



SchooLynk Contact

MyPage User Manual

Student Ver.

**Doorkel Co.,Ltd.
Educational Solution Department
Customer Support**

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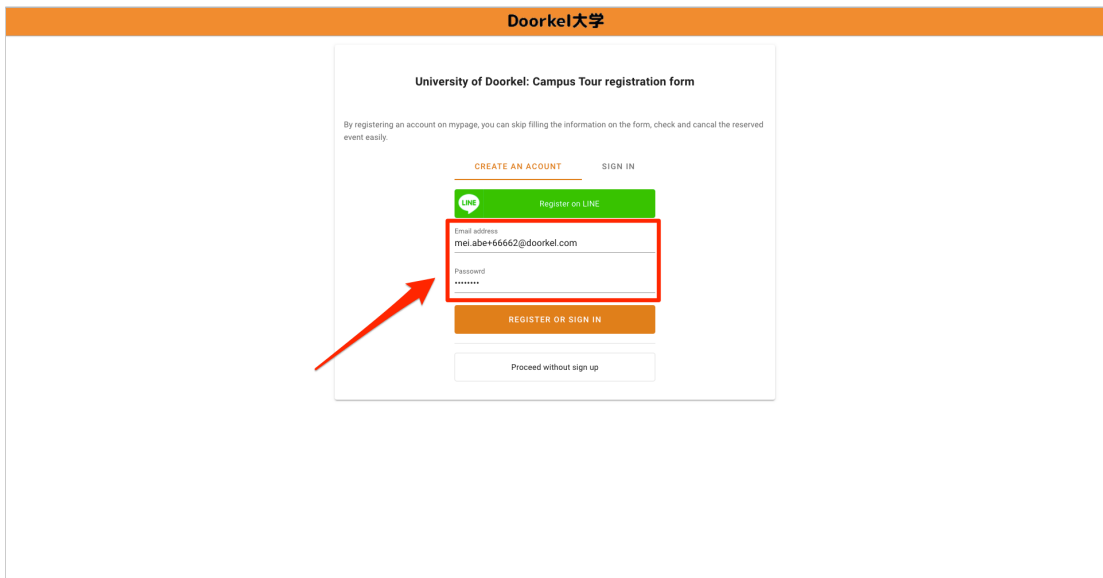
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1 Register to MyPage and Participate

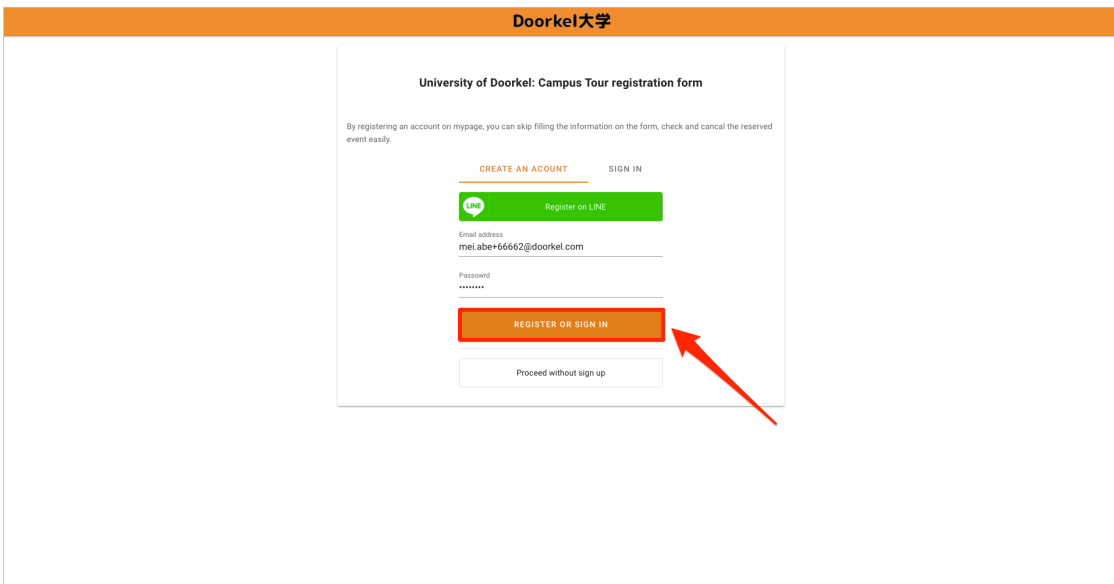
a. How to Register to MyPage from Registration Form

- (1) MyPage will be shown after clicking the registration form. Please make sure that you are selecting “CREATE AN ACCOUNT”, and fill in the “Email Address” and “Password”.



The screenshot shows the "University of Doorkel: Campus Tour registration form" page. At the top, there is a blue header with "Doorkel大学". Below it, the form title is "University of Doorkel: Campus Tour registration form". A sub-header reads: "By registering an account on mypage, you can skip filling the information on the form, check and cancel the reserved event easily." There are two links: "CREATE AN ACCOUNT" (highlighted in orange) and "SIGN IN". Below these is a green button with the LINE logo and the text "Register on LINE". The form contains two input fields: "Email address" with the value "mei.abe+66662@doorkel.com" and "Password" with masked characters "*****". A red rectangular box highlights both input fields, and a red arrow points from the bottom-left towards the box. Below the form is an orange button labeled "REGISTER OR SIGN IN" and a white button labeled "Proceed without sign up".

- (2) Click “REGISTER OR SIGN IN”.



This screenshot is identical to the one above, showing the registration form. The focus is on the orange button labeled "REGISTER OR SIGN IN" at the bottom of the form, which is highlighted by a red arrow pointing from the bottom-right towards the button.

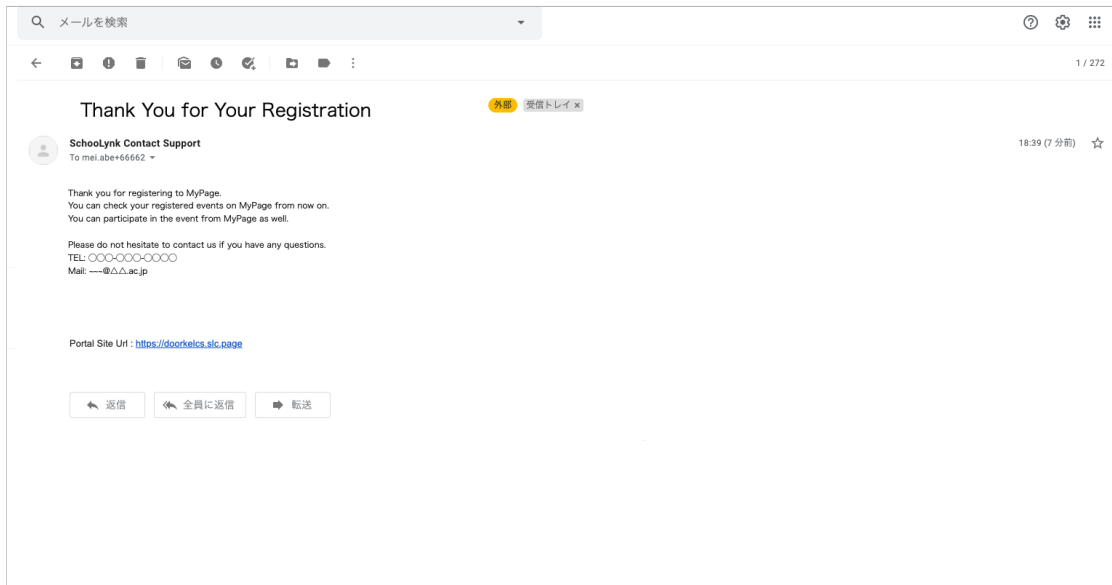
(3) After selecting the event to participate, fill all the blanks on the form.

The screenshot shows a registration form titled "University of Doorkel: Campus Tour registration form" within a header labeled "Doorkel大学". The form contains the following fields: an email field with the value "mei.abe+66662@doorkel.com", a last name field with the value "Johnson", and a first name field with the value "Emma". Below these fields is a privacy policy statement and a checkbox labeled "I agree". A "REGISTER" button is located at the bottom right of the form. A red rectangular box highlights the email, last name, and first name input fields.

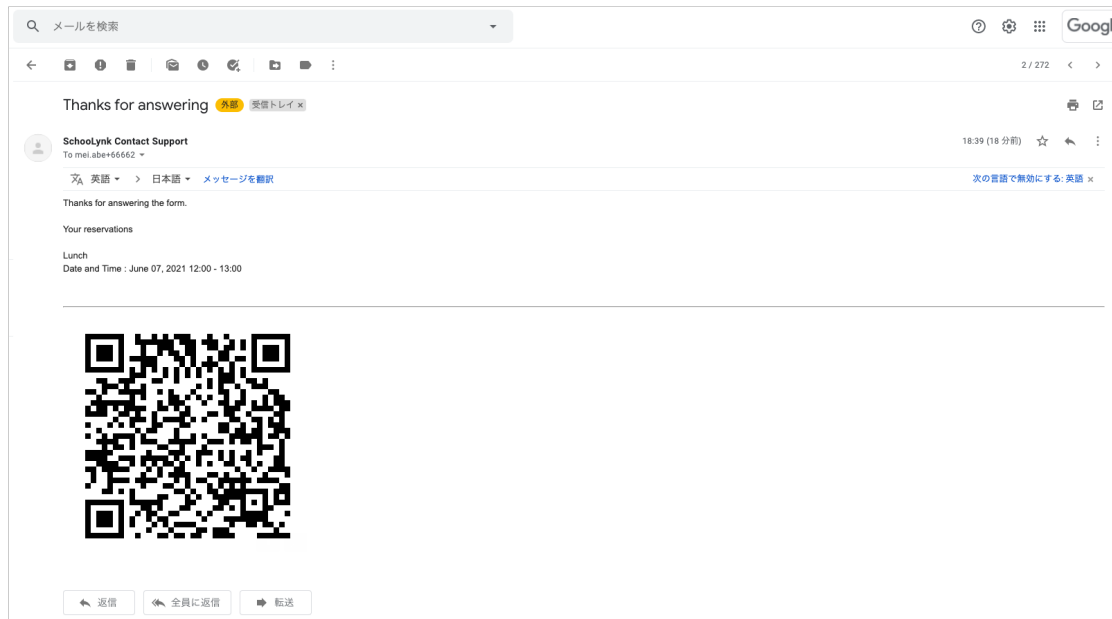
(4) Check "I agree" and click "REGISTER".

This screenshot is identical to the one above, but with two red arrows pointing to the "I agree" checkbox and the "REGISTER" button. The checkbox is now checked, and the "REGISTER" button is highlighted in orange.

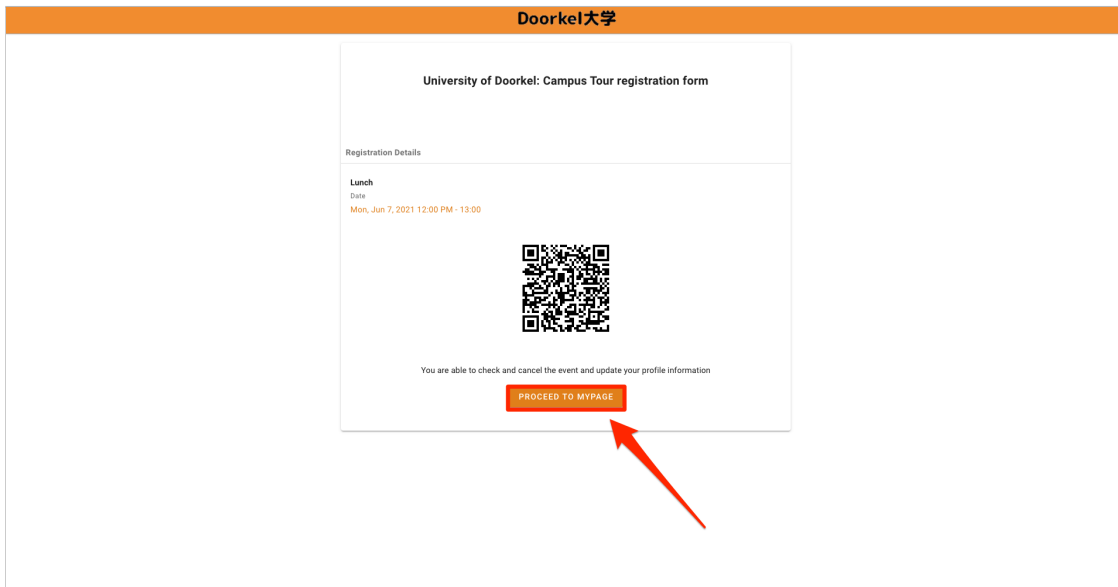
(5) MyPage registration confirmation mail will be sent to the email address you typed.



(6) Event confirmation email will be sent to the email address you typed.



(7) Click “PROCEED TO MYPAGE” after checking registration details.



(8) Your reserved event will be shown on the Application list.



b. How to Register to MyPage from MyPage URL

- (1) Access to MyPage from URL. Please make sure you are on “CREATE AN ACCOUNT” tab and fill email address and password.

Doorkel大学

Thank you for registering to MyPage.
You can check your registered events on MyPage from now on.
You can participate in the event from MyPage as well.

CREATE AN ACCOUNT SIGN IN

LINE Register on LINE

Email address
mei.abe+45677@doorkel.com

Password

REGISTER OR SIGN IN

- (2) Click “REGISTER OR SIGN IN”.

Doorkel大学

Thank you for registering to MyPage.
You can check your registered events on MyPage from now on.
You can participate in the event from MyPage as well.

CREATE AN ACCOUNT SIGN IN

LINE Register on LINE

Email address
mei.abe+45677@doorkel.com

Password

REGISTER OR SIGN IN

(3) Fill your profile.

Doorkel大学

Profile

姓・
Emma

名・
Johnson

メールアドレス・
mei.abe+45677@doorkel.com

性別・
女性

生年月日・
Sep 17, 2000

卒業予定年・
2022年3月

高校名・
Doorkel High School

自宅郵便番号・
105-0014
半角数字と、半角ハイフン「-」でご記入ください

自宅住所 (都道府県)・
東京都

(4) After filling the form, check “I agree” and click “SAVE”.

Doorkel大学

高校名・
Doorkel High School

自宅郵便番号・
105-0014
半角数字と、半角ハイフン「-」でご記入ください

自宅住所 (都道府県)・
東京都

自宅住所 (市区町村)・
港区

自宅住所 (丁目・番地・号)・
芝2-27-8
半角数字を埋め込んで「丁目・番地・号」でご記入ください

自宅住所 (マンション名・号室)
VORT芝公園4階

電話番号・
03-6435-3348
半角数字、半角ハイフン「-」でご記入ください

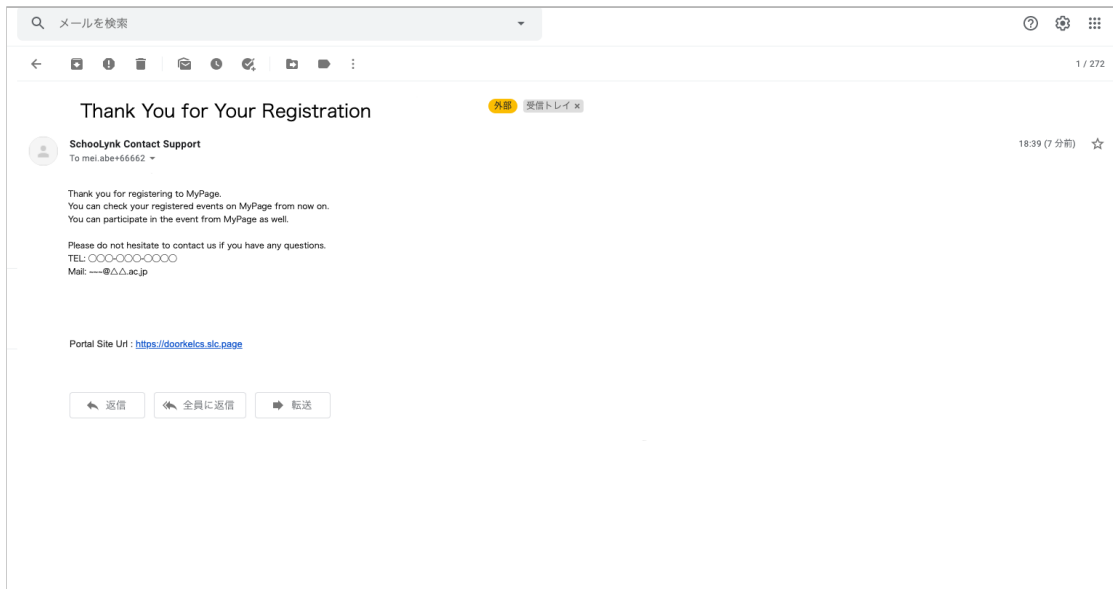
メールマガジン希望有無・
希望しない

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I agree

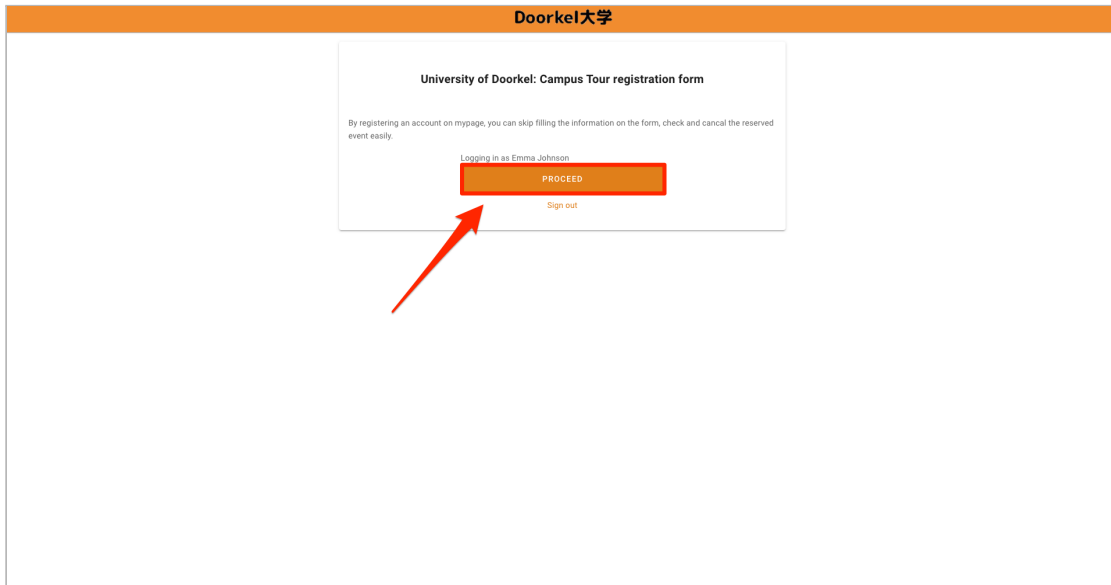
SAVE

(5) MyPage registration confirmation mail will be sent to the email address you typed.

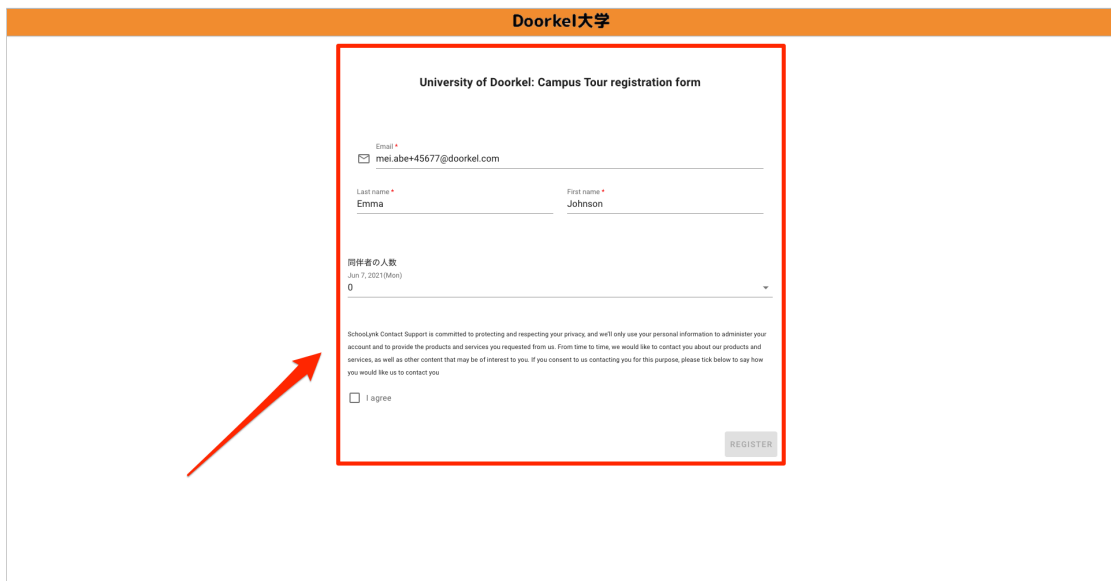


c. How to Register to the Event after Making a MyPage Account

- (1) After you make an account, there will be the message on the web says “Logging in as {Your Name}”.
Make sure it is your account, and click “PROCEED”.



- (2) Your profile information will be filled automatically for the questions you have answered before and according to your MyPage profile.



(3) Fill the information that is blank, check “I agree” and click “REGISTER”.

Doorkel大学

University of Doorkel: Campus Tour registration form

Email *
mei.abe+45677@doorkel.com

Last name * Emma First name * Johnson

同業者の人数
Jun 7, 2021 (Mon)
0

SchoolLink Contact Support is committed to protecting and respecting your privacy, and we'll only use your personal information to administer your account and to provide the products and services you requested from us. From time to time, we would like to contact you about our products and services, as well as other content that may be of interest to you. If you consent to us contacting you for this purpose, please tick below to say how you would like us to contact you

I agree

REGISTER


(4) After checking your event registration, click “PROCEED TO MYPAGE”.

Doorkel大学

University of Doorkel: Campus Tour registration form

Registration Details

Minato-Ku Campus
Date
Mon, Jun 7, 2021 9:00 AM - 10:00



You are able to check and cancel the event and update your profile information

PROCEED TO MYPAGE

2 Login to MyPage

a. How to Login to MyPage

- (1) Select “SIGN IN” and fill “Email Address” and “Password”.

Doorkel大学

Thank you for registering to MyPage.
You can check your registered events on MyPage from now on.
You can participate in the event from MyPage as well.

CREATE AN ACCOUNT SIGN IN

LINE Login with LINE

Email address
mei.abe+45677@doorkel.com

Password

LOGIN WITH EMAIL

FOTOT A PASSWRD? CLICH HERE

- (2) Click “LOGIN”.

Doorkel大学

Thank you for registering to MyPage.
You can check your registered events on MyPage from now on.
You can participate in the event from MyPage as well.

CREATE AN ACCOUNT SIGN IN

LINE Login with LINE

Email address
mei.abe+45677@doorkel.com

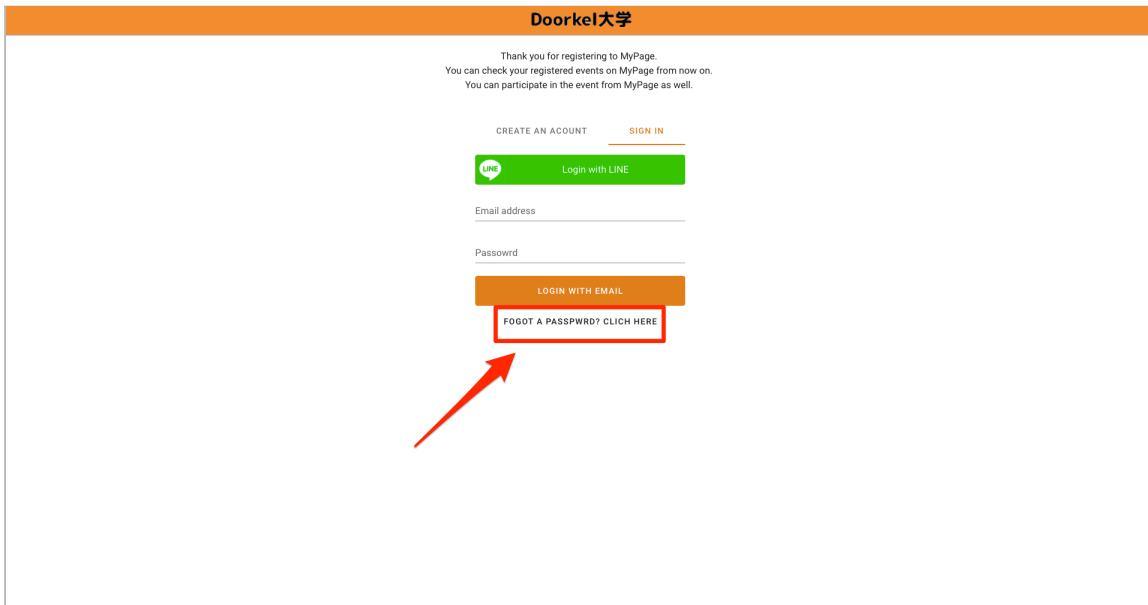
Password

LOGIN WITH EMAIL

FOTOT A PASSWRD? CLICH HERE

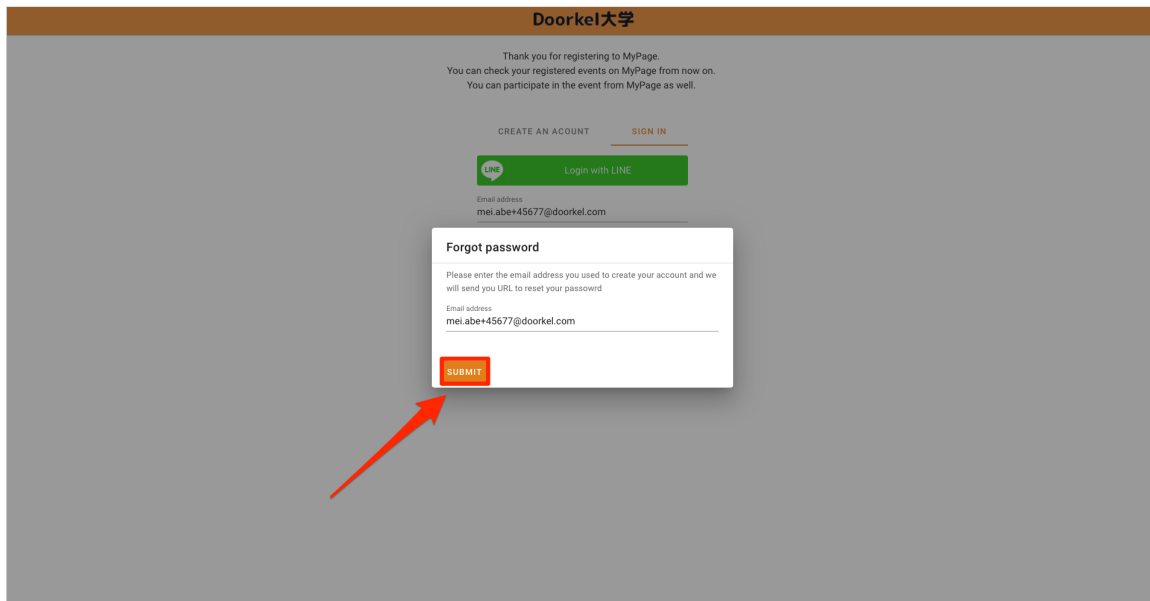
b. How to Change the Password When Forgot

- (1) Click “FORGOT A PASSWORD? CLICK HERE”.



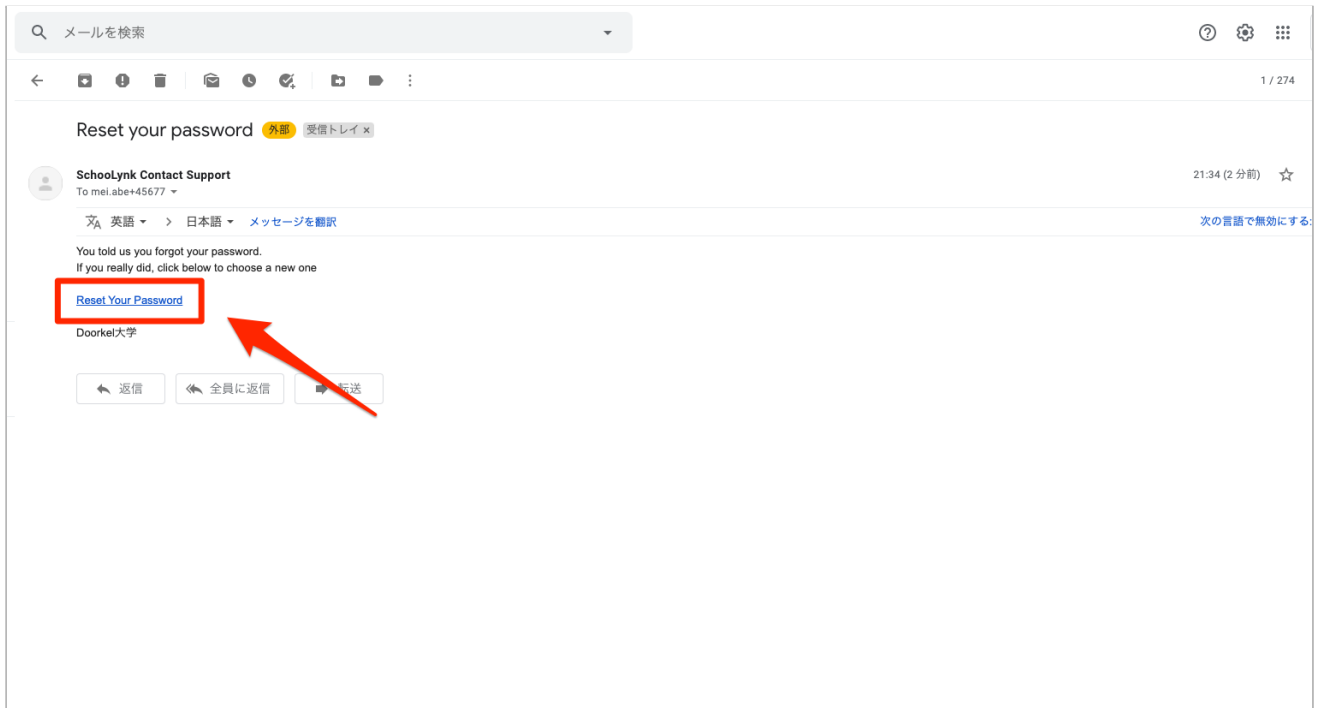
The screenshot shows the Doorkel University login page. At the top, it says "Doorkel大学". Below that, there is a message: "Thank you for registering to MyPage. You can check your registered events on MyPage from now on. You can participate in the event from MyPage as well." There are two links: "CREATE AN ACCOUNT" and "SIGN IN". Below these are two buttons: "Login with LINE" and "LOGIN WITH EMAIL". Under "LOGIN WITH EMAIL", there is a link "FORGOT A PASSWORD? CLICK HERE" which is highlighted with a red box and a red arrow pointing to it. There are also input fields for "Email address" and "Password".

- (2) Fill your email address and click “SUBMIT”.

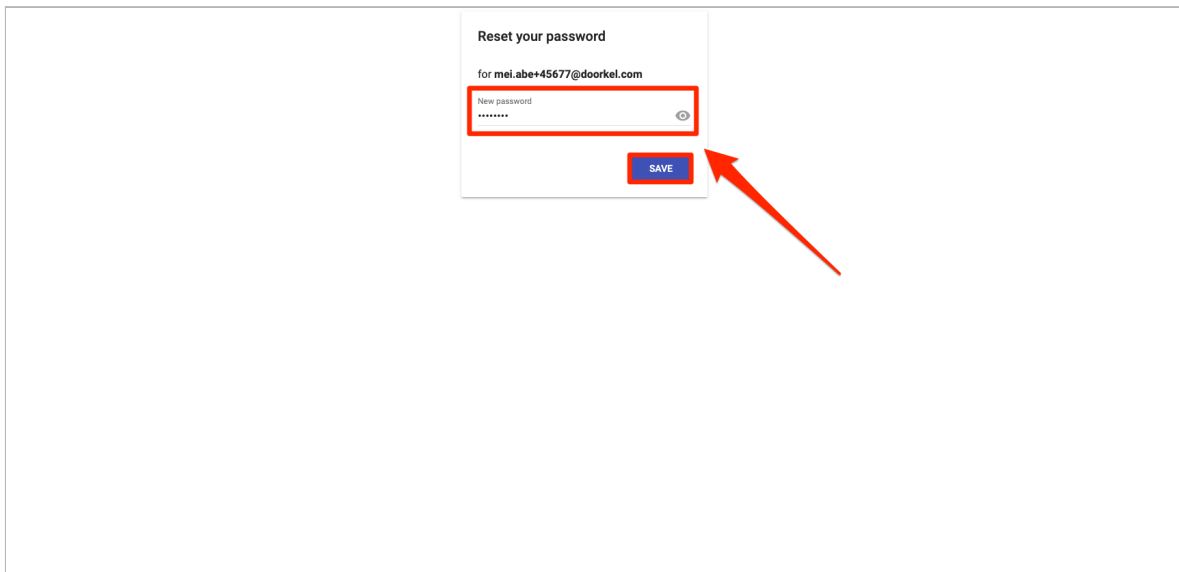


The screenshot shows the "Forgot password" form on the Doorkel University website. The form is titled "Forgot password" and contains the text: "Please enter the email address you used to create your account and we will send you URL to reset your password". Below this text is an input field for "Email address" with the value "mei.abe+45677@doorkel.com". At the bottom of the form is a red "SUBMIT" button, which is highlighted with a red arrow. The background of the page is grey.

(3) You will receive an email to reset the password. Click “Reset Your Password”.



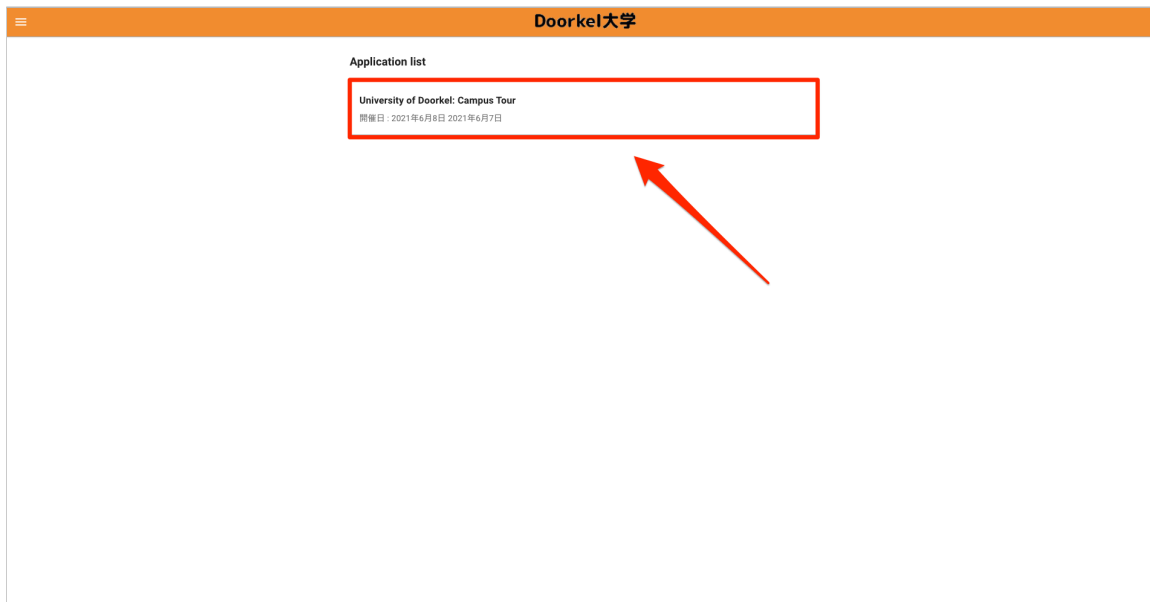
(4) Type a new password and click “SAVE”.



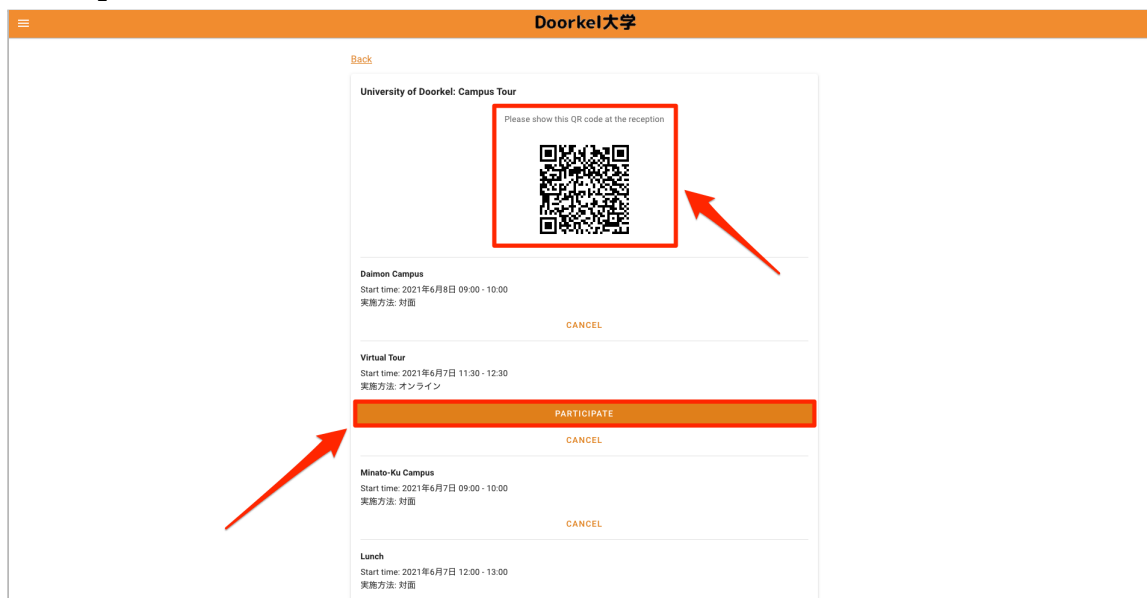
3 Participate to the Event

a. How to Participate to the Event from MyPage

- (1) Select the event you participate in from Application List.



- (2) Click “Participate” for online event, and show the QR code for in-person event at reception.



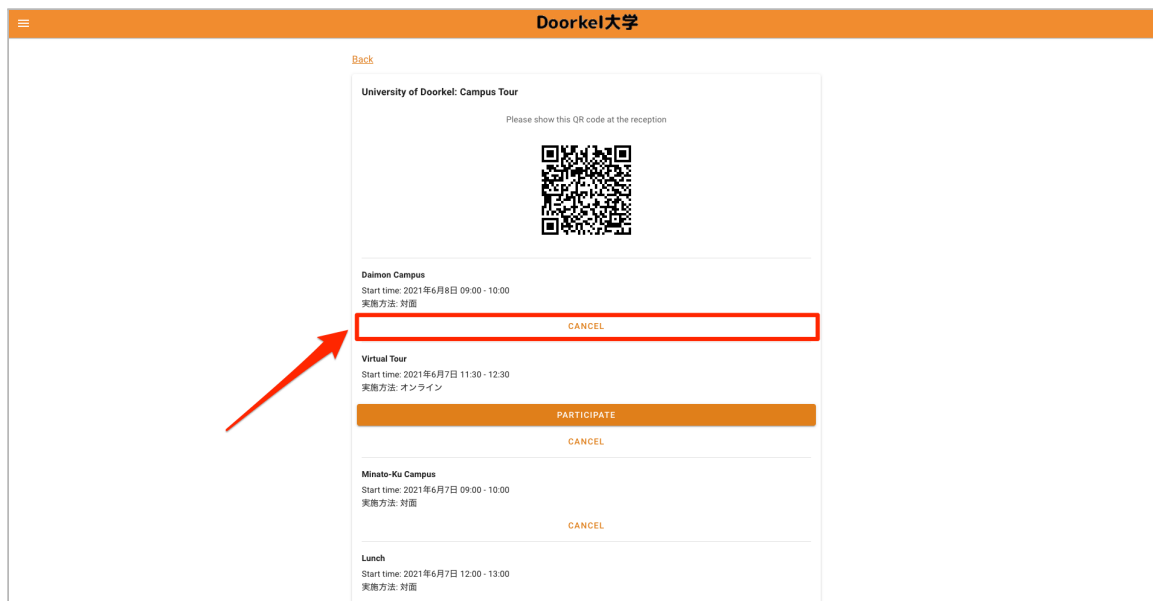
4 Cancel the Event from MyPage

a. How to Cancel the Event from MyPage

- (1) Select the event you want to cancel.



- (2) Click "CANCEL".



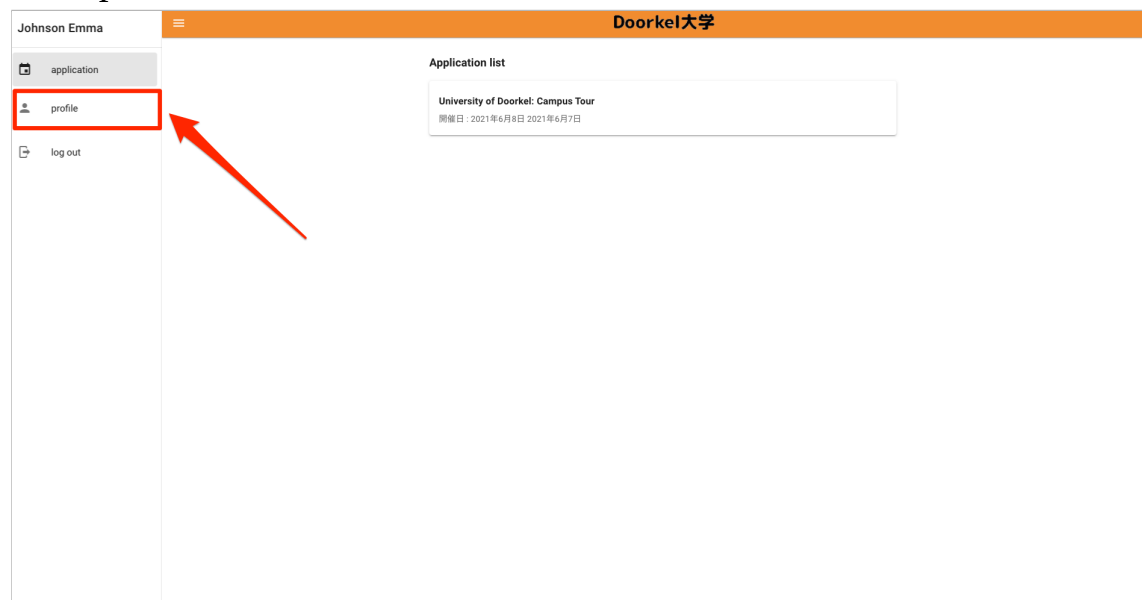
5 Update MyPage Profile

a. How to Update MyPage Profile

- (1) Click the menu bar on the top left corner.



- (2) Click "profile".



(3) Update your profile.

Johnson Emma

Doorkel大学

application

profile

log out

Profile

姓 *
Johnson

名 *
Emma

メールアドレス *
mei.abe+45677@doorkel.com

性別 *
女性

生年月日 *
Sep 17, 2000

卒業予定年 *
2022年3月

高校名 *
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東京都

自宅住所 (市区町村) *
港区

(4) Click "SAVE".

Johnson Emma

Doorkel大学

application

profile

log out

性別 *
女性

生年月日 *
Sep 17, 2000

卒業予定年 *
2022年3月

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芝2-27-8
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電話番号 *
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半角数字、半角ハイフン「-」でご回答ください

メールマガジン希望有無 *
希望しない

SAVE