

To answer the "Review of your STUDY" survey, you need to access "Universal Passport" and log in to the site. And you can set the site to English if you want.

## 1.How to access Universal Passport and to set the site to English

Universal Passport is a web system that Mie University students will need during their enrollment period to register for classes, view posted information, view their schedule, etc.

### 1) Log in to Universal Passport.

Go to the following URL and enter your Unified Account.

<https://unipa.mie-u.ac.jp/>

If you don't know your Unified Account, ask for the Center for Information Technologies and Networks.

**Center for Information Technologies and Networks:** [https://www.cc.mie-u.ac.jp/index\\_e.html](https://www.cc.mie-u.ac.jp/index_e.html)

### 2) Set the site to English.

Log in to the Universal Passport (you will see the page in Japanese), find the "Setting" button at the top right of the screen and click it.

Then, you will see the 5 tabs at the top of the screen, select the "テーマ設定"(Set theme) tab (the middle one) and click it.

On the page you have connected, the bottom of the page, it says "Display in English"(英語で表示する), so change "いいえ"(No) to "はい"(Yes), and press the "保存"(Save) button at the bottom center.

And it will ask you "保存します、よろしいですか" (Are you sure you want to save it?), you answer "OK", and the site will be set to English.

## 2.How to answer the "Review of your STUDY" survey

① Log in to the Universal Passport.

[Note]

The following contents are the case of the site is set to English.

② Locate the "Class registration -related" tab at the top of the screen.

Hover/click over this tab and you will find the "Class Evaluation" tab and the "Class Evaluation answer" below the tab.

③ When you click on the "Class Evaluation answer" tab, you will find the list of "Review of your STUDY" surveys that you can answer.

④ Select the survey you want to answer, click on it, and complete the survey.

Both English and Japanese are available.

Each semester, Mie University will conduct the “Review of your STUDY” survey. The purpose of this review is to remind you of your studies and to set up a goal for further learning.

Thank you for your cooperation.

email: [enq@dhier.mie-u.ac.jp](mailto:enq@dhier.mie-u.ac.jp)

Organization for Education Development & Student Service, Mie University