

# **Keio Academy of New York Admissions Portal**

## **Operation Manual — For Applicants —**

※ This Operation Manual is updated frequently. Please download the most recent manual on the Keio Academy of New York website before using.

## Creating a New Account

### 1. Access the Keio Academy of New York Admissions Portal

Using a computer with internet access, please open the Keio Academy of New York Admissions Portal (link below).

<https://secure.keio.edu/ap/Applicant/>

This link can also be found on the Keio Academy of New York website (<http://www.keio.edu>) under “Admissions > How to Apply”.

### 2. Please Click the “Create an Account” Button

If this is your first time using this portal, you will need to create a new account. In order to do this, please click the “Create an account” button.

Language / 言語 HELP

Keio Academy of New York Admissions Portal

**Sign in**

Email Address \*

Password \*

☐ Save my password

**Sign in**

[Forgot your password?](#)

**Create an account**

Keio Academy of New York - Admissions Portal

Please click the  
“Create an account”  
button

### 3. Set Email Address and Password

Please enter the email address you would like to register and set a password.

Please DO NOT enter the applicant's email address. Please enter the parent/guardian's email address.

You will not be able register an email address that has already been registered on this portal.

Please follow the requirements below when creating your password.

- Must be between 8 and 32 characters in length.
- A combination of letters (lower case and upper case) and at least one number.

After entering your password, please click the "Create an account" button.

The screenshot shows the 'Create an account' form on the Keio Academy of New York Admissions Portal. The page has a dark blue header with the Keio Academy logo on the left and navigation links for 'Language / 言語', 'Sign in', and 'HELP' on the right. The main content area is white and contains the 'Create an account' form. The form has a dark blue title bar. It includes an 'Email Address' field with a red asterisk and a note: 'Must be the parent's email. (No applicant emails.)'. Below this is a 'Password' field with a red asterisk and a 'Password (Confirmation)' field with a red asterisk. To the right of the password fields, there are 'Password requirements' listed: 'Must be between 8 and 32 characters in length' and 'A combination of letters (lower case and upper case) and at least one number'. At the bottom of the form is a blue 'Create an account' button. Below the form is a yellow 'Sign in' button. The footer of the page is dark blue with the text 'Keio Academy of New York - Admissions Portal'.

Keio Academy of New York Admissions Portal

Language / 言語 Sign in HELP

**Create an account**

Must be the parent's email. (No applicant emails.)

Email Address \*

Password requirements:

- Must be between 8 and 32 characters in length
- A combination of letters (lower case and upper case) and at least one number

Password \*

Password (Confirmation) \*

Create an account

Sign in

Keio Academy of New York - Admissions Portal

#### 4. New Registration Process Instruction Email

If there were no problems entering your email address and password, the page will redirect to a “registration success” page and an email with instructions regarding the new registration process will automatically be sent to the email you registered.

If for any reason the email address you registered was incorrect, you will not receive this email. Please use caution when entering your email address. If you do not receive the email, please restart the registration process from the beginning. (If the email address you registered is for a cellular phone, please remove any receiving restrictions that may be in place.)

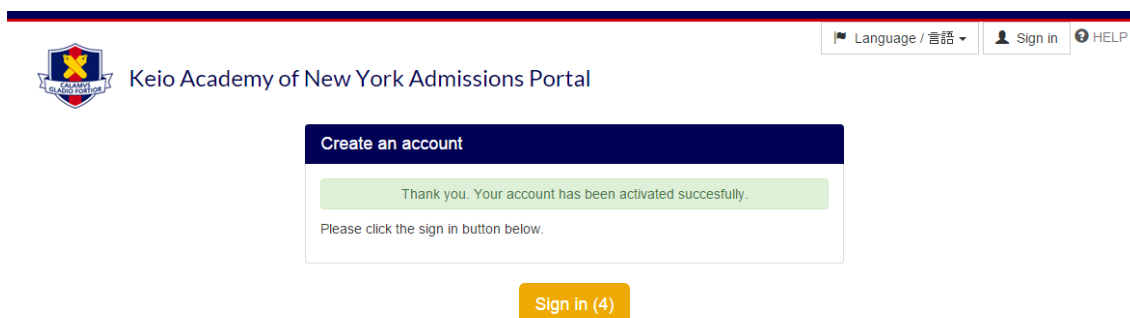
#### 5. Accessing the Link for Registration

After confirming receipt of the email, please follow the instructions listed and access the URL included to complete your registration.

This URL will expire in 24 hours from the time the email is sent.

#### 6. New Registration Complete

If the screen below is displayed, your registration has been completed. Please click the “Sign in” button and continue to the sign in page.



## Sign in

### 1. Accessing the Sign In Page

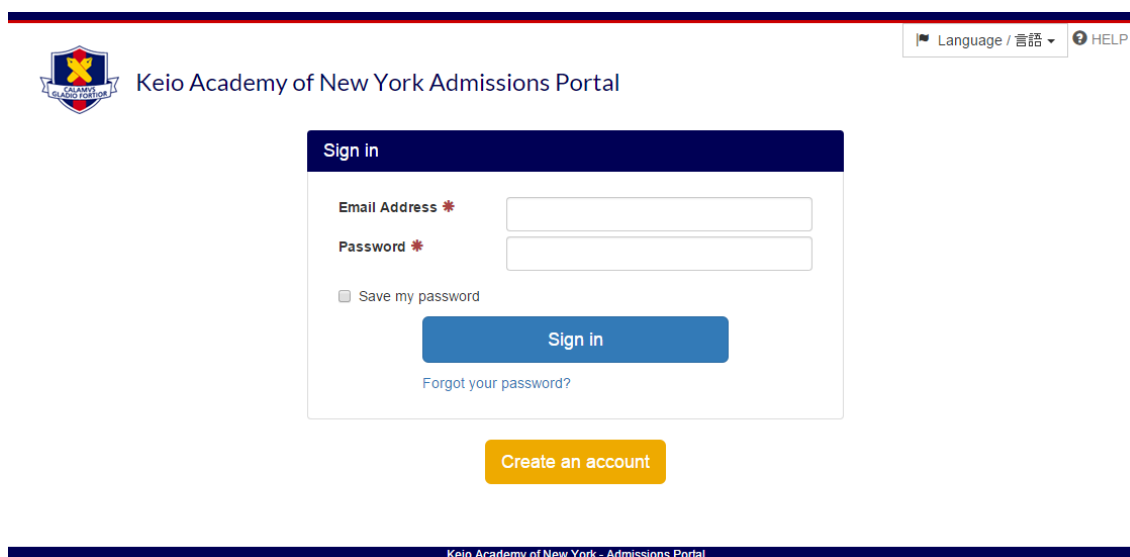
Using a computer with internet access, please open the Keio Academy of New York Admissions Portal (link below).

<https://secure.keio.edu/ap/Applicant/>

This link can also be found on the Keio Academy of New York website (<http://www.keio.edu>) under “Admissions > How to Apply”.

### 2. Entering Your Email Address and Password

Please enter the email address and password you registered, then click the “Sign in” button.



The screenshot shows the Keio Academy of New York Admissions Portal sign-in page. At the top left is the Keio Academy of New York logo. To its right is the text "Keio Academy of New York Admissions Portal". In the top right corner, there is a language dropdown menu showing "Language / 言語" and a "HELP" link. The main sign-in form is a white box with a dark blue header that says "Sign in". Inside the form, there are two input fields: "Email Address \*" and "Password \*". Below these fields is a checkbox labeled "Save my password". A blue "Sign in" button is positioned below the checkbox. Below the button is a link that says "Forgot your password?". Below the sign-in form is a yellow button that says "Create an account". At the bottom of the page, there is a dark blue footer bar with the text "Keio Academy of New York - Admissions Portal".

### 3. Sign In Complete

If you are able to sign in correctly, you will be redirected to the Basic Information Registration page. (If you have already registered all of your basic information, you will be directed to the portal’s dashboard.)

## Basic Information Registration

There are 4 pages for Basic Information Registration: “Applicant's Information,” “School Information,” “Parents’ Information,” and “Entered Information Confirmation”

- When typing with a Japanese keyboard, please use half-width characters except where indicated.
- Fields marked with an asterisk (\*) are required. You will not be able to proceed to the next page if any remain empty.
- Please fill in the required information, and click the “Next” button to continue. When you continue on to the next page, the information you entered will be saved. (※ If you close the window without clicking “Next”, change the language settings during the process, or sign out, all entered information will be lost. Please proceed with caution.)

### 1. Applicant Information

- The applicant’s name (in English) MUST be entered the same way it is displayed on their passport.
- Please use caution when entering the “Last Name”, “First Name”, and “Middle Name” and make sure they are correct.
- Please use careful consideration when choosing the eligible “Expected Grade of Enrollment”.
- If you would like to register any siblings who are under the care of the same parent/guardian, please follow the instructions written in the “Adding Another Applicant” section of this manual.

## 2. School Information

- Please enter the enrolled school information from elementary school to the current school (middle school or high school).
- After completing, please check “I have filled out the applicant's school information from 1st grade to their current grade.”
- If you require more sections for schools, please click “More Schools” and another will be added for you.
- If you would like to delete an enrolled school, please click the “X” (in red) located at the top right corner of each section. When deleting the section, all entered information will also be deleted. Please proceed with caution.
- If you would like to make changes to the information you entered after checking “I have filled out the applicant's school information from 1st grade to their current grade”, please be sure to uncheck it before making any changes. (You will not be able to add or delete any sections for enrolled schools if you leave it checked.)

## 3. Parents’ Information

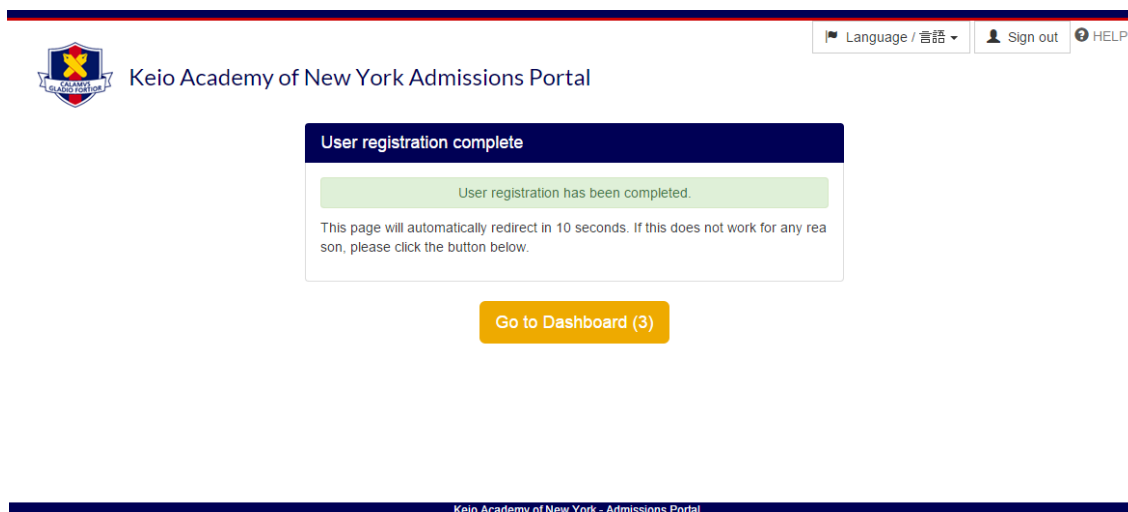
- Please be sure to correctly enter the “Last Name”, “First Name”, and “Middle Name” of the parent/guardian.
- Please be sure to correctly enter the address and contact information in alphanumeric characters.
- Please enter your mailing address if it differs from your current address. If your current address and mailing address are the same, you do not need to enter this information.

## 4. Entered Information Confirmation

After completing the three sections- “Applicant's Information”, “School Information”, and “Parents' Information”- you will be directed to the Entered Information Confirmation page. After confirming there are no mistakes, please click the “Register with this information” button.

## 5. Registration Complete

After registration of the basic information has been completed, you will see the screen below and automatically be redirected to the dashboard screen.

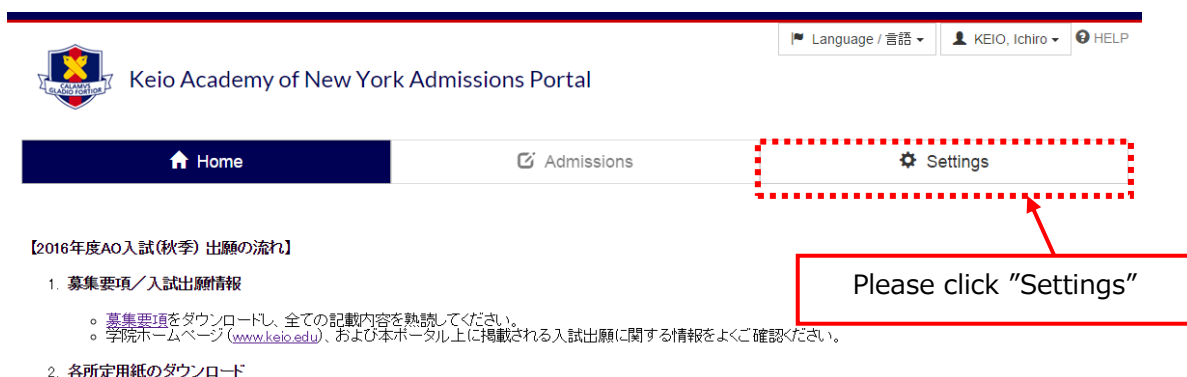




## Confirming and Changing Registered Basic Information

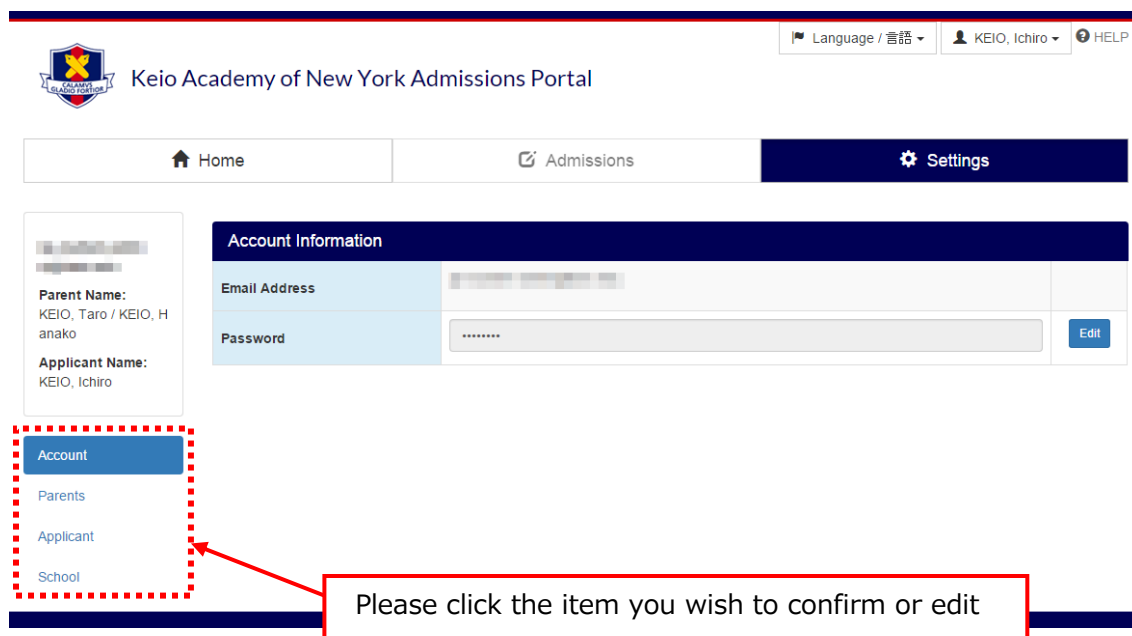
### 1. Please Click the “Settings” Menu

If all basic information has been registered, the dashboard will appear after signing in. If you would like to confirm or change any basic information that has already been registered, please click the “Settings” menu located at the upper part of the screen.



### 2. Select Information You Wish to Confirm or Edit From the Side Menu

Located on the side menu on the left side of the screen, please click the item you wish to confirm or edit. Your current registered information will appear.



## Edit Your Password

If you would like to change your password after registering, please click “Account” on the side menu.

If you click the “Edit” button located to the right of the password, a screen will appear which will enable to you to change your password. Please enter your current password and new password there.

Please follow the requirements below when creating your new password.

- Must be between 8 and 32 characters in length.
- A combination of letters (lower case and upper case) and at least one number.

After entering your new password, please click the “Save” button in order to save your changes.

After changing your password, a Password Change Completion Guide email will be sent to the email address that is registered.

Account Information	
Email Address	<input type="text"/>
Password	<input type="password"/> <a href="#">Edit</a>

Please click “Edit”

## Confirm or Edit Applicant Information, School Information, or Parents’ Information

If you click “Applicant”, “School”, or “Parents” on the side menu, you will be able to check the registered information.

If you would like to edit the registered information, please click the “Edit” button located at the bottom part of the screen and make your changes.

After completing, please click the “Save” button located at the bottom part of the screen to save any changes.

Please refer to the “Basic Information Registration” section of this manual for inputting instructions. Following the “Basic Information Registration” guideline, please correctly enter the information.

## Adding Another Applicant

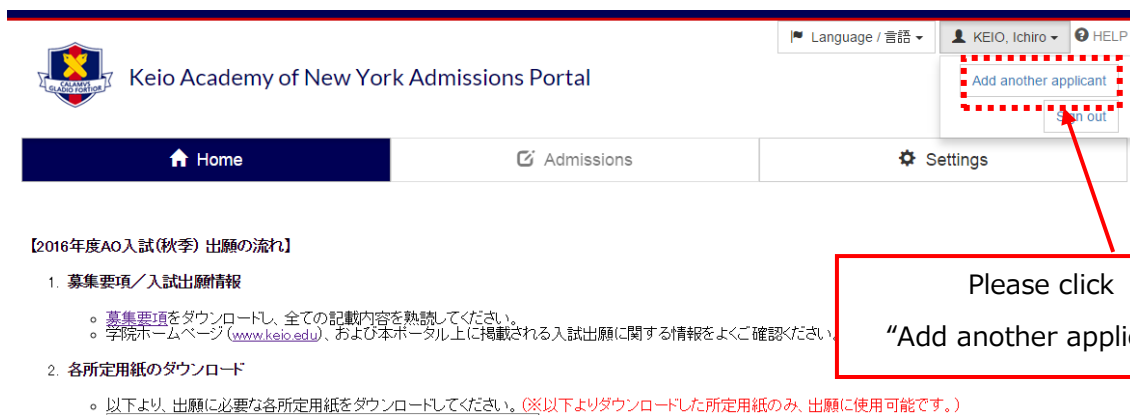
If you would like to register any siblings who are under the care of the same parent/guardian, please follow the procedure written above in this manual. After completing the basic information registration for the first applicant, please follow the procedure below to register additional applicants.

### 1. Sign In

Please sign in from the sign in page using the email address and password you have registered.

### 2. Please Click “Add Another Applicant”

After signing in, please click the “Applicant Name” tab, then choose “Add another applicant”.



### 3. Enter the Additional Applicant Information You Wish to Add

An applicant information input screen will pop up. Following the instructions, please enter the additional applicant’s “Applicant’s Information” and “School Information”.

Please refer to the “Basic Information Registration” section of this manual for inputting instructions.

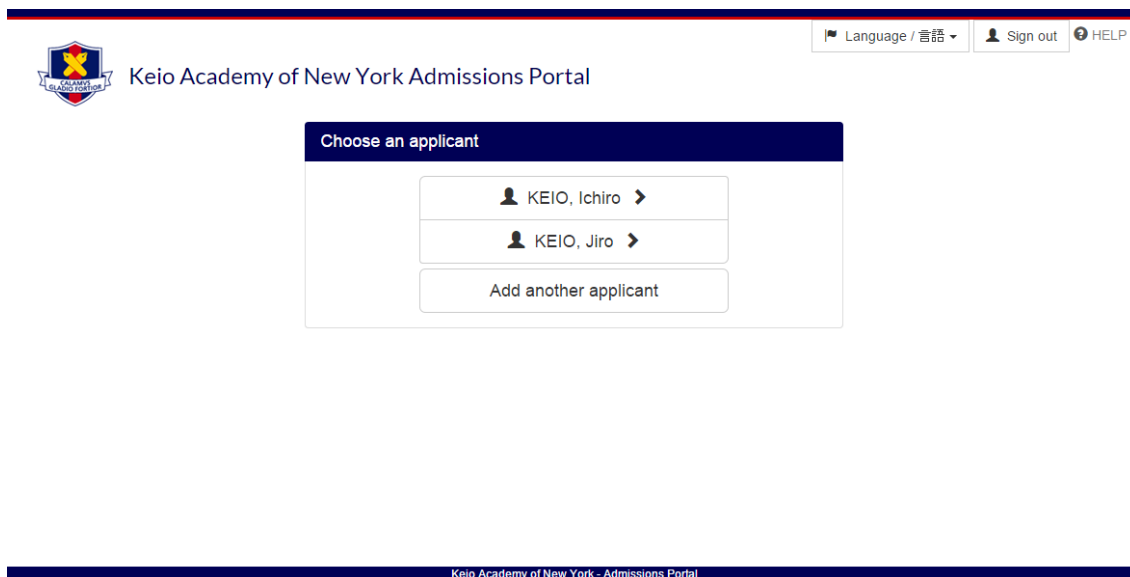
Following the “Basic Information Registration” guideline, please correctly enter the information.

## Choosing the Operating Applicant

### Choosing the Applicant When Signing In

If you have more than one registered applicant, a screen will appear after signing in, which will allow you to choose the applicant.

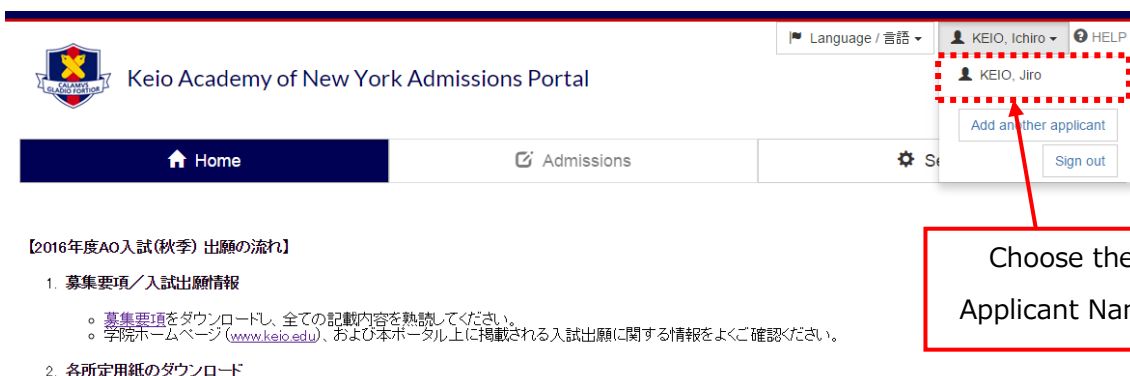
From the applicants displayed, please choose the operating applicant.



### Changing the Operating Applicant

You may change the operating applicant even after signing in.

If you would like to change the operating applicant, please click the “Applicant Name” on the upper right side of the screen and choose which operating applicant you wish to change to.



## Changing the Display Language

You may change the language displayed on the screen to either Japanese or English.

If you would like to change the language displayed on the screen, please click the “Language / 言語” tab located on the upper right corner and choose the language ( “English” or “Japanese (日本語)” ) you want to be displayed.

The screenshot shows the top navigation bar of the Keio Academy of New York Admissions Portal. The language selection dropdown menu is open, showing options for English and Japanese (日本語). A red dashed box highlights the dropdown menu, and a red arrow points to it from a text box that says "Choose the language you want to be displayed".

Language / 言語

English

日本語

Home Admissions Settings

【2016年度AO入試(秋季) 出願の流れ】

- 募集要項／入試出願情報
  - 募集要項をダウンロードし、全ての記載内容を熟読してください。
  - 学院ホームページ ([www.keio.edu](http://www.keio.edu))、および本ポータル上に掲載される入試出願に関する情報をよくご
- 各所定用紙のダウンロード
  - 以下より、出願に必要な各所定用紙をダウンロードしてください。(※以下よりダウンロードした所定用紙のみ、出願に使用可能です。)

エッセイ	ダウンロード
入学志願者調査書	ダウンロード
学業評価書	ダウンロード

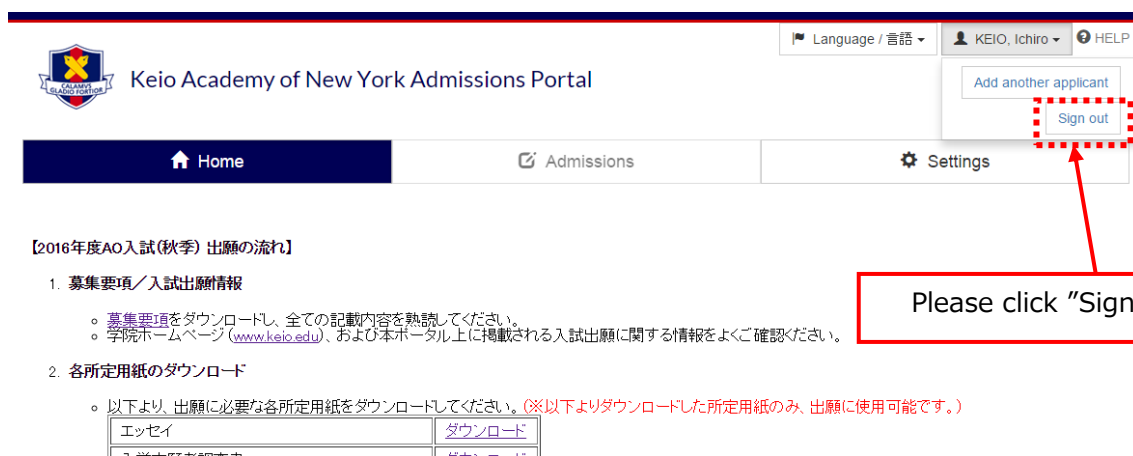
## Signing Out

This portal contains personal information such as names, contact information, and application information.

With this in mind, if you would like to end your session on the portal or if you momentarily leave the computer you are using, as a security measure (in order to protect personal information and prevent unauthorized use), please sign out first.

Please be especially careful if you are using a computer in a public area such as a library or internet café.

To sign out, please click the “Applicant Name” tab located in the upper right corner and choose “Sign out”.



Keio Academy of New York Admissions Portal

Language / 言語 KEIO, Ichiro HELP

Add another applicant Sign out

Home Admissions Settings

【2016年度AO入試(秋季) 出願の流れ】

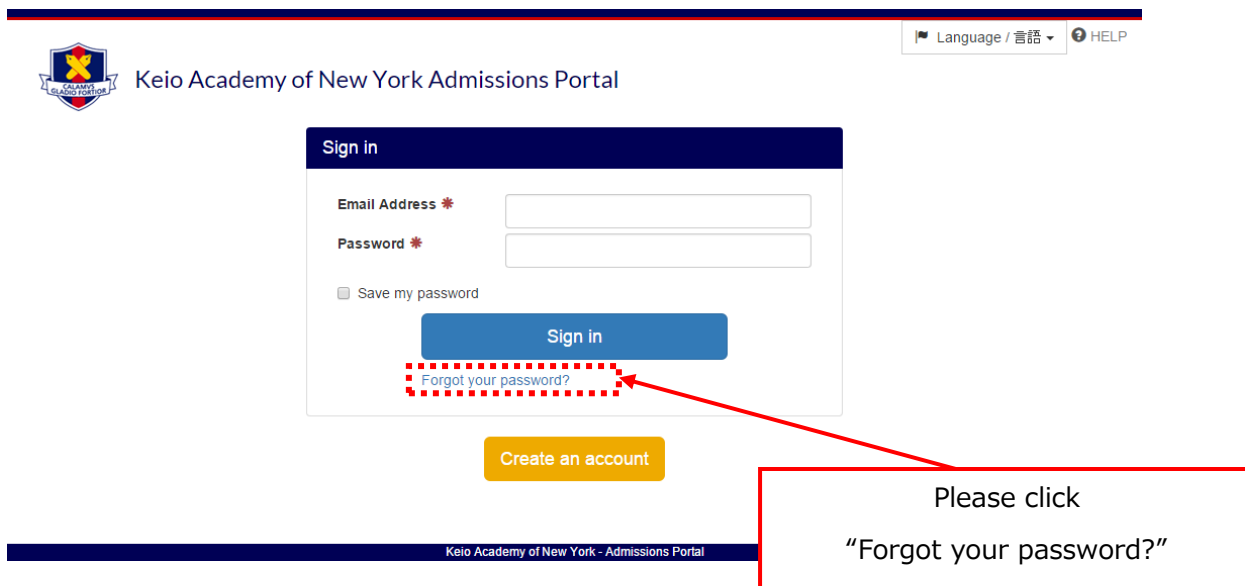
- 募集要項／入試出願情報
  - 募集要項をダウンロードし、全ての記載内容を熟読してください。
  - 学院ホームページ ([www.keio.edu](http://www.keio.edu))、および本ポータル上に掲載される入試出願に関する情報をよくご確認ください。
- 各所定用紙のダウンロード
  - 以下より、出願に必要な各所定用紙をダウンロードしてください。(※以下よりダウンロードした所定用紙のみ、出願に使用可能です。)

エッセイ	ダウンロード
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## If You Forget Your Password

### 1. Access the Sign In Screen

Please click “Forgot your password?” located on the sign in page.



Language / 言語 HELP

Keio Academy of New York Admissions Portal

**Sign in**

Email Address \*

Password \*

☐ Save my password

**Sign in**

[Forgot your password?](#)

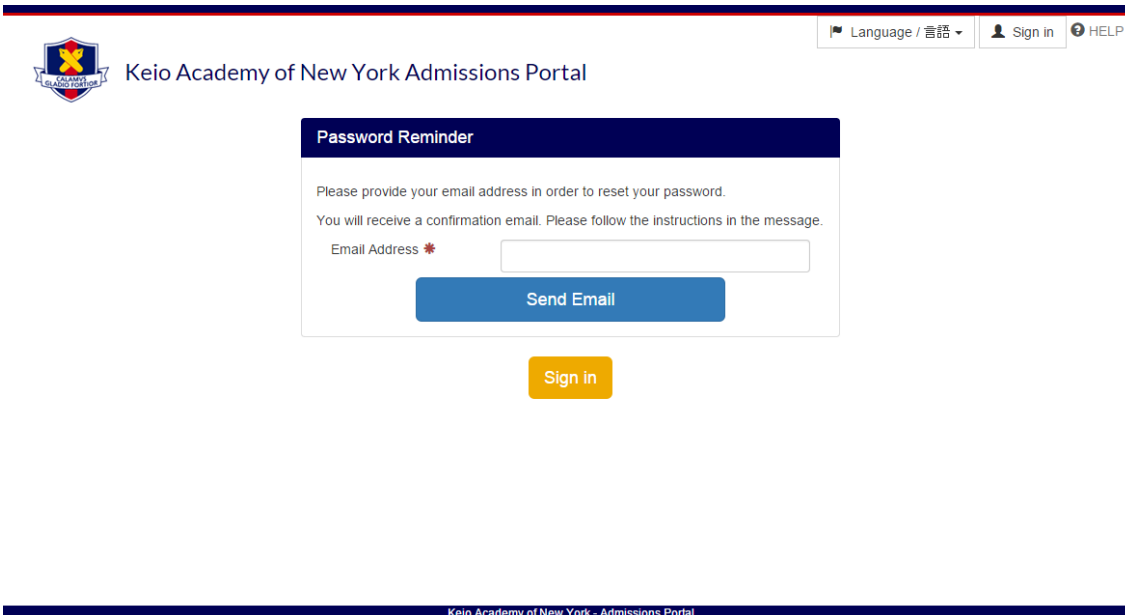
**Create an account**

Keio Academy of New York - Admissions Portal

Please click  
“Forgot your password?”

### 2. Enter Your Registered Email Address

To reset your password, enter the email address you registered, then click the “Send Email” button.



Language / 言語 Sign in HELP

Keio Academy of New York Admissions Portal

**Password Reminder**

Please provide your email address in order to reset your password.  
You will receive a confirmation email. Please follow the instructions in the message.

Email Address \*

**Send Email**

**Sign in**

Keio Academy of New York - Admissions Portal

### 3. Access the Password Reset URL

An email instructing you on how to reset your password will be sent to the email address you entered. Please follow the instructions written, then access the password reset URL.


This URL will expire 24 hours after the email is sent.

### 4. Set a New Password

The password reset screen will appear. Please enter the new password.

Please follow the requirements below when creating the new password you wish to register.

- Must be between 8 and 32 characters in length.
- A combination of letters (lower case and upper case) and at least one number.

 Keio Academy of New York Admissions Portal

Language / 言語 Sign in HELP

Set new password

Password requirements:

- Must be between 8 and 32 characters in length.
- A combination of letters (lower case and upper case) and at least one number

Password \*

Password (Confirmation) \*

Submit

Sign in

Keio Academy of New York - Admissions Portal