

Use of Toyo University Network Service Systems (Request for confirmation of various announcements)

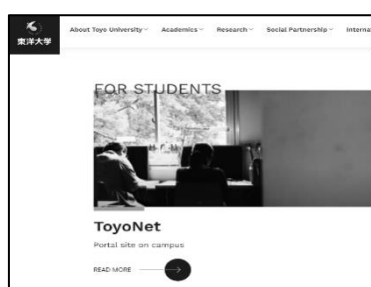
The information for classes and the materials for guidance will be provided on the systems (Toyo University Official App, ToyoNet Mail, ToyoNet-ACE, and ToyoNet-G). After reading this document, please be sure to login to the systems and check the various announcements.

1. Download Toyo University Official App

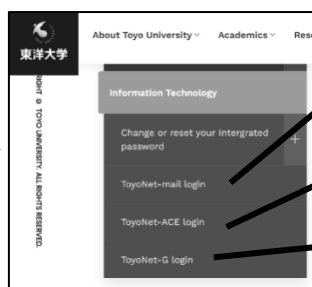
Toyo University Official App will distribute announcements from Toyo University, so be sure to download. You can download Materials for Course Registration Guidance, Course Registration Guide and Timetable of classes at "TOYO-info" of the app. Check the University website for the information on how to download the app.

2. How to login to the Toyo University Network Service Systems

Please access following information systems ① to ③ from the banner of "ToyoNet Portal site on campus" on the University website (<https://www.toyo.ac.jp/en/>) to check the announcements.



The banner on University Website



The left of ToyoNet Portal site

*When you use a smartphone, click "Menu" in the upper right.

- ① Click> Login to **ToyoNet Mail**
- ② Click> Login to **ToyoNet-ACE**
- ③ Click> Login to **ToyoNet-G**

You can also login to them from Toyo University Official App > TOYO-navi > Quick Links

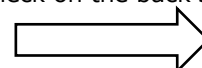


【How to Login】

Please login to ToyoNet Mail, ToyoNet-ACE and ToyoNet-G with the E-mail address and password.

Check Admission Procedure Guide for how to obtain Email address and password (Integrated Account) for login to the systems.

Be sure to check on the back side.



① ToyoNet-Mail (URL for Login <http://mail.toyo.jp/>)

Mainly personal announcements from the university will be distributed.

Please check the incoming e-mail for you.

When contacting the university by e-mail, please be sure to use this e-mail address and include your student ID number, your name, and the inquiry in the e-mail title.

e.g.) "1D1022XXXX Smith Toyo Inquiry about Course Registration"

② ToyoNet-ACE (URL for Log in <https://www.ace.toyo.ac.jp/>)

Announcements from GRS faculty members and materials of class(es) from the instructor(s) will be distributed by each ACE course.

Please be sure to click the all courses displayed in My page of ToyoNet-ACE and check the information.

<Announcements from GRS faculty members>

After logging in, please check your department ACE course below.

The materials such as the department information etc. will be distributed while a student.

Dept. of Global Innovation Studies... "GINOS Cosmos (Classes 2022)" course

Dept. of Regional Development Studies... "Student portfolio for 2022 enrollees, RDS Course" course

<Materials of class(es) from the instructor(s)>

When the course registration with ToyoNet-G is completed, the class name you registered will be displayed on the ACE screen.

How to take classes will be distributed by the instructor in charge of each class on ToyoNet-ACE.

Please complete the registration for the classes you wish to take on ToyoNet-G during the course registration period.

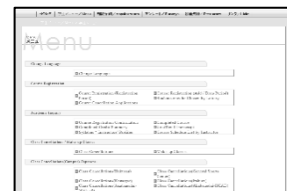
③ ToyoNet-G (URL for Login <https://g-sys.toyo.ac.jp/portal/>)

ToyoNet-G is an online system for registering for courses, searching syllabi, checking grades, changing your address, checking class cancellations, etc.

Please read the "Online Course Registration (All Students Required)" for the information on course registration.

For more details for using the system:

After logging in to ToyoNet-G system, please click "各種資料 / Resources" tab and check the "ToyoNet-G User Guide (Student)".



[Contact Information] ※Be sure to read the materials carefully before asking.
 Email address for Education Affairs Section for GRS : ml-grs-kyomu@toyo.jp
 ○When sending an e-mail to the office, please use the e-mail address(@toyo.jp) provided by the university.
 ○Please indicate your student number and name on the subject when sending the inquiry.
 You may not receive the reply without the indication.
 Tittle example: "1D1022XXXX Toyo Taro, Regarding the course registration"