

# Tohoku University Community

Tohoku University uses the Safety Confirmation System to ascertain the safety of students and staff during emergencies. In the event of a natural disaster, all students/staff are asked to please respond to the safety confirmation e-mail message.

Your responses will help Tohoku University classes/research resume more quickly.

Please respond to safety confirmation requests promptly!

If you do not respond, the university will be unable to provide your family with any information if they contact us.

It will also delay the identification of people who really are missing and in need of search/rescue.



## Point 1

A safety confirmation message will be sent to the e-mail addresses you registered in the Student Affairs Information System (students), or Integrated Electronic Authentication System (staff).

We ask that you register a mobile address that you use regularly so that we can contact you promptly in the event of an emergency.

## Point 2

If you receive a safety confirmation notification by e-mail, open the URL shown in the message.

Simply select your responses on the online form to report your safety status.

Safety confirmation messages will always be sent from [tohoku-univ@anpi.tohoku.ac.jp](mailto:tohoku-univ@anpi.tohoku.ac.jp).

Please set up your e-mail filters to accept messages from this domain.

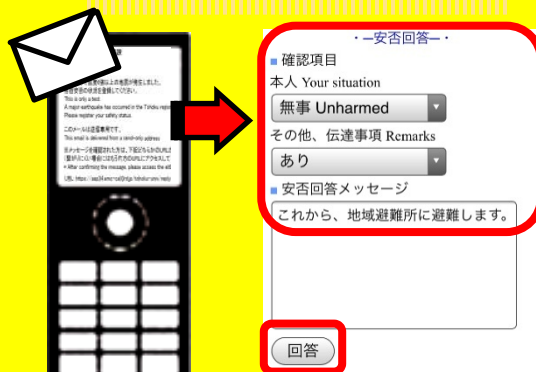
**University-wide safety confirmation training will be held on October 27, 2017. All students/staff are asked to please respond to the safety confirmation message.**

\*The AY 2017 drill will be held even in the event of real small/moderate earthquakes (the test message will be sent as long as any actual earthquakes are less than 5-upper on the JMA shindo scale).

### Responding with the dedicated mobile app (Emergency Call)



### Response screen accessed from e-mail



# E-mail Safety Confirmation Settings

## Students

Safety confirmation messages will be sent to the addresses you set in "E-mail address 1" and "Forwarding address."

The screenshots show the following steps:

- Click on the **Student Services** tab.
- Click on the **New Application** menu.
- Click on **Change Student Information**.
- In the "Student Information" section, click on **E-mail address 1**.
- Enter the email address in the "Email address 1" field.

A summary box on the right lists the navigation path:

- Student Services tab
- ↓
- New Application menu
- ↓
- Change Student Information

## Staff

Safety confirmation messages will be sent to the address you set in "Staff e-mail address" and "Contact e-mail address."

The screenshots show the following steps:

- Click on the **For Staff** tab.
- Click on **Log in with your Tohoku University ID**.
- Log in using your Tohoku University ID and password.
- Click on **Integrated Electronic Authentication System**.
- Click on **メールアドレス等更新** (Update email addresses).
- Enter the email address in the "メールアドレス" field.
- Click on the **SAVE** button.

A blue callout box states: "The university will send safety confirmation messages to the address you enter here."

A summary box on the right lists the navigation path:

- For Staff tab
- ↓
- Log in with your Tohoku University ID
- ↓
- Integrated Electronic Authentication System
- ↓
- Edit Profile
- ↓
- SAVE

See the website below for details on e-mail address registration and information about the system!

<http://www.bureau.tohoku.ac.jp/somu/saigaitaisaku/index3.html>

\*Or use the QR code instead of the URL.



Contact Information: Disaster Management Promotion Office (General Affairs Department, General Affairs Section)  
 Mail: gen-som@grp.tohoku.ac.jp Web: <http://www.bureau.tohoku.ac.jp/somu/saigaitaisaku/>