

雇い入れ時健診 Web 予約システム・英語

New Employee Health Check-up WEB Reservation System

※The instructions below are possible on a PC/smart phone/etc. connected to the university's network (KUINS) or wireless network (KUINS-Air).

1. Access the Employee Health Check-up Online Appointment System.

<https://u.kyoto-u.jp/489/>

2. Access the above URL and the login screen pictured below will appear.

Click the [初回ユーザ登録] "First-time User Registration" button.

雇い入れ時健診Web予約

Here

ログインまたは First-Time User 初回ユーザー登録 Registration

ログイン方法

※職員一般健康診断予約システム初回利用時は、こちらよりユーザー登録をお願いします。

職員番号とWeb予約パスワードを入力して「ログイン」ボタンをクリックしてください。

Registered users login

職員番号 (半角数字&文字)

Employee Number (half-width characters)

Web予約パスワード

Password

ログイン Login

京都大学環境安全保健機構 健康管理部門
TEL: 075-753-2404 (保健診療所受付)

- At the top of the screen, enter your 8-digit “Employee Number”, “E-mail Address” (for appointment reminder notifications), and a “password” (at least 8 characters, containing both letters and numbers) of your choice. Click [登録] “Register”.

*Note: Entries must be written in half-width characters. *Half-width is the default size for the English keyboard.*

雇い入れ時健診Web予約

利用者登録

職員番号 (半角数字8文字) Employee Number (half-width characters)

メールアドレス E-mail Address

メールアドレス (再入力) E-mail Address Confirmation

Web予約パスワード ※半角英数字を組み合わせて8文字以上 Password* *must be at least 8 characters and contain both numbers and letters

Web予約パスワード (再入力) Password Confirmation

登録 Register

見本

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番号 123456780 8-digits from the left

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京都大学認証ICカード
KYOTO UNIVERSITY

京都大学環境安全保健機構 健康管理部門
TEL: 075-753-2404 (保健診療所受付)

- Click [+新規予約] “New Appointment”

雇い入れ時健診Web予約

受付の予約はありません。No appointments.

Here

+ 新規予約 New Appointment

終了 Close

プライバシー保護のため、予約操作の完了後または操作を取り止める際には「終了」ボタンをクリックして下さい。
一定時間以上、ボタンやリンクをクリックしなかった場合には自動ログアウトします。

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4.1 For Pre-Existing Appointments:

- For appointments that have already been registered, you can edit your appointment by clicking [予約変更] “Edit Appointment”.
- To delete an appointment, click [予約取消] “Delete Appointment”.

雇い入れ時健診Web予約 終了

Year年Month月Day日 (Weekday) Time
 現在、2018年6月26日(火) 14:00 に予約済みです。 } Reservation details
 受検N日前に dummy@example.jp 宛てに確認メールが送信されます。

プライバシー保護のため、予約操作の完了後または操作を取り止める際には「終了」ボタンをクリックして下さい。
 一定時間以上、ボタンやリンクをクリックしなかった場合には自動ログアウトします。

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5. If you click [新規予約] “New Appointment” or [予約変更] “Edit Appointment” then [予約状況] “Appointment Status” will appear. Select the day and time you would like to have your appointment.

雇い入れ時健診Web予約 終了

予約状況 Appointment Status

現在、受検の予約はありません。 No appointments.

予約を希望する日時をクリックして下さい

2018年6月					Last 前月 Month	Current 今月 Month	Next 次月 Month
月	火 Tue	水 Wed	木 Thu	金 Fri			
				1			
4	5	6	7	8			
11	12	13	14	15			
	19	20	21	22			
25	26	27	28	29			
	14:00 ◯	14:00 △	14:00 ×	14:00 ◯			

Last 前月 Month | Current 今月 Month | Next 次月 Month

各時間帯の記号は、予約状況を示しています。【×】と表示されている日時は予約不可能です。

6. When you click a time-slot, the selected date and time will appear on the appointment registration screen (see picture below). Click the [確認] “Confirm” button.

※The confirmation e-mail will be sent from “yatoiire@service.hoken.kyoto-u.ac.jp”.

For those using a cell phone company’s e-mail address who would like to receive this e-mail, please make sure to change the settings to allow emails from this address.

e.g.) For June 26, 2018 at 14:00pm

The screenshot shows the 'Appointment Form' registration page. At the top, it says '雇い入れ時健診Web予約' and '終了'. The main title is '予約フォーム Appointment Form'. Below the title, a red note says '下記の内容で予約する場合は、「確認」ボタンをクリックして下さい。' (If you want to book with the following information, click the 'Confirm' button). The form fields are: '健康診断受検日 Health Check-Up Date' with the value '2018年6月26日(火) Year年Month月Day日 (Weekday)', '開始時刻 Start Time' with the value '14:00 (military time)', and '通知先メールアドレス Email for Notifications' with the value 'dummy@example.jp'. A red box highlights the email field. A yellow arrow points to the '確認 Confirm' button. A callout box on the right lists days of the week: 'For your reference.. 月 Monday, 火 Tuesday, 水 Wednesday, 木 Thursday, 金 Friday'. An orange arrow points from the 'Weekday' label in the date field to this callout box.

7. Review the details of your appointment, then click [確定] “Confirm”.

The screenshot shows the 'Appointment Confirmation' screen. At the top, it says '雇い入れ時健診Web予約' and '終了'. The main title is '予約確定'. Below the title, a red note says '下記の内容で予約してよろしければ、「確定」ボタンをクリックして下さい。' (If you are satisfied with the booking information below, click the 'Confirm' button). The form shows the appointment details: '予約内容' (Appointment Details), '受検日: 2018年6月26日(火)' (Check-up date: 2018年6月26日(火)), '開始時刻: 14:00' (Start time: 14:00), and '先メールアドレス: dummy@example.jp' (Email address: dummy@example.jp). A yellow arrow points to the '確定' button.

8. After completing the above instructions, the appointment completion screen will appear. Please click [終了] “Close”.



9. After creating an appointment, if you click the [予約取消] “Delete Appointment” button, the deletion confirmation dialogue screen will appear. If you would like to delete it, click [OK]. If you do not wish to delete it, click [キャンセル] “Cancel”.

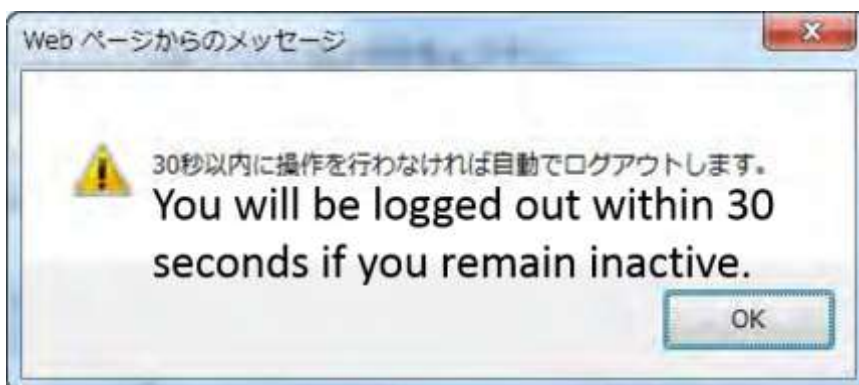


10. If you delete the appointment, a screen like the one pictured below will appear. Click [終了] “Close”.

The Employee Online Appointment System procedure is now complete.



11. When the appointment system is accessed from a computer that is used by many people and has been inactive for a certain amount of time, in order to protect your privacy, a pop-up alert like the one below will appear.



Afterwards, if there was still no activity, a pop-up alert like the one pictured below will appear and automatically log you out.



If you were unintentionally logged out, you will have to log in again starting from step 2 to complete your task.

12. Supported Web Browsers:

This appointment system has been confirmed to work on the following browsers:

- Internet Explorer 9
- Internet Explorer 10
- Internet Explorer 11
- Google Chrome *
- Firefox *
- Safari *
- iOS Device Browsers *
- Android Device Browsers *

* Each has been confirmed on the latest stable version available in April 2015.

Versions of Internet Explorer earlier than version 8 are not supported.

For security reasons, if you are using an older version of this browser, please install/update to the newest version before accessing the appointment system.

- End -