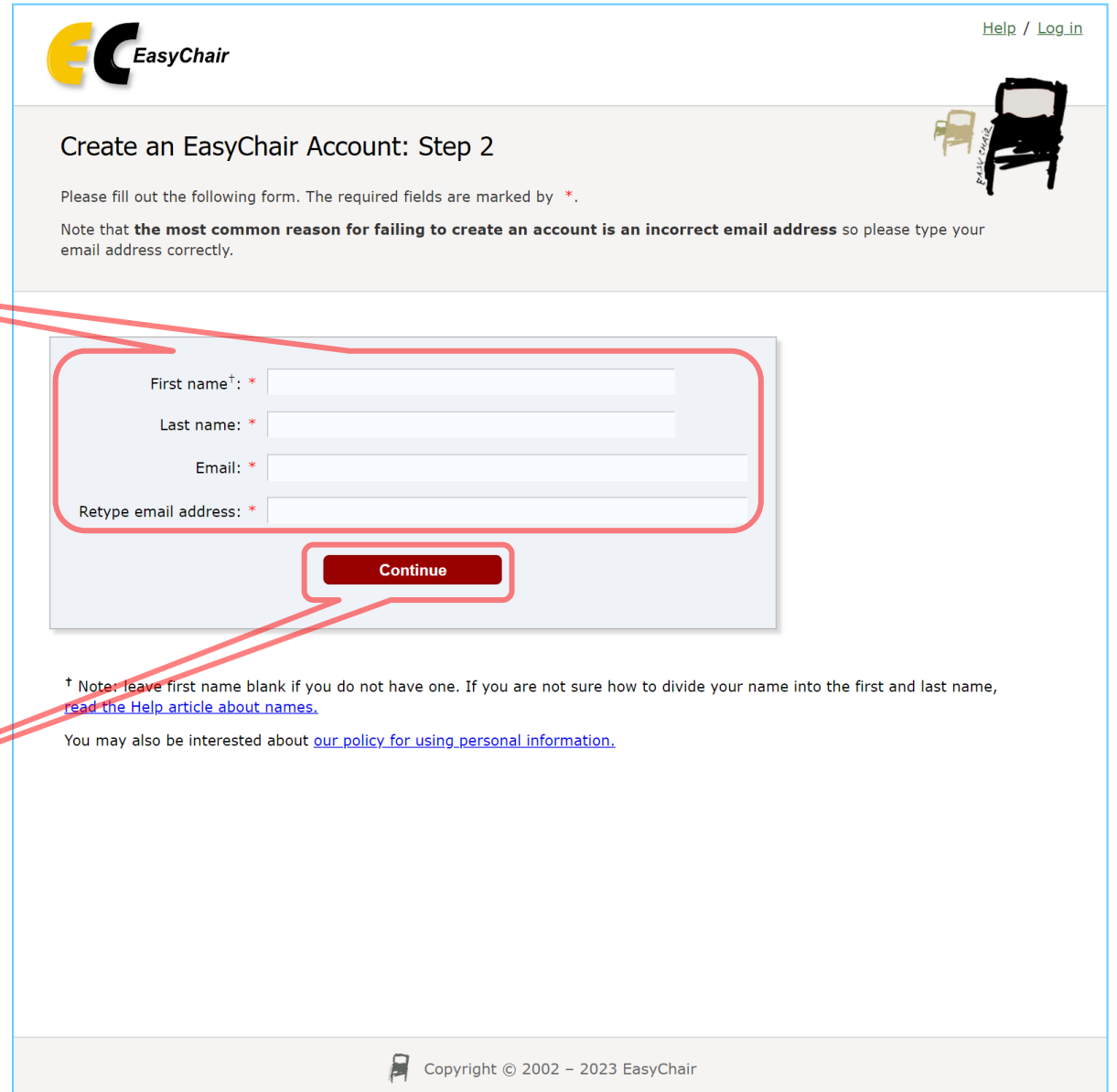
Please note that the use of EasyChair is subject to [our terms of service](#).

私はロボットではありません  
reCAPTCHA  
プライバシー・利用規約

Continue

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- 「Create an EasyChair Account: Step 2」ページが表示される
- ① 以下のすべての欄に入力
  - 「First Name」：姓名の「名」の部分
  - 「Last Name」：姓名の「姓」の部分
  - 「Email」：登録に使うメールアドレス
  - 「Retype email address」：上と同じメールアドレス（タイプミス対策用）
- ② 入力した情報に誤りがないことを確認
- ③ 「Continue」をクリック



EasyChair

Help / Log in

## Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by \*.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Retype email address: \*

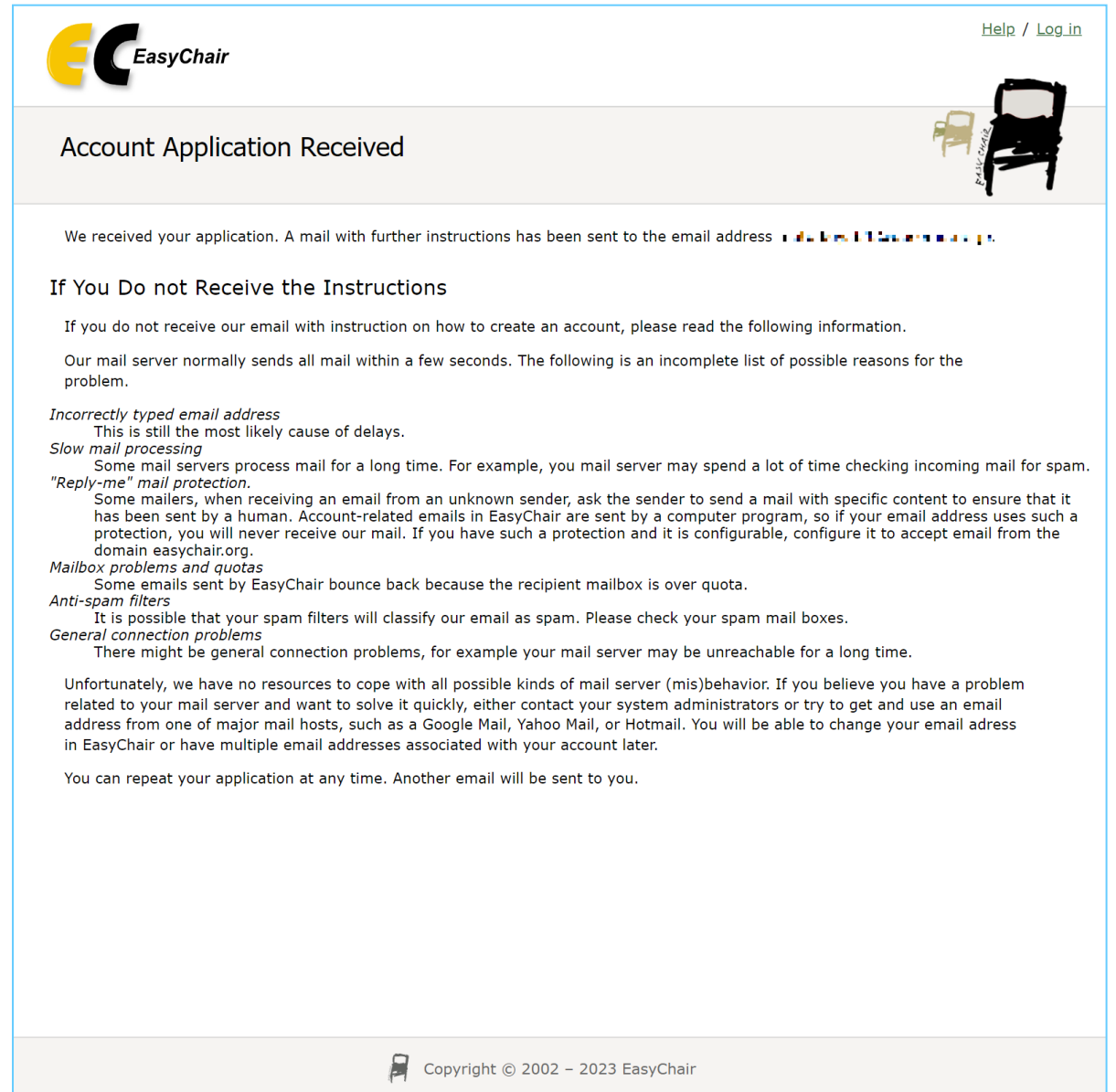
Continue

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

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- 「Account Application Received」ページが表示される
- 登録したメールアドレスに「EasyChair account confirmation」という件名のメールが送られているはず
- まだ登録は終わっていません!



EasyChair [Help / Log in](#)

## Account Application Received

We received your application. A mail with further instructions has been sent to the email address [redacted].

### If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

*Incorrectly typed email address*  
This is still the most likely cause of delays.

*Slow mail processing*  
Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

*"Reply-me" mail protection.*  
Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.


*Mailbox problems and quotas*  
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

*Anti-spam filters*  
It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

*General connection problems*  
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

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# アカウント作成④

- EasyChair からの「EasyChair account confirmation」メールに記載されているリンクを開く
- 表示されたページで以下の情報を入力
  - 「I agree to EasyChair Terms of Service」にチェックを入れる (利用規約への同意)
  - 「First name」: 姓名の名
  - 「Last name」: 姓名の姓
  - 「Affiliation」: 所属機関 (学校名)
  - 「Country/reigion」: 国 (Japan を選択)
  - 「Password」: 希望するパスワード
  - 「Retype the password」: 上記パスワードを再入力
- 入力した情報を確認し、「Create my account」をクリック
  - 30分以内に登録を完了させないと、①からやり直しになります
- 以上で登録完了

EasyChair

Help / Log in

Create an EasyChair Account: Last Step

Hello Mitsuo Motoki! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name†: \* Mitsuo

Last name: \* Motoki

Affiliation: \*

Country/region: \*

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

Enter your password

Password: \*

Retype the password: \*

Create my account

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

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