Introduction

This manual will guide you through each of the following steps.

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Register for a DICE account

Start Application Screen

Start a web browser and access Start DICE Account Registration.

When the Start Registration screen appears, click [Start Registration].
In order to create a DICE account, please click the "Start Registration" button. If you already have a DICE account, go to: https://diceidm.nims.go.jp/csp/csp-user-portal/

License Agreement

If you have read and agree to the DICE Account Terms of Use, check "I have read and agree to the Terms of Use" and click [Next].
Attention.

- If you do not check the "I have read and agree to the license agreement," you cannot click [Next].
- Also, if you do not read the license agreement to the end, you will not be able to check the checkbox.
Email address registration

Enter your e-mail address in the "Email address" and "Confirm Email" fields and click [Send verification code].

A Verification code will be sent to the e-mail address you entered on the e-mail address registration screen.

Confirm the 6-digit number in the email, enter it in the "Verification Code" field, and click [Next].
Attention.

- The verification code is valid for 30 minutes after sent.

**Enter user information**

Fill in the required information and click "Confirm".
Sign Up

Enter user information

Must use 4 types of lowercase letters, uppercase letters, numbers, and symbols. 8 characters or more

Password: Password
Confirm Password

Language for mail: Japanese

Display name
Last Name
Middle Name
First Name

Last Name (Kanji)
First Name (Kanji)

Last Name (Kana)
First Name (Kana)

Country: Japan
CitizenShip: Japan

Organization Name
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Character Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Enter the password used to log in to this system.</td>
<td>-</td>
</tr>
<tr>
<td>Password (confirmation)</td>
<td>Enter the password again.</td>
<td>-</td>
</tr>
<tr>
<td>Language for mail</td>
<td>Select the language you wish to use.</td>
<td>-</td>
</tr>
<tr>
<td>Display Name</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>Last Name</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>Middle name</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>First Name</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>Last Name (Kanji)</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>First Name (Kanji)</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>Last Name (Kana)</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>First Name (Kana)</td>
<td>-</td>
<td>64</td>
</tr>
<tr>
<td>Country</td>
<td>The name of your country of residence.</td>
<td>-</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Nationality.</td>
<td>-</td>
</tr>
<tr>
<td>Organization Name</td>
<td>Name of your organization.</td>
<td>200</td>
</tr>
<tr>
<td>Department Name</td>
<td>The name of the department within your organization.</td>
<td>200</td>
</tr>
</tbody>
</table>

**Confirm information to be registered**

Confirm that the information entered is correct and click "Register".

If corrections are needed, click "Modify".
Tip.
  Except for User ID, you can change them later.

Registration Completed

Upon successful registration, a user registration completion email will be sent to the registered email address.
Then click [the DICE User Portal].

Login to DICE User Portal

Access DICE User Portal. If you have not logged in yet, you will be forwarded to the login screen shown below.

Enter the user ID (the email address used during registration) in the "User Name" field and click "Next".
Enter the registered password in the "Password" field and click "Next".
The DICE User Portal is displayed.
Check the status of Identity proofing

Log in to the DICE User Portal.

Click [Applications] on the left side of the DICE User Portal screen, and then click [Identity proofing status].
If "Confirmed" is displayed in the Institution column of the Status of Identity proofing, the domain registration has been completed.

Application for MatNavi usage

To use MatNavi

To use MatNavi, complete the identity verification and then apply for use.

If you have already completed the Application for E-mail Address Domain from your organization, the identity verification procedure is not required.
Application for MatNavi usage

Log in to the DICE User Portal.

Click [Applications] on the left side of the DICE User Portal screen, and then click [Application].

Notes on DICE Application Application

- Smartphones are not supported. Please access with a PC browser.
- Please disable automatic translation. It will not work properly if the automatic translation feature is enabled.

At this point, the screen switches to "ID Workflow System."
Click on "Actions" > "Request Create" and then click on "Application for MatNavi usage and change of registered information" in the center of the screen.
Enter the application information on the Application for MatNavi usage and change of registered Information screen, and click "Apply".
The fields to be entered here are as follows:

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Description</th>
<th>Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Type</td>
<td>Please select the type of institution you are affiliated with.</td>
<td>○</td>
</tr>
<tr>
<td>ZIP/Postal Code</td>
<td>Please enter your postal code.</td>
<td>○</td>
</tr>
<tr>
<td>State/Province</td>
<td>Please list the state/province of your address.</td>
<td>○</td>
</tr>
<tr>
<td>City</td>
<td>Please enter the city of your address.</td>
<td>○</td>
</tr>
<tr>
<td>Address</td>
<td>Please list the address after the city/town/village.</td>
<td>○</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Please enter your telephone number.</td>
<td>○</td>
</tr>
<tr>
<td>DB to Use</td>
<td>Please check the database used. (Multiple selections allowed)</td>
<td>○</td>
</tr>
<tr>
<td>For what Purpose do you this system</td>
<td>Please select the purpose of use.</td>
<td>○</td>
</tr>
<tr>
<td>Do you want notification e-mail</td>
<td>Please select [Yes]/[No].</td>
<td>○</td>
</tr>
<tr>
<td>Agreement to MatNavi Terms of Service</td>
<td>Please check the link here for the Terms of Use and check the &quot;I agree to the Terms of Use&quot; checkbox.</td>
<td>○</td>
</tr>
</tbody>
</table>

The following operations can be performed using the button at the bottom of the MatNavi usage and registration information change request screen.
<table>
<thead>
<tr>
<th>button name</th>
<th>operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Confirmation</td>
<td>You can confirm the approval route of the application.</td>
</tr>
<tr>
<td>Application</td>
<td>Apply the application according to the information provided.</td>
</tr>
<tr>
<td>Save</td>
<td>You can temporarily save the information you entered.</td>
</tr>
<tr>
<td>Printing</td>
<td>You can print out the application screen for MatNavi usage and registration information change.</td>
</tr>
<tr>
<td>Back</td>
<td>Back to the previous screen.</td>
</tr>
</tbody>
</table>

After the application is submitted, a "MatNavi Usage Approval Completion E-mail" will be sent to your registered e-mail address.

If an error message is displayed on this screen after clicking "Submit," please check that there are no blank fields and that the "I agree to the Terms of Use" checkbox is checked.

**How to use MatNavi**

After completing the application, you can use MatNavi.

Please refer to MatNavi for details on how to use MatNavi.