

**Additional Positions Administration System Manual**  
**(for Additional Position Requesters)**

**Table of Contents**

**1. Overview ..... 3**

**1-1. Outline of the system..... 3**

**2. System Operations..... 4**

**2-1. Register an additional position request ..... 4**

**2-2. Alter an additional position request already registered ..... 8**

**2.3 Respond to an inquiry regarding your request ..... 9**

**2-4. Obtain an additional position permission response letter (PDF)..... 10**

**3. Frequently Asked Questions ..... 11**

### 1. Overview

#### 1-1. Outline of the system

This is a user manual for Kyoto University's additional positions administration system. It is designed for people wishing to lodge requests for additional positions.

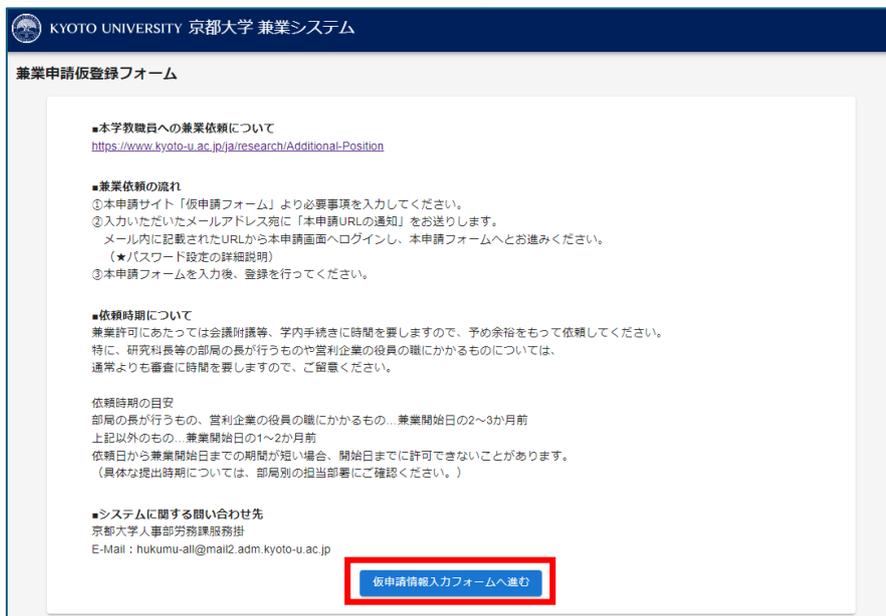
System URL: <https://kengyo.adm.kyoto-u.ac.jp/register/>

- ◆ The system is designed for use on a personal computer. It works on the following operating systems and web browsers.  
OS: Microsoft Windows 10/11, Mac OS 10.15-12.0  
Web browser: Microsoft Edge, Google Chrome, Firefox, Safari
  
- ◆ To request a Kyoto University faculty or staff member to hold an additional position outside the university, lodge an additional position request using this system. After the request is lodged, you may be contacted through the system by e-mail etc. if the university's additional position administrators have questions regarding the content of your application.
  
- ◆ All system e-mail messages will be sent from this address: [no-reply@kengyo.adm.kyoto-u.ac.jp](mailto:no-reply@kengyo.adm.kyoto-u.ac.jp) . Please be aware that depending on your domain settings, messages from this address may be classified as spam. [Also note that you cannot reply directly to messages sent from the additional positions administration system.](#)

2. System Operations

2-1. Register an additional position request

Use the system URL to access the system, then click [Go to Additional position request provisional registration form](#) [仮申請情報入力フォームへ進む].



• When you have accessed the Additional position request provisional registration form, enter the requester’s details as required and complete your provisional registration.  
Provisional registration form:



• When the provisional registration is complete, a URL for full registration will be sent to the requester's e-mail address. Access the URL provided in the e-mail.



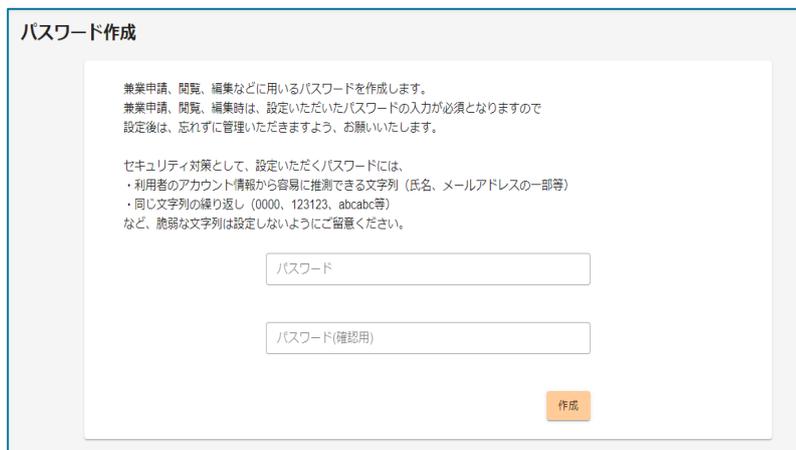
\* The e-mail will be sent from [no-reply@kengyo.adm.kyoto-u.ac.jp](mailto:no-reply@kengyo.adm.kyoto-u.ac.jp).

You cannot reply directly to messages sent from the additional positions administration system.

\*If you do not receive the e-mail within 5 minutes, please check the following:

- (1) Check that you inputted the e-mail address correctly.
- (2) The message may have been classified as spam.

• When you access the URL, you will be asked to create a password (★ **First time only**). You will use this password whenever you need to log in to the additional positions administration system.

The image shows a "パスワード作成" (Create Password) page. It contains instructions: "兼業申請、閲覧、編集などに用いるパスワードを作成します。兼業申請、閲覧、編集時は、設定いただいたパスワードの入力が必須となりますので設定後は、忘れずに管理いただきますよう、お願いいたします。" (Create a password for part-time application, viewing, and editing. When applying, viewing, or editing, the password you set is required, so please manage it carefully after setting.) Security advice: "セキュリティ対策として、設定いただくパスワードには、  
・利用者のアカウント情報から容易に推測できる文字列 (氏名、メールアドレスの一部等)  
・同じ文字列の繰り返し (0000、123123、abcabc等)  
など、脆弱な文字列は設定しないようご注意ください。" (As a security measure, when setting your password, avoid: - strings easily guessed from account info (name, email part), - repeated strings (0000, 123123, abcabc), etc. Please do not set weak strings.) There are two input fields: "パスワード" and "パスワード(確認用)", and a "作成" (Create) button.

\*The password you set will be needed in order to access the page for this additional position request every subsequent time you visit. Please take good care not to forget your password. As a security measure, you should select a password that does not include characters that can easily be guessed by others.

\*A new URL will be issued and you will need to set a new password each time you lodge a new additional position request.

- Enter the details of your request in the registration form. (Fields marked with an asterisk\* are mandatory.)  
The form is divided into several tabs. Information that you entered at the provisional lodgment stage will appear automatically.

Once you have finished the final tab, click the blue **Register [登録]** button.

Full registration form:

The screenshot shows the '兼業申請 登録フォーム' (Part-time Application Registration Form) with the following sections and callouts:

- Navigation:** A top bar contains tabs: '依頼者・依頼担当者等', '委嘱内容', '兼業従事者', and '添付資料・備考'. A callout points to these tabs: "Switch between tabs. You can switch back to a tab you have already completed by clicking the tab title."
- 依頼者 (Requester) Section:**
  - Field: 依頼機関名\* (Requesting Institution Name). Callout: "依頼機関名は必須項目です。例) ○○株式会社、一般社団法人○○、○○大学、○○病院。※機関名は正式名称で入力してください。"
  - Field: 依頼機関法人番号 (Requesting Institution Legal Entity Number)
  - Field: 依頼機関代表者職名\* (Requesting Institution Representative Title). Callout: "依頼機関代表者職名は必須項目です。例) 代表取締役社長、理事長、病院長、学長"
  - Fields: 依頼機関代表者氏名(姓)\* (Requesting Institution Representative Name (Surname)) and 依頼機関代表者氏名(名)\* (Requesting Institution Representative Name (Given Name)). Callout: "依頼機関代表者氏名(姓)は必須項目です" and "依頼機関代表者氏名(名)は必須項目です"
  - Field: 依頼機関事業内容\* (Requesting Institution Business Content). Callout: "依頼する兼業に関する事業以外の事業内容も記載してください。"
- 依頼担当者等 (Requesting Party) Section:**
  - Field: 依頼担当者所属機関名\* (Requesting Party Affiliated Institution Name). Callout: "依頼担当者所属機関名は必須項目です"
  - Field: 依頼担当者所属部署名\* (Requesting Party Department Name). Callout: "依頼担当者所属部署名は必須項目です"
  - Fields: 依頼担当者氏名(姓)\* (Requesting Party Name (Surname)) and 依頼担当者氏名(名)\* (Requesting Party Name (Given Name)). Callout: "依頼担当者氏名(姓)は必須項目です" and "依頼担当者氏名(名)は必須項目です"
  - Field: 依頼担当者電話番号\* (Requesting Party Telephone Number). Callout: "依頼担当者電話番号は必須項目です"
  - Field: 依頼担当者メールアドレス\* (Requesting Party Email Address). Callout: "依頼担当者メールアドレスは必須項目です"
  - Field: 依頼に対する回答文書\* (Response Document to Request). Callout: "不要" (radio button selected) and "必要" (radio button).
- Navigation Buttons:** At the bottom, there are buttons for '前へ' (Previous) and '次へ' (Next). A callout points to the '次へ' button: "When you have finished entering all information on the current tab, click 'Next [次へ]' to proceed to the next tab."

- When you have completed all sections of the form, a registration completion screen will appear and a completion confirmation e-mail for your additional position request will be sent automatically to the requester's e-mail address.

- You can use the button on the registration completion screen to output and save your request details as PDF. [The red button]

Furthermore, you can copy the registered content to create a new request. [The blue button]

- You can check the details you have registered by accessing the URL shown in the completion confirmation e-mail.

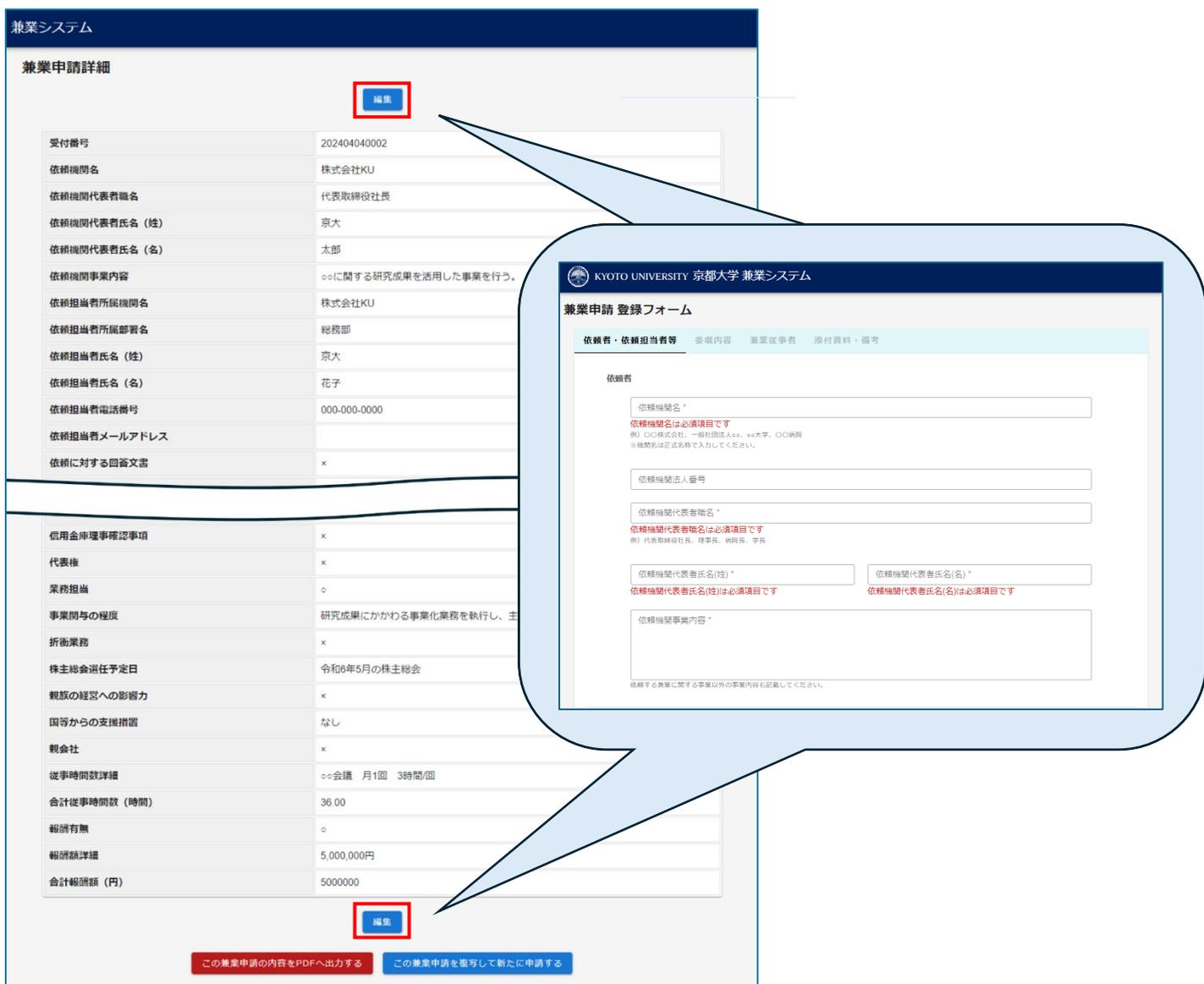
**\*You will need to enter your password in order to access this URL.**

**2-2. Alter an additional position request already registered**

You can view and edit\* the request details at the URL provided in the completion confirmation e-mail for your additional position request.

\*As a rule, editing is disabled while the university’s additional position administrators are processing the request.

At this time you will not be able to use the **Edit [編集]** button shown below. (You can view the request at any time.)



**• After receiving the request, the university’s additional position administrators may contact you to ask for amendments to the details you provided.**

In this case, a message asking for the amendments will be sent to the requester’s e-mail address.

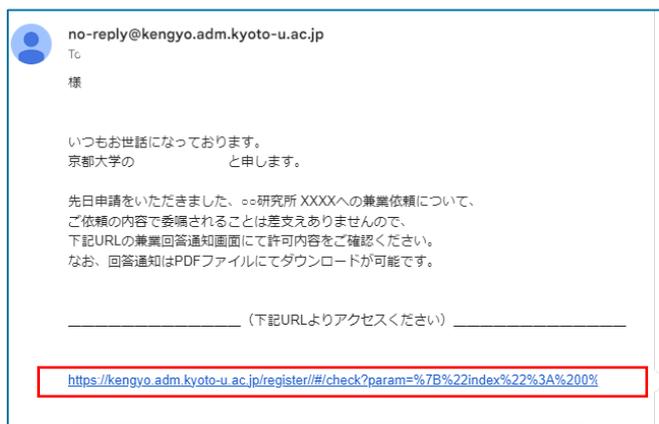
Use the URL shown in the message to access the system, click the **Edit [編集]** button shown on the screen above, and **edit and re-submit** your registration. (Clicking the **Edit [編集]** button will open the registration form for editing.)



## 2-4. Obtain an additional position permission response letter (PDF)

After the university's additional position administrators complete the permission procedures for an additional position request for a Kyoto University faculty or staff member, a permission notification message will be sent to the requester's e-mail address, provided the requester has indicated at the time of registering the request that a response letter is required.

Sample e-mail notification:



- Use the URL shown in the message to access the system (\*you will need to enter your password), and check the details of the additional position that has been permitted.  
[\\*You cannot reply directly to messages sent from the additional positions administration system.](#)

Screen of Additional position permission notification in the additional positions administration system:



- You can obtain a response letter by clicking the green **Download response letter [回答通知文書をダウンロードする]** button at the bottom of the additional position request details screen.
- You can also perform the following operations using the buttons at the bottom of this screen:  
**Save additional position request details to PDF [この兼業申請内容をPDFへ出力する]** (The red button): Output and save the additional position request details screen as a PDF file.  
**Copy this additional position request to create a new request [この兼業申請を複写して新たに申請する]** (The blue button): Copy the details of this additional position request over to a new request.

### 3. Frequently Asked Questions

Q1. I registered an additional position request by mistake. How can I cancel it?

A1. Please contact the relevant university administrator as shown below so they can process the cancellation for you.

- Administrator in the department responsible for the additional position request ([Kyoto University website: Departmental contacts](#))

- If you do not know who to contact:

Contact the Duties Section, Labor Division, Personnel Department, Kyoto University (hukumu-all@mail2.adm.kyoto-u.ac.jp)

Q2. I submitted a request, but have not received an e-mail message. What should I do?

A2. First, check that you entered your e-mail address correctly.

All system messages will be sent from the address: no-reply@kengyo.adm.kyoto-u.ac.jp . If you have not received the message within 5 minutes, it may have been classified as spam based on your domain settings. Please check the spam box in your e-mail system.

Please also note that you cannot reply directly to e-mail messages sent from the additional positions administration system.

Q3. I've forgotten my password and can't access the system. What should I do?

A3. If you forget the password you set when you submitted the request, please contact the section shown below. Your password will be reset so you can nominate a new password.

- Administrator in the department responsible for the additional position request ([Kyoto University website: Departmental contacts](#))

- If you do not know who to contact:

Contact the Duties, Labor Division, Personnel Department, Kyoto University (hukumu-all@mail2.adm.kyoto-u.ac.jp)

Q4. The additional position permission response letter is downloadable as a PDF file, but is it possible for you to send a hard copy of the response letter? Also, Kyoto University's official seal imprint doesn't appear in the downloadable response letter. Can I obtain a response letter with the official seal imprint attached?

A4. As a rule, Kyoto University provides response letters in PDF or other digital form, with no official seal imprint. If you require a response letter with official seal, please state this requirement in the "Address for sending response letter, etc. [回答文書送付先等]" field in the request registration form, and provide a postal address.

You will also need to supply a return postal envelope: please post this to the administrative contact in the applicable department. Reference: [Kyoto University website: Departmental contacts](#))

Q5. How should I lodge an additional position request for a person who is scheduled to be employed by Kyoto University at some time in the future?

A5. Please register the request through the system in the same way as for other additional position requests. When selecting the additional position appointee in the full registration form, after searching for the person's name in *katakana* script, enter their full name in *kanji* characters, click the "Next [次へ]" button, and complete the registration. If possible, in the "Remarks [備考]" field in the registration form (the final section of the form), state that the request concerns a person who is yet to begin work at Kyoto University.