

Minato City Emergency Email Delivery Service Registration Manual

This is the registration manual for **Koryo Junior High School** (for guardians).

*Please keep this manual until the end of the year after registering. This is because you will need it if you change the registered information.

① Blank email address	② QR code	③ School ID
t-minato-school@sg-m.jp		Please look at the document we gave to students.

Before registration: Please check the following spam email settings on your mobile phone.

- 1) Please allow emails from the domain below.
 - Domain specification: @kinkyumail.education.city.minato.tokyo.jp
- 2) Please allow the reception of emails with URLs.

Registration process

【When typing the above blank email address】

1. Type the above, (1) blank email address in the address on the email screen.

宛先: *****
件名:

Please verify that all letters are in half-width characters and that you have not made any mistakes with "-" (hyphens) and "_" (underscores) or the letters and numbers.

2. Send the email from the email screen.
*Do not change the subject or text of the email.

3. When you receive <仮登録完了のお知らせ> (Notification of pre-registration), proceed to registration by clicking on the URL in the email.

*If you receive <本登録済のお知らせ> (Notification of completed registration), please check [Additional registration process] on the second page.

4. Verify **利用規約** (Terms of use) and click **メール配信に同意する** (Agree to the email delivery).

5. Select and enter the following information according to the screen.

学校 ID (School ID) (above (3)), **お子様の学年 (your child's school year)**, **お子様の組 (your child's class)**, **お子様の名前 (your child's name)** (※全角カタカナ (in full-width katakana characters))

6. Verify the entered information and click **利用者情報入力へ進む** (Enter the user's information).

組:
○学校>1年>1組
ミナトハナコ
修正する

生徒を追加する(○学校)

他の学校の生徒を追加する

利用者情報入力へ進む

When adding a child from the same school as in this manual (e.g. siblings in the same school), click **生徒を追加する(○学校)** (Add a child (○ School)).

When adding a child from another school (e.g. siblings who go to another elementary or junior high school), click **他の学校の生徒を追加する** (Add a child from another school).

7. Enter **保護者様の名前 (guardian's name)**. *You enter this in kanji.

【 When scanning the QR code 】

1. Scan the above (2) QR code with the barcode reader on your mobile phone.

Click on the URL and click **メールを送信する** (Send an email) on the displayed page.

ご利用ありがとうございます。
仮登録が完了致しました。
下記のURLにアクセスして、詳細情報をご登録下さい。
本登録はコチラからお願いします。
https://service.sugumail.com/r/gwv_00001

- Verify the entered information and click **【入力内容を登録する】 (Register the entered information).**
- Receive **<本登録完了のお知らせメール> (Notification of registration)** and the registration will be complete.

【Additional registration process】

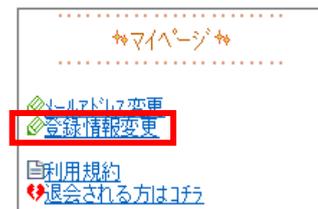
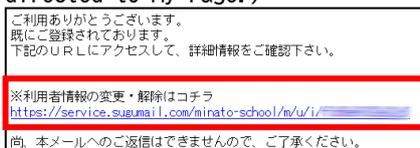
(Adding siblings, Hoka GO →, municipal or private kindergarten, etc.)

In the following cases, you will receive a **<本登録済のお知らせ> (Notification of completed registration)** when you send a blank email. Please make an additional registration according to the following process.

- Siblings are already registered in schools in Minato City
- Your child is already registered in Hoka GO→ or you are registered as school personnel, and you are going to register your child in a school in Minato City
- Your child is already registered in a school in Minato City, and you are going to register your child in Hoka GO→ or yourself as school personnel
- You are adding a child who goes to a municipal or private kindergarten, etc.

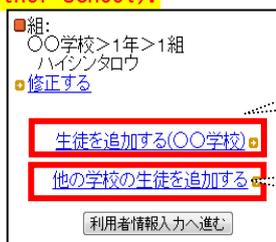
- Send a blank email according to the registration process.

- You will receive **<本登録済みのお知らせ> (Notification of completed registration)** and then click on the link **「※利用者情報の変更・解除はコチラ」 (Click here to change or cancel the user's information)** (You will be directed to My Page.)



- Click **【登録情報変更】 (Change the registered information)** on My Page.

- Click **【生徒を追加する(〇〇学校)】 (Add a child (〇〇 School))** or **【他の学校の生徒を追加する】 (Add a child from another school).**



When adding a child from the same school as in this manual (e.g. siblings from the same school), click **【生徒を追加する (〇〇学校)】 (Add a child (〇〇 School))**.

When adding a child from another school (e.g. siblings who go to another elementary or junior high school), click **【他の学校の生徒を追加する】 (Add a child from another school).**

- Select and enter the below information according to the screen.

学校 ID (School ID) ((3) on the first page), **お子様の学年 (your child's school year)**, **お子様の組 (your child's class)**, **お子様の名前 (your child's name)** (※全角カタカナ (in full-width katakana characters))

- Repeat Steps 4 and 5 when you want to add more children.

- Verify the entered information and click **【利用者情報入力へ進む】 (Enter the user's information).**

- Enter **保護者様の名前 (guardian's name)**. *You enter this in kanji.

- Verify the entered information and click **【入力内容を登録する】 (Register the entered information).**

- Receive **<登録情報変更のお知らせメール> (Notification of change of registered information)** and the registration will be complete.

➤ **I sent a blank email but have not received a reply.**

Verify [Before the registration] and change your settings before sending a blank email again.

➤ **I cannot click on the 送信 (Send) button when sending a blank email.**

If you cannot click on the 送信 (Send) button when sending a blank email (e.g. on iPhones), please type any letter in the subject or text.

➤ **You changed your email address after registering...**

When you change your email address, please register again according to this manual.

【Frequently asked questions】 Scan the QR code on the right or enter the URL to check the FAQ.

<https://service.sugumail.com/minato-school/faq/m/>

*You can also check the way to change your spam email settings for each telephone company.

If this does not solve your problem, please contact the Call Center.

 0570-055-783 (only in Japanese)

Weekday from 9 a.m. to 6 p.m. Excluding the New Year's holiday period (December 29 to January 3) and public holidays

*If you have lost your school ID and cannot register, please contact your school.

