



CaritasUC User Manual 【Student Edition】

Ver.1.0

August 1, 2023

Revision History

| Version | Date | Content Revised | Editor | Notes |
|---------|----------|--------------------|--------|-------|
| 1.0 | 2023/8/1 | New Manual Created | | |

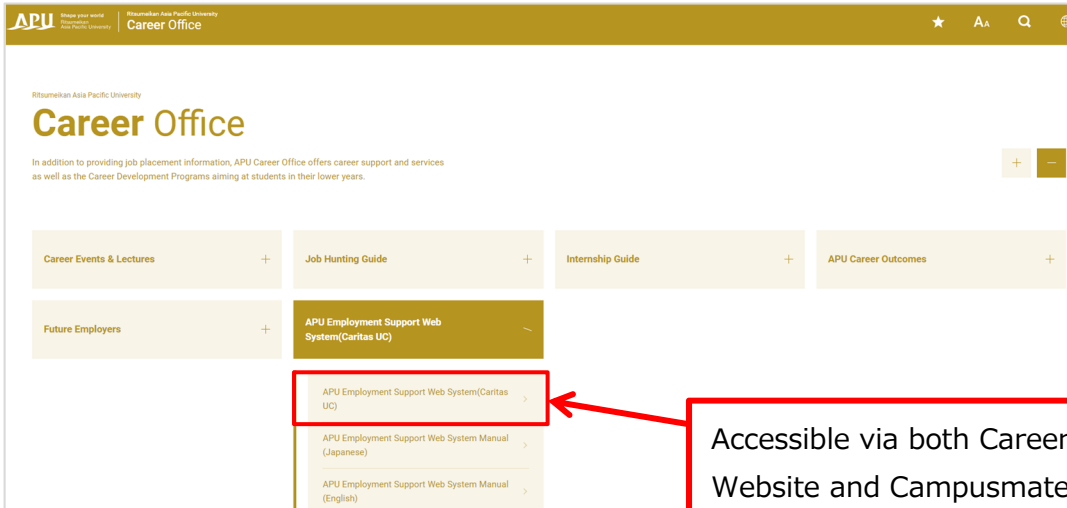
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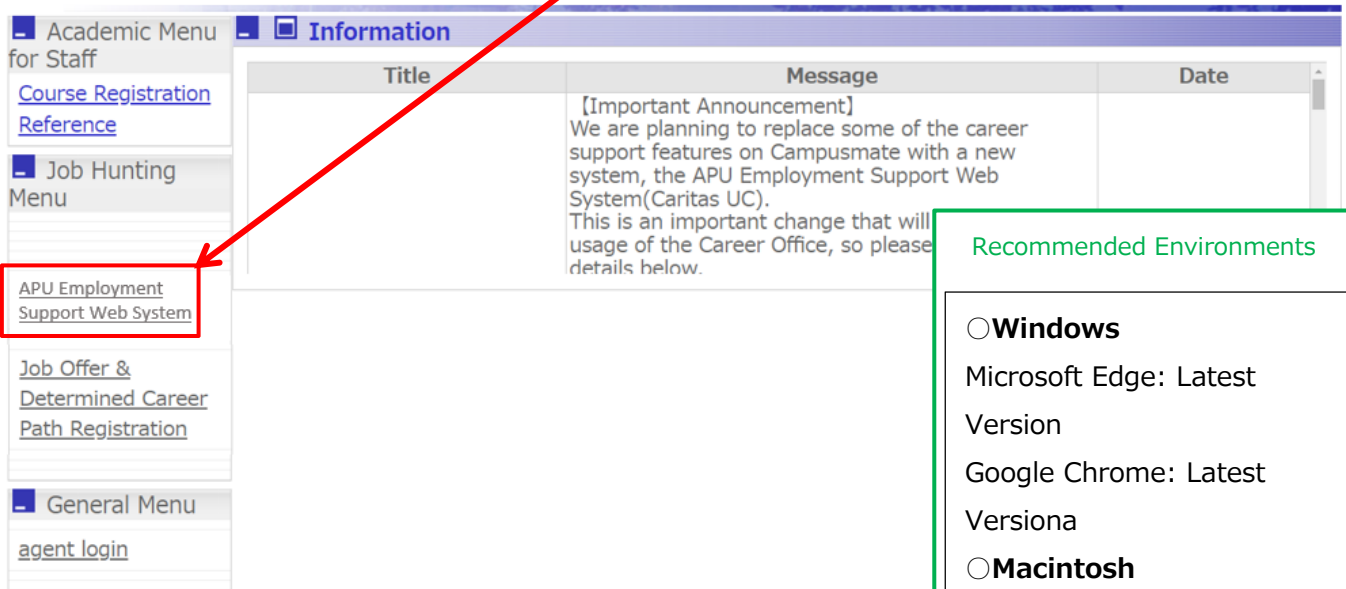
1. Login

1.1 Logging in Through the APU Career Office Website/Campusmate

キャリア・オフィス HP



Campusmate



1.2 Logging Out

To log out, please click on the “logout” button in the upper right-hand corner of the screen.

*When viewing on a smartphone,

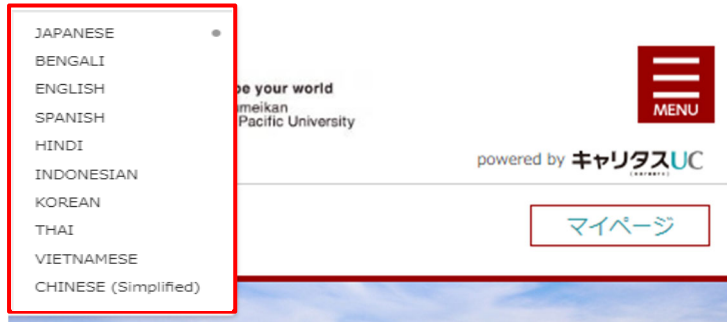
please select the logout button from **MENU** in the upper right-hand corner.



2. For First-time Users

2.1 Changing Display Language

It is possible to change the display language via the pulldown menu in the upper left-hand corner. Bengali, English, Spanish, Hindi, Indonesian, Korean, Thai, Vietnamese and Chinese (simplified) will be offered through use of an external translation tool.



2.2 Registering Basic Information

When using for the first time, you will be redirected to the “Student information registration” screen. Please enter your name, name (kana), mobile phone number, and an email address (required fields).

1. For names with environment-dependent characters (such as 高), there are cases where the symbol ● may appear. Also, in rare cases, errors in reflecting student information may lead to display mistakes. In these cases, please correct the information.
2. If your full name is being displayed in the last name field, please correct this by separating your first and last names.
3. If your full name is being displayed in the last name (kana) field, please correct it by separating your first and last names.
4. For students who have names using the alphabet, the name (kana) will not populate automatically. Please enter this information yourself.
5. For international students, please enter your name as it is written in your passport or residence card.
6. Only full-width characters can be used when entering in the name and name (kana) fields. For the name (kana) field, it is not possible to enter full-width spaces.
7. For the “other email address” section, please enter a non-APU email address.

APU Shape your world
Ritsumeikan Asia Pacific University

Student information registration

氏名/Name * 立命 次郎

氏名カナ/Name(Kana) * リツメイ タロウ

学校区分/Category 大学 選択してください

入学年度/Entrance Year 2020 年度

学部・研究科/College・Graduate School 国際経営学部

学科・専攻/Department・Major 国際経営学科

現住所/Current Address

郵便番号 〒 100 - 1000
郵便番号から住所を検索

都道府県 ▼

住所1 (市町村) ▼

住所2 (番地・建物名)

電話番号/Phone Number

携帯電話番号/Mobile Phone Number * 080 - 8587 - 5084

メールアドレス

大学メールアドレス/AP U Mail Address

大学メールアドレス/AP U Mail Address (確認)

その他メールアドレス/Other Mail Address *

その他メールアドレス/Other Mail Address * (確認)

2.3 Agreeing to Terms of Use

When registering basic information, students will need to review the terms of use and check off “I agree to the terms of use.”

2.4 Registering Desired Employment and Career Path

When using for the first time, after entering your basic information, you will be redirected to the Desired Employment and Career Path Registration screen. Please follow the questions and register your information.

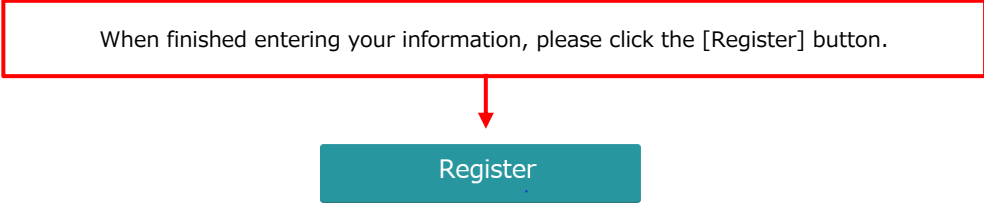
*When registering for the first time, the screen will only be displayed in Japanese. From the second time onward, it will be possible to change the display language via “My Page” to change or add information.

The screenshot shows a registration form with several sections:

- First choice**: A teal header bar.
- Desired course ***: A dropdown menu with "please select" and a list of options including "Employment request (seeking a job in Japan while in school)", "Employment hope (seeking a job overseas (home country) while in school)", "Employment hope (seeking a job after graduating)", "Desire to go on to higher education (advance to a graduate school in Japan)", "Desire to go on to higher education (advance to a graduate school abroad (home country))", "Desire to go on to higher education (vocational school or language school)", "self employed", "Professional Contract / Freelance", "starting a business", "Continuing incumbent (students working in society, etc.)", "Inactive (no intention to work)", and "others".
- Preferred industry**: A dropdown menu with "please select".
- Desired occupation**: A dropdown menu with "please select".
- Desired area**: A dropdown menu with "please select".
- Q1 Where do you want to start your career after graduation? ***: A grid of checkboxes for various countries and regions including Japan, Korea, Indonesia, People's Republic of China, Vietnam, Kingdom of Thailand, Bangladesh, Taiwan, Myanmar, India, Mongolia, Sri Lanka, Nepal, Malaysia, Philippines, Singapore, Hong Kong, Afghanistan, Tajikistan, England, Switzerland, Germany, America, Canada, Australia, Papua New Guinea, and Other overseas. A note says "(Multiple selection possible: 27 or less)".
- Q2 Remarks**: A text input field with a note "If Q1 is 'Other overseas', please add details." and a character limit "(within 300 double-byte characters)".
- Q3 If you chose Japan in Q1, please tell us your preferred area.**: A grid of checkboxes for Japanese regions: Nationwide, Hokkaido, Tohoku, Kanto, Chubu, Hokuriku, Kinki, Chugoku, and Shikoku, plus Kyushu-Okinawa.

*The recommendation function prioritizes displaying job postings that match the career path information entered. We recommend including as many details as possible to receive information about jobs and companies that you would be interested in.

(Recommendations will be displayed based on a combination of your 1st-3rd choices of industry, job type, desired location, the type of company you want to work for, and the screen you are viewing.)



3. Top Page

3.1 Explanation of Top Page

After logging in (or after registering basic information for the first time), the Top page will be displayed.

On the smartphone screen, there is no "logout" button.

My Page
Here you can view or change your registered information, entry information, and Desired Employment and Career Path.

APU Employment Support Web System

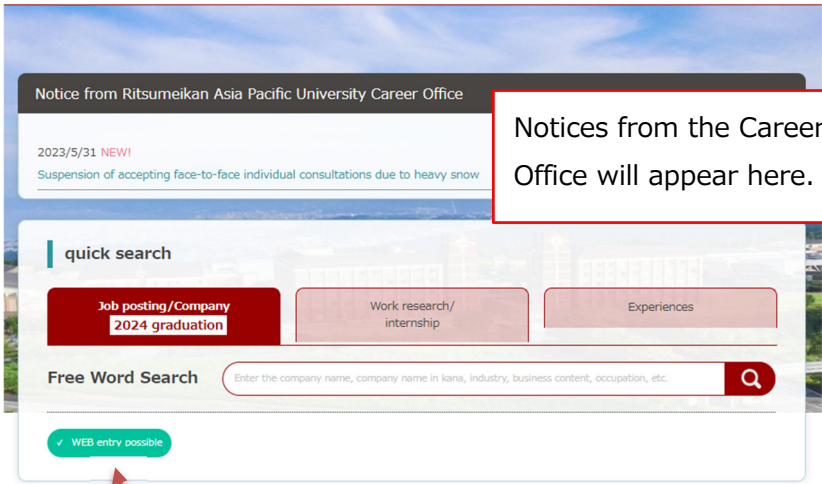
Asian Hanako

My page

logout



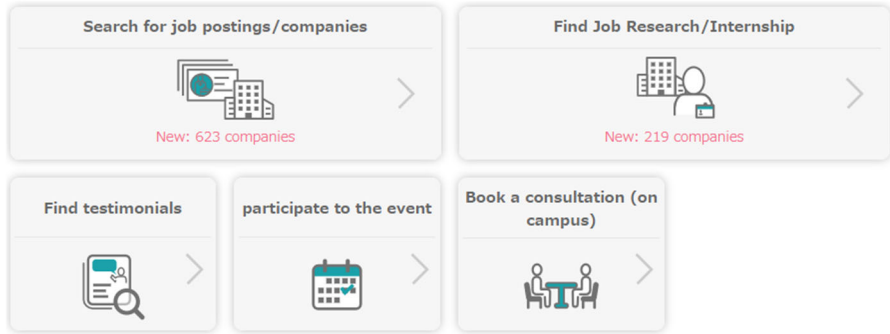
powered by キャリタスUC



Notices from the Career Office will appear here.

Quick Search
Enter the keywords in the search bar, then select . Click on the tabs to switch between categories (Job posting/Company, Work research/internship, Experiences). Keywords must be entered in Japanese or it will not appear correctly in the search.

You can search by the most popular search conditions.



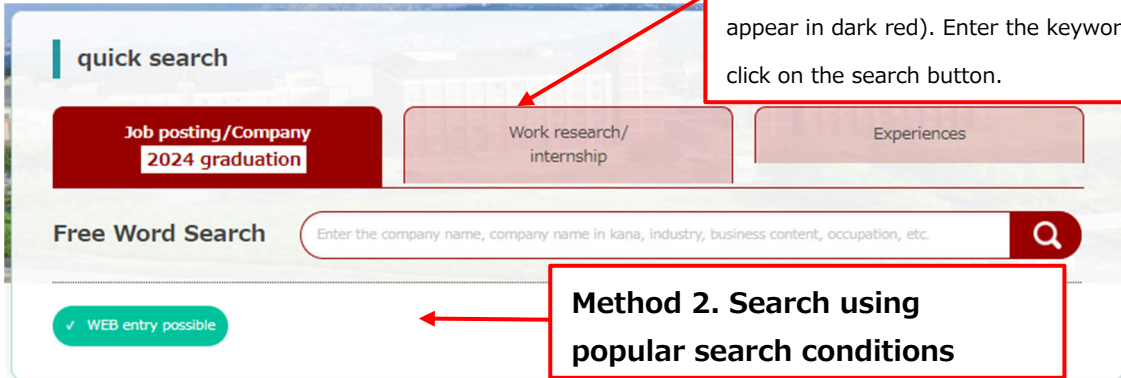
Advanced Search
Search for job postings/companies p8- (Entry information on p11-)
Find job research/internships p8-
Find testimonials p10

4. Searching for Job Postings and Companies/Searching for Internships

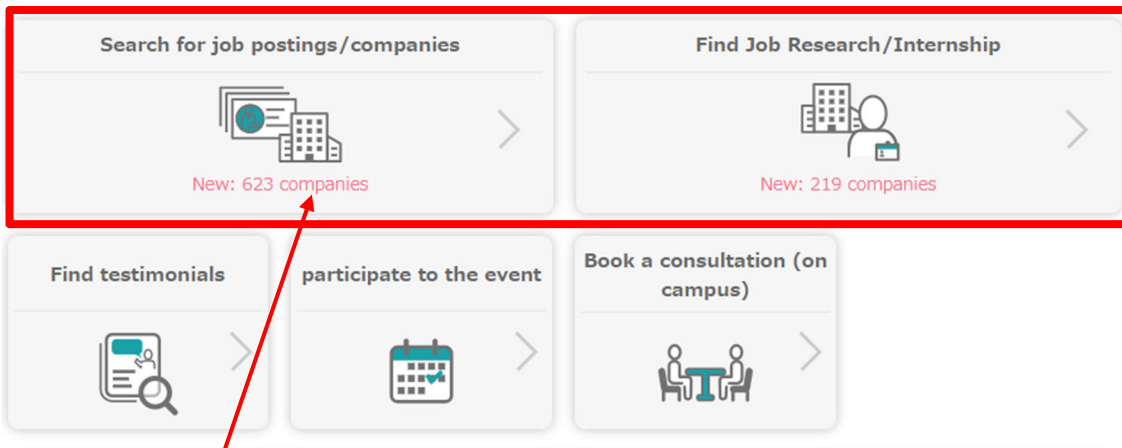
4.1 How to Search from Top Page

Method 1. Quick Search

Select the tab you want to search (the selected tab will appear in dark red). Enter the keyword(s) in Japanese and click on the search button.



Method 2. Search using popular search conditions

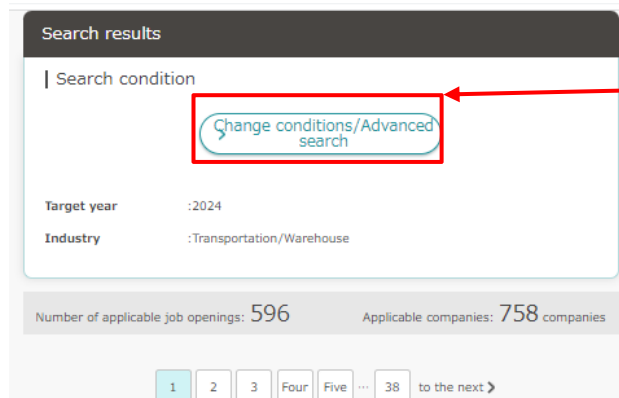


Method 3. Search from buttons

You can search using advanced search conditions. Please search once you have selected the desired conditions.

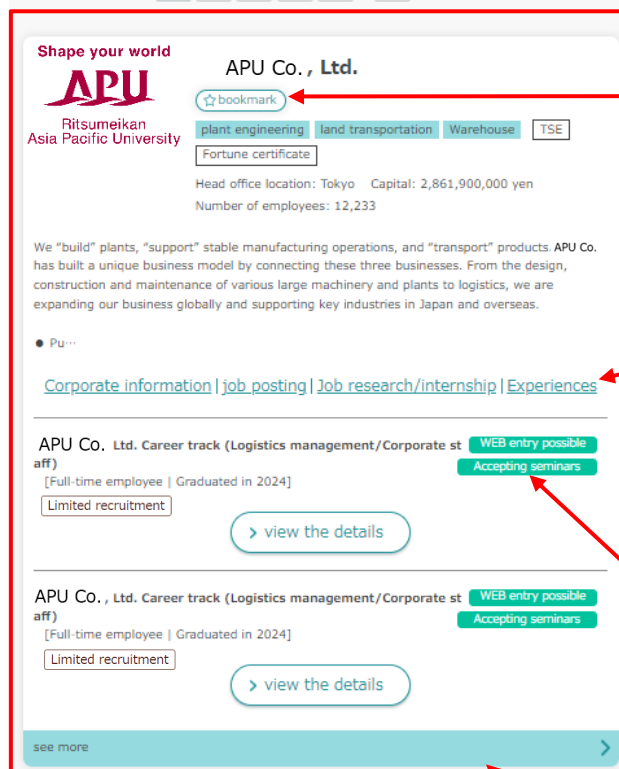
4.2 Job Posting and Company Search Results Screen

When searching for job postings, a screen will appear with a list of companies.



This displays the search conditions.
To change the search conditions, click on [>Change conditions/Advanced search].

*Search results will be displayed by individual company.



☆Bookmarking
Click on the [☆] symbol to bookmark companies.
Once the symbol turns yellow, then the company has been bookmarked.
The list of bookmarks can be viewed/edited via "My page."

Corporate Information | Job Posting | Job Research/Internship | Experiences
Click on the text to go to the details screen for each category.

Display Icons

- WEB entry possible** Position currently accepting entries
- Accepting seminars** Seminar registration currently open
- Limited recruitment** Notes job information distributed to limited number of schools

①Job Type
Name of position being recruited for

②Employment Category
Displays employment categories such as full-time employee, contract employee, temporary worker, etc.

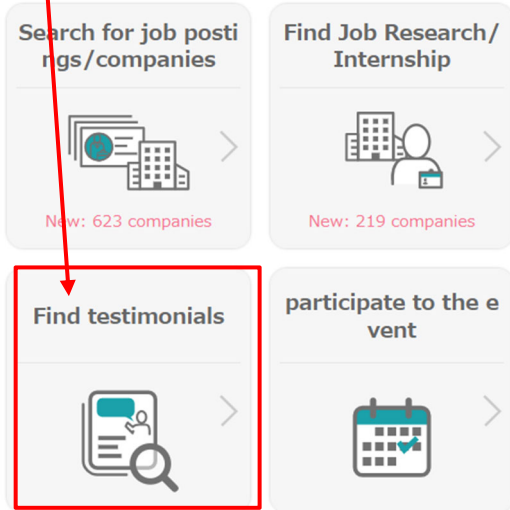
③View the Details
Takes you to the details screen for the job posting

5. Finding Job Hunting & Graduate School Application Records

5.1 How to Search from Top Page

Method 1. Search from button

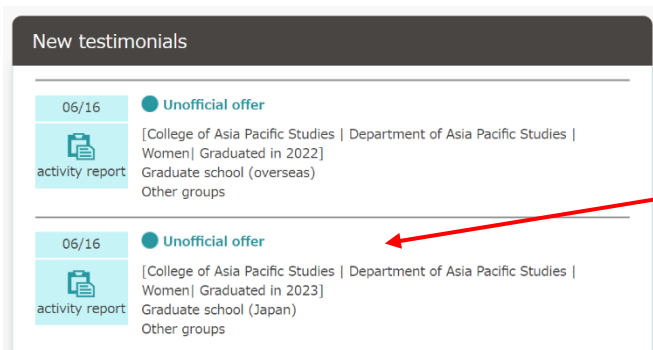
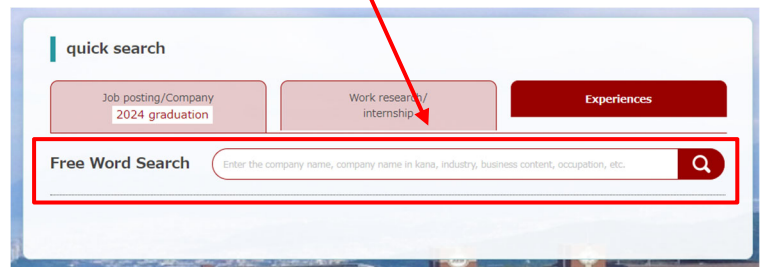
You can search using detailed search conditions.



Method 2. Free Word Search

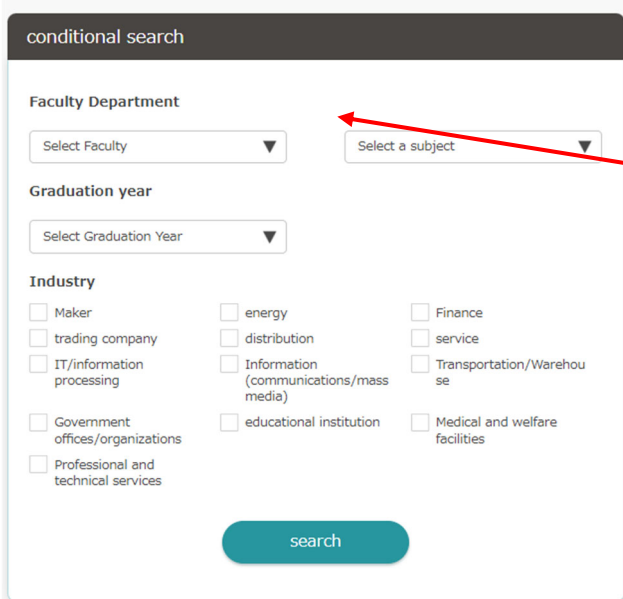
You can search by entering the company name in Japanese.

*When searching for experiences with applying to graduate schools, please enter “大学院（日本）” for graduate schools in Japan, and “大学院（海外）” for graduate schools overseas.



Records newly published by the university will be displayed here. Information that has been recently updated will be displayed at random.

* Click on the company name to go to the testimonial details screen.



Each of these search conditions follows a different approach.

*Select the condition(s) and click search to go to the testimonial details screen

6. Entries

6.1 Registering Entry Information

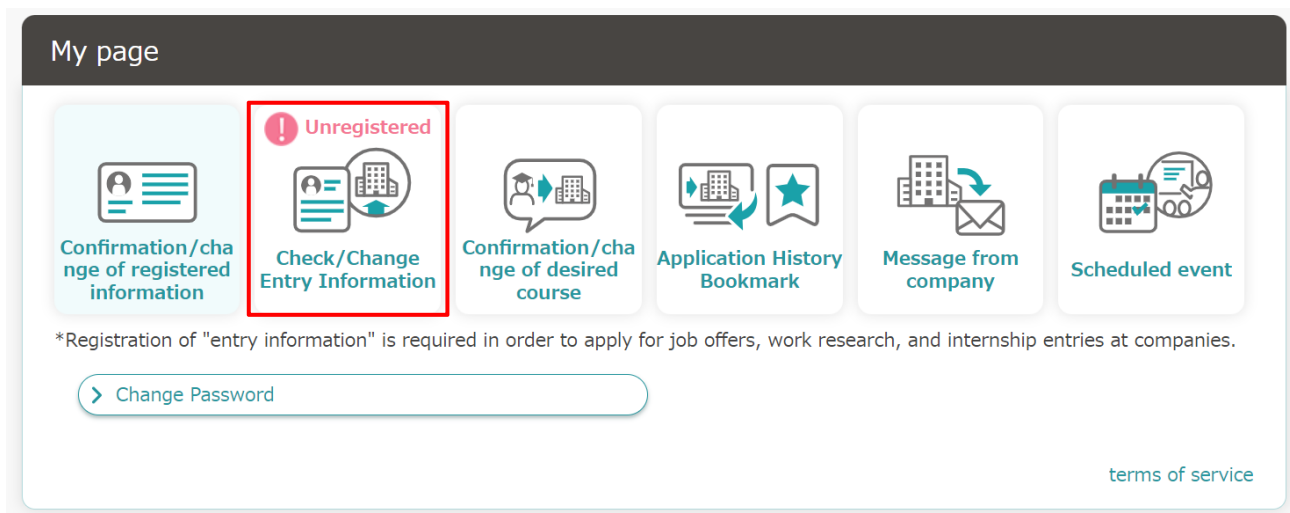
When submitting an entry for the first time, you will need to register entry information.

If basic information has already been registered, that information will populate in the appropriate fields.

*For names with environment-dependent characters (such as 高), there are cases where the symbol ● will appear. Please correct the information in these cases.

*After registration, it is possible to modify/add information via "My page." When modifying/adding information, please enter your password and click "send."

*The display language cannot be changed from the entry information screen.



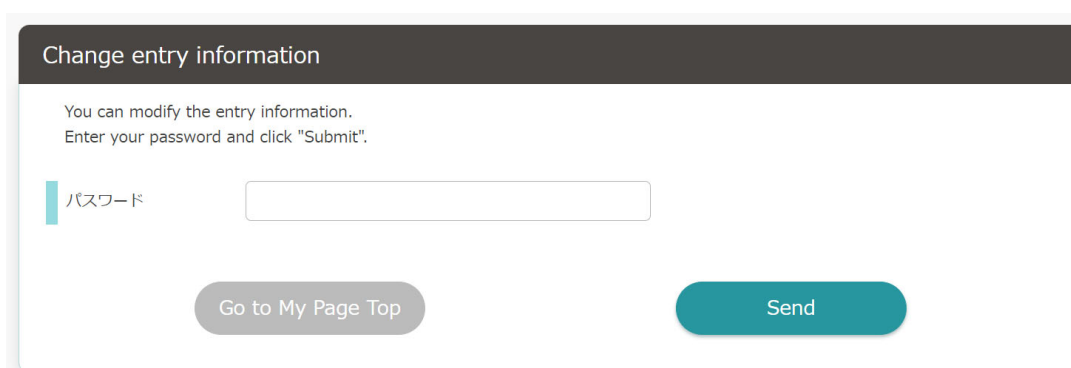
My page

- Confirmation/change of registered information
- Unregistered**
Check/Change Entry Information
- Confirmation/change of desired course
- Application History Bookmark
- Message from company
- Scheduled event

*Registration of "entry information" is required in order to apply for job offers, work research, and internship entries at companies.

[Change Password](#)

[terms of service](#)



Change entry information

You can modify the entry information.
Enter your password and click "Submit".

パスワード

[Go to My Page Top](#) [Send](#)

<Continued on next page>

TOP | 求人票・企業を探す | インターンシップを探す | 体験談を探す | 学校からのお知らせ | マイページ

登録情報の変更

エントリー情報の変更

エントリー情報の変更ができます。以下より入力の上、「確認する」ボタンをクリックしてください。

学校名 *

学校区分 * 大学 ▼

学部名 * 選択してください ▼

学科名 * 選択してください ▼

ゼミ・研究室 所属しているゼミ・研究室名をご記入ください

ゼミ・研究室系統 大分類: 選択してください ▼
小分類: 選択してください ▼

卒業予定年月 * - 年 - 月

氏名 * 姓 名

氏名(カナ) * セイ メイ

氏名(アルファベット) 入力する

生年月日 * - 年 - 月 - 日

現住所

>> 海外の方はこちら

郵便番号 * 〒 100 - 1000
郵便番号から住所を検索

都道府県 * ▼

住所1 * (市町村) ▼

住所2 * (番地・建物名)

電話番号 * 「電話番号」または「携帯番号」のどちらかを必ず入力して下さい。
- -

携帯番号 * 000 - 000 - 000

休暇中住所

現住所と同じ場合はチェックしてください

>> 海外の方はこちら

郵便番号 * 〒 100 - 1000
郵便番号から住所を検索

都道府県 * ▼

住所1 * (市町村) ▼

住所2 * (番地・建物名)

電話番号 * 「電話番号」または「携帯番号」のどちらかを必ず入力して下さい。
- -

携帯番号 * - -

*"Entry Information" that has been registered will be sent to companies.
Please be careful of typos, misspellings, and other errors.

Categories to Enter

- ① College/Graduate school, Seminar/Research lab, Expected graduation date, and other school-related information
- ② Name, Name (kana), Date of birth
- ③ Current address/Address while on vacation
- ④ Email address
- ⑤ Self-promotion
- ⑥ Skills/Qualifications

*Entry information registered will not change/update your basic account information. This is simply a screen for registering information necessary for submitting entries.
*Click on the "Save" button during entry to save your progress. This will allow you to resume entering information later on, starting from where you last saved. (bottom right corner of page)

携帯メールアドレス

自己PR

自己PR
4000文字まで

学歴、ゼミ、研究室などで取り扱った内容
2500文字まで

学業時間以外に書いた内容
4000文字まで

スキル・資格

スキル・保有資格
> スキル・保有資格を登録

趣味・特技
1200文字まで

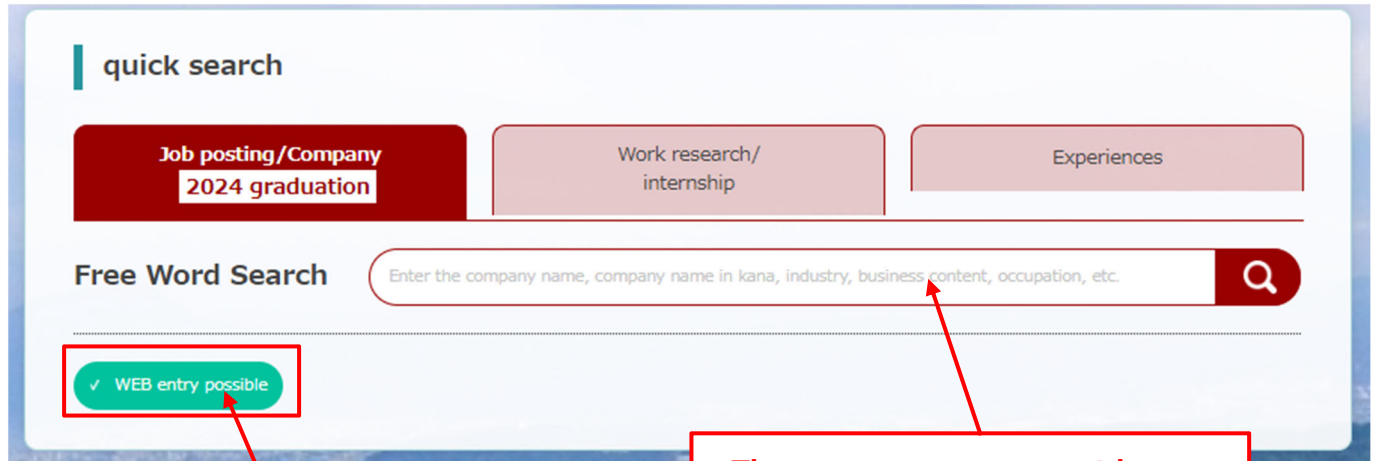
その他

その他
記入・編集 - その他情報(1000文字以内) (2000文字)

確認する

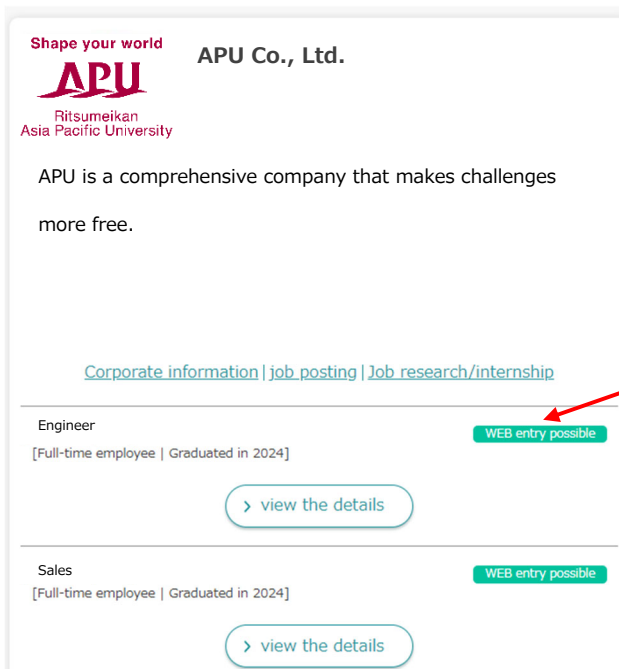
6.2 Searching for Entry Availability

You can check whether a company is accepting entries or not by using the top page or the search function.



Here you can narrow down the search to companies that are accepting entries.

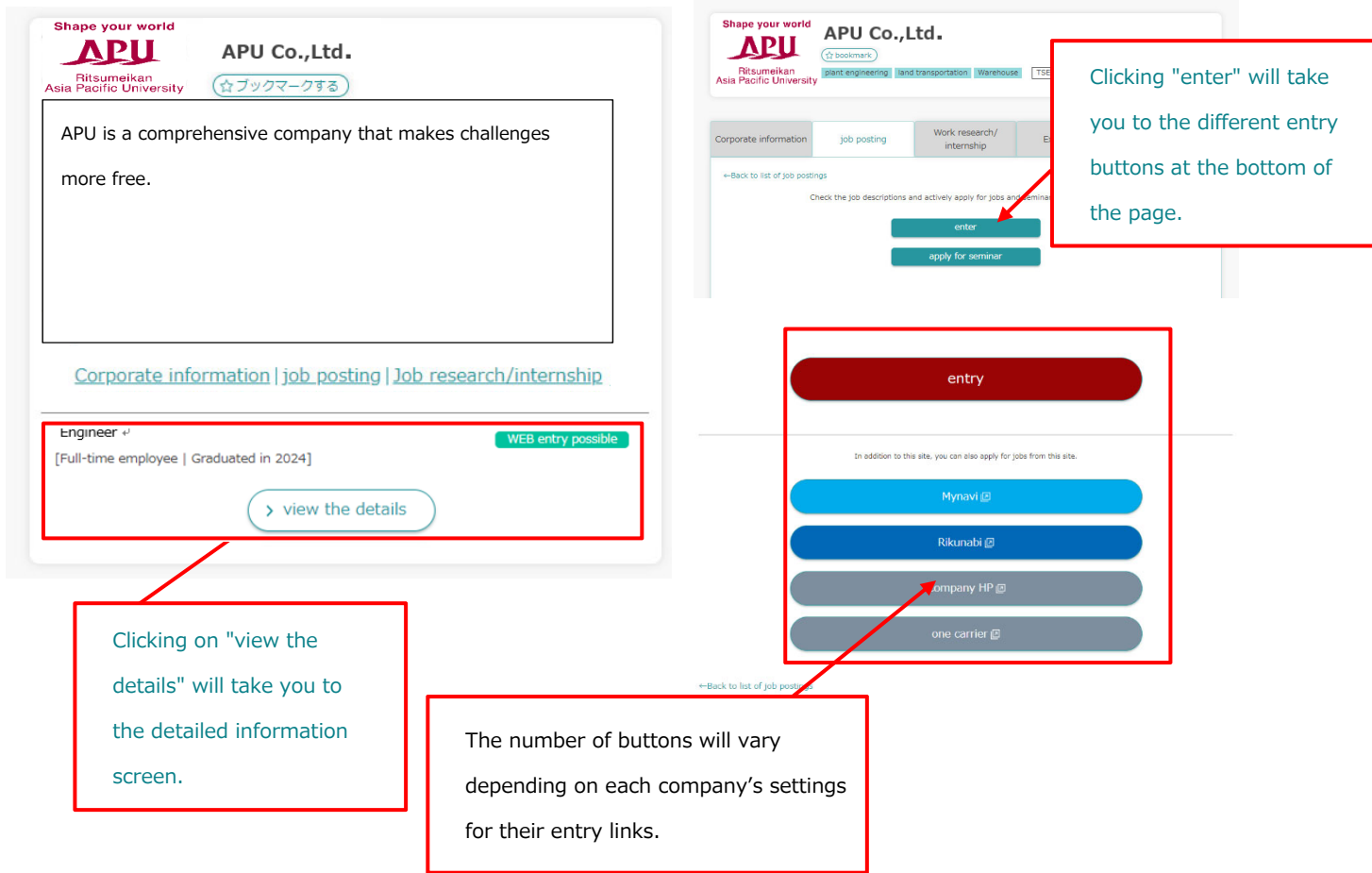
The company name must be searched in Japanese or it will not appear correctly in the search.



Companies currently accepting entries will have the "WEB entry possible" icon displayed.

6.3 Submitting Entries

Submitting entries for open job postings and internships:



Clicking "enter" will take you to the different entry buttons at the bottom of the page.

Clicking on "view the details" will take you to the detailed information screen.

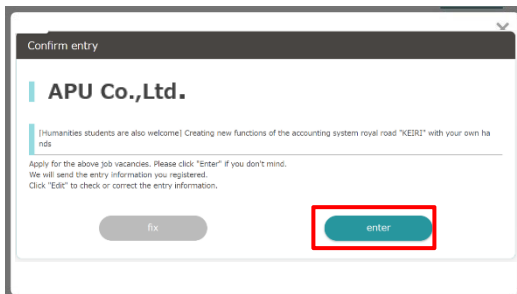
The number of buttons will vary depending on each company's settings for their entry links.

Submitting Direct Entries Using the APU Employment Support Web System

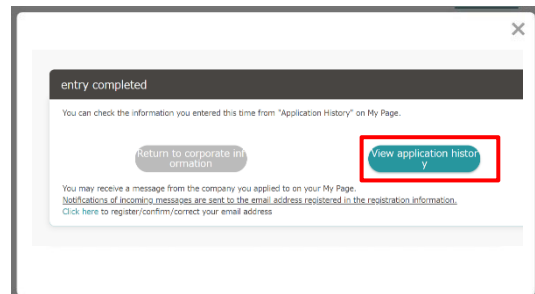
① Click the "enter" button

② Confirm entry

③ Entry complete



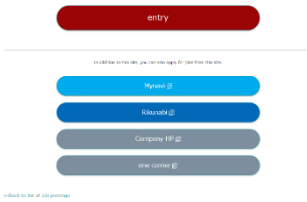
▲ Entry confirmation screen



▲ Entry completion screen

You can view application history for job postings and internships via "My page."

Submitting Entries Using Links (for job hunting sites, company recruiting pages, etc.)

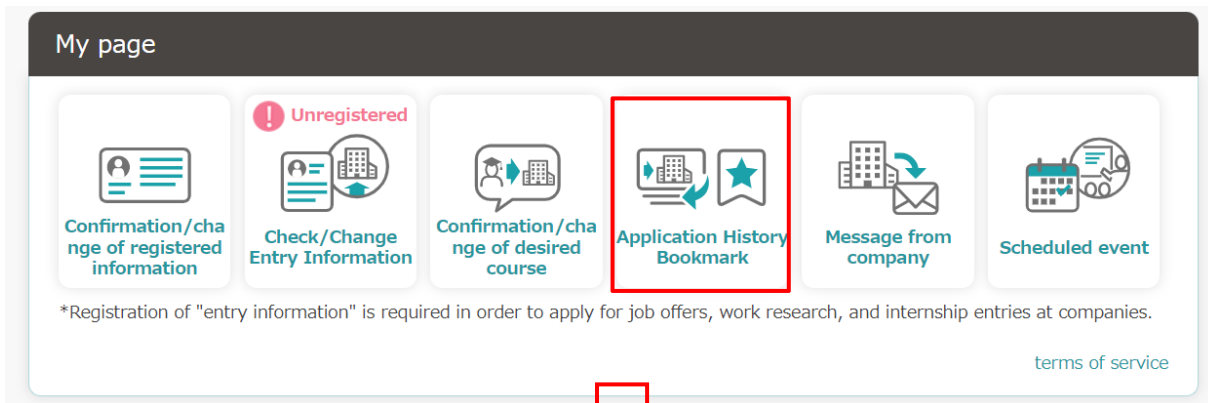


It is possible to submit entries using the job hunting sites and/or company recruiting pages listed. Please follow the rules of each site for registration and submitting entries.

7. Application Management

7.1 Viewing Application History

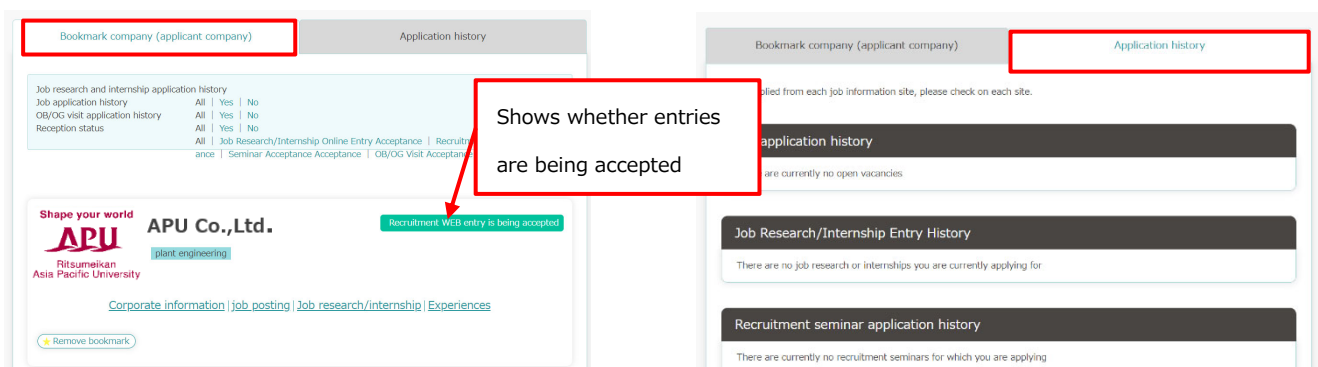
You can view your application history from “My page” through the “Application History/Bookmark” tab.



List of bookmarked companies

*Once an entry has been submitted, that company will be bookmarked automatically.

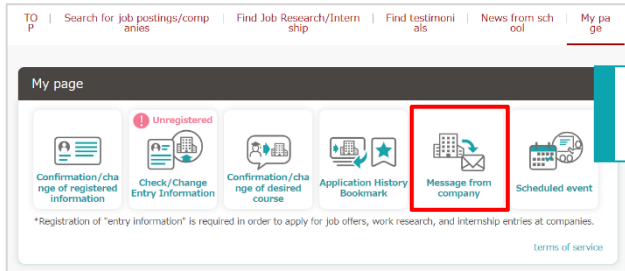
List of companies applied to



8. Messages from Companies

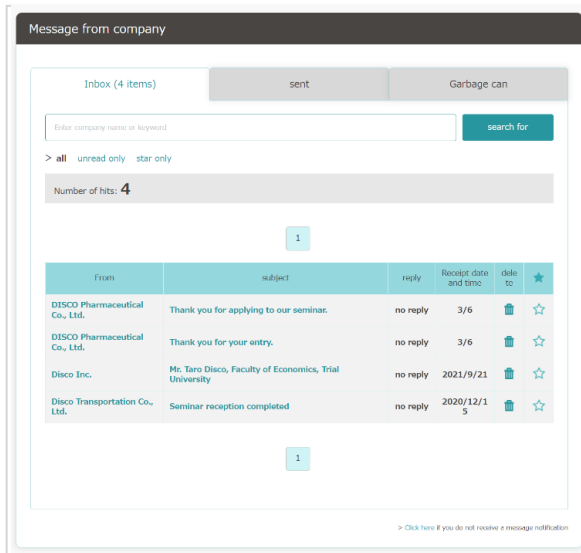
8.1 Content of Messages from Companies

You can exchange messages with companies you have applied to through the management screen.



<My page: Message from company>

Unread messages will have an "unread message" symbol.



Click on the subject to view message details.

| From | subject | reply | Receipt date and time | delete | ★ |
|--------------------------------|--|----------|-----------------------|--------|---|
| DISCO Pharmaceutical Co., Ltd. | Thank you for applying to our seminar. | no reply | 3/6 | 🗑️ | ☆ |

Click on the company name to view details about the company you have applied to.

[Category Overview]

| From | subject | reply | Receipt date and time | delete | ★ |
|--------------------------------|--|----------|-----------------------|--------|---|
| DISCO Pharmaceutical Co., Ltd. | Thank you for applying to our seminar. | no reply | 3/6 | 🗑️ | ☆ |
| DISCO Pharmaceutical Co., Ltd. | Thank you for your entry. | no reply | 3/6 | 🗑️ | ☆ |
| Disco Inc. | Mr. Taro Disco, Faculty of Economics, Trial University | no reply | 2021/9/21 | 🗑️ | ☆ |
| Disco Transportation Co., Ltd. | Seminar reception completed | no reply | 2020/12/15 | 🗑️ | ☆ |

Click on company name to view company info

Click on subject to view message details

Click on garbage can to move messages to garbage can folder

Click on ☆ to save messages in bookmarks

8.2 Sending and Receiving Messages

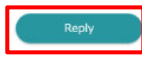
You can exchange messages with companies you have applied to through the management screen.

■ Inbox

Thank you for your entry.

| | |
|---|--------------------------------|
| Receipt date and time | 2023/3/6 14:30 |
| Sender company | DISCO Pharmaceutical Co., Ltd. |
| subject | Thank you for your entry. |
| <Text> Mr. Taro Tani, Department of Economic and Business Administration, Faculty of Economic, Trade | |

Confirming message content:
To reply, click the "reply" button

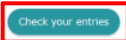


Create a corporate reply message

You can send reply messages to companies.
Please enter the necessary information and click the "Confirm the input contents" button.

| | |
|--|--------------------------------|
| Recipient company | DISCO Pharmaceutical Co., Ltd. |
| subject Up to 200 characters | Re: 上記お問い合わせについてお礼です。 |
| Message body Up to 5,000 characters | |

When finished writing, click "Check your entries."



If there are no problems, click "Send."

Confirmation of reply messages to companies

Please click the "Send" button after confirming the contents of the transmission.

| | |
|-------------------|--------------------------------|
| Recipient company | DISCO Pharmaceutical Co., Ltd. |
| subject | Re: Thank you for your input. |
| Message body | message |

fix **Send**

If changes need to be made, click "fix."

■ Sent

Re: Thank you for your input.

| | |
|--------------------|-------------------------------|
| Sent date and time | 2023/6/30 10:23 |
| Recipient company | Disco Digital Inc. |
| subject | Re: Thank you for your input. |
| Message body | message |

Click on the subject to view details of messages sent.

■ Garbage can

Message from company

Inbox (0 items) sent **Garbage can**

Messages moved from the inbox/sent folders to the garbage can will be displayed here.

Are you sure you want to delete this message?

| | |
|-----------------------|--------------------------------|
| From | DISCO Pharmaceutical Co., Ltd. |
| subject | Thank you for your entry. |
| Receipt date and time | 2023/3/6 14:30 |

Delet e permanently Undo **yes** Undo

Deleted
Moved message to Trash.

To completely delete messages, click on the garbage can.
Messages that have been deleted cannot be recovered.